



Community Services Department  
Library Division  
Weekly Report

**WEEK OF: February 4, 2010**

**THIS WEEK @ THE LIBRARY**

- 1,371** books were checked out
- 53 library cards were issued
- 21 library cards were renewed
- 205 Internet users
- 1,907** visitors to the library
- 1,079 Information requests received
- 786 reference questions received
- 698 Items (books, magazines & newspapers) were used in the library
  - 3 Interlibrary loan materials processed
  - 12 overdue notices were e-mailed
  - 50 Internet contracts were processed
  - 11 books/magazines were discarded
  - 51 new materials were processed
  - 3 Live Homework Help users
  - 59 new materials were catalogued

- Attended City Council meeting.
- Attended Dept Head meeting.
- Attending Mariachi Committee meeting.
- **13** adult literacy learners were tutored this week.
- 2 hour of literacy software used.
- 2 staff members participated in a webinar to learn more about a service for downloadable audiobooks from "Overdrive." They offer various options to purchase and are being considered.
- 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.
- **500** free afterschool snacks were served this week.
- Completed Families for Literacy mid-year report.
- Starting promoting next Teen workshop.
- The AARP started using our facility to help those low to medium income prepare their tax returns.

### Children's Activities

- **46** children participated in this week's after school activities. 13 children played board games; 11 children played loteria; 13 children made Valentine hearts and 9 children made Valentine necklaces.
- 7 toddlers and 7 adults attended the story hour this week. Books read to children included "No Biting," "No Hitting," and "I Can Share." Children made a paper house.

## Branch Activities—William Moreno Jr. High

- 233 books were checked out
- 1 library cards issued
- 15 Internet users
- 140 Information requests received
- 183 Items (books, magazines & newspapers) were used in the library
- 62 reference questions received
- 1 Live Homework Help user
- 3 overdue notices were sent

✓ 13 teens attended this week's activities. They did Valentine's cards.

## Carnegie Technology Center

- 80** people used the technology center this week
- 44** people used the computers
- 11 Wireless users
- 2 Internet/Library cards issued
- 5 attended the Introduction to the Internet class
- 4 attended the E-mail class