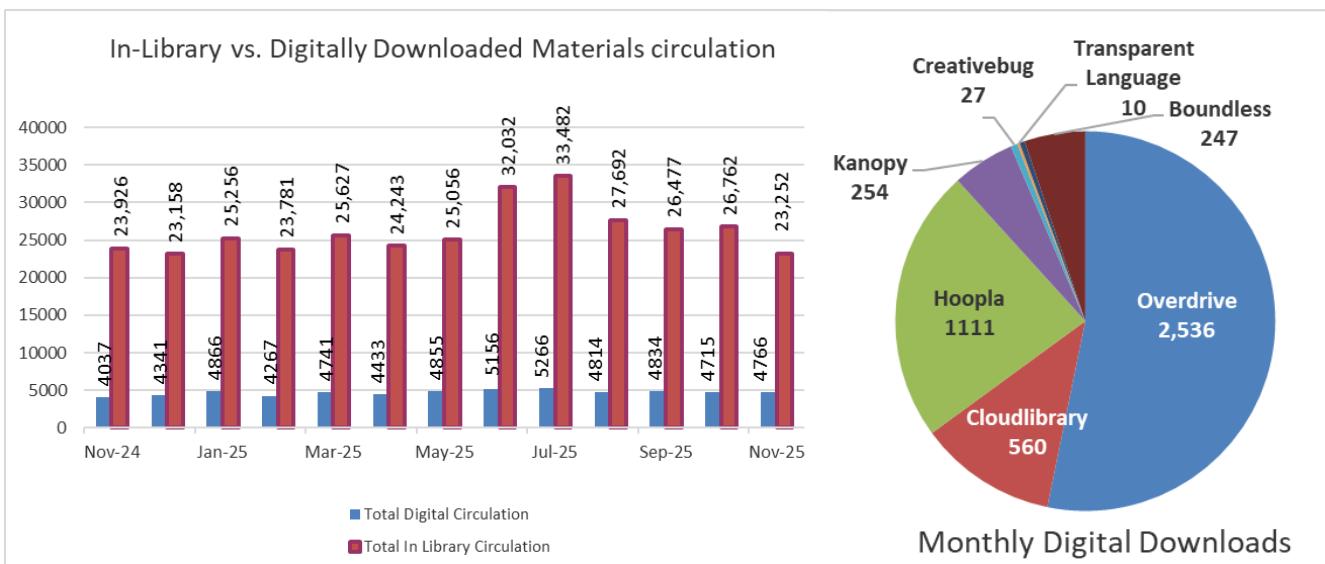
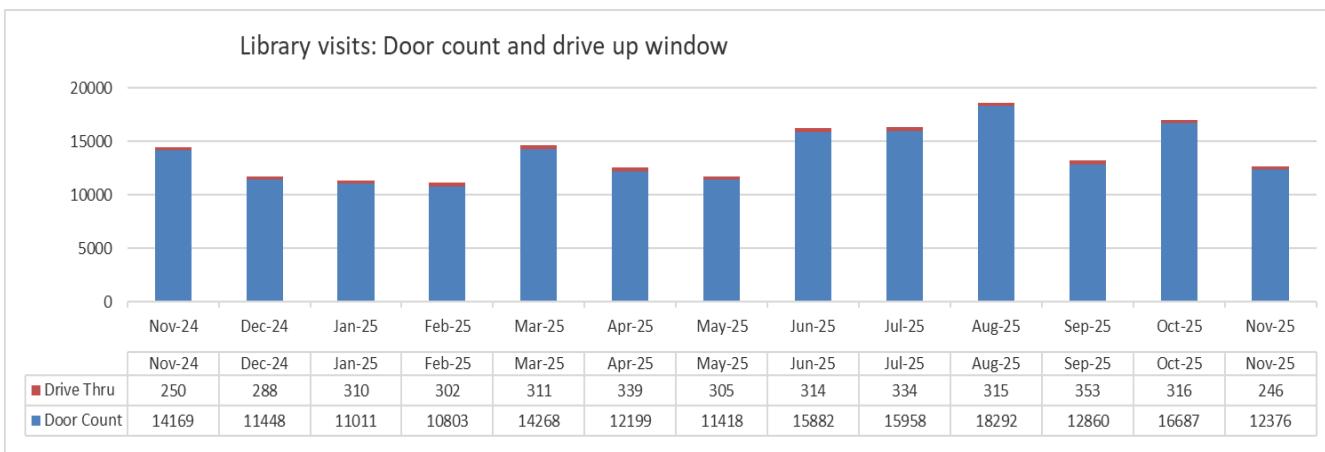
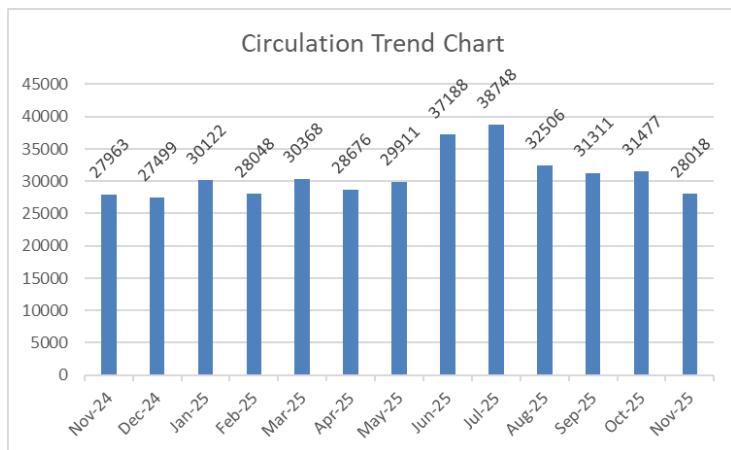


