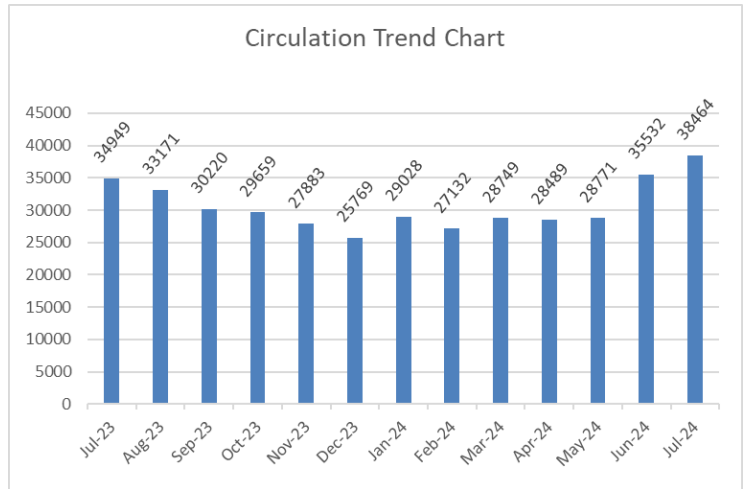


# Mammen Family Public Library

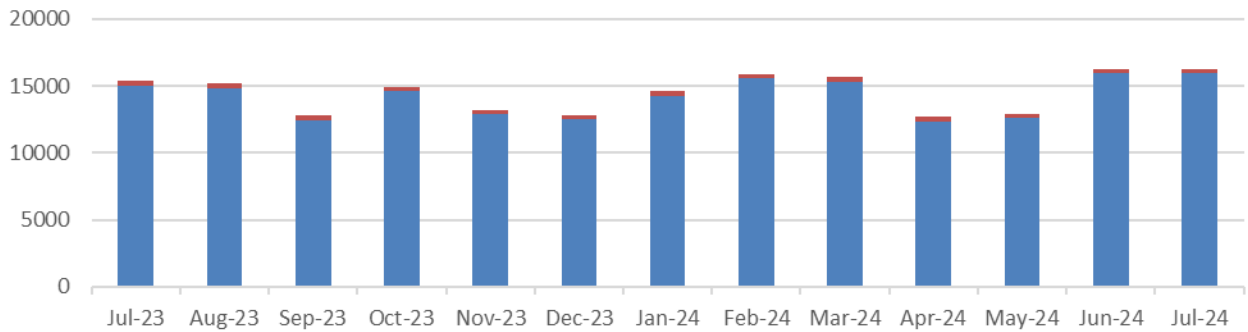
## August Monthly Report – July 2024 Activities

### Circulation Team Report

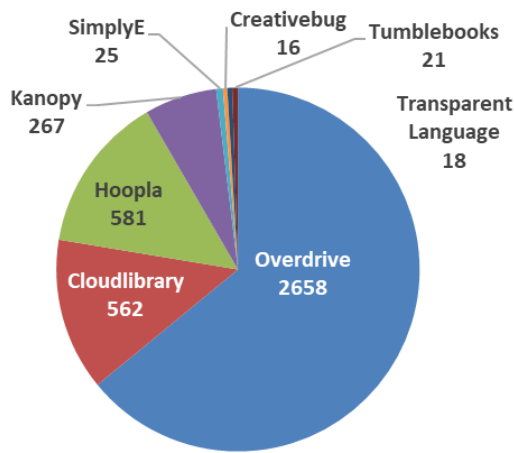
- Number of visitors to the library: 16,234
- Total items circulated: 38,464
- New cards issued: 271
- Number of active members: 9,828
- Total volunteers: 103
- Total volunteer hours: 727
- Patron internet use: 1,986
- Collection size: 65,031



