



**REPORT TO SUBCOUNCIL
[24]**

Date/Datum/Urnhi: 6/12/19

Signature/Handtekening/Utyikityo: [Signature]

1. **ITEM NUMBER:** 24SUB 13/01/2020

2. **SUBJECT**

[LSU J1266]

**LIBRARY AND INFORMATION SERVICES' QUARTERLY ACTIVITY
REPORT FOR THE PERIOD 1 JULY TO 30 SEPTEMBER 2019.**

**IINKONZO ZAMATHALA EENCWADI NEZOLWAZI: INGXELO YARHOQO
NGEKOTA EMALUNGA NOMSEBENZI YESITHUBA ESISUSELA UMHLA 1
KWINYANGA YEKHALA UKUYA 30 KWINYANGA YOMSINTSI 2019.**

**BIBLIOTEEK- EN INLIGTINGSDIENSTE: KWARTAALLIKSE
AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 JULIE TOT 30
SEPTEMBER 2019.**

3. **PURPOSE**

The purpose of the report is to inform Subcouncils of the activities of the Department for the period 1 July to 30 September 2019.

4. **FOR DECISION BY**

This report is for noting by the Subcouncils.

5. **EXECUTIVE SUMMARY**

This report provides an overview of the activities of the Library and Information Services Department (LIS) for the period 1 July to 30 September 2019.

6. **RECOMMENDATIONS**

It is recommended that the report be noted.

7. **DISCUSSION/CONTENTS**

Making progress possible. Together.

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.

7.1.1 Services

Two libraries issued block loans. Nazeema Isaacs Library issued books to lyabonga NGO and to Masimanyana Seniors Citizens club. Somerset West Library supplied books to four old age homes in the area – Huis Marie Louw, Helderberg Village, Robarie and Somerset Oaks.

Two libraries, Sir Lowry's Pass and Nazeema Isaacs, did outreach to informal settlements.

7.1.2 Programmes (Events and promotions)

An overview of new membership, circulation, gate readings and SmartCape usage at the libraries, as well as an analysis of the types of programmes and the number of attendees per programme per library is **attached** as Annexure A.

Sir Lowry's Pass Library celebrated Mandela day with three events. A coffee morning for seniors was held, and an extract from a Mandela book was read to the group. Storytelling was done with 24 children at Lathi-tha Day Care. The crèche was given a donation of colouring books, crayons, toys and play dough. Siyaphumelela Educare also visited the library with 30 children. Library staff had a games session with the group, playing Jenga, Lego, Spot it and Snakes and Ladders. Each child received a chocolate muffin and a goody bag

Macassar Library invited 25 elders to a Mandela Day celebration. They enjoyed treats and a reading of Mandela quotes.

Nazeema Isaacs Library partnered with Young Minds NGO to present a reading programme on Saturdays at the library. The focus was on reading and sharing what the children have read. The reading programme was very interactive, and the children were involved in various activities, including games. Nazeema Isaacs Library also held a reading programme with grade 6 learners from Noxolo Xauke Primary School. The focus was on reading for fun and with understanding.

An integrated storytime was held at Macassar Library in partnership with the subarea head. Twenty-three children from Sonskyn crèche attended it. The children enjoyed stories, colouring-inn and games in the library.

Sir Lowry's Pass Library partnered with IS&T and offered a digital literacy programme to nine unemployed women from the community. At the end of the session, the women could type their CVs and business letters.

Sir Lowry's Pass Library organized a book club for teens. The theme was issues affecting teens and books related to these issues were given to them. This was a very interesting session, as it allowed the teens to discuss matters affecting them.

National Book Week was celebrated from 2-7 September 2019. No fines were levied for that period if patrons returned late items. Sir Lowry's Pass reported that the response from the community was positive. A total of 37 books were returned, and three replacement cards were replaced at no cost.

7.1.3 Challenges / Successes

Somerset West Library has the 2nd highest circulation of items in the Western Cape.

SmartCape internet access for the public has not been available at Nazeema Isaacs Library since May 2019. This is due to cable theft in the area and the reluctance of Telkom to continually replace stolen cables. This is having a significant impact on the community who uses the library for internet access.

7.1.4 Repairs and maintenance

There were no major repairs or maintenance projects at any of the libraries.

7.1.5 Security

No major issues reported.

7.2 Constitutional and Policy Implications

Not applicable

7.3 Sustainability implications

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

7.3.2 Not applicable

7.4 Legal Implications

Not applicable

7.5 Staff Implications

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

No ☒

Yes ☐

8 Other Services Consulted

Not applicable

ANNEXURES

Annexure A – Statistical Analysis Sheet

FOR FURTHER DETAILS, CONTACT:

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SIGNATURE: HEAD 6: AREA EAST	<i>A 4.12.19</i>

Ninnie Steyn (Acting Director)
DIRECTOR: LIBRARY & INFORMATION SCIENCE
Ninnie Steyn

Comment:

Date

5/12/19

Subcouncil	Subc 024
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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
Macassar	36	72	41	31	0	17258	37041	0
Nazeema Isaacs	42	90	59	31	0	8861	25122	0
Sir Lowry's Pass	40.5	49	18	31	0	10612	23575	10
Somerset West	45	238	166	69	3	112471	57963	76
Grand Total	163.5	449	284	162	3	149202	143701	86

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+
Macassar	1745		1372	373	249	467	421	608
Nazeema Isaacs	1071		771	300	206	118	265	482
Sir Lowry's Pass	1956		1455	501	782	409	355	410
Somerset West	2843		1970	873	218	469	894	1262
Grand Total	7615		5568	2047	1453	1463	1935	2762

Library	Reading Programmes	Attendees	Information Literacy (IL) B		Story Telling	Attendees
			Attendees	Attendees		
Macassar	1	6	1	45	18	155
Nazeema Isaacs	2	125	1	29	12	285
Sir Lowry's Pass	1	40	1	37	17	340
Somerset West	0	0	3	12	12	115
Grand Total	4	171	6	123	59	896

Library	Digital Literacy Session	Attendees	Library Orientation		Formal Book Club Sessions	Attendees
			Attendees	Attendees		
Macassar	1	4	2	25	0	0
Nazeema Isaacs	0	0	12	115	1	32
Sir Lowry's Pass	0	0	9	185	0	0
Somerset West	1	5	6	15	3	16
Grand Total	2	9	29	340	4	48