



1. **ITEM NUMBER :** 19SUB07/11/18
  2. **SUBJECT**  
[K1584]
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**LIBRARY AND INFORMATION SERVICES: QUARTERLY ACTIVITY  
REPORT FOR THE PERIOD 1 JULY 2018 TO 30 SEPTEMBER 2018**

**ONDERWERP**

**BIBLIOTEEK- EN INLIGTINGSDIENSTE: KWARTAALLIKSE  
AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 JULIE 2018 TOT 30  
SEPTEMBER 2018**

**ISIHLOKO**

**IINKONZO ZAMATHALA EENCWADI NEZOLWAZI: INGXELO YARHOQO  
NGEKOTA EMALUNGA NOMSEBENZI YESITHUBA ESISUSELA NGOWO-  
1 KWEYEKHALA UKUYA KOWAMA-30 KWEYOMSINTSI 2018**

**PURPOSE**

The purpose of the report is to inform Subcouncils of the activities of the Department for the period 1 July 2018 to 30 September 2018.

3. **FOR DECISION BY**

This report is for noting by the Subcouncils.

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4. **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 30 September 2018.

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5. **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.

## 6. 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 Services

The libraries in the area provide very important special services to their communities.

Masiphumelele Library provides an essential Informal Settlement service to the Wetlands area. They provided a Children's Empowerment & Life Skills service to the children from the Wetlands crèches. They provided the children an opportunity to learn and develop communication and motor skills through play and toys, combined with Story Telling. Refreshments were sponsored by the NGO partner, MasiCorp.

Masiphumelele also provides a homework club, which focusses on English, Recorders and Math classes, run by volunteers.

In addition to this Masiphumelele also provides Computer Literacy classes. They offer computer classes for young primary school children, focussing on fun activities and beginner's classes for older age groups. Their Computer Centre provides open access to computers and internet facilities for all with adult supervision.

Ocean View Library continued to provide the ECD centres with the ECD toy library resource services, which is very popular and well utilised.

Fish Hoek Library provides block loans to Carlisle Lodge and Nerina Gardens old age homes in the area.

Simons Town Library facilitates the home schooling support group, where they meet on a weekly basis with the help of a volunteer and a library staff member.

### 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.

National Book week was celebrated 3-9 September 2018, with various fun activities taking place, as well as fine free week. Library staff put up very



creative posters and fun posts on Facebook to create public awareness. The focus this year was on retrieving as much overdue material during the Fine Week as possible. A first for libraries was the introduction of an Overdue Collection Drive at Malls. Staff assisted at Longbeach Mall on 08 September with 'drop boxes', where overdue items could be deposited.

Other major events for this quarter included Women's month and Mandela Day. Libraries all celebrated these events in their own special way. For Mandela Day, Simons Town library hosted a soup kitchen for the homeless, giving them bread and soup. The soup was made by the Librarian-in-Charge herself, and very much enjoyed by all. Muizenberg teamed up with Believe in Schatzi Organization and Inclusive Surfing South Africa, who did a collection drive to obtain 67 wetsuits and 67 surfboards for the use in surf therapy for those who are differently abled, as well as abled. On 18 July 67 children participated in the surf lessons, beach clean-up and Story Telling by the Muizenberg library staff.

Fish Hoek library hosted several Women's Month events, including the "We are Womyn – a play reading" and a "Literary Tea" with a talk by author Ambre Nicolson. Muizenberg library hosted a "Women's High Tea" with a presentation on life coaching for participants. Kommetjie hosted a cupcake demonstration and workshop.

The libraries also presented their usual programmes. Literacy initiatives included Reading Programmes and Information Literacy for Grade 6's. Ocean View library used the Reading Excellence kit as part of their Reading Programme to assist primary school learners who experience problems in reading Afrikaans and English. Muizenberg's programme included the completion of a reading journal by the participants, where they had to write a synopsis of the books in their own words. In addition to these, a new programme was introduced with Fish Hoek hosting a Digital Literacy session with a Women for Change/Women Empowerment theme, aimed at teaching women digital literacy skills.

Storytelling sessions were held at all libraries, including the pram-jam at Kommetjie and a storytelling combined with a movie at Ocean View. Simons Town held a special Integrated Storytelling penguin awareness session at Waters Edge, in partnership with Simons Town school and the Environmental Management Department.

Formal Book Club sessions were held, to promote and foster a love for reading, such as the Fish Hoek Clovelly Book Club that get together on a regular basis.

Library Orientation activities included Simons Town's programme to a group of Grade 4 learners. Due to extremely stormy weather conditions, the children were unable to come to the library. Library staff could, of course, not be stopped by the storm and went to visit the school to present their programme.

