



## REPORT TO SUBCOUNCIL

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1. **ITEM NUMBER : 17SUB13/11/2024**

2. **SUBJECT**

**[R1363]**

**LIBRARY AND INFORMATION SERVICES' QUARTERLY ACTIVITY  
REPORT FOR THE PERIOD 1 JULY 2024 TO 30 SEPTEMBER 2024**

**IINKONZO ZETHALA LEENCWADI NOLWAZI: INGXELO YARHOQO  
NGEKOTA ENGOMSEBENZI YESITHUBA ESISUSELA BIBLIOTEEK-EN  
INLIGTINGSDIENSTE: KWARTAALLIKSE KOWO 1 KWEYEKHALA 2024  
UKUYA KOWAMA30 KWEYOMSINTSI 2024**

**AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 JULIE 2024 TOT 30  
SEPTEMBER 2024**

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 2024.

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 July to 30 September 2024.

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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.

## 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.

#### 7.1.1 Introduction

A total number of 34 239 items were issued during the quarter under review. In addition, there was a total number of 93 492 library users that visited the Subcouncil 17 libraries during the same period. Libraries signed up 403 new members and library visitors utilized the libraries by borrowing library material, attending the programmes and events, using the library halls, or using SmartCape computers.

#### 7.1.2 Highlights/Successes

Collectively, Subcouncil 17 libraries launched various initiatives in an effort to recover long overdue library material. These initiatives yielded quite a number of library material to the value of R32 612.52. This has been a significant achievement. This will be work in progress and it will make library users aware of returning borrowed material on time.

Strandfontein and Weltevreden Libraries successfully established the Friends of the Library Organizations during the quarter under review. The Friends of the Library are a volunteering group that is formed and acts as a supporting structure for the library. For example; they may provide support to the library through fundraising. And, those funds are utilized to supplement library programmes and events budget. They also assist with gardening as well as book mending activities.

Westridge Library's Women Information Skills Empowerment (WISE) programme was acknowledged by an article that appeared in the Plainsman Community Newspaper. The article created visibility and highlighted the programme presented at the library.

#### 7.1.3 Services

An overview of new membership, circulation, gate readings and SmartCape usage at the libraries per library is attached as **Annexure A**.

Lentegeur, Rocklands, Strandfontein, Weltevreden and Westridge Libraries provided blockloan services to Yvonne Parfitt Retirement Village, Montclair Place, PC Youth Development, NYPC Elana Pekeur, Help2Read Dennegeur Primary, Edukos Foundation, Ralu, Carlies Darlings PTY, Arisen Women,

Piper Kids, Christian Centre Educare, Zisukhanyo High Schools, The libraries issued 995 library material during the quarter under review.

During the September school holidays, Strandfontein Library staff members promoted the library services and participated in the programme organised by Dolphin Watch. Staff gave a talk on how to join the library, returning overdue material and read stories to approximately 150 children and 30 adults. The programme was held over two consecutive days. The participants were excited to hear of the borrowing privileges and different library material that is available at their local library. In addition, they were quite eager to join the library.

Strandfontein Clinic had a Women's Wellness Day on the 23rd of August 2024 and the Strandfontein Library staff got an opportunity to recruit new members and market the library services and resources including the 1 000 Stories Before School initiative. Community members in attendance were also asked and encouraged to return their overdue library material. Seven library books were recovered in the process.

The French Author and historian; Ludmila Ommundsen Pessoa collaborated with Westridge Library to host a Heritage Month programme at Yvonne Parfitt Retirement Village on the 19th of September 2024. The programme, included the screening of a documentary which covered the entire history, and heritage of Mitchell's Plain. The Plainsman Community Newspaper journalist was present and the event will be published in the local newspaper. Westridge Library staff also launched a book club at Yvonne Parfitt Retirement Village during the quarter under review.

#### **7.1.4. Programmes and Events**

All Subcouncil 17 libraries hosted Holiday Programmes during the months of July and September 2024 with various stakeholders which included Nal'ibali, Read to Rise and various City of Cape Town Departments.

Peter Creatives Youth Development used the Westridge Library Hall to provide sewing, crocheting and pattern making classes. Each class offered unique benefits that enhanced creativity, well-being, and practical skills for library users who participated in the classes. Success in colour Non-Profit Company assisted grade 12 learners at Westridge Library Hall to apply for tertiary institutions of their choice and for funding opportunities. The library staff members also seized the opportunity to promote library material pertaining to different career streams and funding sources.

