

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.

Community Services Department  
Library Division  
Weekly Report

**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.

Community Services Department  
Library Division  
Weekly Report

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"

Community Services Department  
Library Division  
Weekly Report

**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.

Community Services Department  
Library Division  
Weekly Report

**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 3<sup>rd</sup> 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.

Community Services Department  
Library Division  
Weekly Report

**WEEK OF: April 16, 2009**

**THIS WEEK @ THE LIBRARY**

507 books were checked out  
17 library cards were issued  
9 library cards were renewed  
199 Internet users  
857 items (books, magazines & newspapers) were used  
1,191 visitors to the library  
512 reference requests received  
725 information requests received  
2 Books/magazines were discarded  
14 Internet contracts were processed  
112 overdue notices were mailed  
97 materials were catalogued  
33 materials were processed  
23 Interlibrary loan materials processed  
1 Live Homework Help users



- Attended Department Head meeting.
- Received a \$1,000 grant from Wal-Mart to use for the Summer Family Reading Program.
- Assembles and delivered Library Board agenda packets, also uploaded it onto website.
- 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.
- 1 person attended the weekly Internet class.
- **8 adult learners were tutored this week.**
- Held monthly Poetry Club with 11 poets in attendance, four of them attended for the first time. The theme for next month is "Mother's Day".
- Staff watched a webcast on "How Libraries can Benefit from the American Recovery and Reinvestment Act"
- Uploaded new books list onto website.
- Celebrated National Library Week—
  - Monday—Senior Citizen's Open House & Arts & Crafts for Children
  - Tuesday—Celebrated National Library Worker's Day with a STAFF LUNCHEON ☺
  - Wednesday—Arts & Crafts for Children
  - Thursday—Children watched a movie and held Poetry Club meeting

## Children's Services

- ✚ 17 children attended the activities this week. Children made an Easter card and necklaces/bracelets.
- ✚ 6 children and 5 adults attended the story hour this week. The theme of the week was Bees. Books read to children included "Pip Goes Pop" and "Buzz". Children made a bee.
- ✚ Mailed flyers for Dia del Niño program.
- ✚ Staff visited the Calexico Orthopedic Clinic as an outreach service. There were 63 children and they received a free book. Books read to children included "El Granero Rojo" and "Eres Tu Mi Mama".

## BRANCH NEWS

The Branch Library was closed this week.



Community Services Department  
Library Division  
Weekly Report

**WEEK OF: April 24, 2009**

## THIS WEEK @ THE LIBRARY

499 books were checked out  
14 library cards were issued  
9 library cards were renewed  
167 Internet users  
590 items (books, magazines & newspapers) were used  
1,065 visitors to the library  
364 reference requests received  
541 information requests received  
3 Books/magazines were discarded  
17 Internet contracts were processed  
21 overdue notices were e-mailed  
8 materials were catalogued  
12 Interlibrary loan materials processed  
1 Live Homework Help users

- Attended Department Head meeting.
- 2 staff members attended the Police & Fire Department recognition luncheon presented by the Chamber of Commerce.
- Sent "Thank You" postcards to Jose Jauregui for his donation for the Dia del Niño program & SURE Helpline Center for the Drug & Alcohol presentation for Teen Workshop at the Branch Library.
- Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo have plenty of books to give away to children under the Reach out and Read Program. Also took books for the waiting room library. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment.
- Held Teen RIF book distribution with 5 teens in attendance. Teens did a butterfly/sports ball photo hanger. Teens got a free book to take home and enjoyed eating a snack.
- 1 hour of English software used.
- **9 adult learners were tutored this week.**
- Held monthly book club meeting with 14 people in attendance. We discussed "The Reader" by Bernhard Schlink. The members decided to have an additional meeting this month to watch the newly released movie of the same title. That meeting will be held next week.

## Children's Services

- 8 children attended the activities this week. Children made a yellow chick with feathers.
- 4 children and 4 adults attended the story hour this week. The theme of the week was animals. Books read to children included "Nighty Night" and "At the Barn". Children made a donkey puppet.

- ✚ 1 class from Dool visited the library. The theme used for this visit was “the solar system”. Children were read “The Sun” & “The Solar System”. Children watched a movie about space and made an astronaut.
- ✚ 13 children watched the movie *Pocahontas 2*.

## BRANCH NEWS

200 Books were checked out  
3 New library cards issued  
15 Internet users  
119 items (books, magazines &  
newspapers) were used  
59 information requests received  
27 reference requests received

- 9 teens attended the SURE Helpline presentation on Drug/Alcohol Abuse Prevention.
- 18 teens participated in the Reading Is Fundamental book distribution. They made a butterfly/sports ball picture hanger. They got a free book and enjoyed eating a snack.
- 8 teens played board games on Monday and created a reusable calendar on Thursday.



