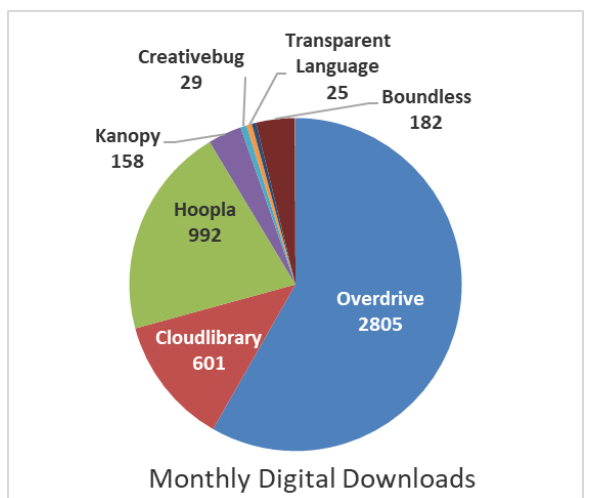
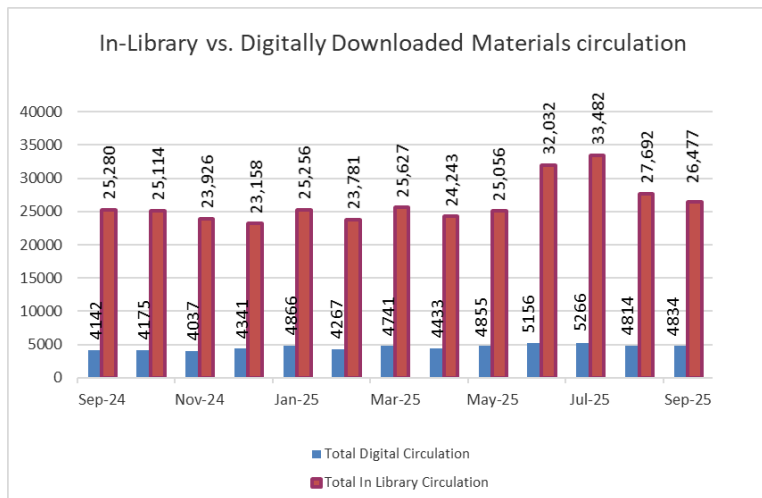
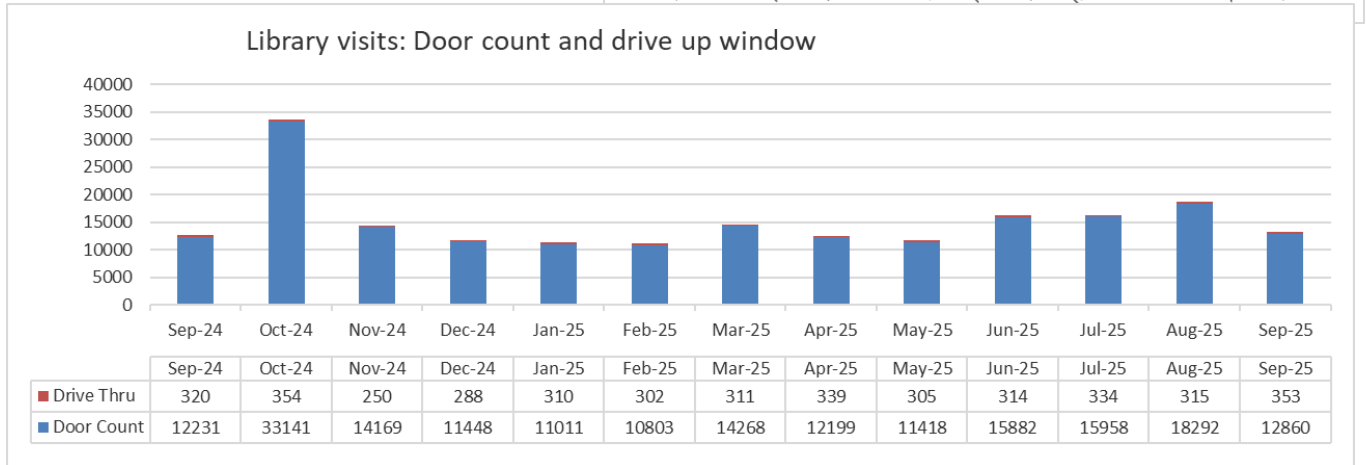
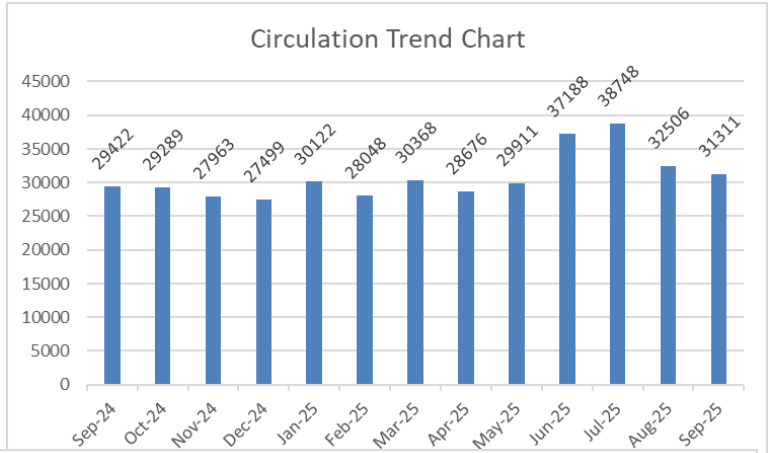


