

**REPORT TO SUBCOUNCIL 3**

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**1. ITEM NUMBER: 03SUB 7/6/2020 SM**

**2. SUBJECT:**

**LIBRARY AND INFORMATION SERVICES QUARTERLY ACTIVITY REPORT  
FOR THE PERIOD 1 OCTOBER 2019 TO 31 DECEMBER 2019**

**ONDERWERP:**

**BIBLIOTEEK EN INLIGTINGDIENSTE SE KWARTAALIKSE  
AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 OKTOBER 2019 TOT 31  
DESEMBER 2019.**

**ISIHLOKO:**

**INKONZO ZAMATHALA EENCWADI NEZOLWAZI: INGXELO YARHOQO  
NGEKOTA EMALUNGA NOMSEBENZI KWISITHUBA ESISUSELA NGOWO-1  
KWEYEDWARHA UKUYA KOWAMA-31 KWEYOMNGA 2019**

**L2737**

**3. PURPOSE**

The purpose of the report is to inform Subcouncils of the activities of the Department for the period 1 October 2019 to 31 December 2019.

**4. FOR DECISION BY**

This report is for noting by the Subcouncils.

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**5. EXECUTIVE SUMMARY**

This report provides an overview of the activities of the Library and Information Services Department (LIS) for the period 1 October 2019 to 31 December 2019.

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**6. RECOMMENDATIONS**

It is recommended that the report be noted.

**AANBEVELING**

Daar word aanbeveel dat daar van hierdie verslag kennis geneem word.

Making progress possible. Together.

## **ISINDULULO**

Kundululwe ukuba makuqatshelwe le ngxelo.

### **7. DISCUSSION/CONTENTS**

The Department aims for excellence in providing a highly professional and cost-effective lending, reference and community information service. This report deals with the monitoring of service delivery at Bothasig, Edgemoor, Milnerton, Tableview and Tygervalley Libraries.

In addition, this report has annexure A which deal with statistical information on new membership; gate reading/counting; circulation and SmartCape usage at various libraries within the Sub Area. Annexure A also provides a breakdown of the types of programs including the number of participants per programme per library.

#### **7.1.1 Services**

Bothasig Library and Milnerton Library issued a total of 553 items as block loans to various institutions. These items were issued to retirement villages, crèches, pre-primary and primary schools.

Milnerton Library held weekly tutoring sessions on Thursday afternoons at the Methodist Church Hall in the informal settlement. The target group is children from Marconi Beam Primary School who need extra tutoring with reading and spelling.

#### **7.1.2 Programmes (Events and promotions)**

Bothasig Library hosted a Breast Cancer Awareness Programme in October in collaboration with Bothasig Clinic to promote and educate women on the importance of breast examination. Free breast examinations were done at Bothasig Library by nursing staff. Adults between the ages of 35 and 60 attended. Edgemoor and Tygervalley Libraries had an integrated programme at Joe Simon Pre-Primary School on the 5th of December. The programme focussed on how to save water and the children were entertained with a puppet show, songs, stories and interactive water drop posters. Bothasig Library was acknowledged by the Ukunika Centre for their beautiful, creative displays.

Tableview Library had a 'World Premature Baby Day'. Staff and Friends of Tableview Library distributed Premature Baby Clothing knitted by staff, Friends of Tableview Library and community members to Tygerberg Hospital and to the Red Cross Children's Hospital on the 18th of November 2019.

Tableview Library had their Annual Story Graduation event. This event was held outside under the trees and was attended by the Councillor, Joy McCarthy, The Friends of the Library, graduates, parents and the community. Joy McCarthy organised gazebos for the children. The Friends of the Library paid for the catering and assisted staff with various duties on this day.

These libraries continuously and on a regular basis created beautiful displays on how to save water and electricity.

### 7.1.3 Challenges / Successes

There were no major challenges to report at the libraries in the Subcouncil during the quarter two period.

### 7.1.4 Repairs and maintenance

There were no major repairs and maintenance to report. Tableview Library's roof has been replaced and they had a LAN upgrade as well.

### 7.1.5 Security

No incidents of break-ins were reported for this quarter at any of the libraries.

### Constitutional and Policy Implications

Not applicable.

### 7.2. Sustainability implications

Does the activity in this report have any sustainability implications for the City? No ☒ Yes ☐

### 7.3. Legal Implications

Not applicable.

### 7.4. Staff Implications

Does your report impact on staff resources or result in any additional staffing resources being required?

No ☒

Yes ☐

### 7.5. Other Services Consulted

Not applicable.

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## ANNEXURES

Annexure A – Statistical Analysis Sheet

FOR FURTHER DETAILS CONTACT:

26 FEB 2020



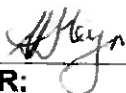
NAME	Theresa Denton
CONTACT NUMBERS	021 444 2574 / 083 331 1029
E-MAIL ADDRESS	Theresa.Denton@capetown.gov.za
FILE REF. NO.	2/2/7/4
SIGNATURE: HEAD 3	



**AREA MANAGER**  
Dairmaid Wessels

Comment:

DATE 13.02.2020



**DIRECTOR:**  
**LIBRARY AND INFORMATION**  
**SERVICES**  
Ninnie Steyn

Comment:

DATE 17.2.2020



**SUBCOUNCIL MANAGER**  
Johannes Brand

Comment:

DATE

11/3/2020.



**SUBCOUNCIL CHAIRPERSON**  
Cllr Helen Carstens

Comment:

DATE

11/3/2020

Subcouncil	Subc 003
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Library	Open hours per week	Total new members joined	New Adult	New Juvenile	New SmartCape only	Circulation	Gate Reading	ILL Loans Supplied
Bothasig	38	50	36	14	0	31563	17911	36
Edgemead	45	65	42	23	0	53126	19233	41
Milnerton	45	121	79	42	0	55710	25715	123
Tableview	45	119	77	42	0	32484	13958	13
Tygervalley	37	104	69	35	0	55832	18571	0
<b>Grand Total</b>	<b>210</b>	<b>459</b>	<b>303</b>	<b>156</b>	<b>0</b>	<b>228715</b>	<b>95388</b>	<b>213</b>

Library	SmartCape		Total sessions per Gender		Total sessions per Age Group			
	Total Sessions		Male	Female	Age 0 - 12	Age 13 - 17	Age 18 - 25	Age 26+
Bothasig	877		624	253	54	60	71	692
Edgemead	657		497	160	3	8	56	590
Milnerton	1249		790	459	16	142	334	757
Tableview	372		240	132	9	11	44	308
Tygervalley	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>3155</b>		<b>2151</b>	<b>1004</b>	<b>82</b>	<b>221</b>	<b>505</b>	<b>2347</b>

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees
Bothasig	1	20	0	0	6	40
Edgemead	1	14	0	0	3	32
Milnerton	5	59	0	0	16	275
Tableview	0	0	1	6	16	403
Tygervalley	0	0	0	0	0	0
<b>Grand Total</b>	<b>7</b>	<b>93</b>	<b>1</b>	<b>6</b>	<b>41</b>	<b>750</b>

Library	Digital Literacy Session	Attendees	Library Orientation	Attendees	Formal Book Club Sessions	Attendees
Bothasig	5	35	0	0	0	0
Edgemead	1	24	0	0	6	17
Milnerton	1	4	2	75	3	48
Tableview	0	0	2	5	2	16
Tygervalley	0	0	0	0	0	0
<b>Grand Total</b>	<b>7</b>	<b>63</b>	<b>4</b>	<b>80</b>	<b>11</b>	<b>81</b>