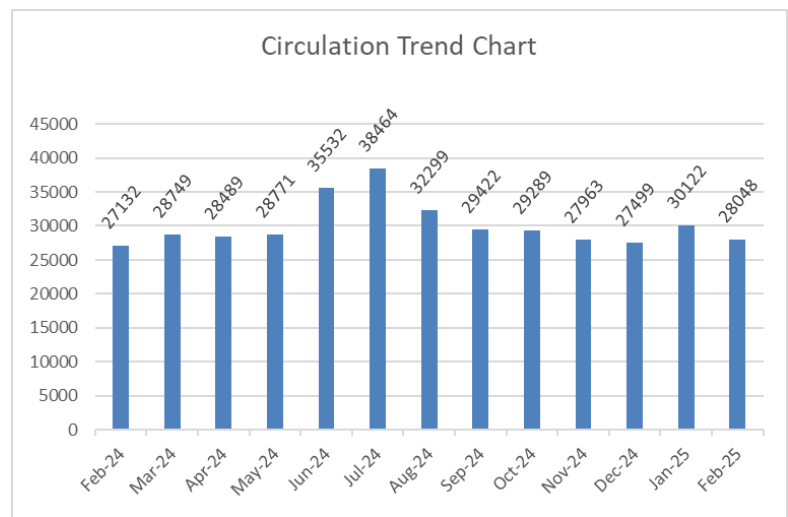


Mammen Family Public Library

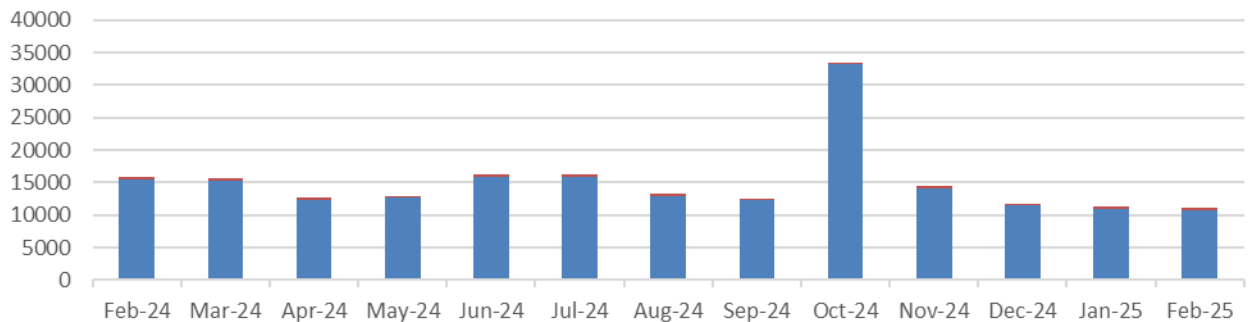
Monthly Report – February 2025 Activities

Circulation Team Report

- Number of visitors to the library: 11,105
- Total items circulated: 28,048
- New cards issued: 194
- Number of active members: 10,407
- Total volunteers: 115
- Total volunteer hours: 898
- Patron internet use: 1,633
- Collection size: 65,495

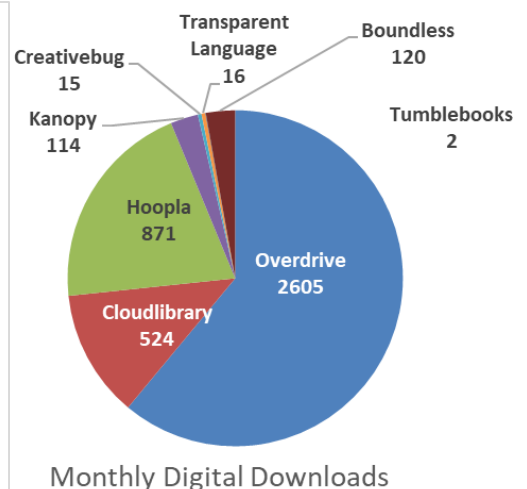
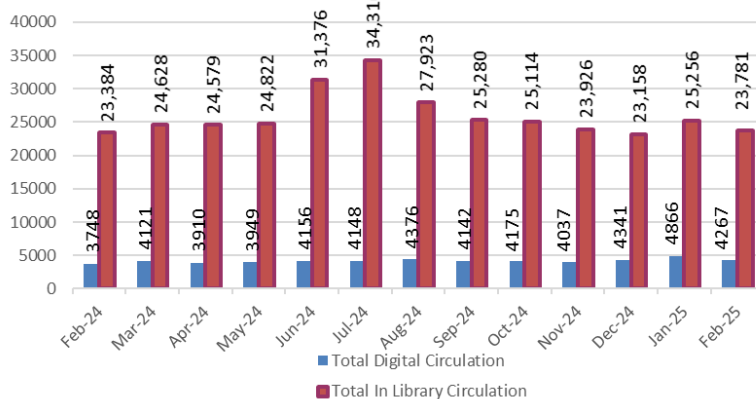