Mammen Family Public Library

Monthly Report – September 2025 Activities

Circulation Team Report

- Number of visitors to the library: 13,213
- Total items circulated: 31,311
- New cards issued: 241
- Number of active members: 9,946
- Total volunteers: 98
- Total volunteer hours: 637
- Patron internet use: 1,446
- Collection size: 65,809



Programming, Outreach and Community Collaboration

Adult Programs (Bek Corley, Hanna Stratton, Sophia Bard)

After the Labor Day Holiday at the beginning of September we dived headfirst into programming! In September we had 1,315 program attendees! That's a 40% increase from September 2024, when we had 941 attendees.

We are excited to welcome a new Beginning Spanish Instructor, Mabel Brown, who is teaching both a day time and an evening Beginning Spanish class. We are also excited to be offering a special 8 week course on Beginner American Sign Language, taught by Kaci Zhang, a fluent ASL speaker. These classes have been met with full attendance and praises for the new instructors. We are also continuing our Spanish Conversation Groups, Level 1 and 2 French & Italian, and English Language Learning.



September also brought the end of our Water Conservation Series with Dr. Sunn and Dr. Grainger. This class series met a total of 15 times from June - September and had a total of 520 attendees throughout its duration. This month we also welcomed the Heritage Museum of the Texas Hill Country for a presentation on the Dinosaur Tracks in our area. We loved working with them and plan to have them back at the library for future talks!

Towards the end of the month we had our Arts & Crafts Supply Swap! During this swap offered twice yearly the library shares craft supplies we no longer need, such as something we only have one or two of that are unable to be used for a program, or items that were donated, with the public and we invite them to also bring their unused craft supplies. This is always a huge hit and people were sharing ideas and suggestions on how to use different items and all left happy and excited for the next swap.

There were also tons of tasty food from programs this month! Cookbook club debuted its new day and time. We are so excited to welcome Debbie Soelberg back to the club as its facilitator. We also explored the different cultures and their foods with the AgriLife Extension Office. This group met twice in September and will meet twice more in October to explore a few more countries and how these foods are something you may not have had in the past but are healthy and nutritious. Last but certainly not least, Cooking Around the World with Javier visited Mexico and learned how to make flour tortillas at home! We also finalized the countries he will be doing each month for the remainder of the year.

Outreach (Javier Gonzalez, Gina Mejia)

In September, Outreach directly engaged with **359** community members and reached many more through books and materials.



Now that the new school year has started, Outreach will resume monthly visits to the local elementary schools. Outreach will also continue pop-up activities and take part in various community events for the fall holidays.

BOOK CLUB: This month, Books & Bites read ***Lady in Waiting*** by Susan Meissner. Book Club members really enjoyed this book and had a great discussion about the similarities and differences between the two main characters. There were 9 participants in addition to Gina, who led the book discussion.

