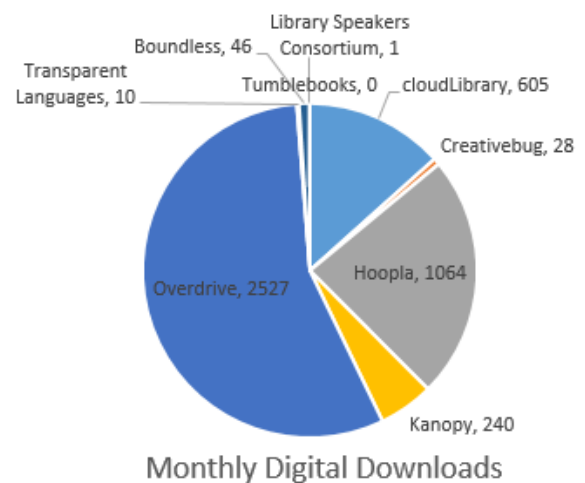
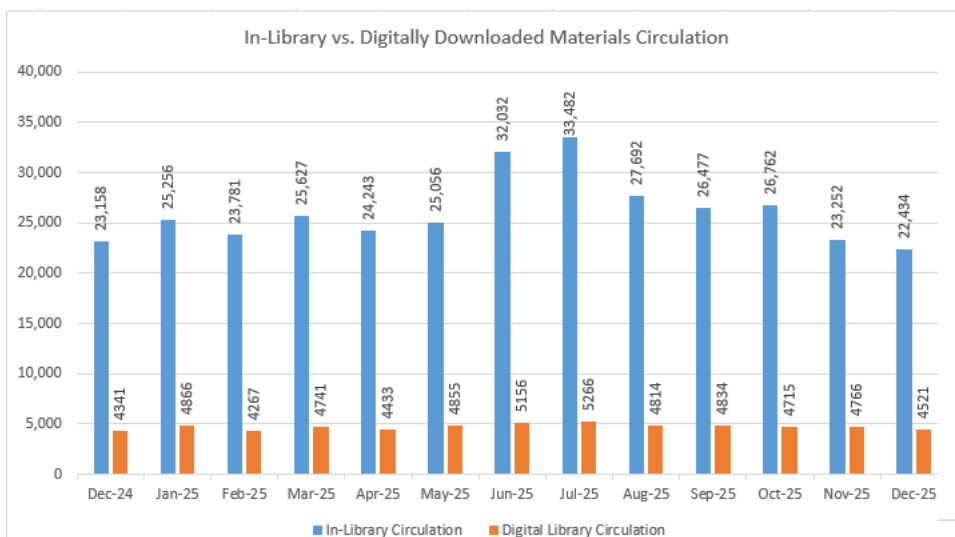
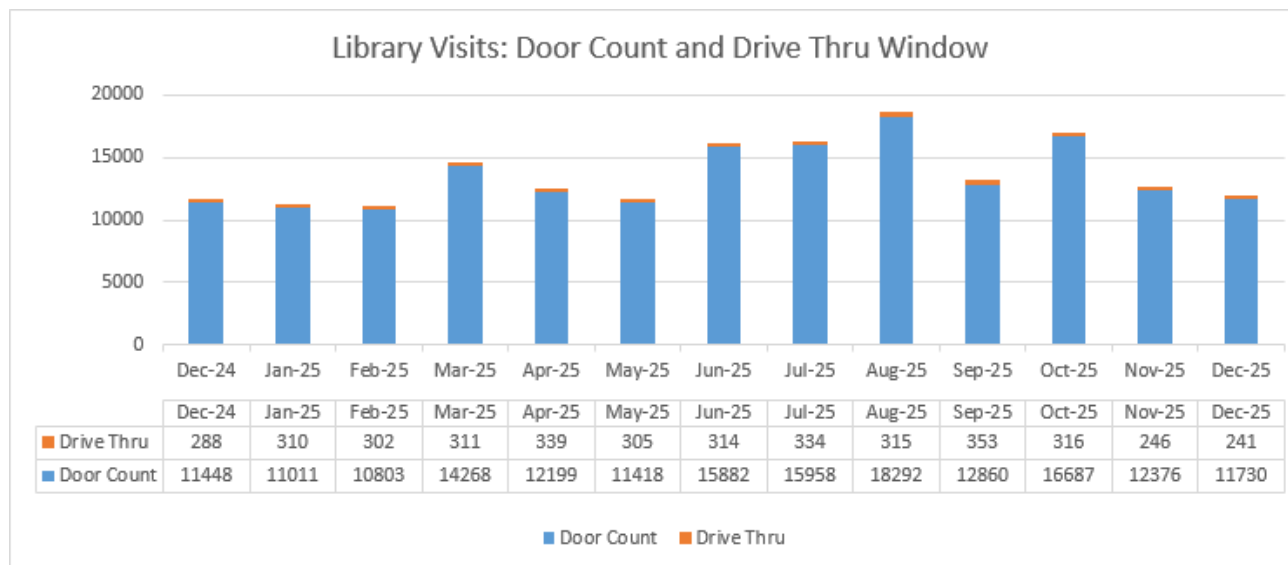
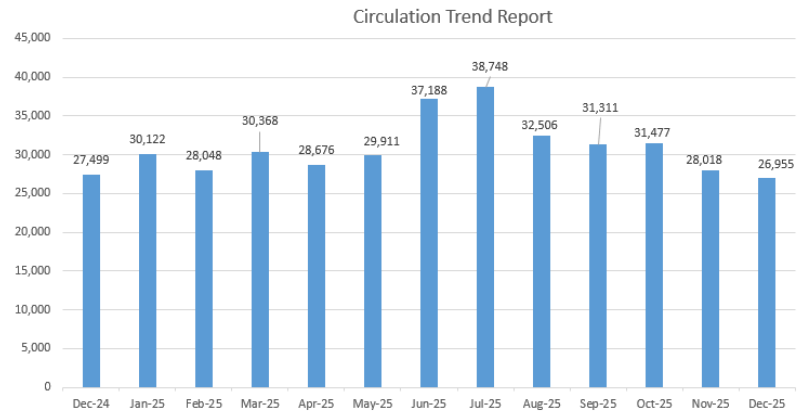