### Library visits: Door count and drive up window

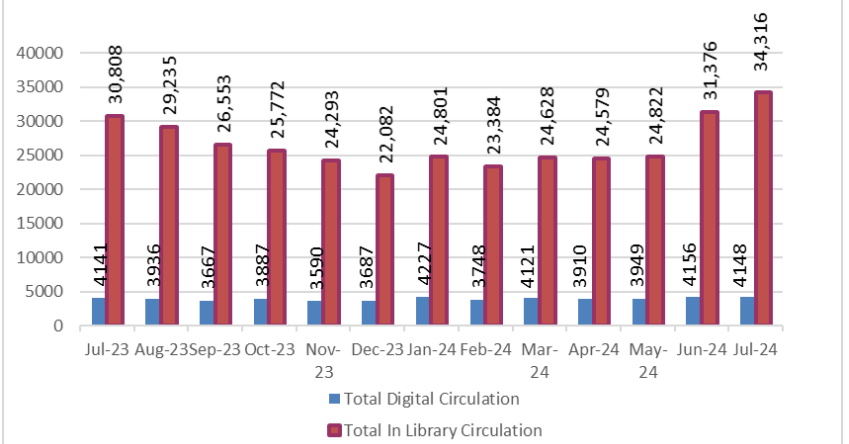


	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
■ Drive Thru	413	363	337	293	292	282	361	345	341	383	258	326	328
■ Door Count	15011	14798	12442	14578	12890	12509	14217	15527	15303	12348	12627	15959	15906



Monthly Digital Downloads

### In-Library vs. Digitally Downloaded Materials circulation



## Programming, Outreach and Community Collaboration

### Adult Programs (Hannah Johnson & Hanna Stratton)

#### General Updates

As of the end of July, we had a total of 355 adults registered for the Summer Library Program on Beanstack, which beat our total number of adults from last summer! Of the adults we had registered for this year's summer program, 180 adults had logged books, 74 had logged attendance at programs, and a total of 442 prizes were redeemed by the end of July.

#### Program Highlights

We celebrated National Culinary Arts Month with a Recipe Swap & Potluck Dinner at the beginning of the month, which was a nice change of pace while our Cookbook Club was on a break for the summer. We also celebrated with the return of our popular Trivia program. This time around, we paired a morning of food-themed trivia with a breakfast taco bar for attendees. We had a total of 26 attendees for trivia.

In July we wrapped up the 2024 Great Decisions eight-part series. This year, we were joined virtually by a handful of authors who spoke on the various topics chosen by the Foreign Policy Association. We are appreciative of these authors (one of which called us all the way from Lebanon!) who shared their time and expertise with us! In addition to the author talks, in July we also hosted a Fireside Chat with Maj. Gen. Barry Cornish (Ret.) in collaboration with the World Affairs Council of San Antonio. Gen. Cornish's talk on today's foreign security issues nicely complemented the topics that we were studying in the Great Decisions series this summer, and the World Affairs Council of San Antonio staff members were a pleasure to work with.



For the month of July, we worked with Debbie Soelberg to offer a series of art classes focused on making art supplies, pigments, and art pieces using items foraged or created from nature. Our long-time program attendees love seeing Debbie, and her classes are always very creative and educational. We appreciate all the time she spent this summer foraging for natural materials and experimenting for these classes! Attendees practiced miniature printmaking using natural dyes, created watercolor paints out of naturally sourced pigments, and

created decorative weavings out of plant fibers.

We ended the month with an Opera in the Library event. Performers from the nonprofit organization OPERA San Antonio shared their



educational and highly interactive presentation, making opera approachable for all! We had a total of 51 attendees join us for this Tuesday evening program.

A sampling of our other programming offered in July includes a Cooking Well with Different Cultures cooking class with Texas A&M Agrilife Extension Office and Methodist Health Ministries, another Beginning Mahjong program taught by Martina (since we had a long waitlist from our June class!), the continuation of our 12-part Water Conservation Series with Steven Grainger and Larry Sunn of RainBees, and a special return of our Spice Club program as we celebrated the start of the Olympics with some festive popcorn seasonings.



