



REPORT TO SUBCOUNCIL 3

1. ITEM NUMBER: **03SUB 09/03/19**
[K2987]

2. SUBJECT:

**LIBRARY AND INFORMATION SERVICES QUARTERLY ACTIVITY
REPORT FOR THE PERIOD 2 July 2018 TO 31 December 2018**

ONDERWERP :

**BIBLIOTEEK- EN INLIGTINGSDIENSTE SE KWARTAALLIKSE
AKTIWITEITSVERSLAG VIR DIE TYDPERK 2 Julie 2018 TOT 31
Desember 2018**

ISIHLOKO :

**INGXELO YARHOQO NGEKOTA EMALUNGA NEMISEBENZI
YEENKONZO ZAMATHALA EENCWADI NOLWAZI YESITHUBA
ESISUSELA NGOWE-2 KWEYEKHALA 2018 UKUYA NGOWAMA-31
KWEYOMNGA 2018.**

3. PURPOSE

The purpose of the report is to inform Subcouncil of the activities of the Department for the period 1 July 2018 to 31 December 2018.

4. FOR DECISION BY

This report is for noting by the Subcouncil.

5. EXECUTIVE SUMMARY

This report provides an overview of the activities of the Library and Information Services Department (LIS) for the period 1 July 2018 to 31 December 2018.

6. RECOMMENDATIONS

Making progress possible. Together.

It is recommended that the report be noted.

AANBEVELING

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

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 library.

7.1.1 Services

Bothasig, Milnerton, Edgemoor and Tableview library issued a total of 3185 items as block loans to various institutions. These items were issued to crèches, pre-primary and primary schools, institutions such as Active Minds, Garden Faerie, Learning Vine, Abeille Ruche school, Elkanah House, Nurturing Minds, etc. Bothasig library offers weekly Afrikaans lessons to children in the community who find the language to be a challenge.

Edgemoor library hosted a writing skills workshop for a 2nd group of people in the art of writing skills. Ten people now attend these groups on a regular basis and are being mentored by Lorraine Mathewson.

The Milnerton Library hosted an English Language Literacy Programme for foreigners, facilitated by 6 volunteer teachers from the local community. Classes for the different tuition levels were scheduled from 09:00 to 11:00 on Tuesdays, Wednesdays and Thursdays, and 45 adult learners were enrolled for the last 3 months of the first semester of the year.

The Milnerton Page Turners Book Club meets once per month at the Milnerton Library. The Club has 22 members who use the library's reading material for their discussions.

Reading Programme: The Milnerton Library is running a very successful reading programme in the Joe Slovo informal settlement, i.e. at the Marconi Beam Primary School for Grade 4 learners. Two librarians and 3 community volunteers are taking on two learners per session every week on a Thursday morning. Over the three months' period, the programme has assisted 20 learners with their reading and writing skills.

Milnerton library's Knit-and-Chat Knitting Club is still meeting weekly in the library on Tuesday mornings. The Club has 12 very enthusiastic and productive knitters of items for babies and adults, e.g. blankets, beanies, jerseys, socks, etc.

7.1.2 Programmes (Events and promotions)

The Bothasig Library celebrated their 30th anniversary on 16 November. The function was attended by Helen Carstens the Councillor, The Friends of the Library, retired staff of the library, members of the Neighbourhood Watch and the community.

Weekly sewing classes for adult ladies with 10 and more people attending each week. Weekly life skills are taught to children to improve self- confidence. This programme is offered by a company called "Kids who can".

Milnerton, Bothasig and Tableview library conducted Transversal Digital Literacy Sessions for Women with the theme "Women for Change". The focus of the programme was on learning new skills with regard to the functioning of SmartCape services, e.g. how to register an email account or how to use a CV template for their own specific needs, etc. Bothasig library had a transversal programme (Healthy living) and Tableview library a (Networking/Engagement) programme.

The Bothasig, Edgemoor, Milnerton, Tableview and Tygervalley Library also presented children's programmes with water saving themes as well as water saving displays with tips on effective water saving ideas and techniques. Area 3 had 12 Digital Literacy sessions, 4 Information literacy sessions, 5 Reading programmes and a reading programme in Marconi Beam every month, 23 Book Club sessions, 21 Library Orientation sessions and 111 Story telling sessions.

Bothasig library had a very successful Breast Cancer Awareness Day. Edgemoor library and Bothasig had a Women Empowerment Programme and the Friends of Edgemoor library hosted an Art Exhibition while Tableview library started their very first Chess Club for beginners.

The libraries in the subcouncil all conducted a water savings programme as part of their holiday programmes. The libraries also participated in the LIS Department's Summer Reading Programme, a programme designed to instil a love of reading and rolled out across the City.

7.1.3 Challenges / Successes

Numerous complaints received re state of outside premises due to no gardening services.

7.1.4 Repairs and maintenance

Various roof leaks reported for Milnerton Library roof which is in the process of being fixed.

7.1.5 Security

Security on parking premises at Milnerton library is an ongoing risk factor.

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.

ANNEXURES

Annexure A – Statistical Analysis Sheet

FOR FURTHER DETAILS CONTACT:

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FILE REF. NO.	2/2/7/4
SIGNATURE: HEAD: AREA X	 05 MAR 2019



AREA MANAGER
Dairmaid Wessels

Comment:

DATE 19. 02. 2019


MANAGER: SUBCOUNCIL (3)

JDJA BRAND

TEL NO (021)444-4862

DATE

5/3/2019.

COMMENT:

1. Herewith confirm that the relevant delegation is quoted in item.
2. The recommendation is/are subject to Subcouncil decision.
3. Author of report was notified that item is on agenda and in terms of delegation 1(5) requested to attend the Subcouncil meeting.



SUBCOUNCIL CHAIRPERSON

COUNCILLOR HELEN CARSTENS

TEL NO (021) 444-4865

DATE

5/3/2019

COMMENT:

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	26	18	8	0	38171	34796	60
Edgemoed	45	15	13	2	0	52906	19868	28
Milnerton	45	0	0	0	0	47835	30512	154
Tableview	45	0	0	0	0	53674	23619	36
Tygervalley	37	37	37	0	0	55724	27329	0
Grand Total	210	78	68	10	0	248310	136124	278

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	867	581	286	20	45	121	681
Edgemoed	645	476	169	0	12	27	606
Milnerton	2102	1349	753	160	358	465	1119
Tableview	1186	963	223	7	64	144	971
Tygervalley	0	0	0	0	0	0	0
Grand Total	4800	3369	1431	187	479	757	3377

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees
Bothasig	0	0	0	0	3	31
Edgemoed	0	0	1	5	3	54
Milnerton	0	0	0	0	12	240
Tableview	0	0	1	18	28	1026
Tygervalley	0	0	0	0	0	0
Grand Total	0	0	2	23	46	1351

Library	Digital Literacy Session	Attendees	Library Orientation	Attendees	Formal Book Club Sessions	Attendees
Bothasig	0	0	1	10	0	0
Edgemoed	0	0	2	54	6	62
Milnerton	0	0	4	108	3	49
Tableview	0	0	4	16	3	21
Tygervalley	0	0	0	0	0	0
Grand Total	0	0	11	188	12	132