Library visits: Door count and drive up window



	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Drive Thru	345	341	383	258	326	328	346	320	354	250	288	310	302
Door Count	15527	15303	12348	12627	15959	15906	12875	12231	33141	14169	11448	11011	10803

In-Library vs. Digitally Downloaded Materials circulation



Programming, Outreach and Community Collaboration

Adult Programs (Alex Depree, Hanna Stratton, Sophia Bard)

The month of February saw several programs with great attendance. AARP helped a total of 193 people with their taxes this month! During their second week they filed over 30 tax returns in one day. This is the most they have filed in one day before! AARP has a total of 14 volunteers who volunteered 330 hours in February to make this event possible. We are so grateful for this service they provide to the community.

On February 3 we had a presentation provided by the Southwest Gem and Mineral Society. Led by Kurt Menking, he discussed Honey Creek State Natural Area which is located in Spring Branch. Honey Creek Cave is the longest known cave in Texas.

On February 10, we had a presentation hosted by the Comal Master Gardeners. Listeners joined Larry Nickel as he taught about spring vegetables. Following this program, the Comal Master Gardeners hosted a social period followed by a talk led by Triss Coons about growing and caring for herbs.

The end of February also brought the end of our Cooking Well with Diabetes series we offered with the AgriLife Extension Office and Methodist Health Ministries. This 4-part series had an average attendance of 17 attendees per session. The first and third classes were informational with a demonstration by Amanda Molina and Dana Roby. The second and fourth classes consisted of a lecture and hands-on cooking by the attendees.

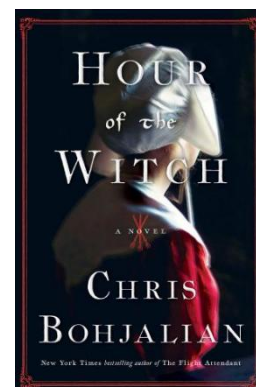
Outreach (Javier Gonzalez, Gina Mejia)

In February, Outreach directly engaged with **193** community members and impacted **many more** through books and materials.

BOOK CLUB: **Books & Bites** this month read *Hour of the Witch* by Chris Bohjalian. Participants enjoyed this month's book selection and had a lively discussion. For the bites, Gina took a charcuterie platter. There were 9 participants in addition to library staff.

ADULT OUTREACH:

The **Homebound Delivery Program** currently has 10 patrons. This month we added one new homebound patron at The Heights of Bulverde. We delivered a total of 33 books to our homebound patrons.



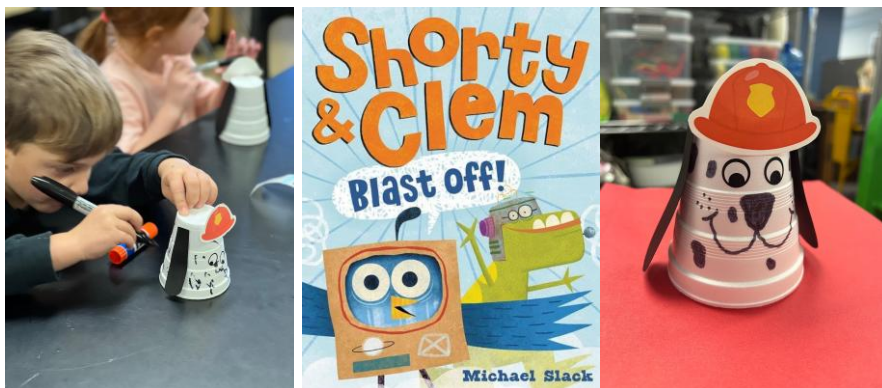
At **Bulverde Assisted Living (BAL)**, 11 books were checked out between the 2 residents that are avid readers.