### **Outreach** (Stephanie Emerson & Gina Mejia)

To be out and about in the community, July couldn't have been a better weather month and such a welcome surprise! To have butterflies in the garden at the library in July is really saying it all! The rain was a welcome event (even if it meant very humid days). As they say in Norway, there is no bad weather, just bad clothes! (*Det finnes ikke dårlig vær, bare dårlig klær!*) Outreach was out there doing our thing. This month, we served a total of **104** community members directly and many more through books and materials.



**BOOK CLUB:** **Books & Bites** this month read *The Girl on the Train* by Paula Hawkins. While this book club does enjoy a good mystery, the general consensus was that this was not a good mystery. It was an odd mystery with people behaving badly all around. We spent a bit of time imagining how we each think we would have reacted if we had been involved in this scenario. In the end, we agreed that the main character was simply nuts! On the bright side, I made Pecan Sandies (my specialty) as a *farewell* bite since this was my last time leading book club. Gina is on board and excited to lead in August where I will attend one last time as support.

**SENIOR OUTREACH:** The **Homebound Delivery Program** currently has 5 patrons on our route. In July, we delivered 19 books in total.

At **Bulverde Assisted Living (BAL)**, 17 books and 1 Kindle Paperwhite were checked out between the 5 residents that are avid readers, while the large print borrowing bookshelf continues to be utilized regularly. We also continue to rotate 300 piece puzzles and deliver donated magazines to one specific resident.

Lobby stops at the **Highlander Senior Village** in July resulted in 24 books and 2 Kindle Paperwhite devices checked out.

Outreach was onsite at **Bella Groves** this month assisting in a watercolor activity. There were 7 residents participating in a beautiful sunset watercolor project. Outreach is planning to lead an activity next month at Bella Groves. The activity will likely involve tic-tac-toe and possibly a "complete the phrase" game.

YOUTH OUTREACH: We took a break from the Life Skills class at **SJRC**. With plenty of programs and the school break, there has been more in library attendance. We will resume a routine on site schedule in August.

**SHARE Center** families have been attending in library storytime and other events this month. We hope they have been able to see everything that we have to offer for all ages and see the great efforts made at the library for all ages!

**Sanctuary of Hope** baby and toddler storytimes had 4 babies and 3 kiddos attended the two storytime programs. We brought the board book *Bear has a Belly*, used shaker eggs and infant sensory (touch and feel cloth crinkle soft) books for babytime. For the toddlers, Montana read books, sang songs assisted by egg shakers and used scarves. We brought the new magnetic maze toys for after storytime. As a special treat, we brought mini cupcakes to celebrate a graduation from school for one resident and to mark my last time to storytime. Gina will also be sliding into the support role of this program.

**Pop-up Library in the park** was the 2<sup>nd</sup> Friday of July. There was just enough of a breeze and just enough clouds to make it a nice morning for storytime before the rain moved in. We barely made it back in time!!

#### OUTREACH COLLECTIONS:

- The giveaway collections, consisting of children's books and a few bilingual books in Spanish, continue to reach the community at Provisions Food Bank, Helping Hands Food Bank and Acacia Medical Mission.
- The **Large Print Trekker Collection** continues to expand and circulate. In July, we added 8 new titles and have a total Trekker collection count of 234 large print books available to circulate amongst the various stops for large print users.
- The **Kindle Paperwhite** devices saw 3 of the 5 checked out for the entirety of the month. No new additions were made to the selection of books in July but requests were collected.

#### LITTLE FREE LIBRARIES / BOOKCASES:

- **Books by the Bundle** program has 3 patrons signed up but no one used it in July.
- **Little Free Library and bookcase restocking** showed a marked increase in book usage this month. The book placement numbers were at **322** books for July. There is a welcome trend at one or two locations that indicates more people are also leaving books and not simply taking them.
- **LFL maintenance** efforts will take place next month. The largest effort will be on the Faithville LFL. It has weathered significantly over the past year. The Park LFL is in pretty good condition and will only need minor touchups.



