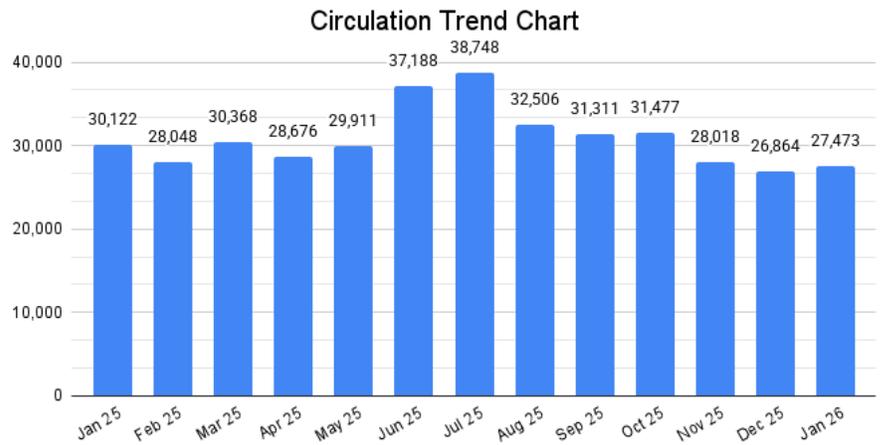


Mammen Family Public Library

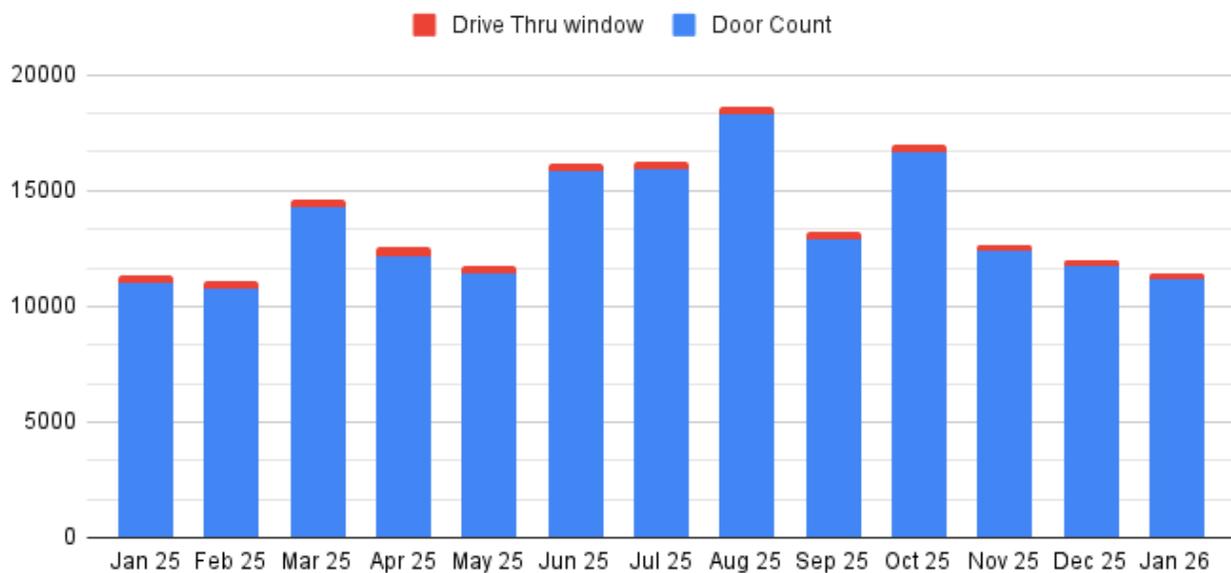
Monthly Report – January 2026 Activities

Circulation Team Report

- Number of visitors to the library: 11,440
- Total items circulated: 27,473
- New cards issued: 206
- Number of active members: 9,521
- Total volunteers: 84
- Total volunteer hours: 732
- Patron internet use: 1079
- Collection size: 64,788

