

Community Services Department
Library Division
Weekly Report

WEEK OF: March 13, 2009

THIS WEEK @ THE LIBRARY

- 767 books were checked out
 - 24 library cards were issued
 - 17 library cards were renewed
 - 228 Internet users
 - 753 items (books, magazines & newspapers) were used
 - 1,747 visitors to the library
 - 503 reference requests received
 - 869 information requests received
 - 4 Books/magazines were discarded
 - 32 Internet contracts were processed
 - 15 overdue notices were e-mailed
 - 29 materials were catalogued
 - 19 materials were processed
 - 20 Interlibrary loan materials processed
 - 2 LHH users
- Attended Department Head meeting.
 - Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo had lots of books to give out to children under the Reach out and Read Program. Took 15 books for the waiting room. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment.
 - 3 people attended the weekly Internet class.
 - **9 adult learners were tutored this week.**
 - 1 hour of English software used.
 - 2 staff members attended a literacy workshop titled "Communicating Success to Stakeholders" in Phoenix, AZ.
 - Scheduled various school orientation requests made by Cesar Chavez Elementary and Our Lady of Guadalupe School.
 - Held monthly Families for Literacy program. 11 children and 7 adults attended. The theme of the month was spring and books read to children included "The early bird", "Five little chicks" and "Llego la primavera". They made a frog.

Children's Services

- ✚ 20 children attended the activities this week. Children played loteria and made green necklaces, a butterfly and a flower.
- ✚ 6 children and 6 adults attended the story hour this week. Books read to children included "its spring", and "Wake up its spring". Children made a flower.
- ✚ 10 children and 2 parents watched the movie "High School Musical 3" this week.

- ✚ 20 students from a third grade class from Cesar Chavez Elementary visited the library. They were taught about the services and program available to them, they listened to a book, did a craft and watch a movie.

BRANCH NEWS

- 283 books were checked out
- 3 library cards were issued
- 20 Internet users
- 167 items (books, magazines & newspapers) were used
- 57 reference requests received
- 100 information requests received

- ❖ 29 teens attended this week's activities. Teens played board games and made an Irish pencil box and a good luck keychain.

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WEEK OF: March 19, 2009

THIS WEEK @ THE LIBRARY

- 758 books were checked out
 - 29 library cards were issued
 - 12 library cards were renewed
 - 278 Internet users
 - 654 items (books, magazines & newspapers) were used
 - 2,139 visitors to the library
 - 638 reference requests received
 - 997 information requests received
 - 7 Books/magazines were discarded
 - 27 Internet contracts were processed
 - 147 overdue notices were mailed
 - 32 materials were catalogued
 - 50 materials were processed
 - 20 Interlibrary loan materials processed
 - 3 LHH users
- Attended Department Head meeting.
 - Attended City Council meeting.
 - Held monthly staff meeting.
 - Submitted budget request for FY 2009-10 to Finance Dept.
 - Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo had lots of books to give out to children under the Reach out and Read Program. Took 12 books for the waiting room. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment.
 - 3 people attended the weekly Internet class.
 - **12 adult learners were tutored this week.**
 - 2 hours of English software used.
 - Mailed Direct Loan Statistics survey to the State Library.
 - Uploaded Library Board agenda onto website as well as other events and flyers.
 - Staff starting working on weeding old materials from the collection.
 - Held monthly book club meeting with 13 book lovers in attendance! We discussed the book "A Thousand Splendid Suns" by Khaled Hosseini.
 - Held Conflict Resolution workshop for teens. There were 10 teens in attendance.

Children's Services

- ✚ 7 children attended the activities this week. Children made shamrocks.

- ✚ 8 children and 8 adults attended the story hour this week. The theme of the week was butterflies. Books read to children included “La Oruga Hambrienta”, and “Las Mariposas”. Children made butterflies.
- ✚ 20 students from Cesar Chavez Elementary visited the library for a library orientation. The theme of the visit was Dr. Seuss; children made hats and enjoyed some stories such as “Green Eggs and Ham” and “Mr. Book”. They also watched the movie “Green Eggs and Ham”.
- ✚ 64 students from Our Lady of Guadalupe visited the library for an orientation. The theme of the orientation was the butterfly cycle. Books read to children included “La Mariposa Monarca”, “A Very Hungry Caterpillar” and “Mr. Book”.

BRANCH NEWS

269 books were checked out
 1 library cards were issued
 3 Internet users
 159 items (books, magazines & newspapers) were used
 65 reference requests received
 96 information requests received

- ❖ 24 teens attended this week’s activities. Teens played board games and made a St. Patrick’s Day card or a scrapbook page and a leprechaun bookmark.

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WEEK OF: March 27, 2009



THIS WEEK @ THE LIBRARY

- 802 books were checked out
 - 35 library cards were issued
 - 19 library cards were renewed
 - 259 Internet users
 - 1,395 items (books, magazines & newspapers) were used
 - 1,697 visitors to the library
 - 491 reference requests received
 - 863 information requests received
 - 101 Books/magazines were discarded
 - 22 Internet contracts were processed
 - 15 overdue notices were e-mailed
 - 7 materials were catalogued
 - 0 materials were processed
 - 16 Interlibrary loan materials processed
 - 0 LHH users
- Attended Department Head meeting.
 - Held monthly Library Board meeting.
 - Attended the Serra Administrative Council meeting at Imperial Valley College.
 - Hosted a 4-hour “Board Effectiveness Training” for the members of the Library Board. Three Trustees were able to attend.
 - 5 people attended the weekly Internet class.
 - Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo had lots of books to give out to children under the Reach out and Read Program. Took 18 books for the waiting room. The “Waiting Room Library” is for parents and children to be able to read together while they wait for their appointment.
 - **16 adult learners were tutored this week.**
 - 1 hour of English software used.
 - Met with a representative from ICOE Migrant Education to promote our adult literacy program called “L.E.A.R.N. Calexico.”
 - Interviewed a tentative ALS learner. He was placed on the waiting list.
 - Participated in the “Writing Skills to pass GED” webcast/teleconference.
 - Uploaded April calendar of activities onto website.
 - Proctored a test for a Western Governor’s University student.
 - Held a library orientation to 12 IVC students.
 - 3 staff members watched the webcast “Creating Library Spaces for Very Young Children”.
 - 6 people attended the “Open Minds” poetry club this month. Next month’s theme is Easter.
 - Staff visited the WIC office to do an outreach presentation. She gave 2 library cards.