Adult Outreach included Friday night Film Shows at Fish Hoek library, aimed at seniors, who enjoyed watching the 4-episode series "The Crown".

Several holiday programmes were hosted in the school holidays. Muizenberg library presented several arts and crafts sessions. They also had a special movie & popcorn afternoon, with snack-packs provided to participants.

Muizenberg library also held a Teen Outreach programme, where teens and staff started a vegetable garden in the courtyard. They had to plant their own seedlings and are being taught about harvesting the vegetables, which are growing very well.

### **7.1.3 Challenges / Successes**

The main challenge faced by libraries this quarter was the migration of the library management system to Symphony. Initially many teething problems occurred. ~~Patrons were kept informed of all problems and errors via posters and social media.~~

As is evident, there were many successful programmes in this quarter, especially with the new programmes aimed at women empowerment and rendering of services to informal settlements.

### **7.1.4 Repairs and maintenance**

Fish Hoek Library is currently closed for proactive maintenance, scheduled for 21 August to 21 December 2018.

Arrangements were made to have their patrons use other libraries. Simons Town library even placed a post on Facebook, welcoming the Fish Hoek patrons to their library. A week before Fish Hoek closed, the other libraries reported that the patrons were already using these other libraries. We therefore had a smooth transition for the patrons.

The renovations and repairs are progressing very well, and the finished product is eagerly anticipated. Changes include a new secure children's area, which can be viewed from the new main desk from all angles. They will also boast with a new enclosed quiet study area for students or anyone looking for a quiet area.

Staff themselves have been using this opportunity to 'revamp' some of the shelves themselves by painting them in fun colours.

Several updates with photos have been posted on their Facebook page, keeping patrons up to date and creating a feeling of anticipation and excitement.

### **7.1.5 Security**

No security issues were reported for this quarter.

## **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="" type="checkbox"/>	Yes <input type="checkbox"/>
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**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

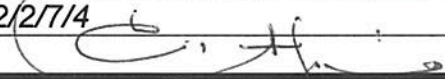
**7.6. Other Services Consulted**


Not applicable.

**ANNEXURES**

Annexure A – Statistical Analysis Sheet

**FOR FURTHER DETAILS, CONTACT:**

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**AREA MANAGER**  
**Carmen Holtzman**

Comment:  
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DATE 11/11/2015

Subcouncil Subc 019

Library	Open hours per week	Total new members joined	New Adult	New Juvenile	New SmartCape only	Circulation	Gate Reading	ILL Loans Supplied
Fish Hoek	47.5	121	85	31	5	59662	41252	31
Kommetjie	35	26	16	5	5	19446	8903	11
Masiphumelele	44	0	0	0	0	7866	41905	0
Muizenberg	35	60	41	13	6	25721	11430	7
Ocean View	41.5	41	16	25	0	15321	11880	4
Simonstown	35.5	27	24	3	0	18510	11921	18
<b>Grand Total</b>	<b>238.5</b>	<b>275</b>	<b>182</b>	<b>77</b>	<b>16</b>	<b>146526</b>	<b>148291</b>	<b>71</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+
Fish Hoek	964	567	397	83	327	229	1654
Kommetjie	81	27	54	11	8	12	154
Masiphumelele	556	431	125	335	426	467	321
Muizenberg	698	462	236	83	320	349	1662
Ocean View	570	365	205	419	501	442	399
Simonstown	406	246	160	94	66	141	173
<b>Grand Total</b>	<b>3275</b>	<b>2098</b>	<b>1177</b>	<b>1025</b>	<b>1648</b>	<b>1640</b>	<b>5963</b>

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees
Fish Hoek	0	0	0	0	11	173
Kommetjie	0	0	0	0	6	55
Masiphumelele	3	325	1	87	30	510
Muizenberg	1	7	1	9	12	179
Ocean View	1	4	1	38	36	328
Simonstown	0	0	0	0	3	118
<b>Grand Total</b>	<b>5</b>	<b>336</b>	<b>3</b>	<b>134</b>	<b>98</b>	<b>1363</b>

Library	Digital Literacy Session	Attendees	Library Orientation	Attendees	Formal Book Club Sessions	Attendees
Fish Hoek	1	2	20	93	3	25
Kommetjie	0	0	0	0	0	0
Masiphumelele	0	0	0	0	2	152
Muizenberg	0	0	0	0	1	4
Ocean View	0	0	16	201	0	0
Simonstown	0	0	1	8	1	14
<b>Grand Total</b>	<b>1</b>	<b>2</b>	<b>37</b>	<b>302</b>	<b>7</b>	<b>195</b>