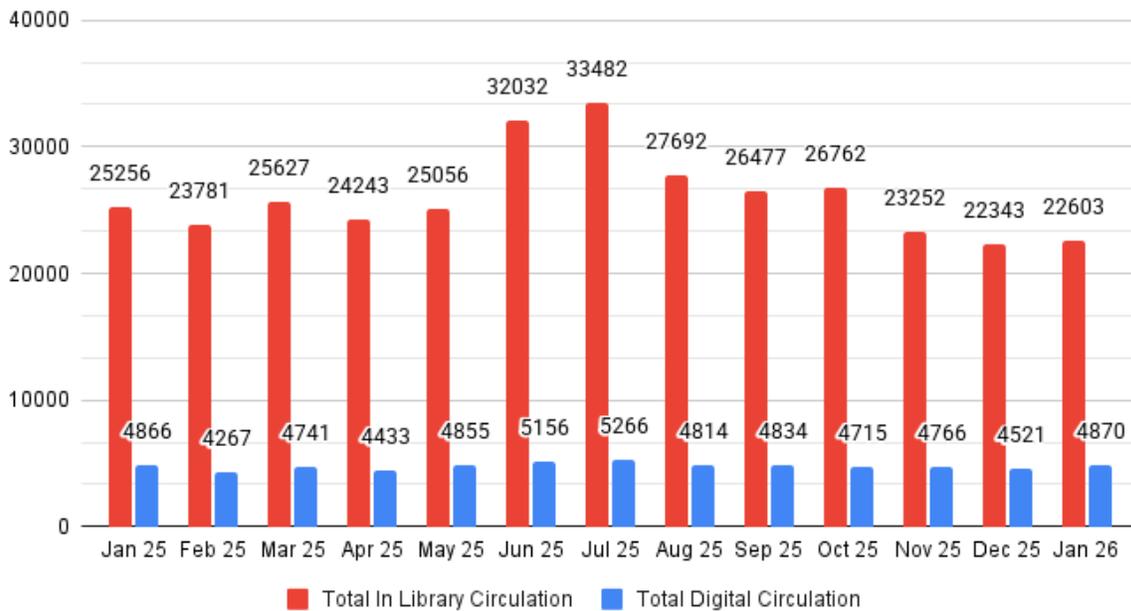


Library visits: Door Count and Drive Thru window

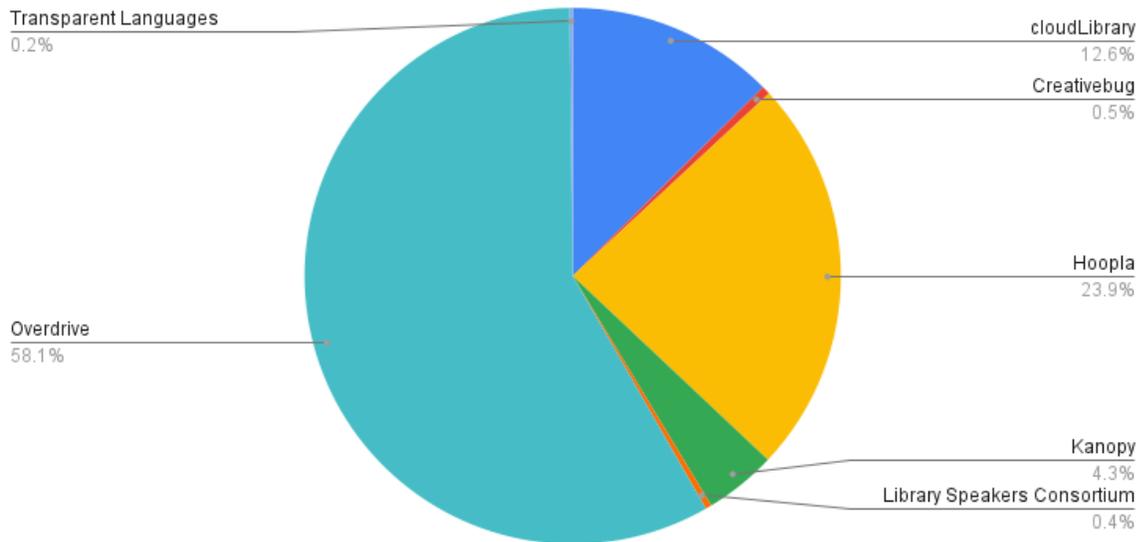


	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26
Door Count	11011	10803	14268	12199	11418	15882	15958	18292	12860	16687	12376	11730	11178
Drive Thru window	310	302	311	339	305	314	334	315	353	316	246	241	262

In-Library vs. Digitally Downloaded Materials circulation



Monthly Digital Downloads



Programming, Outreach and Community Collaboration

Adult Programs (Hanna Tamez, Beth Wolfe)

This month in Adult Programs, highlights included well-attended gardening and nature presentations, a new art class, and a presentation for Holocaust Remembrance Day.