## Makerspace (Lindy Hargrave, Marc Dunlap)

Layered HTV Shirt Designs: This was an exciting class with great participation. Each Patron got to delve into the world of self-expression by customizing their very own piece of apparel using Cricut Design Space, some heat transfer vinyl, and their own creative eye. Some were very experienced Cricut-teers while for some this was the first time they had googled anything... Everyone left with something (of course marked with "Made in the MFPLibrary Makerspace), while a few came back at a later time to tighten their designs up.

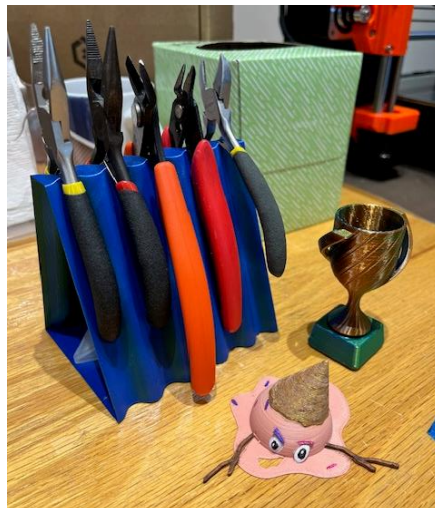
Ceramics 101: Basic Clay & Glaze lectures: It may have been too soon to try to repeat these classes, but you live and learn. Attendance was low, but those that did come seemed to appreciate the content provided and would be interested in future classes (both lecture and hands-on).

Explore the Makerspace: We had lots of interest in the MKS this month with many excited attendees to our Explore the Makerspace classes. It was the 1st time learning about the MKS for quite a few, and several had projects/ideas that they wanted to know \*if\* the MKS could help them with. Some even expressed a desire to Volunteer with the MKS if we ever needed it!

Adventures in 3D Printing: We had a small class that completed all 4 lessons in 3D printing: Basics, Design, Flex & Vase mode, and multicolor prints (so far one patron even excelled at using the 3D pens). From that we have gained one new serious DIY 3D printer patron who has several projects on his bucket list.

We have gained two staff trainees in the Makerspace – Alisia and Gina! In August we will focus less on programming and more on training and experimenting with new equipment for upcoming programs and more makerspace diversity.

Thank you to everyone who helped us weed and distribute summer reading badges! (We're playing with what to do with the scraps—so far we've made a "puck" and plan to make some more abstract pressed art).





## Youth Services (Montana Rindahl, Javier Gonzalez, Briana Gonzalez) Children's



July was a busy month for youth services! Our program highlights included a magic show from "Illusions by Blake" and a visit from Austin Reptile Shows! This was our first summer since 2019 to have indoor shows, and we scheduled two of each performance to accommodate our excited crowds!



Beginner Book Club continued its travels around the world, reading books and doing activities related to Antarctica, Africa, and Australia in July. For our Africa week, we learned about the importance of clean water and the hard work of carrying water home before practicing carrying water on our heads and playing some water relay games!



Our Builders Club kids are now able to display their LEGO creations in the Children's Room thanks to the tops installed on the shelves. This will give us the opportunity to showcase a lot more projects in the future!



We wrapped up Crafternoon this month with the kids making their own tic-tac-toe game and trying dot painting on a mini canvas. It was neat to see all of the different themes and styles the kids chose for their projects.

Our final Family Night at the Library program was a movie night! Families came to the library to watch The Super Mario Bros. Movie on the big screens in Rooms A and B. The families brought their own snacks but we also provided fresh popcorn. We are planning to host more movie nights in the fall.

Tween Club was very popular in the month of July. The tweens made beaded keychains, fantasy maps and marbled greeting cards. In celebration of the 2024 summer olympics, they made sports pennants and olympic ring origami!

## Teens

July was a fun month for teen programming! During our teen tuesday program, they taste tested wacky foods, painted garden pots and competed in fandom trivia. They did however have the most fun making black bean corn dip and completing our Avengers themed escape room!

The teens also had their final two movie nights of the summer and met once during the month for Anime Club.