Children's Services

- ✚ 23 children attended the activities this week. Children made flowers and birds.
- ✚ 7 children and 7 adults attended the story hour this week. The theme of the week was pigs. Books read to children included "Pigs on the Farm", and "Pig's birthday gift".
- ✚ 20 students from Cesar Chavez Elementary visited the library for a library orientation. The theme of the visit was Dr. Seuss; children made hats and enjoyed some stories such as "Green Eggs and Ham" and "Mr. Book". They also watched the movie "Green Eggs and Ham".
- ✚ 64 students from Our Lady of Guadalupe visited the library for an orientation. The theme of the orientation was the butterfly cycle. Books read to children included "La Mariposa Monarca", "A Very Hungry Caterpillar" and "Mr. Book".

BRANCH NEWS

205 books were checked out
5 library cards were issued
16 Internet users
178 items (books, magazines & newspapers) were used
45 reference requests received
94 information requests received

- ❖ 27 teens attended this week's activities. Teens played board games and made a foamy CD case.
- ❖ 5 teens attended the workshop "Conflict Resolution"

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WEEK OF: April 3, 2009

THIS WEEK @ THE LIBRARY

- 1,286 books were checked out
- 31 library cards were issued
- 15 library cards were renewed
- 210 Internet users
- 1,035 items (books, magazines & newspapers) were used
- 2,010 visitors to the library
- 699 reference requests received
- 1,121 information requests received
 - 6 Books/magazines were discarded
 - 31 Internet contracts were processed
 - 12 overdue notices were e-mailed
 - 29 materials were catalogued
 - 59 materials were processed
 - 11 Interlibrary loan materials processed
- Attended Department Head meeting.
- Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo had lots of books to give out to children under the Reach out and Read Program. Took books for the waiting room. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment.
- 3 people attended the weekly Internet class.
- **12 adult learners were tutored this week.**
- 12 staff members attended the Infopeople training "Library Services to Older Adults".
- Held monthly Families for Literacy program with 13 children and 6 parents in attendance. The theme of the program was Easter. Books read to children included "Easter", "Biggest Easter Egg" and "La Primera Pascua de Spot". Children made an Easter basket.
- Submitted Interlibrary Loan Report to the State Library.
- Staff is preparing to celebrate National Library Week next week.

Children's Services

- ✚ 2 children attended the activities this week. Children made a key chain.
- ✚ 14 children and 6 adults attended the story hour this week. A pre-K class from OLGA attended. The theme of the week was bugs & insects. Books read to children included "Bugs, Beetles and Butterflies", and "Bugs". Children made a fly.

BRANCH NEWS

258 books were checked out
1 library cards were issued
15 Internet users
89 items (books, magazines &
newspapers) were used
42 reference requests received
69 information requests received

- ❖ 21 teens attended this week's activities. Teens played board games and made a button bracelet and worked with beads.

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WEEK OF: April 10, 2009

THIS WEEK @ THE LIBRARY

- 533 books were checked out
 - 45 library cards were issued
 - 11 library cards were renewed
 - 239 Internet users
 - 990 items (books, magazines & newspapers) were used
 - 1,973 visitors to the library
 - 653 reference requests received
 - 988 information requests received
 - 10 Books/magazines were discarded
 - 47 Internet contracts were processed
 - 14 overdue notices were e-mailed
 - 18 materials were catalogued
 - 17 materials were processed
 - 8 Interlibrary loan materials processed
 - 3 Live Homework Help users
- Attended Department Head meeting.
 - Attended City Council meeting.
 - Attended at meeting with all Valley Library Directors to discuss the future of the Imperial County Free Library and the possibility of creating a model that contracts for services with other library jurisdictions.
 - Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo had lots of books to give out to children under the Reach out and Read Program. Took 16 books for the waiting room. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment.
 - 5 people attended the weekly Internet class.
 - **17 adult learners were tutored this week.**
 - 2 hours of English software use.
 - Held literacy tutors meeting. Tutors shared ideas and experiences.
 - Interviewed two possible volunteers.
 - Mailed Live Homework Help 3rd quarter report to the State Library.

Children's Services

- ✚ 19 children attended the activities this week. Children made an Easter egg and a bunny.
- ✚ 4 children and 4 adults attended the story hour this week. The theme of the week was Easter. Children made an Easter hat and were read *La Primera Pascua de Spot & Peter's Rabbit Tale*.
- ✚ 18 classes from Dool School visited the library to celebrate Dr. Seuss birthday. There were a total of 370 children. Children listened to biography of Dr. Seuss and made a Grinch mask.

Children were read *I Can Read with my Eyes Shut* & *Green Eggs & Ham*. Also, children watched the movie *Green Eggs & Ham*.

BRANCH NEWS

200 books were checked out
3 library cards were issued
12 Internet users
123 items (books, magazines & newspapers) were used
34 reference requests received
90 information requests received

❖ 19 teens attended this week's activities. Teens played board games and made a sunglass holder.