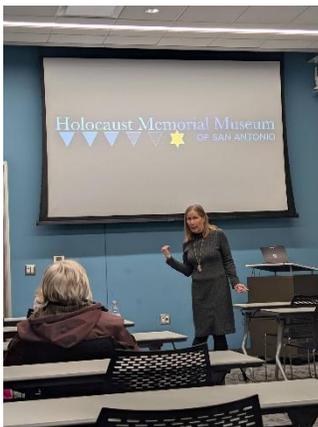
Beginner Paper Quilling Workshop offered its inaugural class this month. The class filled to capacity, and participants enjoyed learning how to form strips of paper into intricate shapes to produce a beautiful floral design. Our other art classes went well, including the return of Art History with a lecture on Famous Paintings, although the winter weather caused Exploring Art

Mediums to be cancelled. Acrylics Class learned a new technique, using palette knives to control the paint's texture on the canvas.

Cookbook Club took advantage of the chilly weather to prepare a variety of hearty soups from *300 Sensational Soups* by Carla Snyder. Cooking Around the World with Javier baked Chinese almond cookies to celebrate the Lunar New Year – a recipe with roots in a traditional Chinese walnut cookie that dates back to the Tang dynasty (thanks, Kaci, for this reference!). Our language classes also resumed after a holiday hiatus. The library's yoga offerings diversified, adding a monthly Slow Flow Yoga class in addition to our weekly Chair Yoga. This new class was also well-received and we are looking into offering it in the summer as well.



The third week of January saw popular presentations on Vanilla: From Bean to Jar, exploring the making of vanilla extract, and Reseeding with Natives – a topic of particular interest for local gardeners and landowners, who learned to reseed their landscapes with native plants to increase resilience and biodiversity. The League of Women Voters of Comal County joined us in the library's lobby to provide information on upcoming local elections and registering to vote; they reported plenty of traffic to their table. Finally, Adult Programming commemorated Holocaust Remembrance Day on January 27 with a presentation by the Holocaust Museum of San Antonio. A second-generation Holocaust survivor shared her family's experience.



As the month draws to a close, we are preparing for February programs, such as our Blood Drive with South Texas Blood & Tissue and a concert with classical guitarist Peter Fletcher. We are looking forward to spring and warmer weather!

Outreach (Javier Gonzalez, Gina Mejia)

In January, Outreach directly engaged with **194** community members and reached many more through books, giveaways and materials.



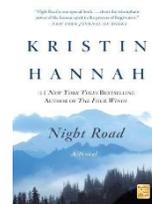
In anticipation of winter weather, Outreach purchased new tires for the Trekker. Thank you to Dale Pillow from the Friends of the Library for going to get the new tires with Javier!

A few weeks after we got the tires we had a slight freeze so we had to cancel/reschedule a few Outreach stops.

Javier hosted a Pop-Up at the Hidden Trails community for the first time this month. A few families came out even though it was cold. The HOA even set up their own Little Free Library at their community park.



BOOK CLUB: This month, Books & Bites read **Night Road** by Kristin Hannah. A novel about the devastating consequences of a single night that changes the lives of two families, focusing on themes of motherhood, loss, forgiveness, and identity. **12** Book Club members enjoyed reading this novel and had a great discussion led by Gina.



ADULT OUTREACH: A total of **70** 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. We made **9** Homebound visits this month.

YOUTH OUTREACH: We hosted pop-ups at Chick-fil-A, SHARE Center, Winding Branch Ranch and Bulverde Community Park. We are currently visiting **3** 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 **29 families** in attendance. It was a beautiful chilly day at the farm. Families brought their blankets, snacks and had a great time listening to stories and making a cute farm animal crown. Gina came along for this visit and she had a great time meeting the families and checking out books to the kids.



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 **60** books this month.
- No book bundles were distributed this month.



Makerspace (Lindy Hargrave, Marc Dunlap)

This month's program highlights include:

- Audiobook Tasting + Craft (continued)
- Photography 101
- Sublimation 101
- Ceramics 101
- Glowforge 101 + Lab
- Ongoing Open Maker Hours
- Ongoing Open Fiber Arts Hours



While Lindy was out most of the month recovering from surgery, the Makerspace carried on without issue, hosting regular Open Maker and Fiber Arts Hours as well as scheduled classes. Marc and Gina each covered one of Lindy's programs for her. Gina's crafty following for Open Fiber Arts and Audiobook Tasting + Crafts remains strong. She has also transitioned to hosting one Sewing 101 class each month on the last Saturday and her classes are continuously waitlisted. We have added a supplies and project suggestions list

to her Open Fiber Arts times on the public calendar so patrons have better direction for developing their sewing skills.