Lobby stops at the **Highlander Senior Village** have 7 regular patrons that attend our bi-weekly lobby stop. Between those patrons we had 9 books and 2 Kindle Paperwhite devices checked out for the month.

YOUTH OUTREACH:

This month at **SJRC** the residents checked out a total of 24 books. A few of the teens decorated mini canvas bags with paint markers. The teens have been requesting more diverse graphic novels and even fiction in Spanish.

The Pre-K storytime visits for February took place at **Johnson Ranch Elementary**, **Specht Elementary** and **Rebecca Creek Elementary**. There are about 20-30 children at each school in their Pre-K programs. For the craft, Javier brought an activity to make a cute dalmatian fire dog out of a styrofoam cup. He read *Shorty & Clem Blast Off!* and *Number One Sam*.



Thanks to Montana for covering this month's **SHARE Center** visit for Javier. Montana led a lively story and play time with 8 adults and 10 children.

Javier and Alex visited **Sanctuary of Hope** (SoH) this month to lead a storytime. It was a cold day so all the moms and kids came in their pajamas and blankets. The nursery/playroom where we usually do storytime was not warm enough it was held in another area of the facility. All the kids were a little tired at first but we got them up and moving to some fun songs. For this visit we brought giveaway books and some toys to play with. Javier and Alex are going to work with the SoH program coordinator to see if we can offer life skills workshops and programs for the residents either at the facility or at the library.

There was no **Pop-up Library in the park** in January due to the cold weather. Park visits will return in the spring once the weather starts warming up.

OUTREACH COLLECTIONS:

- The giveaway collections, consisting of adult and children's books and a few bilingual books in Spanish, continue to reach the community at Provisions Food Pantry and Acacia Medical Mission.
- In February we added 2 new large print books to the Trekker collection. An order of 35 books for the Trekker was also placed. The books will include adult large print fiction, nonfiction and juvenile/teen graphic novels and fiction.

LITTLE FREE LIBRARIES:

- **Books by the Bundle** program had 1 patron sign up for a book bundle.
- **Little Free Library**, bookcase restocking and prize give away books combined were at **147** books placed in February.

OTHER NEWS:

- Early in the month, Javier met the school librarians, Amanda and Taryn, at Smithson Valley High School. Outreach is hoping to set up a library card drive for the students and possibly visit the school during lunch to promote teen programs and summer volunteer opportunities. We are very excited to work with SVHS!
- Unfortunately this month's Bella Groves resident visit to the library had to be cancelled due to Javier's foot injury! We are hoping to reschedule for April.

Makerspace (Lindy Hargrave, Marc Dunlap)

February went by quickly in the Makerspace. We tried setting up our programs as "plus 1" events where patrons would sign up with a partner, but quickly reverted to regular registration when that did not seem to work as intended. Still, we had themed fun making clay bells, sublimated heart puzzles, 3D printed lego hearts and flip text designs.

Our monthly 1st Saturday Orientation & tour and the weekly Saturday afternoon Open Maker Hours are going well and filling up regularly. We also started hosting a new series of Open Woodworking Hours during the seasonably bearable months outdoors--so far one patron has converted wine boxes to spice racks, but interest remains high.

Attendance remains high in Gina's classes as people are eager to learn fiber arts like knitting which spilled over into additional sessions to finish their baby blanket squares. In an effort to use up unused materials on the large format printer, we have been experimenting with clear "stickers" (these stickers have an aroma that dissipates over time)--feel free to take some and let us know how they hold up.

Our Makerspace wall clock has a new "2" object for February... Still in progress, where does the time go? Our goal is to complete the clock this year!

Lots and lots and lots of Hill Country Literary Festival (HCLF) discussions, prep, support, and planning. The HCLF team learned a few things in the MKS, and did a great job getting all the "swag" completed using the Zing laser and heat-press.



Youth Services (Montana Rindahl, Javier Gonzalez, Briana Gonzalez)

Children's Programming



February was a busy month for Youth Services! Program highlights included our "Play + Learn" Family Place Workshop, Take Your Child to the Library Day, and America's 250th Birthday Celebration! The Daughters of the American Revolution - Honey Creek Chapter hosted the 250th Celebration, complete with costumes, games from colonial times, and free books! Multiple community agencies partnered with us to meet library families and provide helpful information at our Workshop, including Comal County Public Health, Comal County AgriLife Extension, Grow With Me Therapy, and Camino Real Early Childhood Intervention.





