



1. **ITEM NUMBER :** [LSU J1266] 21SUB25/03/2023

2. **SUBJECT**

**LIBRARY AND INFORMATION SERVICES' QUARTERLY ACTIVITY
REPORT FOR THE PERIOD 1 OCTOBER TO 31 DECEMBER 2022**

**IINKONZO ZAMATHALA EENCWADI NEZOLWAZI: INGXELO YARHOQO
NGEKOTA EMALUNGA NOMSEBENZI YESITHUBA ESISUSELA UMHLA 1
KWINYANGA YEDWARHA UKUYA 31 KWINYANGA YOMNGA 2022**

**BIBLIOTEEK- EN INLIGTINGSDIENSTE: KWARTAALLIKSE
AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 OKTOBER TOT 31
DESEMBER 2022**

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 2022.

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 October to 31 December 2022.

6. **RECOMMENDATIONS**

It is recommended that the report be noted.

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 the libraries within the sub-council.

7.1.1 Services

Sub Council 21 comprises Kuils River, PD Paulse Memorial (Sarepta), Eerste River, Melton Rose and Macassar libraries. These libraries provide the community with varying library and information services to satisfy the community's informational, educational, cultural and recreational objectives. Such services include free lending books, DVDs, CDs, online magazines and newspapers, photocopying and printing at minimal cost, free computer, Wi-Fi and internet access facilities, study space and programmes.

In addition to the above services, Kuils River Library supplies books to Andante Old Age Home.

7.1.2 Programmes (Events and promotions)

An overview of new library members, library materials borrowed, number of library visits, digital and information literacy sessions and internet sessions at the libraries, and an analysis of the types of programmes and the number of attendees per programme per library, is attached as Annexure A.

PD Paulse Library hosted the "Women's Information Skills Empowerment Programmes" (WISE) for a group of 12 women. The programme included library orientation, municipal orientation, digital literacy, information literacy and communication skills. The importance of library membership and the use of information was emphasized during the programme.

Holiday programmes were held at Macassar and Eerste River libraries. Macassar hosted indoor games, a colouring competition, playing with clay, face painting and showing of DVDs. Eerste River Library held an integrated holiday programme with the Recreation and Parks department. The focus of the programme was fun and relaxation. There was a jumping castle and board games.

Kuils River, PD Paulse and Melton Rose libraries have regular book clubs for adults, teens and children. Eerste River Library hosted Julie Daniels who discussed her latest poetry book "Gediggies van die Kaap". She also discussed other books that she had written. The community enjoyed this interaction with author. At PD Paulse Library children in the book club read their favorite superhero books and then they completed "I am a Reading Superhero" booklet.

Melton Rose Library is a partner in the "Youth literacy and life skills programme" offered by the Social Development & Early Childhood Development department in collaboration with the Mellon Educate Foundation, an NGO. The project aims to bridge the literacy gap of learners across 4 grades in the foundation phase over 34 months. Two EPWP workers have been placed at the library to assist with the programme. The library has made

a workspace available for tutors, assisted with library membership for learners and with block bookings of reading books and other resources for learners to practice.

All libraries implemented a “Children’s Fine Free Week” from 19-23 December 2022. This was to encourage the return of library material.

7.1.3 Challenges / Successes

Regarding successes, all library programmes such as storytelling, digital literacy, reading clubs etc., are continuing. Some programmes are facilitated outside the library and at various ECD centres in the community. Furthermore, library visits are increasing due to various library promotion initiatives and the evident need of the user community for a safe and conducive library space.

Melton Rose Library was burgled over the weekend of 19-20 November 2022. Items including CPUs, a CD player, a laminator, children’s games and ECD toys were stolen. There was damage to the library including to doors, lockers, and the IT cabinet. Electrical wiring was ripped from the ceiling and the distribution board was destroyed with all wiring cut. The electricity has not been restored yet. Facility Management is in the process of obtaining quotes. The damage to the IT cabinet also affected other council departments that are linked to the cabinet located in the library. The library is not open to the public but programmes and the drop-off for library material continued.

Loadshedding is a major issue as the public cannot use the libraries when there is loadshedding and it affects the computers and clocking devices at the libraries. The unavailability of stock at stores impacts service delivery, and the department is in ongoing discussions with stores to address the challenges.

7.1.4 Repairs and maintenance

No major repairs.

7.1.5 Security

No issues.

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 <input checked="checked" type="checkbox"/>	Yes <input type="checkbox"/>
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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 ☒

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Yes ☐

7.6 POPIA Compliance

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

7.7 Other Services Consulted

Not applicable

ANNEXURES

Annexure A – Statistical Analysis Sheet

FOR FURTHER DETAILS CONTACT:

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**AREA MANAGER: LIBRARY &
INFORMATION SERVICES**

Comment:

Name Flippie van der Walt
Date _____

**DIRECTOR: LIBRARY & INFORMATION
SERVICES**

Comment:

NAME NINNIE STEYN
DATE _____

Annexure A – Statistical Analysis Sheet

Subcouncil	Subc 021
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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
Eersterivier	39	158	72	86	0	14117	22015	6
Kuilsrivier	39.5	118	78	40	0	18570	6402	9
Macassar	36	85	38	47	0	10966	22401	8
Meltonrose	40	42	18	24	0	9271	4220	0
P D Paulse	37	58	29	29	0	9628	11584	0
Grand Total	191.5	461	235	226	0	62552	66622	23

	SmartCape	Total sessions per Gender		Total sessions per Age Group			
Library	Total Sessions	Male	Female	Age 0 - 12	Age 13 - 17	Age 18 - 25	Age 26+
Eersterivier	1065	826	239	382	179	169	335
Kuilsrivier	328	254	74	6	36	55	231
Macassar	1291	972	319	428	424	182	257
Meltonrose	187	115	72	34	25	17	111
P D Paulse	1500	1029	471	463	471	111	455
Grand Total	4371	3196	1175	1313	1135	534	1389

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees
Eersterivier	1	26	2	18	10	131
Kuilsrivier	1	15	1	20	6	83
Macassar	1	8	1	10	12	89
Meltonrose	1	10	1	16	7	134
P D Paulse	1	6	1	7	7	62
Grand Total	5	65	6	71	42	499

Library	Digital Literacy Session	Attendees	Library Orientation	Attendees	Formal Book Club Sessions	Attendees
Eersterivier	1	5	0	0	2	25
Kuilsrivier	1	3	0	0	2	38
Macassar	1	1	0	0	0	0
Meltonrose	1	2	0	0	0	0
P D Paulse	1	10	0	0	2	17
Grand Total	5	21	0	0	6	80