Our teen volunteers worked extra hard in the month of July. They continued to help man the beanstack table and help during our children's programs. Again, we couldn't have done the summer reading program without them!



## Collections Reports

Adults (Kristin): We loaned 8 items to and borrowed 85 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 2 exams in July. We worked one-on-one with 9 members to teach them how to use our electronic resources. In July I weeded the nonfiction collection and this month I will focus on weeding the reference section and inventorying the nonfiction.

Teens (Montana & Javi): We fulfilled 12 purchase requests for YA material in July.

Children (Montana & Javi): We fulfilled 16 purchase requests for children's material and inventoried the Board Book collection in July. Chloe completed her 1,000 Books Before Kindergarten this month!

We deleted 456 items for the following reasons:

- Weeded – 428 items
- Vanished – 4 items (due to inventory)
- Lost and unpaid for – 4 items (sent to collections)
- Lost and paid for – 19 items

## Marketing & Public Relations (Hannah Johnson & Hanna Stratton)

In July, we began looking for a more affordable and eco-friendly alternative to the plastic bags we currently use for our new patron welcome bags. We have continued to grow our group on Meetup and even had a group member attend a program and share photos and how much she enjoyed the program. This is a group we are still continuing to grow to reach a different demographic of adults in the area that may not be aware of the programming a library offers for adults.

**E-Newsletter:** Towards the end of July, I removed all subscribers who had not opened an email in 6 months or longer. Doing this quarterly or twice a year should allow our emails to reach more active subscribers and not spam mailboxes with unwanted emails. The click rate for July was 4%. That may seem like a low number but it was a 72% increase from June. Throughout the month 891 links were clicked in the weekly newsletters.

**Social Media:** This month on social media we reached over 4,600 people on Facebook and over 1,000 people on Instagram. That is a 60% increase from the previous month for Instagram! As we were promoting the Library Mini Golf events this month several of our sponsors shared our posts either to their page on Facebook or to their Instagram stories. Our widest reaching social media post was the





Facebook post announcing Popcornpalooza, it reached almost 200 more people than the second widest reaching post of July. The most liked post of July for both platforms was a post showing appreciation for all the wonderful teen volunteers that helped at the library this summer. It had 22 Facebook reactions and 20 Instagram likes.

**Wowbrary:** We have continued to utilize Wowbray's events feature to assist in spreading awareness of upcoming library closures as well as large events such as Library Mini Golf. Throughout the summer we added over 700 new emails to the Wowbrary newsletter.

**Book Displays:** Both the Broaden Your Shelf book display and the larger display featured books involving food as July is Culinary Arts Month. Our Staff Picks display was quite popular throughout the summer, and was emptying faster than we could refill it!

## Technology (Rob Lerner & Marc Dunlap)

### Technology Desk (Marc) Summary

**Stand-out-Issues** The switchover to the new 'Print From Anywhere' service ([print.princh.com](http://print.princh.com)) was very smooth and actually has more features than the service used previously. Which has made many Patrons happy!

**One-on-One Tech-Help highlights:** This past month was a bit "hopping" with requests outside the regular Monday/Tuesday times. However many of them also didn't require the full hour timeslot. Mostly needing help setting up this account or another though a few were specifically about 'Social Media'... there may be a needed class to go over the uses/pros-cons of the different platforms.

- One patron was given a new laptop by their daughter (who had "set it up for her, but didn't have the time to teach her anything") and wanted a bit of help navigating the new operating system. What she ended up needing was help transferring over from Microsoft Office to the Google-Suite of apps. I told her she could keep signing up until she gets the hang of it... we have had four sessions to-date.
- The "improved" way Amazon (Kindle) and Libby now works has been helpful to many of our Patrons, though some of them still needed a little help in this area. One such older couple came in with their Kindles, phones, and tablets. We sat down, and at the end of the day (having older versions of the Kindle) decided it might just be better to use all of the Free library apps on their tablets than, solely rely on their Kindles to keep working and syncing up.