Our regular offerings of Chess, Storytime, Crafty Tuesday, LEGO Builders Club, Art for Kids, STEM Day, and Tween Club are still going strong! Our new Tween program, Tween Fandom Night, is growing slowly but surely on Tuesday nights.

Teen Programming

This month was a fun one for teen programming! Esports Club had a few new members join, which again, has just been a blast seeing the teens hang out and bond over a common interest. For our weekly teen Thursday program, the teens sewed mini heart pillows, laser engraved wooden coins with the makerspace, made mug cakes, and ended the month with karaoke!

We also had a group of 10 students from Bracken middle school and highschool volunteer for a few hours as part of their give back to the community program.

For our volunteer program, the teens earned a total of 38 service hours for the month of February!



Collections Reports

We deleted 203 items for the following reasons:

- Weeded – 170 items
- Vanished – 0 items (due to inventory)
- Lost and unpaid for – 17 items (sent to collections)
- Lost and paid for – 16 items

Adults (Kristin): We loaned 6 items to and borrowed 76 items from other libraries in the Interlibrary Loan (ILL) system. We worked one-on-one with 11 members to teach them how to use our electronic resources. Two adults were emailed a personalized reading list in February.

Large Print Collection (Alex): 37 titles were purchased for the Large Print collection in February. There is a survey tucked through the stacks so that I can better tailor what patrons want to see.

I am surprised with how much large print readers like thrillers and murder mystery books. Amish romance and cozy mysteries appear to not be as popular as I had originally thought. I was able to re-purchase a few books, however some were no longer in print in LP and either went back to circulation or were weeded entirely.

Library of Things (Alex): The Library of Things is still getting attention. I am struggling with creating space for shelving items in the program room. We can keep one of every large item behind my desk and replenish as items get checked out.

Youth Services (Montana): We weeded the Children's Biography section, and fulfilled 8 purchase requests for children's materials in February. Lawrence finished his 1,000 Books Before Kindergarten this month!

We fulfilled one request for YA material in February.

Marketing & Public Relations (Hanna Stratton)

In February a huge marketing focus was the upcoming festival in March. I added additional email newsblasts, social media posts, flyers, and more for this event. I also shared the event with over a dozen news sources of Bulverde/Spring Branch, San Antonio and other surrounding areas in hopes they would either add the event to their community calendars or share the event in upcoming publications. I also spent time with Montana this month working on the shirt design for the upcoming summer library program.

Social Media:

This month I compiled a list of all the Instagram accounts of attending authors teaching a workshop or participating in a panel so I could tag their accounts when posting about them. At first I was not seeing a lot of interaction from the authors. I decided to follow the authors on Instagram with the literary festival's page and what a world of difference! I immediately noticed a majority of the authors sharing posts to their stories, as well as posting about the event. It has been fantastic to see the content being shared and reposted to so many different accounts. We saw an increase in people reached by Instagram posts about the literary festival from about 170 to over 600 people per post. It comes as no surprise that the most shared post of the month was the announcement that Bluey and Bingo would be at the literary festival. It was shared 25 times between Instagram and Facebook.

E-Newsletter:

I sent an email out every Monday, Wednesday, and Friday. The Monday and Wednesday emails each highlighted something related to the literary festival such as a panel or workshops. Friday emails continued to be the weekly news for the library. This marketing has appeared to be successful so far with the open rate remaining consistent throughout the week. I don't want to regularly send three emails a week as people can tend to find that bothersome, but I believe this schedule does work well for additional emails and will likely use it in the future for the summer library program and other special circumstances.

Book Displays:

This month's display was "Blind Date with a Book". It featured books wrapped in butcher paper with a sign sharing the first line of the book and what genre it was. This little bit of information was all patrons had to select their book. Patrons loved this display! We could not keep it full! Over 50 books circulated off of this display in February. The two displays featuring 2025 reading challenge titles were also popular in February! A total of 43 items circulated from these displays.



Technology (Rob Lerner & Marc Dunlap)

Marc: The up-tic of patrons & non-patrons using the PACs has stayed pretty steady from January through February.

