



## REPORT TO SUBCOUNCIL

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1. **ITEM NUMBER :** 17SUB10/2/2024
2. **SUBJECT**

[Q2259]

**LIBRARY AND INFORMATION SERVICES' QUARTERLY ACTIVITY  
REPORT FOR THE PERIOD 1 OCTOBER TO 31 DECEMBER 2023**

**IINKONZO ZETHALA LEENCWADI NOLWAZI: INGXELO YARHOQO  
NGEKOTA ENGOMSEBENZI YESITHUBA ESISUSELA NGOWO1  
KWEYEDWARHA UKUYA KOWAMA31 KWEYOMNGA 2023**

**BIBLIOTEEK- EN INLIGTINGSDIENSTE: KWARTAALLIKSE  
AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 OKTOBER 2023 TOT 31  
DECEMBER 2023**

3. **PURPOSE**

The purpose of the report is to inform Subcouncils of the activities of the Department for the period 1 October to 31 December 2023.

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 to 31 December 2023.

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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**

All Subcouncil 17 libraries hosted various events and programmes during the quarter under review. The aim of these events and programmes was to inform, empower and educate the participants regarding various social issues prevalent in the communities in general. These events were made possible through partnerships between the libraries and experts in various fields. Experts included representatives from literacy development groups, local schools, artists, business sector, health and social services.

#### **7.1.2 Highlights/Successes**

Lentegeur Library conducted a 7 week Business Training Programme in partnership with the Whitaker Peace Foundation for women. The library was responsible for recruiting women to take part in this programme to start up their own businesses in the Mitchells Plain Area. The culmination of the programme saw the participants pitch a business idea to a panel of judges and based on the outcomes 4 ladies from Africa would receive funding from the Whitaker Peace Foundation for Women. There were about 700 participants of the Whitaker Programme, and one of the ladies from the Lentegeur Library Programme was the beneficiary of 2023 Whitaker Peace Foundation for Women Programme and will be funded to start her own business. The graduation took place at the Wynberg Civic Centre. American actor, Film Producer & Founder member, Mr Forest Whitaker, Deputy Mayor, Eddie Andrews, Councillors and dignitaries were there to celebrate the women's achievements.

Lentegeur Library won the first place prize for Library and Information Services for the 2023 Team Service Excellence Award. Their achievement was highlighted and published on the Plainsman Community Newspaper.

Rocklands Library in partnership with RLAB, Matrix, Environmental Health and Advance Edukos Foundation hosted an only boys' empowerment programme in October 2023. The main focus was to tackle various social illnesses such as drugs, peer pressure, smoking, anxiety, trauma and gangsterism. Seaview, Rocklands, and Caradale Primary Schools were invited to the programme. 80 boys attended the programme. The learners were encouraged to focus on engaging in educational activities in order to have a positive future. The library staff members encouraged the learners to make use of the library services and resources that are available to hone their future career aspirations. Rocklands Library in partnership with Mark Jeneker, the local artist ran weekly art workshops at the library during November 2023.

The programme participants were given an opportunity to learn new techniques and skills from one of the local experienced artists. They were also encouraged to use the programme to ignite their creativity or introduce their own unique styles by the artist, Mark Jeneker. Library staff members encouraged the participants to further develop their skills by using the library material on display.

Strandfontein Library staff members were invited to a programme that was arranged by Strandfontein Dolphin Neighbourhood Watch. The library staff promoted the library resources and services and also encouraged parents and caregivers to enrol the children to the 1000 stories before school programme. Strandfontein Library in partnership with Help to Read literacy development Non-Profit Organisation invited local Early Childhood Development Centres (ECDs) for storytelling sessions and educational games held at the library. Children were given an opportunity to expand their social interaction skills, cooperation, learn to follow rules and instructions and always show respect for one another. The library staff encouraged the ECD educators to take out library material on different games and educational themes in order to prepare the children for school.

Weltevreden Library in partnership with Na'ibali and Mikhulu Trust Non-Governmental Organisations hosted parents' workshops on how to instil a culture of reading in a fun manner. The parents were also gifted with wordless books to create their own stories, increase children's vocabulary and verbal skills at home based on the illustrations on the wordless books. The library also collaborated with Samora Machel SAPS, Samora Machel Clinic, African Bank and Recreation and Parks on various topics and encouraged the community members to make use of the services that are available from these institutions. One of the nurses thanked the Weltevreden Library staff member who assisted her when she was enrolling for her first qualification at the School of Nursing at the University of the Western Cape.

Westridge library staff members were invited to the 10<sup>th</sup> Anniversary of the Westridge Cancer Survivors Support group, in Portlands. The library staff encouraged the attendees to make use of the library material that covers the subject matter.