Although Marc and Lindy may not have the devoted following of Gina attending their classes, they both still enjoy teaching the few patrons that attended January's program and have greatly enjoyed working with our new Makerspace volunteer, Mateo! He is a bright young man who has helped us finish setting up the CoreONE 3D printer to print in multiple colors—it has been a major undertaking and continues to be a work-in-progress as we learn and adapt to the upgrade.

Lastly, Marc has been diligently researching solutions for fixing and even upgrading our kiln so we can resume ceramics classes placing him back in the ranks of Gina's popularity. I jest, but we are fortunate to have a pretty great team of passionate, creative teachers and tinkerers all very supportive of each other's talents and programs. In 2026, we plan on further developing and incentivizing more DIY and special group/outreach opportunities.

Youth Services (Ben Gonzalez, Emma Ramos, Kansas Terry)

January was a month of exciting new beginnings for Youth Services as we fully transitioned into our new team of Kansas, Emma, and Ben! We hit the ground running with our regularly occurring programs along with a couple of new ones!

Teens



On Teen Thursdays this January, we created vision boards, painted rock photo holders, DIY bookmarks, and perler bead keychains. This month we started a new Teen Manga Book Club, which had four excited new members at the inaugural meeting. The small group quickly started discussing their favorite manga and decided on their first book to read next month.

We started a new semester of our teen volunteer program this month. We have a total of 43 teen volunteers for the Spring term! For the month of January, we had a total of 25 volunteers and they collectively earned a total of 104 volunteer hours!

Children's

To cap off the end of winter break, the library hosted our first-ever rated chess tournament for kids and teens! This tournament was officially rated by the US Chess Federation, meaning young patrons were able to compete and raise their player ranking by participating. We crowned the top three players in two different age groups, who each went home with a trophy made in the Makerspace!





We also were visited twice by Daisy the therapy dog, who enjoyed books being read to her as kids practiced their read-aloud skills! Our young artists honed their watercolor skills during the kids' art class taught by Ms. Tracy. Each of them created their own "painting in a bottle!"



We made fun bookmarks for the Teen Room, origami, perler bead keychains with fun music, and had an open craft day where tweens used a variety of different materials to create and be inventive! They used scrap materials and regular supplies.

Collections Reports

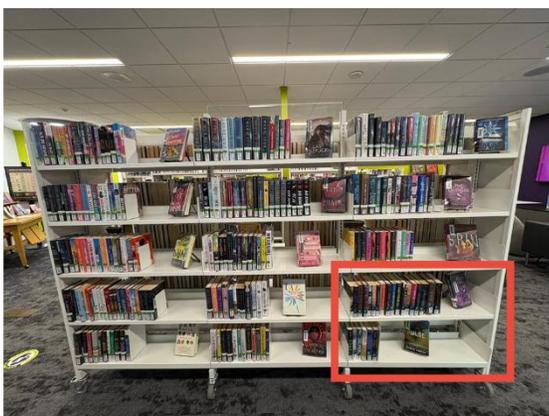
Adults (Kristin):

We loaned 4 items to and borrowed 63 items from other libraries in the Interlibrary Loan (ILL) system. I proctored 2 exams in January. We worked one-on-one with 9 members to teach them how to use our electronic resources. This month I weeded and inventoried our Reference collection and in February I will focus on inventorying the Large Print. One adult was sent a Recommended Reading List in January. I created 13 categories for this year's Broaden Your Shelf Reading Challenge and created Booklists in our online catalog for each category.

Youth (Emma, Kansas & Martina):

In January we fulfilled 10 requests for Children's materials.

In January, Martina fulfilled one patron request for an anime DVD: *One Piece*, Collection 1. YA fiction books are still being relabeled, with the inclusion of genre dots. By the end of January, almost the entire first section of the YA fiction collection has been relabeled, with only a few shelves remaining (yay, processing team!). The red box in the image below shows how much is remaining in the first section.



While this will be a lengthy project, it has already proven very helpful for collection development and has allowed me to become more familiar with the YA collection overall! As a result of this process:

- Many books with damage—especially water damage—were found and either replaced or weeded.
- The relabelling project has highlighted the variety of genres within the YA collection, even from a relatively small sample size.
- The project has also created opportunities to add series labels, which has unintentionally helped lighten the workload for Ben's series label project.
- Adding series labels has made it easier to identify gaps in existing series.
- Reviewing each book individually has allowed me to assess circulation history, helping determine which titles are performing well and which are not.