# Mammen Family Public Library

## Monthly Report – December 2025 Activities

### Circulation Team Report

- Number of visitors to the library: 11,971
- Total items circulated: 26,955
- New cards issued: 146
- Number of active members: 9,638
- Total volunteers: 96
- Total volunteer hours: 640
- Patron internet use: 708
- Collection size: 64,562

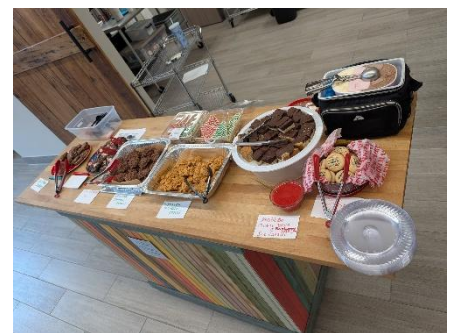


## Programming, Outreach and Community Collaboration

### Adult Programs (Sophia Bard, Hanna Tamez, Beth Wolfe)

This month in Adult Programs we are excited to welcome Beth Wolfe to the team! She has been a valuable addition to the department and we are excited to see what new ideas she brings to the team. We spent December finishing programs for the year and training Beth so she is prepared to hit the ground running when spring semester programs kick off in January.

We kicked off December with PuzzlePalooza! PuzzlePalooza consisted of a Puzzle Swap, Sublimated puzzles with Makerspace, puzzle piece ornament craft, and a timed Jigsaw Puzzle Competition! We have 5 teams compete to complete a 500 piece puzzle the fastest. Our first team finished in about 39 minutes with second and third place finishing within the following ten minutes. A fun time was had by all!



We also hosted a Holiday Decor Swap! We encouraged patrons to bring their holiday decor to the library and take home something new to them. In the past we have had plant swaps, craft and art supplies swaps, and puzzle swaps. This swap was definitely a success and we plan to have one again next year!