ADULT OUTREACH: A total of **52** books were circulated by our senior and homebound patrons. Our bi-weekly visits and deliveries include Highlander Senior Village, The Heights of Bulverde, Bulverde Assisted Living and a few residences. **4** of our Paperwhite Kindles were checked out for the majority of the month!

Bella Groves residents visited the library on September 8th for a fall stamping activity led by Tracy Fortune. Residents stamp various leaf and apple templates with a variety of stamps and rollers.



Javier also attended Night of Hope of Riverside Community Church. The event is hosted monthly for families and individuals to gather for community, fellowship and learn about local resources. There were approximately **44** community members in attendance.



YOUTH OUTREACH: Javier and Montana visited SJRC this month to check out books and do a fall wreath activity with the teens. Later in the month, Javier and Montana visited Sanctuary of Hope to lead a storytime and give away free books to the moms and their children.

Javier also did pop-ups at Chick-fil-A, SHARE Center, Winding Branch Ranch and Bulverde Community Park. We are currently visiting 4 elementary schools to host storytime and a craft.

Makerspace (Lindy Hargrave, Marc Dunlap, Gina Mejia, Alisia Dopheid)

A busy, 'eventful', and yet easygoing month was September 2025 in the MFP Library Makerspace! It was the first *2025-2026 MKS-Planned Program month fully implemented!

Meaning that we have officially started our Year-over-Year program schedule. Starting us off with "Back to School" theming ... ie, 101 classes focused on our "core" machines. We feel this

went over very well with our Patrons, as we did see quite a few of them come back in during our Open Maker Hours to work on related projects to the programs they participated in.

Of course, most of these programs also had a dedicated "Lab-day" for participants to come in and make something using the techniques/skills they learned about in the 101-Lecture (we also had pretty good turnout for the Labs as well, averaging about 50% attendance of the 101-classes). There wasn't anything really "groundbreaking" this month, with the exception of upgrading the CNC-router machine with a tool that will make it much more efficient to run multiple tools on a single project, and figuring out how to create custom embroidery files in the Inkscape software.

Programs in September:

- CNC 101
- Sewing 101
- Cricut 101
- 3D Printing 101
- Laser Engraving *Zing 101
- Laser Engraving *Glowforge 101
- Inkscape 101



A lot of prep-work was also accomplished for the "holiday season", in which we will be having more than a handful of "Thematic" programs, some of them Drop-ins. Masks, garlands, buttons, cards, wind chimes, boxes, and other *holiday decor were developed and tested this past month. There was also work on refining skills and getting all of us cross-trained. Slowly but surely, we hope to be not just good... but great with each machine in the room!



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

Youth Services programming is back in full swing as of September 2nd! Our regular programming consists of weekly Storytime (Tuesday, Thursday, and Saturday), Crafty Tuesday, Graphic Novel Club, and rotating Wednesday programs such as LEGO Club, Art for Kids, and STEM Day. We

are excited to try out some new programs this fall including Minecraft Club, Dungeons and Dragons 101, "Kindergarten Math Adventure," and monthly family programming on an evening and weekend. We also have a new animal therapy team, Dawn and Daisy Amor, coming for "Read to a Dog." Kids loved reading to Daisy at her first two visits in September!



Teens

We are offering a variety of programs for teens this fall! We are continuing our weekly Teen Thursday program, and in September we played Just Dance, made clay locker magnets, learned about stop motion animation and began our four part cooking basics series! Mr. Ben is also leading our D&D 101 sessions and gaming programs for teens!

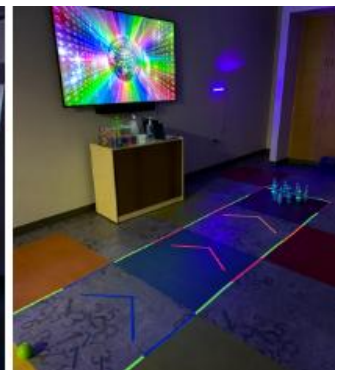
We are also continuing our volunteer program, where we currently have 30 active teen volunteers for the fall semester. In addition, we are partnering with Living Rock Academy for their volunteer outreach program and four students come to the library on Fridays mornings to help with various projects for the youth services department.