There may need to be signage or better documentation made for the use of both the Meeting Room & Study Room wall-mounted data ports. As we have more and more Study Room users wanting to use the TVs as well as groups coming in to use Meeting Rooms without knowing how to "plug in" correctly (and likely didn't let Programming know they wanted to use the projector, and/or needed a laptop).

One-on-One Technology Help:

As with the up-tic in PAC usage so too has there been a higher than usual demand on One-on-One Tech-Help this February. Many revolved around attempting to connect their Amazon Devices to a Library App, and or more General Computer use.

- There was a fun session where one of our ESL students pulled in another fellow student to sit with her while I went over some basics on her new laptop. Both were excited to learn and helped each other understand things (even though their mother tongue was not the same)
- A wonderful couple came in who had been given "hand-me-down" Kindles, unfortunately, they had neither been factory reset nor cleared of the former user's information. While it took us some time to finally get the devices connected to our WiFi so it could update and check their Amazon account status, we finally got there. They came back for a second session, to learn how to send a Libby book to their Amazon account... a few hoops to jump over there... At the end of this session they actually decided that they wanted to look into other devices to read on, ones more easily accessible by multiple marketplaces.

Let's Learn Technology Together:

We got our 1st class of 2025 scheduled for Wednesday, March 19th! And will be having a monthly class from now on.

Rob: We started moving forward on a long planned project to upgrade our patron catalogs. After 5 years of being on 24 hours a day 7 days a week our current units started going down one by one. When we originally put them together they were somewhat of a stop gap measure until we could find a product that we liked at a reasonable price. That never really materialized, so we stuck with what we had. They have done the job remarkably well, but we're now down to just three catalogs for public use. We decided now was the time and we went ahead and purchased six Dell touchscreen All-In-One desktops running Windows 11. Unfortunately, the

freeware software that we used to setup our old catalogs is no longer free, fortunately Windows now has a Kiosk option built in to the OS and we will be testing it to see if it fits our needs. If not, we will go ahead and buy the license for the Kiosk OS we currently use. We should be able to roll the new catalogs out by the end of March.

Our generator service company came and replaced the original batteries as planned and performed the annual preventive maintenance of the generator. They ran a load bank test on the generator which simulates the generator running a maximum capacity ensuring when we need it the generator can handle the load. Running the load test also helps clear out unburned fuel from the exhaust system. This prevents "wet stacking" which can cause a fire in the exhaust system. They also changed the oil, coolant and fuel levels. We also had them change the weekly maintenance exercise run time to Sundays at noon from Saturdays at 10am. We needed to do this so the generator wasn't blowing diesel fumes into the FOL tent during the Literary Festival.

Facilities Management (Warren Pichon)

Study Room Use: 613

- 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
- 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
- Cleaned and sanitized 24hour book drop, book lockers and Drive up window containers
- Pulled fallen leaves off net covering the water feature
- Swept up fallen leaves at entrances to the library
- Treated AC unit in the Data Closet with tablet
- Changed Story Walk Sheets

Roman Electric: Replace burned out bulbs in two light poles using rented lift **2.4.2025**

Star State Plumbing, LLC:

- Removed toilet in Employee restroom and installed plumbing for walk-in shower to be installed **2.11-14.2025**
- Repaired two small sinks that had low water pressure in the **FOL Kitchen 2.14.2025**
- Repaired leaks on four toilets in Employee restroom **2.14.2025**

HomeTeam Pest Defense: Monthly Pest control completed **2.18.2025**

Tex Air Filters: Changed HVAC filters throughout the facilities **2.21.2025**

Comfort Systems HVAC: Patched up 17 holes in coil in attic that froze **2.19-21.2025**

Chabelo: Weeded, trimmed back trees in new property, installed memorial stones **2.24.2025**

Gen Serve: Did annual generator preventive maintenance and changed batteries **2.26.2025**

Master Gardeners & Naturalist: Put mulch down and weeded butterfly garden areas **2.27.2025**



Administration (Susan/Cathy)

We finished the winter progress meetings with staff members. In this meeting we reviewed their job descriptions to ensure they are accurate.

We ordered two new portable study rooms called Zenbooths to help fulfill the demand we have for private study areas. We will rearrange existing furniture and place these booths, which will hold one or two people, in the area near the FOL book sales and DVDs that currently has study carrels.

Our new Youth Services Specialist, Kayli Blalock, resigned and we posted the position again. We have been reviewing applicants and will interview in mid March.

Susan began work on the TSLAC annual report.