Digital Resources (Martina):

In January, one Senior Planet class (Getting to Know Your iPhone) was cancelled due to no registered attendees. The remaining three classes were held as scheduled, with a total of nine attendees for the month. Our first Tuesday class was also held and exceeded expected attendance, leading to the conclusion that both Tuesdays and Wednesdays from 2:00–3:00 PM are effective days and times for technology lectures and workshops. There have also been repeat attendees, as well as continued registrations for upcoming Senior Planet classes.

A digital resources cheat sheet is being developed to provide staff with quick, easy reference information when assisting patrons. The cheat sheet will include details such as which digital resources require account creation, patron hold limits, brief descriptions, and other concise but essential information.

A larger spreadsheet will also be created to compile this information at a broader scale, including details that are not always immediately considered (for example, which TexShare databases are owned by ProQuest and whether an account is required to access articles). Lastly, a cost-benefit analysis will be developed to better understand digital resource usage and to help inform future purchasing decisions.

Martina and Kansas reviewed Beanstack together, including how MFPL designs challenges for the community. As Kansas is already familiar with Beanstack, no extensive training was required. Challenges for the 2026–2027 Bluebonnet Award Master List, the 2x2 Reading List, and the 2026 Broaden Your Shelf Challenge were drafted and are intended to be completed by Martina at the beginning of February.

Kristin has been tirelessly working through a report of all holds in Libby/Overdrive, checking for expired library cards or other access issues (cards expired for more than six months, with multiple overdue notices, and/or owing large amounts of money to the library). After three months, she was able to delete a total of 433 holds, helping to considerably bring down the holds ratio for popular titles in our Overdrive collection! Good job Kristin!

We deleted items for the following reasons:

- Weeded – 71 items
- Vanished – 8 items (due to inventory)
- Lost and unpaid for – 10 items (sent to collections)
- Lost and paid for – 8 items

Marketing & Public Relations (Hanna Tamez)

January was a busy month! This month I spent time researching local news outlets to share the upcoming Hill Country Literary Festival with. I will be sending them all a flyer and a press release in early February. I also created a marketing plan for the festival to ensure all aspects are promoted. This plan includes social media, email marketing, external ads, and local news outlets. I have also been working with Kristin to create branded swag for the festival to thank the authors and other speakers.

I also spent time this month moving the stored marketing materials out of the youth services hallway and into the back staff area. This move allows me to keep better track of how much inventory we have of items.

I am also in the process of redoing the board pictures so they all match. I worked with Gina in the Makerspace to create and engrave a name plate for the current board photo. In the coming months I will replace all the past photos with the same frame and name plate so everything matches. Unfortunately, some of the pictures we cannot find digital copies of so we will have to scan or photograph the printed copies to order new prints to fit the updated frames.

Ordered Materials: This month I ordered and received more Makerspace brochures from Thompson printing, there was no update needed to the brochure this time. I also worked with Kansas and Emma to update signage in the Teen Room. I helped with printing 8.5 x 11 flyers as well as ordering larger posters from Thompson Printing. I also restocked the branded sticky notes and pens that we provide in our new patron bags.

External Media: We currently have an ad featured on the Bulverde/Spring Branch Highlights page of the New Braunfels Monthly magazine put together by the Herald-Zeitung. Unfortunately, the Herald-Zeitung has decided to discontinue this highlight page after the February issue. Due to our contract for this page lasting through June, they have offered us a different larger ad space in the magazine until the end of the contract. In the coming months I will be evaluating the impact of this ad and determining if this magazine is still something we want to be advertising in.

Technology (Rob Lerner & Marc Dunlap)

Rob: Our main focus in January was the handover from our former Director Susan Her and former Bookkeeper Cathy Mandelbaum to our new Director Montana Rindahl and new Bookkeeper Sophia Bard. No matter how well we prepared for the transition there were always going to be unforeseen issues. One of our main issues had been our QuickBooks account and getting Sophia, our new Bookkeeper, the necessary permissions to just do her job. QuickBooks has made the permissions settings of their software fairly opaque. It took a few tries to get everything setup. On top of the permission issues, we had to move the QuickBooks database off of Cathy's old computer and onto one of our servers, because Cathy's computer couldn't be upgraded to Windows 11. So far everything seems to be working and the bills are getting paid.

