.LIBRARY AND INFORMATION SERVICES

**MONTHLY REPORTING**

|  |  |  |
| --- | --- | --- |
| MUNICIPALITY | DATE 30/07/2024 | **RESPONSIBLE OFFICIAL** |

# INTRODUCTION

The Report will focus on the progress per objective and on the issues that impact on the operational and establishment matters of this unit for the month of JULY 2024

1. **PROGRESS PER OBJECTIVE**

**OBJECTIVE :**

**TO PROVIDE FREE, EQUITABLE AND ACCESSIBLE LIBRARY AND INFORMATION SERVICES**

Activity: Build, upgrade and maintain public library facilities

|  |  |  |
| --- | --- | --- |
| Municipality | Library | Activity |
| Magareng | Warrenton | New Library |
| Magareng | Rolihlaha | New library |

Achievements:

|  |  |  |  |
| --- | --- | --- | --- |
| Library | Activity description | Progress per activity | Over /under achievement |
| Warrenton | Construction of new building | completed | achieved |
| Opened new library | Moved into new building | Completed | Achieved |

**Summary on progress of all projects regarding this objective throughout the District**

Regarding the damaged infrastructure to the building as in the front door coming off its hingers and the air cons that need servicing and the lights that need to be replaced,all of these things have been reported to the infrastructure team at Province and are now waiting for their response.

**Challenges experienced:**

We are still waiting for Provincial infrastructure to attend to the problems.There seems to be a transport challenge.

**Proposed interventions (To mitigate challenges)**

There needs to be a security guard on the premises at Warrenvale library due to the constant breakins.This still needs to be addressed.

**Activity Provision of material**

|  |  |  |  |
| --- | --- | --- | --- |
| **Consignment received(Data)** | **Total no of Material received** | **Materials returned to District** | **Progress per activity** |
| **Warrenton Library**  **Warrenvale Library**  **Sydney’s Hope library**  **Hartsvallei**  **Majeng**  **Ikhutseng** | None  None  None  None  None  None |  |  |

**Achievements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Library** | **Circulation figures** | **Total Membership** | **Progress per activity** |
| **Warrenton** | **111** | **75** | **Adult=53**  **Children=22** |
| **Warrenvale** | **48** | **59** | **Adults=19**  **Children=40** |
| **Ikhutseng** |  |  | **Adult=148**  **Children=70** |
| **Majeng** |  |  | **Adult=52**  **Children=38** |
| **Hartsvallei** |  |  | **Adult=116**  **Children=131** |
| **Sydney’ Hope** |  |  | **Adult=87**  **Children=140** |
| **Rolihlahla** |  |  | **Adult ==05**  **Children =370** |

**Summary on progress of this objective in terms of increase or decrease in circulation and membership**

The other libraries submit their stats by whatsup.Warrenvale is not functioning to full capacity as there is no water .They close the Warrenvale library at 12.00 because of the water prolem,that is why their statistics are so low.This is an on going challenge.

**Challenges experience**

None

**Proposed intervention[to mitigate challenges**

None

**Activity Promote the use of Libraries and culture of reading**

|  |  |  |  |
| --- | --- | --- | --- |
| **Library** | **Activities** | **Target Audience** | **Outcomes achieved** |

**Summary on progress of this project in terms of participation in promotional and marketing programmes by community Libraries**

There were no programs for this month.

**Challenges experienced**

None

**Proposed interventions (To ensure participation of all community library**

None

**Activity Monitoring of and support to public Libraries**

|  |  |  |  |
| --- | --- | --- | --- |
| **Library visited** | **Date of Library visited** | **Reason for visit** | **Outcome of visit** |
| Ikhutseng | None |  |  |
| **H.O.Kgadiete** |  |  |  |
| Sydney’ Hope |  |  |  |
| Majeng |  |  |  |
| Hartsvallei |  |  |  |
| Warrenvale |  |  |  |

**Summary on progress of this objective in terms of maintaining norms and standards**.

**Challenges experienced**

None

**Proposed interventions (to ensure compliance to norms and standards**

**None**

**Activity: Provide special services to library uses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Municipality** | **Library** | **Type of service** | **Target audience** | **No of participants** |
| Magareng | H.O.Kgadiede | Internet access and emailing and scanning | Community | Depends . |
| Magareng  Magareng  Magareng | H.O.Kgadiete  Warrenvale  Rolihlahla School library | Wi fi vouchers  Wi fi vouchers  Internet access | Community  Community  School learners | Depends  Depends  Depends |

**Summary on progress of this objective in terms of ensuring access to library and information services through provisioning of special services in libraries**

None.

**Challenges:**

None

**Proposed interventions(to ensure compliance to norms and standard**

None

**OPERATIONAL MATTERS**

**Activity Information Communication Technology in Libraries**

|  |  |  |  |
| --- | --- | --- | --- |
| **Library** | **Activity** | **Target Audience** | **Outcome** |
| **H.O.Kgadiete library** | **Internet**  **WIFI** | **Youth and community** | **Access to the internet** |
| **Warrenvale library** | **Internet**  **WIFI** | **Youth and community** | **Free access to the internet** |
| **Rolihlahla library** | **Internet** | **School learners** | **Free internet** |

**Summary on progress of this objective in terms of ensuring access to information through IC**

There is free internet access for the community and 5 free copies relating to school projects.

Internet is only available to school learners at Rolihlahla school library.

**Challenges**

The internet at Warrenvale has had a net work problem as well as Rolihlahla School.There is a transport challenge with Province so they can not attend to the problem.

**Proposed interventions( to ensure compliance to norms and standard**

There is uncapped internet.

**Activity: Transformation of libraries**

|  |  |  |  |
| --- | --- | --- | --- |
| **Municipality** | **Progress report received** | **Expenditure report received** | **Outcomes** |
| **Magareng** | None | None | None |

**Summary on progress of this objective in terms of ensuring access to information through I.C.T**

There are not enough computers for the learners and the public.

**Challenges identified**

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**Proposed interventions (to ensure increased staff capacity)**

None

**Activity: Library Development Program**

|  |  |  |  |
| --- | --- | --- | --- |
| **Municipality** | **Progress report received** | **Expenditure report received** | **Outcomes** |
| **Magareng** | **None** | **none** | **none** |

**Operational Matters:**

**Meetings and workshop**

None

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Date** | **Outcome** |
|  |  |  |

**Operational Efficiency**

There are 2 posts waiting to be filled.one in Warrenvale and one at H.O.Kgadiete Library.

**Library building /accommodation**

None

**Appointments and resignations:**

**Resignation**

0

**Vacancies:**

**2**

**Establishment posts: 2**

**Conditional Grant Contract posts: 6**

**Redundant furniture and equipment:**

None

**This concludes the monthly report for the period of JULY 2024**

**Librarian**

**R Riley.**