# Mammen Family Public Library

## Monthly Report – November 2025 Activities

### Circulation Team Report

- Number of visitors to the library: 12,622
- Total items circulated: 28,018
- New cards issued: 156
- Number of active members: 9,650
- Total volunteers: 107
- Total volunteer hours: 555
- Patron internet use: 1,079
- Collection size: 64,937



## Programming, Outreach and Community Collaboration

### Adult Programs (Hanna Stratton, Sophia Bard)

November was a busy and fun month for Adult Programs! We spent a lot of admin time confirming programs for the Spring and are looking forward to the things we have planned! Our weekly language classes continued to meet this month and took a short break for Thanksgiving. They will meet a few weeks in December before taking a longer break over the Christmas and New Year holidays.

We kicked November off with a Spelling Bee for Adults! With words of increasing difficulty it gave adults a chance to show off their spelling skills! We had a small but lively group attend, Sophia led the competition and did a fantastic job preparing all the words and leading the competition. We also worked with the Makerspace to create a trophy for our winner! We plan to have another Spelling Bee in the future!

Just in time for the holidays, we were joined by AgriLife to learn about added sugars, especially in regards to holiday desserts and what you could use as healthier alternatives to ingredients and even healthier options to traditional desserts. On their adventure of Cooking Around the World with Javier, they made a French Canadian dessert called Pouding Chômeur. Pouding Chômeur is a very simple maple cake that is intended to be affordable as it uses ingredients most households would have on hand.



November also brought the second annual How To Festival! We had 36 classes over five hours. All of the classes went off smoothly and without any hiccups! Some of the attendee favorites were How to Score Designs into Sourdough, How to Grow Micro Greens, How to Blacksmith, and How to Make Origami. Events like these wouldn't be possible without the local organizations and individuals who donate their time and skills to the library. We are excited to see what classes we offer next year!

### Digital Resource Programming (Martina Spangrud, Marc Dunlap)

In November, Martina and Marc began teaching Senior Planet classes and saw a strong start with the first session, *Smartphones at a Glance*, which had six registrations and three attendees. While attendance was modest, these numbers represent a significant improvement for technology instruction overall and indicate growing interest in technology-based programming within the community. Registration and attendance data will help guide future class scheduling.

Additional Senior Planet classes offered this month included *Staying Safe Online*, *How to Choose a New Computer*, and *Getting to Know Your iPhone*. The latter two sessions were canceled due to low registration or multiple cancellations, likely influenced by the upcoming Thanksgiving

holiday. These trends highlighted that scheduling programs close to major holidays can negatively impact registration, an important and useful learning experience that will inform future programming decisions.

Martina and Marc also attended the Q4 All Partner Meeting, which is required for all Senior Planet licensing partners. In addition, Martina attended the New Admin Reporting Workshop, a newly introduced session focused on Salesforce and Senior Planet administrative procedures.

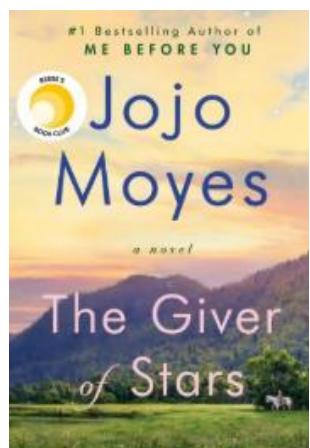
Martina participated in the How-To Festival, offering two workshops: *How to Make the Most of Your Library Card... at Home!* and *How to Use the MFPL Lockers*. *How to Use the MFPL Lockers* had one attendee and included a live demonstration on retrieving reserved items from the lockers. *How to Make the Most of Your Library Card... at Home!* had three attendees and focused on accessing and understanding the library's digital resources; the library's Kindles were also discussed and promoted during this session as an additional way patrons can engage with library materials at home.