### Technology Help

- While we did have 6 people initially sign up for the Let's Learn this month, a couple canceled and out of the four remaining only two showed up. However, it was still a pleasant class, and the two that participated any tons of good relevant questions!
- Though there has been much interest in a "next level" class for both Word and Excel, as of right now there isn't anyone signed up for the Aug. Let's Learn: Spreadsheets class.

**Misc:** The more permanent Drive-Up window signs have proven themselves over the past several windy and rainy days. The FOL have two new banners, and the Library Golf Sponsor signs looked great!

Also made some "Need Help" signs for the Computer Room, to indicate when I am where and/or who can help when...

**Rob:** It's a strange feeling when something going wrong makes you happy. There was a power outage in the surrounding neighborhood, but we barely noticed. The lights flickered and the computers shutdown, but power came right back on and all we had to do was restart our computers and kiosks. Out of curiosity I went and checked to see if the generator was running and it was. It was running the entire library without any issues. When the power came back on 45 minutes later, it seamlessly switched back to PEC and we didn't have to do anything. This was its first real test and it passed easily. This was also a test of our network battery backups. We've added a lot of new equipment and two new batteries with higher capacity and they worked perfectly for the brief period they were needed. We didn't have to even touch any of our network equipment. So this brief little disaster was a nice confirmation of the reliability of our systems.

We did make a change to one of our main patron services. Envisionware, our print management and patron computer management software, made a change to its remote printing software. They switched to a new vendor, Princh, and we needed to make some changes to our website and our one of our servers. All and all it went very smoothly and it is actually easier to use than the old service.

## Facilities Management (Warren Pichon)

**Study Room Use:** 615 people

**Public Meeting Room use:** 211 people

### General Maintenance

- Cleaned "Old Bulverde Wood Store" display case
- Cleaned drive up windows inside and outside and sanitized
- Cleaned Employee exit door glass
- Septic System Treated with 2 gallons of Bleach
- Monthly Pest control completed
- Inspected water drains on roof and cleared drains of standing water and debris
- Tightened all toilet seats throughout the library including employee toilets
- Treated water feature weekly with Algaeoff and "Sludge Away"
- Did daily "Walk Around" that includes blowing debris from all entrance ways, walkways, patio areas and butterfly garden area. In addition: check grounds for trash and debris left by raccoons and others and for anything out of place
- Spray painted the tops of all rails around the building that were rusty
- Cleaned all whiteboards in study rooms and training room
- Cleaned and sanitized 24hour book drop, book lockers and Drive up window containers



**Chabelo Landscaping:** Trimmed trees that were hanging too low, trimmed sidewalk hedges, trimmed Handicap walkway, trimmed hedges in front of front patio, cut grass on hill by cistern and at front entrance and at back gate, weeded curb areas near cistern, cleared paths in butterfly garden area 7.3.2024



Cut the grass around the property including both hills and around 24hr book drop 7.20.2024

**Milburn Upholstery:** Reupholstered 5 small ottomans and 1 large one in vinyl 7.2.2024



**Team Mechanical:** Repaired leaking mini split unit faulty pump 7.16.2024

**HomeTeam Pest Defense:** Monthly Pest control completed 7.16.2024

**Carter Irrigation:** Repaired busted sprinkler line 7.16.2024

**Executive Signs:** Put new face and lights in the Memorial Sign 7.19.2024

**Master Naturalists and Master Gardeners:** Trimmed, weeded and raked in butterfly garden 7.25.2024



## Administration (Susan/Cathy)

We posted a position for a new Library Clerk and within 5 days had over 20 applicants, just by posting on our website and in our newsletter. We reviewed the applicants qualifications and interviewed 7 people. We really liked several of them and in the end, we realized we needed additional help with Adult Programs and hired two part time employees. Kellie Turner joined our Circulation team and Sophia Bard joined Adult Programs. We are very happy to have them on board!

We met with the team from Marmon Mok Architects to clarify the "program" of needs for a schematic design of what may be possible if we ever were to expand the library again and to discuss possibilities for the additional property.