In commemoration of the women's month in August, Strandfontein Library in partnership with Help2Read presented a women's programme that included Femicide & Gender Based Violence talks, setting own goals and staying motivated.

Weltevreden Library in partnership with the Western Cape Department of Health presented a job readiness workshop. They showed the unemployed

women how to apply online for jobs on the Western Cape Government Website. A total number of 18 unemployed women were empowered with online job application skills. They were also assisted with Curriculum Vitae (CV) preparations.

Unemployed women who participated in the WISE programme held at Rocklands Library during August, learned about the services that are available at the Department of Cultural Affairs and Sport (DCAS). The women expressed an interest in having a long lasting relationship with the library

### **7.1.5 Challenges**

Long overdue library material remains a challenge. All Subcouncil 17 libraries encouraged patrons with long overdue library material to return them. Notices reminding patrons to return the library material were displayed at the libraries' entrances, noticeboards and posted on the library Facebook pages.

A cable that secures a row of light fittings in the adult section at Strandfontein Library snapped and was reported to Facilities Management during July 2024. The issue has taken longer than expected to resolve due to some vendor and Supply Chain Management issues. The matter is still in progress.

### **7.1.6 Facility Management**

Minor repairs and maintenance work were also executed at various libraries. An underground water leak was discovered in Westridge Library's courtyard and subsequently repaired.

### **7.1.7 Safety and Security**

Nothing to report.

### **7.1.8 Ward Allocation Projects**

Lentegeur Library received ward allocation funding for the purchasing of library material. The funds assisted the libraries to address the stock gaps. Sixty nine percent of the allocation had already been utilised by the end of September 2024. Rocklands Library received funding for the reading programme planned for April 2024. Educational items that will be given to the participants have been sourced. Seventy percent of the funds had already been utilised by the end of September 2024.

## **7.2. Sustainability implications**

Does the activity in this report have any sustainability implications for the City?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
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**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. POPIA Compliance**

It is confirmed that this report has been checked and considered for POPIA Compliance.

**7.6. Other Services Consulted**

Not applicable.

**ANNEXURES**

Annexure A – Statistical Analysis Sheet

**FOR FURTHER DETAILS CONTACT:**

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Carmen Holtzman Digitally signed by Carmen Holtzman  
Date: 2024.10.28 20:14:17 +0200

Comment:

**AREA MANAGER: LIBRARY AND  
INFORMATION SERVICES  
CARMEN HOLTZMAN**

DATE 28 October 2024

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# Annexure A – Statistical Analysis Sheet

# Subcouncil 17

Subcouncil	Subc: 017
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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
Lentegeur	36.5	94	30	64	0	9870	13998	0
Rocklands	35.5	44	24	20	0	4611	23459	0
Strandfontein	35.5	58	26	32	0	6932	8410	3
Weltevreden	36	103	63	40	0	1957	25609	0
Westridge	35.5	104	43	61	0	10869	22016	0
<b>Grand Total</b>	<b>179</b>	<b>403</b>	<b>186</b>	<b>217</b>	<b>0</b>	<b>34239</b>	<b>93492</b>	<b>3</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+
Lentegeur	1741	1137	604	443	274	160	864
Rocklands	1000	603	397	105	417	135	343
Strandfontein	396	198	198	97	53	31	215
Weltevreden	583	379	204	267	149	80	87
Westridge	455	247	208	54	91	85	225
<b>Grand Total</b>	<b>4175</b>	<b>2564</b>	<b>1611</b>	<b>966</b>	<b>984</b>	<b>491</b>	<b>1734</b>

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees	Story Packs	Attendees
Lentegeur	1	91	1	5	12	542	1	92
Rocklands	2	37	1	46	15	139	1	0
Strandfontein	2	39	1	5	12	348	1	30
Weltevreden	2	25	3	86	21	237	1	14
Westridge	2	24	4	46	12	132	1	10
<b>Grand Total</b>	<b>9</b>	<b>216</b>	<b>10</b>	<b>188</b>	<b>72</b>	<b>1398</b>	<b>5</b>	<b>146</b>

Library	Digital Literacy Session	Attendees	WISE	Attendees	Formal Book Club Sessions	Attendees
Lentegeur	1	5	0	0	1	23
Rocklands	2	20	0	0	2	12
Strandfontein	1	5	0	0	2	18
Weltevreden	1	18	0	0	2	23
Westridge	2	14	0	0	2	23
<b>Grand Total</b>	<b>7</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>99</b>