## Outreach (Javier Gonzalez, Gina Mejia)

In November, Outreach directly engaged with **234** community members and reached many more through books, giveaways and materials.



It was definitely a slower paced month compared to October. Outreach continued with routine visits and pop-ups around the community. This month's event highlight was the Johnson Ranch Elementary book fair. Javier was invited to set up an information table outside of the school while families came to purchase books at the fair. We made cards for



8 new patrons and kids (and parents) enjoyed a fun wooden bookmark activity.

Life Bridges volunteers are also back! New and returning volunteers will be working with Javier to receive training on shelving materials in the Children's Room. Two volunteers will be here every Tuesday afternoon.

BOOK CLUB: This month, Books & Bites read ***The Giver of Stars*** by Jojo Moyes. A breathtaking story of five extraordinary women and their

remarkable journey through the mountains of Kentucky and beyond. Book Club members absolutely loved this book and had a great discussion. There were **9** participants in addition to Gina, who led the book discussion.

ADULT OUTREACH: A total of **66** 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. **2** of our Paperwhite Kindles were checked out for the majority of the month!

YOUTH OUTREACH: We hosted pop-ups at Chick-fil-A, SHARE Center, Winding Branch Ranch and Bulverde Community Park. We are currently visiting 4 elementary schools to host preschool storytimes and a craft.

Families got a special surprise at Winding Branch Ranch. Kids and parents got to enjoy the leftover pumpkins from the pumpkin patch. Mr. Matt let the kids feed the pigs some of the softer pumpkins and boy did they enjoy that!



#### OUTREACH COLLECTIONS:

- Gina restocked the Little Free Libraries at Bulverde Community Park and Faithville, including browsing collections at Acacia Medical Mission and Provisions Food Pantry, with **150** books this month.
- This month we ordered a total of **50** books for the Outreach collection.
- No book bundles were distributed this month.

#### **Makerspace** (Lindy Hargrave, Marc Dunlap)

The Makerspace continued hosting holiday related crafts and programs in November. Gina led a couple Thanksgiving paper crafts and Marc offered a ceramic ornaments drop-in making use of our new pattern rollers. Lindy helped patrons make some turkeys and "Happy Thanksgiving" decor on the Glowforge.

We held lots of classes:

- Ceramic Ornaments
- Thankful Papercraft
- Thanksgiving Garland
- Glowforge Decor

- Audiobook Tasting + Craft
- Cricut Box Making
- Intro to Woodturning

We each also participated in the How To Festival—Gina taught a Christmas card making class, Lindy taught how to make an SVG and Marc helped man the Makerspace table informing patrons how they could sign up and get started.

We were thrilled to have our Maker-in-residence, Bill Andrews, teach an intro to woodturning on the lathe. He had great attendance and reported back that patrons were generally pretty intimidated and cautious with the lathe except for one woman who went right for it! Future one-on-one sessions would need to be longer to account for the learning curve, but otherwise it was a success and our first program with the lathe!

Marc also cleaned and ultimately replaced our wall filter for laser engraving. It had years of build-up! He designed a pre-filter system using carbon filters and a 3D printed part to help keep the new filter in better condition.



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

The biggest news for Youth Services in November was a staff change! After three years with the library, Briana Gonzalez left us to move to a colder climate. Our new librarian on the team, Emma Ramos, started November 13th. She will be responsible for some children's programming, tween programming, teen programming, the Teen Volunteers, and the Children's Fiction and A/V materials.

## Children's Programming

Our program highlight in November was the Stuffed Animal Sleepover! Over 50 children attended our Pajama Storytime on Tuesday night before tucking their animals into bed. On Wednesday morning, each child went home with their stuffie and a small photo book of their adventures!



Dawn and Daisy Amor visited four times in November. Patrons and staff alike look forward to their visits!

Graphic Novel Club members have been sketching away at their projects, and two have published new original graphic novels that were cataloged and now live on the shelf in the Children's Graphic Novel section!



## Teen Programming

During our weekly teen Thursday program, the teens made felt pennants, foam stamps for card making, and had a fun game night using Nintendo Switches.

In November, our teen volunteers earned a total of 60 service hours.