### **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**.

Rocklands, Strandfontein, Weltevreden and Westridge Libraries provided blockloan services to Advanced Edukos Foundation, Ouse of Grace, Little Heroes Educare, Ralu & Pipper Kids, Home of Hope Foundation, Happy Valley Day Care Centre, Zusukhanya High School, Sophumelela High School and MontClair Place Old Age Home during the quarter under review. The libraries issued 341 library material to the abovementioned institutions.

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

Lentegeur Library hosted one of the local authors, Cornelius Basson during the quarter. Lentegeur Library's December holiday programme theme was about children safety. In support of the theme, the library in partnership with Childline South Africa Non-Profit Organisation educated children about the organisation's role in protecting children from violence and educated the children about their rights. The Childline South Africa officials also gave children the free from all networks number to call if they need to talk to a counsellor. Additionally, the National Sea Rescue Institute (NSRI) talked about water safety.

Lentegeur, Rocklands and Westridge Library staff members represented Library and Information Services at the Mitchells Plain Book Festival in November 2023. The staff members embarked on a membership drive, library material and services promotion and the promotion to return long overdue library material. The staff members also interacted with local authors and encouraged them to arrange book talks at the libraries.

Every alternative Thursday, Mitchells Plain Town Centre Library embarked on an outreach reading session and chat room with children at Beacon Valley Community Centre. During these sessions, the staff members would do word search, create sentences out of what they saw around the Centre. They also promoted and emphasized the importance of reading from an early age. The library staff also embarked on a membership drive at Mitchells Plain Community Health Centre and to read stories to various patients who visited the clinic and encouraged the moms, expectant moms and guardians to read stories to their children and unborn babies. The staff explained the benefits of reading for children's brain development activity and promotion of language development skills.

Strandfontein Library in collaboration with Water Services informed children about the dangers of not following safety measures when playing at the beach.

#### **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.

#### **7.1.6 Facility Management**

Minor repairs and maintenance were also executed at various libraries.

#### **7.1.7 Safety and Security**

Burglar bars and security gates on all the emergency doors were installed at Weltevreden Library during the quarter under review.

**7.1.8 Ward Allocation Projects**

Lentegeur and Westridge Libraries received ward allocation funding for the purchasing of library material. 97% of the Lentegeur Library allocation has been utilised and the purchased stock received. Westridge Library has received 95% of the stock. Both libraries should receive their outstanding library material by end of February 2024. The Ward Allocation assisted the libraries to address the stock gaps and satisfy the library users’ information needs.

**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 H  
Date: 2024.02

Comment:

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

DATE \_\_\_\_\_

# Annexure A – Statistical Analysis Sheet

# Subcouncil 17

Subcouncil Subc 017

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	138	60	78	0	7303	10942	0
Rocklands	35.5	91	50	41	0	3125	19890	0
Strandfontein	35.5	75	42	33	0	5043	8083	2
Weltevreden	36	140	101	39	0	1688	25013	0
Westridge	35.5	132	69	61	2	6827	23840	0
<b>Grand Total</b>	<b>179</b>	<b>576</b>	<b>322</b>	<b>252</b>	<b>2</b>	<b>23986</b>	<b>87768</b>	<b>2</b>

Library	SmartCape Total Sessions	Total sessions per Gender		Total sessions per Age Group			
		Male	Female	Age 0 - 12	Age 13 - 17	Age 18 - 25	Age 26+
Lentegeur	1149	637	512	290	120	103	636
Rocklands	894	555	339	213	150	90	441
Strandfontein	376	200	176	103	66	10	197
Weltevreden	5	5	0	0	4	0	1
Westridge	175	98	77	15	38	18	104
<b>Grand Total</b>	<b>2599</b>	<b>1495</b>	<b>1104</b>	<b>621</b>	<b>378</b>	<b>221</b>	<b>1379</b>

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees
Lentegeur	2	19	1	10	12	248
Rocklands	3	31	1	161	12	175
Strandfontein	1	4	1	30	12	236
Weltevreden	2	21	1	18	17	603
Westridge	2	23	2	20	12	155
<b>Grand Total</b>	<b>10</b>	<b>98</b>	<b>6</b>	<b>239</b>	<b>65</b>	<b>1417</b>

Library	Digital Literacy Session	Attendees	Library Orientation	Attendees	Formal Book Club Sessions	Attendees
Lentegeur	1	2	0	0	1	33
Rocklands	1	8	0	0	2	10
Strandfontein	1	6	0	0	2	12
Weltevreden	1	18	0	0	1	18
Westridge	1	8	0	0	2	8
<b>Grand Total</b>	<b>5</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>81</b>