Our regular monthly programs went off without a hitch! Both Artistic Encounters and Acrylics class used different techniques to paint on a miniature square canvas instead of the traditional 8x10 canvas portrait shape that is typically used. Cookbook Club and Exploring Art Mediums both celebrated Jane Austen's 250th Birthday. Exploring Art Mediums painted a multi-layer watercolor project of a Jane Austen manor, while cookbook club shared dishes from Jane Austen's *Table: Recipes Inspired by the Works of Jane Austen* by Robert Tunesley Anderson. This cookbook was a fun challenge for the group as it focused on a lot of old world foods or British recipes that are not commonly made in Texas.

As the month drew to a close regular weekly programs took a short pause over the Christmas and New Year's holidays. Many classes celebrated the end of the year with sweet treats and a fun time. Adult Programs assisted with the Polar Express Festival and got ready for Christmas with a tasty Cookie Swap! Both events were a fun way to end the season! We are gearing up for the Spring semester and can't wait to see what the remainder of 2026 holds!

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

In December, three of the four scheduled Senior Planet classes were cancelled due to low registration, multiple cancellations, and no-shows. Although some classes initially received registrations, attendance trends indicate that the Christmas and New Year holidays significantly impacted participation. This reinforced the understanding that December is not an ideal month for scheduling technology programming. However, this presents a unique challenge due to Senior Planet and Older Adults Technology Services (OATS) requirements, which mandate five classes or five instructional hours per month.

As a result, Martina and Marc reached out to Senior Planet to clarify how this requirement applies when classes are scheduled but unattended and to discuss possible mitigation strategies. This situation also provided an opportunity to further evaluate the relevance and effectiveness of Senior Planet curriculum offerings for the library's community.

Senior Planet classes offered this month included Passwords, Passkeys, and More, Finding Information Online, Google Workspace, and Getting to Know Your Android Smartphone. There were three total registrations, which resulted in two cancellations and one no-show.

All Senior Planet classes for the 2026 calendar year have now been scheduled and published. Classes will be held every Wednesday from 2:00–3:00 PM, with an additional class offered on the fourth Tuesday of each month from 2:00–3:00 PM. Wednesday classes will repeat quarterly, allowing patrons multiple opportunities to attend. Months with five Wednesdays will include an additional one-off class to gauge patron interest. Tuesday classes will be standalone offerings or paired thematically with Wednesday classes (for example, iPhone-focused topics on Tuesdays and Android-focused topics on Wednesdays). This structure results in five to six classes per month and ensures the library meets Senior Planet's monthly instructional requirements beginning in January.

Martina attended the Senior Planet Partner Connect webinar, which covered curriculum updates, partner success stories, administrative updates, and additional support resources.

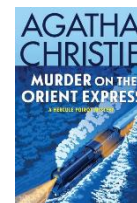
## Outreach (Javier Gonzalez, Gina Mejia)

In December, Outreach directly engaged with 489 community members and reached many more through books, giveaways and materials.

This month's highlights include a visit to Winding Branch Ranch, festive storytimes at the local schools and Christmas at the Park! The Guadalupe River State Park hosted their 2nd annual holiday event where they had activities, hot chocolate, cookie decorating and pictures with Santa. Outreach had their own table with information about upcoming events and a fun craft for families to enjoy!



BOOK CLUB: This month, Books & Bites read *Murder on the Orient Express* by Agatha Christie. *Murder on the Orient Express* is the beloved 1934 detective novel, featuring Hercule Poirot, who must solve the murder of an American millionaire stabbed to death on a snowbound train, with all the other passengers as suspects. Book Club members enjoyed reading this classic novel and had a great discussion led by Gina.



ADULT OUTREACH: A total of **100** 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.

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.



Our visit to Winding Branch Ranch saw a huge turnout this month! We had a total of 45 in attendance. The weather was great and the families got to meet some of the newest members of the farm, including an adorable baby goat!

Javier also met with the Lifestyle Director at the Hidden Trails Community to plan pop-up library visits in the new year.



#### 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 **96** books this month.
- No book bundles were distributed this month.