Children's

For this month's family program, we had a family glow party! The families had a blast making glow in the dark bracelets, bookmarks and playing games.

As always, young patrons are making impressive creations at Crafty Tuesday.



This month featured a seashell turtle craft, a pipe cleaner caterpillar, and more!

Likewise, on STEM Day, kids got hands-on with robotics using LEGO WeDo kits to create and program their own mini-robots!

In Tween Club this month, we did a variety of fun activities like making backpack keychains, playing a choose your own adventure game, and playing just dance on the

nintendo switch. The tweens had the most fun during our engineer building challenge where they were tasked with building structures using keva planks!

Collections Reports

Adults (Kristin): We loaned 6 items to and borrowed 78 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 1 exam in September. We worked one-on-one with 9 members to teach them how to use our electronic resources. In September both the Texana collection and tote bags were inventoried and in October I will focus on weeding the adult fiction section. Two adults were emailed a personalized reading list in September.

Youth (Montana & Martina): This month we weeded and inventoried our Children's DVD collection. We fulfilled purchase requests for four children's items in September.

Forty-four items were purchased for the Young Adult and Graphic Novel collections. The graphic novel audit is nearing completion and is expected to conclude by the end of October. In September, I fulfilled 12 patron requests across the fantasy, science fiction, and historical fiction genres. Additionally, 10 books were replaced.

Weeding for the graphic novel collection was completed, and weeding for the young adult collection was nearly finished, with a small portion extending into October.

The YA fiction section was weeded twice to create additional space for new materials, while all other YA collections were weeded once. The anime collection was not weeded due to its small size. The entire YA audiobook collection was also weeded to allow for more shelving space for graphic novels and anime. Across all YA and graphic novel collections, a total of 347 items were deleted between September 1 and 30.

We deleted 506 items for the following reasons:

- Weeded – 485 items
- Vanished – 4 items (due to inventory)
- Lost and unpaid for – 2 items (sent to collections)
- Lost and paid for – 15 items

Marketing & Public Relations (Hanna Stratton)

This month I ordered an updated Makerspace Brochure reflecting our new fiber arts capabilities, as well as updated pictures featuring more recent projects and classes. I also worked with Martina to work on the promotion of our Virtual Author Talks. They will be featured in future Front Porch News, Herald- Zeitung ads, as well as a book mark that is being added to the Digital Resources brochure. When it comes time to reorder these brochures we plan to add the virtual author talks to the brochure in a more permanent fashion.

Social Media: In September our Facebook and Instagram pages saw a 54% increase of reach from the month prior. Reach is how many accounts the post was shown to. This can be from our page or from someone sharing a post to their page. In September we reached 5.6k accounts. Of that total 1,225 generated from one post! That post is our Facebook post about the upcoming Plant Swap.

Newsletter: Our weekly newsletter has continued to be consistent. With an average open rate of 55.7% and an average click rate of 1.55%. There has not been any major increases or decreases in the last couple of months. As we have large events upcoming in the school year such as the How-To Festival, Polar Express, and the Literary Festival we will see more one off emails featuring just these events.

Book Displays: Our monthly book display this month was titled "Time to Hit the Books" and featured books about books, or taking place in a library or bookstore for adults and literary classics for kids.

Technology (Rob Lerner & Marc Dunlap)

We kicked off September by ordering 6 new Dell PC towers to replace the staff computers that can't support Windows 11. Most of our staff machines are past the point of being upgradable. We've replaced all the parts we can, but it's time to retire them. We're about halfway done with the rollout already, but some units have 3rd party software on them that is critical for operations, so replacing them is a little more time consuming. The logistics of moving things like our locker control software from one machine to another is surprisingly laborious. That being said we should have everything done before we begin worrying about the lack of Windows support.