## Collections Reports

Adults (Kristin): We loaned 4 items to and borrowed 72 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 1 exam in November. We worked one-on-one with 5 members to teach them how to use our electronic resources. This month I finished weeding the adult fiction section and in December I will weed and inventory our Reference collection. One adult was emailed a personalized reading list in November. I am continuing to clean up/delete Libby holds for expired card holders.

Youth (Montana & Martina): In November we weeded and inventoried the Children's Spanish collection. We sent one Recommended Youth Reading List in November.

In November, Martina fulfilled four YA patron requests for fiction titles, all part of the Stranger Things series and spanning the science fiction, mystery, and historical fiction genres. Nine items were replaced during the month, including one graphic novel and eight books. Re-labeling

and the addition of genre dots for the YA collection continued in November. Forty-two items were purchased for the Young Adult and Graphic Novel collections. The graphic novel audit was completed this month.



Small promotional cards were created and placed in the Teen Room to highlight surveys for the YA, Graphic Novel, and Anime collections. These surveys were designed to invite feedback from the primary users of these collections, with the goal of informing future purchasing decisions and fostering a sense of ownership among teen patrons. The signage includes brief survey descriptions and QR codes linking to Google Forms. Images of this signage are included below.

Digital Resources (Martina): The Digital Resource Highlight for November featured Library Speakers Consortium. The library first offered this resource in April 2025 and has experienced limited usage. Despite continued promotional efforts, November recorded zero registrations for author talks, marking the first month without engagement since the service launched. In contrast, October saw the highest participation to date, with ten registrations. While the resource remains relatively new, increasing visibility and usage has become a priority.

The Texas State Library and Archives Commission (TSLAC) shared updated information regarding the discontinuation of Boundless. December 1 was identified as the final checkout date, with full platform access ending December 15. TSLAC is pursuing a competitive solicitation to continue the E-Read Texas program with a new vendor. If successful, the anticipated timeline includes ILS data collection (January), vendor site creation (February), staff training (February–March), and program implementation (March).

Martina also met with Hanna Farmer, Assistant Library Director at Seguin Public Library, to receive training on purchasing Young Adult materials through OverDrive Marketplace for the Lone Star Digital Library consortium. YA materials were purchased for November shortly afterwards. Martina serves as the consortium's YA selector and overall manager, a role assumed in September.

Martina also contacted Chris Brailas from Biblionix to initiate the integration of Hoopla MARC records into Apollo, supporting improved discovery through the library catalog. Once implemented, Biblionix will manage ongoing record maintenance and updates.

Martina created small promotional cards for the Teen Room to highlight digital resources and specific titles, such as "Check it Out! (The Hunger Games on Libby)," to support passive promotion and material discovery. While this signage was created prior to visiting New Braunfels Public Library, observing their use of QR codes and targeted digital resource signage later reinforced that this approach aligns with common marketing practices in public libraries.

Martina also visited the New Braunfels Public Library (NBPL) and observed their in-building marketing approach for digital resources. Their strategy includes the use of QR codes paired

with acrylic holders of varying sizes, placed intentionally near relevant physical collections. The following images provide examples of NBPL's digital resource signage and marketing:



We deleted 581 items for the following reasons:

- Weeded – 564 items
- Vanished – 0 items (due to inventory)
- Lost and unpaid for – 4 items (sent to collections)
- Lost and paid for – 13 items

## Marketing & Public Relations (Hanna Stratton)

I spent a lot of time in November working on information about Holiday events and changes in hours through the end of the year. I also began working on a 2025 recap video to share and highlight all the things that happened this year as we celebrated the Library's 25th anniversary. I have also been continuing to work with Martina about keeping our patrons informed about Digital Resources changes. This month that involved communicating with patrons about the upcoming discontinuation of Boundless.

**Signage:** Our new branded feather flags arrived just in time to use for the How-To Festival! Warren and Rob helped install the stakes along the street. Unfortunately, shortly after installing the stakes before we were able to put the flags up, one of the stakes was run over by a lawnmower and severely bent. Rob and I searched for a replacement and were unable to find the proper size one. I contacted the company's customer service and they were so kind as to fully replace my order.

We also received the step and repeat frames and backdrops for the Literary Festival. I also purchased a winter backdrop to use during Polar Express as a photo booth for families to take a festive picture. We now own two 8x10 step and repeat frames that can be used for various events!





**Social Media:** Our reach online continues to grow! This month we saw a 34% increase in views each for content posted on Facebook and Instagram. Our most popular post across all categories on Facebook was announcing the Polar Express Festival. This post received 55 reactions, 5 comments, and was shared 17 times! This post was also the most popular on Instagram as well, with 57 reactions, 1 comment, and 7 shares. Between the two platforms and the shares this post has reached over 13,000 accounts online!