## Makerspace (Marc Dunlap, Lindy Hargrave)

While we have ironed out most of regular programming, our methods for tracking members and Makerspace use continues to evolve so we look forward to 2026's stats, notable projects and accomplishments as well as many new members! For the end of this year, the Makerspace offered the following:

- Drop-in Die Cutting
- Audiobook Tasting + Craft
- Santa's Workshop(s)
- PuzzlePalooza
- (Special) Clay Ornaments
- Polar Express

The drop-in Die-cutting is always appreciated by at least a couple patrons. This year, we had a star regular bring in her own paper and take up half the room, setting herself up for Christmas! We also had a young patron learn to die-cut who really seemed to enjoy the craft.

We piggy-backed off of the Holiday Tea crowd to present "Santa's Workshop" -- a display of various gift-making ideas and how-to instruction packets. Our display by the coffee corner helped boost interest and we had a good turnout. In preparation, we hosted several Open Maker Hours and while we haven't seen a ton of gift-making and suggested projects, we have been able to help a greater number of patrons make cool things!

We also got to host a special 'clay' ornament class for the Life Bridges group, which was very well received. We hope to do more with them in the future, but first need to help them get a bit more organized (at least in relation to partnering with the library).

Polar Express was very exciting, we had two great teen volunteers, and we had so many visitors that we ran out of our supply for \*big buttons! Kids and adults looked so proud of their buttons as they walked out.

Finally, we are thrilled to brag a little on everything we accomplished in the Makerspace in 2025:

- Our wall clock is (nearly) complete.
- We've introduced new programming with Gina's help: sewing and Open Fiber Arts Hours for patrons needing assistance with sewing and paper crafts.
- We also held regular Open Woodworking Hours and saw some neat patron inspired projects.
- During the summer we hosted a handful of Demos garnering more interest in Makerspace capabilities.
- We also opened the Makerspace to younger ages (10+) and got some great parent/child attendance during our summer camps and family woodworking projects.
- Outreach was also boosted with the Maker Fair in May and we got to partner with area resources and Makerspaces including the folks at Tye Preston whom we have been meeting with monthly during their weekly Hill Country Makers club.
- We got to facilitate a Blender animation class taught by a talented 14-year-old patron.
- Lastly, we had our first Maker-in-Residence, Bill Andrews, who worked out some pretty neat projects and even taught an intro to Woodturning.

Programming Statistics:



- Approximately 50 Open Maker / Fiber Arts & Woodworking hours
- Over 100 projects completed during Open Hours
- More than 70 Programs offered (including some repeats)
- More than 44 people attended our monthly orientations, while some new members simply stopped by for a mini tour or jumped right into programs!
- 215 active members out of 245 members total!

**The Makerspace is incredibly fortunate to have such a stellar team!**

**Youth Services** (Ben Gonzalez, Emma Ramos, Montana Rindahl, Kansas Terry)

The biggest update for Youth Services is the hiring of our new Children's Librarian, Kansas! Kansas Terry started on December 17th and has jumped right in!

**Children's Programming**

Our program highlight in December was Polar Express on December 21st. We had over 800 people attend this year's festival, with approximately 30 volunteers helping make this event a success! A huge shout-out to the New Braunfels Railroad Museum for bringing the model trains, Sue Kuentz for being our reader, the Makerspace for running a button lab, Starbucks for providing coffee for grown-ups, Chick-fil-A for bringing coupons and activities, the Comal Master Gardeners for running our Herb Wreath station, Big Time Bubbles for bringing the "snow," Kiddie Express Trains for the train rides, and Rich Dopheid for filling in as our Santa!



We ended the year with a bang at our NOON Year's Eve party for kids and parents, where patrons competed in minigames and made party hats/glasses to celebrate the new year at noon on the 31st.



## Teen Programming

In December, we had a Holiday Open Craft Day (12/4) where teens could make whatever craft they wanted using a number of supplies. On 12/11, we made our own puzzles while sipping on hot chocolate! On 12/18, we did a painting night while listening to holiday music. Tweens made graham cracker gingerbread houses on 12/12! Great end to Fall/Winter 2025!



In December, our teen volunteers earned a total of 118 service hours.