We did have a brief network outage that had us worrying about system redundancy. While we do have actual internet backup in case our fiber is cut again, this outage came from within our network. We traced it to a software failure in the OS of our network control device. We don't know why it happened, but the fix was to turn off the device and turn it back on. While the network was only down for a few minutes, things still ground to a halt and the staff had to quickly go into manual mode to keep things running. To prevent or at least mitigate a future glitch we bought a second device to run in shadow mode. This way if the primary device goes down again the shadow device will kick in immediately and take over. We are working at as much redundancy to the network as we can so that the library is always fully functional for our patrons and staff.

Unfortunately, we also had what can only be called a cascade failure of one of our most vital systems at the beginning of the month and we are still digging our way out of it. Our DHCP server, the system that assigns IP addresses to the machine in the library, began to have BAD ADDRESS errors. Functionally this means that devices like desktops, phones, and our kiosks could not get new addresses when their "lease" expired, cutting them off from the network. We traced it to the failure of one of our hard drives on a security device, which then caused the cameras connected to it to try and reconnect over and over again. The solution had been to slowly



move all of the cameras and network equipment outside of the DHCP addressing parameters. This is a very repetitive and laborious process and that is slowly driving us crazy, but it's going well, so we should be back to normal soon.

Facilities Management (Warren Pichon)

Study Room Use: 737

Public Meeting Room use: 389

Cleaned drive up windows inside and outside and sanitized

- Septic System Treated with 2 gallons of Bleach
- Treated AC unit drip pan in Data Closet
- Put Story Time Sheets up for August
- 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, and Drive up window containers
- Used blower to clear entrance and exits of fallen leaves and debris
- Cleaned inside all book lockers

Comfort Systems: Repaired AC unit in meeting room C, was not getting cold air 9.3.2025

Master Naturalists: Collected seeds for the seed library 9.9.2025



Chabelo Landscaping:

- Cleaned pan of water feature, pressure washed main entrance concrete, blew fallen leaves from parking area and from both front and rear patios, cut weeds and cut grass at main parking lot 9.15.2025
- Cleared path to memorial sign and around sign, trimmed hedges, weeded around parking areas, weeded and cut on the hill, cut grass at back entrance to new property, cut grass along sidewalk facing the street, cut grass and weeded path to septic tank and around septic Sprinklers 9.29.2025

HomeTeam Pest Defense, Inc: Monthly pest control services 9.16.2025

Marc & Warren: Installed fire alarm covers for the children's story time rooms 9.19.2025

Rob:

- Fixed replaced gate switch on lower gate (gate was not opening with phone) 9.19.2025
- Fixed pole parking lights that stayed on 9.24.2025

CMW General Contractors, LLC.: Completed installation of sliding glass doors in story time Rooms 9.22.2025

Master Gardeners and Naturalist: Weeded in the Butterfly Garden areas 9.25.2025

Administration (Susan/Cathy)

Susan and Cathy continued to work with Payroll Vault to ensure we have the payroll procedures in place. We added the timekeeping module which works great for staff to be able to submit their Paid Time Off (PTO) requests and for onboarding new employees but many staff are still having issues clocking in and out consistently. Rob is working on a pad to allow staff to login without using their personal phone.

After interviewing several candidates, we hired Librarian Bek Corley as our Adult Programming Librarian Team Lead. Bek started in the position on October 6th and is a great addition to our team.

We posted Briana Gonzalez's Youth Services position on the TLA website and will be interviewing candidates in mid to late October. Briana will be with us until mid November.

We reviewed Bookkeeper Cathy Mandelbaum's job responsibilities and adjusted them as needed. We added some additional duties and made it a full time position. Sophia Bard, our Adult Programming Assistant, will be taking the newly created Administrative Assistant position and is currently training with Cathy. We will soon be posting Sophia's vacant part time position.

The MFP Library Director position was posted on the Texas Library Association career website and on the MFP Library website from 9/1/2025-10/10/2025. Susan Herr also shared the posting with her Library Directors and Library Districts email groups, which totals about 40 libraries in Texas. Retired library director Diane Insley re-posted on Facebook at pages that target professional librarians in Texas. A committee was formed to review the applicants and make a recommendation to the Board of Trustees for candidates to be interviewed. The committee included BARLD Trustees Michele Grauerholz and Lori Mammen, FOL Treasurer Dale Pillow, retired San Marcos Library Director Diane Insley, and Susan Herr.