**Email Newsletter:** This month I shared four special email newsletters outside of the regular weekly emails. One shared an update about donations, another shared our updated library card policy, one shared information about the How To Festival, and the last communicated the upcoming changes regarding the discontinuation of Boundless. This month has seen a lower open rate compared to previous months but upon reviewing statistics from last year the same thing happened in November. I plan to keep this in mind and plan to make adjustments in November to increase the open rate.

## Technology (Rob Lerner & Marc Dunlap)

**Rob:** After six years of almost seamless service, our MagicInfo Server mysteriously became unresponsive. MagicInfo is the software we used to run our display screens in the library. To call it a server is a little bit of a stretch. It is a tiny software program that we run on a virtual server and all it does is manage the slides on our displays. For whatever reason, probably a Windows update, it stopped working. We could see that it was running, but the portal had become unreachable. We ended up having to uninstall and then reinstall it completely, which meant we lost all of our slides and scheduling data. We then had to reattached each of our fifteen screens and then reset all of their settings as well. While we hope it never happens again it was a good learning experience and we now know what to do if it does ever fail again.

Printers continued to be the bane of our existence. Both of our public printers had failures multiple times in November. Documentation came out on three separate service calls for three different problems. The color printer had its fuser replaced one week only to have its hard drive fail the next. It took two trips for them to get the black and white printer/fax/scanner to stop eating people documents when they used the top loader. Fortunately, Documentation was very responsive and the printers were only down for a couple of days. We also came up with some workarounds, so people could still print. Fingers crossed nothing else goes wrong anytime soon.

We have come up with a work around for another problem. A couple times a month patrons come in needing to view and upload medical images. None of our public computers have CD/DVD players and for some reason people are still being given medical records on CD. Most modern computers don't come with DVD players, so people can't even play them at home if

they have a computer. What we do have are old laptops that we need to retire, because they can't be updated to windows 11 and they have built in DVD players. We having several laptops and are going to try a different operating system on each one to find which one works best with our older hardware. We installed one Linux distro on one and are making it available to the public to view their documents.

## **Facilities Management** (Warren Pichon)

**Study Room Use:** 500

**Public Meeting Room use:** 1,378

- 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
- Angel Tree set up and gift cart cleaned and stored in employee hallway

Chabelo Landscaping:

- Weeded where needed, cut trees blocking view in parking lot, trimmed hedges too close to AC units, installed purchased pavers and cleaned the sludge and fallen debris from water feature 11.3.2025
- Weeded around parking areas, under lower gate and at 24hr book drop, trimmed overgrown trees blocking drivers view, and trimmed hedges in front of FOL entrance 11.24.2025

Master Naturalists: Trimmed shrubs and plants in the handicap walkway garden area 11.4.2025

Tex-Air Filters: Changed filters in AC units throughout the facility 11.11.2025

Eoff Septic System: Capped off septic sprayer that was on new trail 11.12.2025

CMW General Contractors, LLC.:

- Removed damaged light pole and disconnected and covered wires 11.13.2025
- Cleaned clogged gutters 11.13.2025

HomeTeam Pest Defense, Inc: Monthly pest control services 11.18.2025

Star State Plumbing:

- Repaired 2 toilets in the men's restroom and one in the ladies 11.20.2024
- Repaired the second toilet in women's restroom that wouldn't shut off 11.24.2025



**Chabolo Drained and Cleaned Sludge From Water Feature**



## Administration (Susan/Cathy)

Lots of human resources tasks these last several months. We continued to work in the new payroll system and develop procedures for our continuity manuals as retirement looms.

We posted a full time Administrative Assistant position to replace Sophia who is moving into Cathy's position. We had several applicants and ended up hiring Beth Wolfe, who has been volunteering on Saturdays at the library. Beth has her Master's of Library Science degree and is a welcome addition to the library family. Beth will start

working with us December 8<sup>th</sup>.

We also posted Montana's old position as the Youth Services Librarian Team Lead. We had several applicants for this position and were able to hire Kansas (another state name) Terry who will be joining us December 17<sup>th</sup>. Kansas has several years of experience in libraries in the DFW area but she has a lot of family in our area and is glad to move this way.

Sadly, Bek Corley, our Adult Programming Librarian, who started in October is no longer with the library. Montana will post this position in January as December is a difficult time to post and we've had many changes already this year.

This will be my last report. I have loved being part of this amazing team and will miss everyone greatly but look forward to the next chapter of my life. I know Cathy feels the same way. It is bittersweet to say goodbye but don't worry, I'll be around!