## Collections Reports

Adults (Kristin): We loaned 6 items to and borrowed 61 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 1 exam in December. We worked one-on-one with 7 members to teach them how to use our electronic resources. This month I weeded and inventoried our Reference collection and in January I will focus on inventorying the Large Print.

We sent one Recommended Reading list in December.

### Youth (Montana & Martina):

In December we weeded the Juvenile Fiction section. Montana and Emma worked on this project together, as Emma will be managing this part of the collection going forward. We fulfilled 13 requests for Children's material in December. Lyla finished her 1,000 Books Before Kindergarten in December!

In December, Martina fulfilled ten patron requests for fiction titles, a majority of them being manga (with the exception of one fiction book) and spanning the sci-fi, fantasy, and romance genres, in addition to the "Other/None" category. Items belonging to the Other/None category fell into sports fiction, contemporary fiction and humor fiction. Eight items were replaced during the month, which were all fiction books. Relabeling and the addition of genre dots for the YA collection continued in December. 44 items were purchased for the Young Adult and Graphic Novel collections in December.

### Digital Resources (Martina):

The Book a Librarian! service received two requests in December. One request, submitted by a non-cardholder, was accepted due to its focus on locating tax forms related to low-income housing. While initial contact was made, the request was not fulfilled after communication with the patron ceased. The second request, submitted by a library cardholder, was fulfilled and involved technology assistance and customer service support. Martina handled both requests.

Several vendors offered online training and webinars this month. Kanopy provided introductory training beneficial to both staff and patrons. Library Speakers Consortium (LSC) hosted a knowledge-sharing session focused on upcoming platform updates, including the launch of LSC Forum Community, a space for librarians to connect and share programming and marketing ideas. Gale, in partnership with the Texas State Library and Archives Commission (TSLAC), offered training centered on Gale Legal Forms and its availability through the TexShare program.

Martina contacted Chris Michaels and Alan Vartabedian from ProQuest to discuss updates related to the ProQuest databases available through TexShare and Ancestry.com Library Edition. Their contact information will be added to an internal list of digital resource vendor contacts.

Boundless was officially discontinued in December, concluding with 46 total uses. TSLAC continues to seek a new vendor for the E-Read Texas program and will provide updates in the new year.

Martina followed up with Chris Brailas from Biblionix regarding the status of adding Hoopla MARC records to the catalog. Biblionix reported a delay due to a technical issue but confirmed the project is still in progress. Follow-up will continue in January.

Martina is developing a TexShare databases flyer for staff and patron use. TSLAC no longer provides database-specific promotional materials and instead encourages libraries to create in-house materials using vendor-provided resources.

A Digital Resources Drive was created in Google Drive to centralize staff learning materials related to the library's digital services. Initial resources include Libby, Kanopy, and Beanstack. Each resource has a dedicated folder containing vendor-provided marketing materials and print instructions, a Patron Tutorials & Help document, and a Staff Training & Professional Learning document. These documents include links to vendor-created video and written tutorials, training webinars, and technical support forms or help centers.

We deleted 794 items for the following reasons:

- Weeded – 713 items
- Vanished – 15 items (due to inventory)
- Lost and unpaid for – 42 items (sent to collections)
- Lost and paid for – 18 items
- Claim Never Had – 1
- Claim Returned – 5

## **Marketing & Public Relations** (Hanna Tamez)

A focus in December was ensuring all changes in hours were clearly communicated with the public. This included chalkboard signs in the lobby, monitor slides throughout the building, messages in Wowbrary and weekly eblasts, and social media posts. Along with sharing the upcoming changes at the library. A major focus in January will be updating the Literary Festival Webpage and creating and implementing a marketing plan for the event.

**Signage:** This month we utilized our feather flags to advertise for the Polar Express Festival. Rob and Warren helped install more stakes to better catch the eye of traffic approaching from Old Boerne Road and 46. We also used one of the newly purchased step and repeat frames for a photo booth for the event.

**Social Media:** Our most popular posts on social media this month were those celebrating the retirement of Susan and the hiring of Montana as the incoming Library Director. These posts

combined have 527 likes and 171 comments congratulating them on their achievements. This output of support for this major change shows how important the library is to the community.

