



Community Services Department  
Library Division  
Weekly Report

**WEEK OF: December 18, 2009**

**THIS WEEK @ THE LIBRARY**

1,399 books were checked out  
18 library cards were issued  
13 library cards were renewed  
236 Internet users  
**1,947 visitors to the library**  
907 Information requests received  
453 reference questions received  
452 Items (books, magazines & newspapers) were used in the library  
12 Interlibrary loan materials processed  
10 overdue notices were e-mailed  
21 Internet contracts were processed  
12 books/magazines were discarded  
7 new materials were catalogued  
24 new materials were processed  
0 Live Homework Help user

- Hosted Annual Angel Tea program in which the department thanks all those who helped and volunteered throughout the year. Over 40 angels (volunteers) attended.
- **14** adult literacy learners were tutored this week.
- 4.5 hours of literacy software used.
- 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 1 book 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.
- Three staff members attended a committee meeting for the GET INVOLVED grant in preparation of the training that will be held in February.
- Help telephone conference with Niccolo DeLuca from Townsend to discuss possibility of applying for a second round of CCHE funding. Further research is need to make that determination. Possible project could be the construction of a museum building next to the Carnegie Tech Center.
- **580** free afterschool snacks were served this week.
- 11 people attended the book club this month. Participants discussed "Sara's Key" and had a gift exchange.
- 4 seniors watched a movie on Friday.

**Children's Activities**

- **36** children participated in this week's after school activities. Children played board games, made Christmas trees and bells and watched the movie "Santa Buddies".

- **8** toddlers and 8 adults attended the story hour this week. Books read to children included “Clifford’s Christmas”, “The Day before Christmas” and “Santa’s Boots”. Children made a candy cane.
- Over **111** children and 85 parents attended the Christmas book distribution program (RIF). Children enjoyed taking a picture with Santa, played games, hit a piñata, made ornaments, played musical chairs and got a snack and a book to take home.

### Branch Activities—William Moreno Jr. High

222 books were checked out  
 2 library cards issued  
 1 library card was renewed  
 10 Internet users  
 60 Information requests received  
 85 Items (books, magazines & newspapers) were used in the library  
 31 reference questions received  
 0 Live Homework Help users  
 1 overdue noticed e-mailed

- **14** teens attended the afterschool activities. Teens played board games and others did a Christmas calendar.

### Carnegie Technology Center

**93** people used the technology center this week  
**53** people used the computers  
 6 Wireless users  
 3 Internet/Library cards issued  
 4 attended the Introduction to the Internet class  
 2 attended the E-mail class



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**WEEK OF: December 23, 2009**

**THIS WEEK @ THE LIBRARY**

- 1,261 books were checked out
  - 7 library cards were issued
  - 4 library cards were renewed
  - 142 Internet users
  - 1,403 visitors to the library**
  - 843 Information requests received
  - 562 reference questions received
  - 253 Items (books, magazines & newspapers) were used in the library
  - 15 Interlibrary loan materials processed
  - 23 overdue notices were e-mailed
  - 12 Internet contracts were processed
  - 3 books/magazines were discarded
  - 0 new materials were catalogued
  - 55 new materials were processed
  - 0 Live Homework Help user
- **6** adult literacy learners were tutored this week.
  - **1** hour of literacy software used.
  - 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.
  - **32** free afterschool snacks were served this week.
  - **11** people attended the Spanish book club meeting. We discussed "Memorias de mis Putas Tristes" by Gabriel Garcia Marquez.

### Children's Activities

- **11** children participated in this week's after school activities.
- **6** toddlers and 4 adults attended the story hour this week. Books read to children included "The Best Snowman", "The Snowball" and "Turtle Snake & The Christmas Tree". Children made a bell.

### Branch Activities—William Moreno Jr. High

- The Branch library was closed during this week.

## Carnegie Technology Center

- 44 people used the technology center this week
- 35 people used the computers
- 3 Wireless users
- 2 attended the Introduction to the Internet class
- 2 attended the E-mail class



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**WEEK OF: December 31, 2009**

**THIS WEEK @ THE LIBRARY**

- 986 books were checked out
- 2 library cards were issued
- 118 Internet users
- 649 visitors to the library**
- 330 Information requests received
- 265 reference questions received
- 481 Items (books, magazines & newspapers) were used in the library
  - 1 Interlibrary loan material processed
  - 64 overdue notices were e-mailed
  - 16 Internet contracts were processed
  - 7 books/magazines were discarded
- 55 new materials were catalogued
- 12 new materials were processed

- **8** adult literacy learners were tutored this week.
- 2 hours of literacy software used.
- 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.
- **45** free afterschool snacks were served this week.

**Children’s Activities**

- **18** children participated in this week’s after school activities. Children played board games, made stars and bracelets.
- **1** toddler and 1 adult attended the Spanish story hour this week. Books read to children included “Cuantos juguetes”, and “Figuras”. Each child made a star ornament.

**Branch Activities—William Moreno Jr. High**

- The Branch library was closed during this week.

**Carnegie Technology Center**

- 46** people used the technology center this week
- 29** people used the computers
  - 4 Wireless users
  - 1 Internet/Library cards issued
  - 2 attended the basic Internet class
  - 1 attended the e-mail class
- The NEW Circulation Desk arrived this week. It was installed by staff.