



REPORT TO SUBCOUNCIL [6]

1. ITEM NUMBER : 06SUB10/05/23

2. SUBJECT

[LSU J1266]

**LIBRARY AND INFORMATION SERVICES' QUARTERLY ACTIVITY
REPORT FOR THE PERIOD 1 JANUARY TO MARCH 2023.**

**IINKONZO ZAMATHALA EENCWADI NEZOLWAZI: INGXELO YARHOQO
NGEKOTA EMALUNGA NOMSEBENZI YESITHUBA ESISUSELA NGOWO-
1 KWEYOMQUNGU NAMA 31 KWEYEKWINDLA 2023.**

**BIBLIOTEEK- EN INLIGTINGSDIENSTE: KWARTAALLIKSE
AKTIWITEITSVERSLAG VIR DIE TYDPERK 1 JANUARIE TOT 31 MAART
2023.**

3. PURPOSE

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

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 January to 31 March 2023.

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 Services

Bellville Library: During Quarter 3 Bellville Library received 9 visits for block loans from retirement homes in the area. 1560 items were issued. These retirement homes were Herberg, La Belle, Ons Tuiste, Starck Homes, Magnolia, Edelweiss, Bellville Dienssentrum and Huis Boland. The library also visited 3 retirement homes where they read stories to the attendees. 72 seniors were reached. (Magnolia, Edelweiss and Starck Homes). For the same period 480 items were checked out on 6 block loans to the following schools:

- Totius Primary School
- Loevenstein Educare
- King's Kids Educare

The library also had 1 church who requested a block loan service during this period, viz Bellville East Reformed Church.

Bellville South: The library continued to issue block loans to the local ECD centres viz Curious Cuties, Smurf Bubbles and Aaron Figaji. A total of 232 picture books were issued to the 3 centres during this period.

Parow Library: Parow Library commenced with servicing the Huis Martina Old Age Home again from February 2023. 91 books have been issued to them. Staff also visited the Advanced Home Care in Parow North where they played board games with some of the aged residents.

7.1.2 Programmes (Events and promotions)

Storytelling

Bellville Library: During Quarter 3 the library presented 16 in-house story-telling sessions, which were attended by 74 children, and 38 external story-telling sessions were conducted at the King's Kids Educare, Winsley Primary School and Melomed Hospital; 443 children were reached in total.

Bellville South Library: The library read stories to learners at the local ECD centre, Smurf-Bubbles, and internally on World Read Aloud Day. A total of 64 young persons listened to the interactive stories told by the library staff.

Parow Library: Staff visited 4 crèches namely Little Blossom; Kleine Einstein; Little Atoms and Game on Kiddy Campus, to do story-telling with various

themes. These story-telling sessions reached 290 juveniles during this period. They also visited the new local independent school, Splendid Kids in De Tyger, to highlight the library's services and to hold a story-telling session to 180 children.

Ravensmead Library: The library staff read stories to 77 pre-school children at two local ECD centres i.e. Rawel Crèche and Parson's Early Learning.

Reading Programme

Bellville Library: A successful reading program for 13 Pre-primary-school children, in collaboration with King's Kids Edu Care, were completed in March 2023.

Book Club

Bellville Library: The library presented a monthly book club meeting as well as a digital online book club, which is connected to the library's Facebook page (Net Books @ Bellville Library).

7.1.3 Special Programmes / Events

Bellville Library: Bellville Library started South African Library Week celebrations (20 – 25 March 2023) with tea and refreshments to 40 library users. A 'Sharing of powerful stories' session during a Senior Morning Tea Programme, was presented in collaboration with Living Network and Victim Support Group. Stories were shared about helping the homeless, drug addicts, abused and poor people. The library collaborated with Young People at Work, CoCT EPWP Department, Catalyx Foundation and Labour Law Department & Careers who each did a presentation. 29 people attended. Athlone School for the Blind visited the library to attend a story telling and craft session, while in turn the library visited Melomed Hospital for story telling sessions for sick children. Bellville Library also collaborated with the Open Book Festival, hosting 3 Youthfest activities at the library.

Bellville South Library: During library week activities, the library hosted a programme 'Telling my library story', which included a number of guests from the community who spoke about how the library had positively influenced their lives. A similar programme was offered to the learners and local youth icon Chad Esau was a guest speaker.

Neighbouring ECD, Hansel & Gretel celebrated their library week from 13-16 March 2023 by bringing 80 pre-schoolers to the library daily for story telling sessions and to play with the library's educational toys.

On 31 March 2023, the library hosted a Movie Day, which was attended by 30 juveniles.

Parow Library: During SALW, a highlight for the library was the display using mirrors to depict the Library Week theme – 'Libraries: telling powerful stories'.