**Email Newsletter:** This month we shared 6 e-blasts. Four were our regular weekly Library News email, one shared information and reminded of the upcoming Polar Express Festival, and the final email shared information about Susan's retirement and Montana being hired as the incoming Library Director. Our open rate has stayed a good number at 52.5% percent. The emails the week of a major holiday always produce a lower open rate, I believe this is due to travel and most being busy with holiday activities or hosting relatives so they aren't checking emails. Last month I had mentioned the open rate seeing a major decrease and I was confused and unsure how that had happened so quickly. MailChimp implemented a new option that restricts which data views are included in the default counting, this option removes emails that had been opened in Apple Mail. After enabling settings to include this count our numbers for the past couple of months are no longer significantly lower and are instead right on track for what I would expect.

## **Technology** (Marc Dunlap, Rob Lerner)

**Rob:** We spent most of our time in December preparing for the big staff change that happened on the 31st. We had the two most senior people on our staff retire at the same time. A lot of our systems were built around Susan Herr and Cathy Mandelbaum. The two of them literally created how our library runs and we needed to figure out every account and contact that was directly connected to them. Changing the "owner" of an account isn't always as straight forward as it should be. From QuickBooks to our building security there was a lot of unwinding to do. Fortunately, everything seems to have gone relatively smoothly and they've both remained available to us for any issues.

We also finished our update to all Windows 11 machines for the staff. All in all, it went fairly smoothly with the biggest issue being having to uninstall Office 365 and all the bloatware that comes with Windows and then installing our licensed version of Office. Having to individually uninstall, not only the English version, but the French, Spanish, and Portuguese language versions one at a time in order to install our version really slowed down the process.

It's finally done and we have moved on to repurposing our old systems by installing Linux operating systems on them. We are in an experimental phase with them right now. There are too any Linux variations to count and we are trying several to see which ones work best with our hardware and systems. Our plan is to continue to use them around the library in not critical roles where then can still be of value.

Additionally, internal documentation was created for procedures related to Resetting the PACs and Restarting Schedule3W.

### **Marc:**

For the most part, the Copy machines ran very smoothly this month! A Teen Volunteer, Joshua has stepped up to help in the Public Computer Lab! Reports thus far are more than favorable on how he has handled/helped patrons!

One-on-One Tech-Help consisted primarily of 'ad-hoc' sessions, helping patrons with the following:

An older gentleman is moving along in his basic understanding of "how things work" -- His latest accomplishment is smoothly transferring any file type he desires from his phone to his laptop, and even over to his tablet!

Other than a few "help me with my Kindle/iPhone", there have been a bit more than usual requests for help with the Internet, mostly navigating to a specific site, downloading certain documents, and then printing them (or sending them to themselves via email).

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

**Study Room Use:** 417

**Public Meeting Room use:** 224

- 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
- 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

Chabelo Landscaping:

- Cut and trimmed grass on hill in front of walkway, main entrance, and in front of the 24-hour book return area, weeded where needed 12.9.2025

Comfort Systems USA:

- Performed semi-annual PM on HVAC equipment 12.15.2025

HomeTeam Pest Defense, Inc:

- Monthly pest control services 12.18.2025

Star State Plumbing:

- Repaired broken toilet in staff offices restroom 12.9.2025

## **Administration** (Sophia Bard, Susan Herr, Cathy Mandelbaum, Montana Rindahl)

December brought big changes for the Library! Cathy Mandelbaum and Susan Herr retired on December 31 after 25 and 17 years of dedicated service to the Library, respectively. Sophia Bard, our new Bookkeeper/Office Manager, and Montana Rindahl, new Library Director, have big shoes to fill!! Library Staff celebrated Susan and Cathy with a retirement party on Dec. 31. Sophia and Montana spent much of December training furiously and working to update

authorizing officials and points of contact on Library accounts – and learning just how much Cathy and Susan have been doing for us all these years!  
Two new staff members, Beth Wolfe and Kansas Terry, joined the Library staff in December. They have hit the ground running and we are glad they are a part of the team!