Community Services Department  
Library Division  
Weekly Report

**WEEK OF: May 8, 2009**

**THIS WEEK @ THE LIBRARY**

771 books were checked out  
23 library cards were issued  
14 library cards were renewed  
256 Internet users  
681 items (books, magazines & newspapers) were used  
799 visitors to the library  
555 reference requests received  
799 information requests received  
5 Books/magazines were discarded  
24 Internet contracts were processed  
12 overdue notices were e-mailed  
19 materials were catalogued  
0 materials were processed  
13 Interlibrary loan materials processed  
2 Live Homework Help users

- Attended Department Head meeting.
- Attended City Council meeting.
- Hosted three sessions of the City Council's Goal setting at the Carnegie Technology Center.
- Attended two more sessions on City's Goals workshop.
- Received and assembled new tables for the Carnegie Tech Center. We now have 6 tables with 24 chairs available for wireless users on the north side of the building (upstairs).
- Updated English & Spanish website.
- Completed department's May/June newsletter and distributed via email and uploaded onto the website.
- Sent "thank you" postcards to those who made a contribution to the Dia del Niño program.
- Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo have plenty of books to give away to children under the Reach out and Read Program. Also took 2 books for the waiting room library. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment.
- 2 people attended the Internet class this week.
- 3 hours of computer software used.
- **13 adult learners were tutored this week.**
- 3 staff members started an online course titled *Adolescents and Libraries: From Understanding to Advocacy*.
- Hosted an arts exhibit for Calexico High School artists all week at the Cultural Arts Center and held a reception for them on Friday afternoon. About 60 people attended.

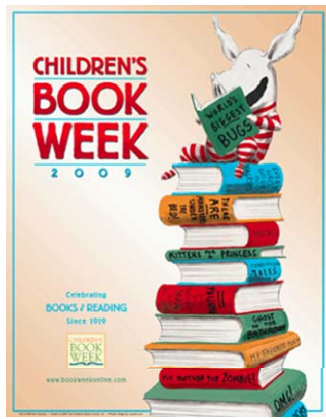
## Children's Services

- ✚ 22 children attended the activities this week. Children made a mother's day card and exchanged library book bucks for trinkets at the tiendita. Children accumulate book bucks every time they come to an activity.
- ✚ 4 children and 4 adults attended the story hour this week. The theme of the week was the beach. Books read to children included "Turtle's & Snakes", "Day at the Beach" and "Going to the Beach". Children made a sun for a craft.

## BRANCH NEWS

277 Books were checked out  
4 New library cards issued  
20 Internet users  
156 items (books, magazines &  
newspapers) were used  
55 information requests received  
34 reference requests received

- 41 teens played board games on Monday and created a pin magnet and a mother's day greeting card.



## Community Services Department Library Division Weekly Report

**WEEK OF: May 14, 2009**

### THIS WEEK @ THE LIBRARY

- 767 books were checked out
- 14 library cards were issued
- 17 library cards were renewed
- 220 Internet users
- 724 items (books, magazines & newspapers) were used
- 1,911 visitors to the library
- 514 reference requests received
- 903 information requests received
  - 3 Books/magazines were discarded
  - 17 Internet contracts were processed
  - 10 overdue notices were e-mailed
  - 18 materials were catalogued
  - 0 materials were processed
  - 27 Interlibrary loan materials processed
- Hosted “Fiesta Mexicana” at Cultural Arts Center in celebration of the 18<sup>th</sup> Annual Mariachi Festival. About 150 people attended.
- Participated in City of El Centro’s Summer Job Fair.
- Opened the Carnegie Technology Center one day with about 22 users.
- Updated English & Spanish website.
- Re-stocked book supply, so that pediatricians at Clinicas de Salud del Pueblo have plenty of books to give away to children under the Reach out and Read Program. Also took 4 books for the waiting room library. The “Waiting Room Library” is for parents and children to be able to read together while they wait for their appointment.
- 2 hours of computer software used.
- **6 adult learners were tutored this week.**
- 13 children and 6 adults attended the monthly Families for Literacy program. Books read to children included “Chicka, Chicka, Boom Boom”, Elmo’s ABC Book” and “Maisy’s ABC”. Children made a palm tree.

### Children’s Services

- ✚ 12 children attended the activities this week. Children made a kite out of a newspaper.
- ✚ 4 children and 3 adults attended the story hour this week. The theme of the week was animals. Books read to children included “Look for Ladybugs”, and “En el fondo del mar”. Children made a worm.
- ✚ 18 children watched the movie “Game Plan”.

- ✚ 49 teenagers came to watch the movie “Twilight” as part of the Children’s Book Week activities. They enjoyed eating hotdogs, popcorn and sodas.

## **BRANCH NEWS**

- 195 Books were checked out
- 1 New library cards issued
- 20 Internet users
- 117 items (books, magazines & newspapers) were used
- 45 information requests received
- 19 reference requests received

- 44 teens played board games on Monday and created a button craft pin and a pony bead keychain.