The library held a discovery walk for the Grade 7 learners from Parow West Primary School, where they could 'discover' the library garden by answering various questions from a questionnaire. They also partook in games hosted by the Department of Recreation and Parks. One of the library's staff members hosted an informative talk with approximately 140 learners about peer pressure, gangsterism and substance abuse during this week.

Local author Clement du Plessis presented a talk about his book 'Other side of the track'.

A marketing drive was held at the local Parow Mall to market the library and its services.

Ravensmead Library: Library Week commenced on 20 March 2023 with a book club event held with 26 seniors from Tiervlei Book club. The seniors were encouraged to share their library stories.

A storytelling session with a Hawaiian theme was hosted on 22 March 2023 with 72 children from two local crèches, Sunset and Little Bambino Educare Centres attending the exciting programme.

65 Children from Rawel crèche enjoyed the Safety First programme, presented by Mr. Elroy Blouws of the Fire and Rescue department.

7.1.4. Other Highlights

Bellville Library: 41 Children ages 5-12 years attended the 3-day Back-to-School holiday programme during January 2023. The library presented storytelling sessions, Lego/Duplo play, board and other games. The children's librarian visited 2 local schools, Labiance and Winsley Primary Schools for orientation regarding library services and the return of lost and forgotten library books. During these two school visits, the librarian had the opportunity to speak to 1132 children.

Bellville South Library: During January 2023, the library embarked on 2 projects reaching out to the community: a stationery drive with the Friends of the Library to provide learners in need with some basic stationery for the new academic year, as well as a hair-cutting service before school commenced.

On 19 January 2023, the library successfully hosted a career's information session for 100 school learners including matriculants with TVET College Northlink, NSFAS and the NGO Harambee.

The library hosted local author Clement Du Plessis on 07 March 2023, who promoted his book 'Other side of the track'. The local seniors' group – Peace Haven - attended the event.

Ravensmead Library: On 30 January 2023, more than 70 students attended a programme by the student financial aid organization, NSFAS, who assisted students with the process of how to apply for financial assistance for their studies.

During February 2023, 55 people attended a Senior Book club event with the Tiervlei Book club themed 'Learn to value yourself'. The guest speaker, Mrs Bronwynne Mogapi spoke about the importance of self-esteem.

Ravensmead Library had every reason to celebrate this quarter as one of its own patrons, Tracey Harmse, who currently works in Sandton, Johannesburg for Capitec as their Head of Collection, shared her library story on a national platform that went viral. The interview was aired on national TV and was part of a segment highlighting 'Forward Thinking Females in the Finance sector'.

Challenges / Successes

Bellville Library

Challenges: Over New Year's weekend, the library had a break-in in the Reference Section. IT equipment and a fan was stolen. The photocopier machine was also damaged. The matter was reported and the broken glass was fixed. An insurance claim was submitted.

Bellville South:

Challenges: the staff safety and protection of staff from abusive library users continue to be a concern.

Parow Library

Challenges: Parow Library had a burglary in the early hours of Monday, 02 January 2023. The stolen assets included a television, a CPU and 4 rechargeable lamps. The windows have since been repaired and an insurance claims were submitted.

Repairs and maintenance

No major repairs and maintenance were planned for the period under review.

7.1.5 Security

No security issues reported.

Constitutional and Policy Implications

Not applicable.

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

Subcouncil	Subc 006
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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
Bellville	63	109	76	30	3	27257	21613	113
Bellville South	38.25	89	46	42	1	13349	15547	17
Parow	45	184	112	68	4	24705	16528	25
Ravensmead	41	90	46	44	0	12046	9862	0
Grand Total	187.25	472	280	184	8	77357	63550	155

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+
Bellville	1362	1031	331	2	5	97	1258
Bellville South	1481	966	515	335	154	215	777
Parow	1029	835	194	52	177	179	621
Ravensmead	592	408	184	178	121	67	226
Grand Total	4464	3240	1224	567	457	558	2882

Library	Reading Programmes	Attendees	Information Literacy Gr. 6	Attendees	Story Telling	Attendees
Bellville	1	13	0	0	54	553
Bellville South	3	17	2	55	5	88
Parow	1	2	1	4	8	297
Ravensmead	1	6	1	11	3	67
Grand Total	6	38	4	70	70	1005

Library	Digital Literacy Session	Attendees	Library Orientation	Attendees	Formal Book Club Sessions	Attendees
Bellville	1	11	0	0	4	21
Bellville South	2	18	0	0	2	3
Parow	1	24	0	0	1	5
Ravensmead	1	6	0	0	1	20
Grand Total	5	59	0	0	8	49

FOR FURTHER DETAILS CONTACT:

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Acting Area Central Manager

AREA CENTRAL MANAGER: LIS
[June Swartz]

DATE

Comment:

DIRECTOR: LIS
[Ninnie Steyn]

DATE

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