Everything kept working during our biennial ice storm. We never lost power or internet, so our generator and failover didn't have to come on, but we were ready. Unfortunately, there was damage to our HVAC system. Our condenser coil on our fresh air unit actually froze and burst. We're still trying to figure out exactly what happened, but it seems that the unit continued to bring in fresh subzero air from the outside and the heating unit either didn't come on or couldn't get the air up to temp. We'll have to fully replace the coil, test the heating element, and the vent actuator to make sure this doesn't happen again.

Marc: This month's Tech Highlights:

The Senior Planet Programs went well, with those attending giving the program raving reviews! There was one class that received no registrations, and a few no-shows here and there. But Martina has been great at keeping us organized with scheduling, handouts, and attendance records.

While the color copier *Money Machine has been giving us more and more issues, the machines themselves have had no issues this month.

We have had quite a few people coming in for tax forms, as well as the "annual fax."

One-on-One Tech Help had almost full attendance this month, with only one no-show. We had quite a few on the waitlist that I was able to help either via email or by scheduling an Ad-Hoc appointment. This continues to be a key touch point for many of our patrons, who come back for further assistance or recommend the service to their friends.

Examples: Several patrons came in this month seeking help in understanding how to choose a new computer. One lady, whose husband had just passed, needed extra care as he had been the "tech person," thus she didn't really know where to start. I helped her understand the pros & cons of buying new vs. used, as well as providing her with some basic stats on what to look for. She is planning on coming back for an Ad-hoc appointment to make her final decision, with my help.

There were also a few people looking for help with managing their files. One patron in particular had several old hard drives from past computers, along with a few phones that they wanted assistance with in transferring their contents to a new laptop. Though we couldn't work on the hard drives, as they needed a special cable, we were able to work on the phones, and I did provide her with the information on what kind of cable her hard drives required. Once we got on the appropriate data-cables, we worked on preparing folders in the new laptop, so that as she transferred files, they would be saved in an organized fashion.

Facilities Management (Warren Pichon)

Study Room Use: 450

Public Meeting Room use: 319

- 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
- Hung quilts in Reading and Children's rooms
- Updated Emergency Red Books
- Fixed Coffee Maker in Room "C"
- Sealed a water leak in the ceiling from HVAC coils freezing and busting open

Baker Septic Pumping: Pumped 3600 gallons of waste out of septic tank (1.5.26)

Chabelo Landscaping: Pulled weeds around property, cut/trimmed overgrown brush and limbs, cleaned out water feature pond, moved large stack of extra bricks to storage area and swept up fallen leaves from HVAC area (1.12.26)

FireTrol Protection Systems: Performed annual fire Alarm, fire Extinguishers, fire Sprinkler and fire Hydrant inspections and filed report with state (1.19.26)

HomeTeam Pest Defense, Inc: Monthly pest control services (1.20.26)

Master Gardeners and Naturalists: Weeded and trimmed butterfly garden area and removed all clippings (1.22.26)

Eff Septic Services: Septic alarm went off and technician found old sprinkler head needing to be replaced and he dug out a leaking sprinkler and recapped it. They suggested we pump system again, so that is scheduled for February 3rd (1.29.26)

Comfort Systems: Excessive water draining from HVAC unit and it was found that the coils were frozen and one needs to be replaced (they were repaired before) and the Chiller unit pumps were not on and the problem is a bad valve that needs to be replaced (1.29.26)

Administration (Sophia Bard, Montana Rindahl)

January's biggest achievement was our slow adjustment to library life without Susan and Cathy being here every day! They have already stepped up to help us with a few unexpected situations and to answer continued questions, as this was a long and busy month! Montana and Sophia are both proud of successfully getting all of our employees and contractors the appropriate tax documents in January. While there were small hiccups with a few duplicate payments and missing 1099's, the new Payroll company has been very helpful in streamlining this part of the HR process!

The Library was closed on January 19 for President's Day, which was used as a Staff Training Day. A huge thanks to the Friends of the Library for providing lunch while Staff was trained on Emergency Procedures, Digital Resources, Patron Payments in Apollo, and Credit Card procedures. Montana also shared with the staff the presentation she gave to the Board as part of the interview process, and took questions about the administration transition. She also held progress meetings with each staff member during the last two weeks of January. The winter weather threw us for a curve, especially with the exterior water pump freezing! Thankfully the staff was able to quickly defrost it and open the library!

The Library will also be hiring a new Full-Time Adult Programming Specialist, as Sophia has moved into Bookkeeping and Hanna is transitioning into Full-Time Marketing. The job description was posted on our website, the Chamber of Commerce website, and in the Library newsletter in January.