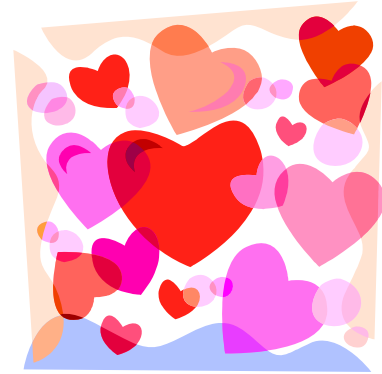


Community Services Department
Library Division
Weekly Report

WEEK OF: February 13, 2009

THIS WEEK @ THE LIBRARY



- 772 books were checked out
- 26 library cards were issued
- 11 library cards were renewed
- 214 Internet users
- 526 items (books, magazines & newspapers) were used
- 2,040 visitors to the library
- 445 reference requests received
- 646 information requests received
 - 4 Books/magazines were discarded
 - 30 Internet contracts were processed
 - 99 overdue notices were mailed
 - 64 materials were catalogued
 - 66 materials were processed
 - 2 Interlibrary loan materials processed
 - 1 LHH users
- Attended Department Head meeting.
- Met with State Library Consultant, Anne Marie Gold, to discuss library services in Imperial County. She was hired by Susan Hildreth, our State Librarian, to come and evaluate the services that are offered Valleywide and see if she can make some suggestions for working together to maximize our resources.
- Attended meeting of Library Directors to discuss Adult Literacy programs.
- Met representatives from Rabobank at the Carnegie Technology Center to receive \$15,000 donation check. Members of the Calexico Carnegie Technology Center Committee were also present. Pictures were taken and were sent to the newspaper. The funds will be use for the CTC.
- Held telephone conference with Poet/Instructor Olga Garcia. She is going to teach a poetry writing class on May 18th here at the library. This is part of a grant received from the California Center for the Book. The 2 hour class will be open to the public.
- 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. The “Waiting Room Library” is for parents and children to be able to read together while they wait for their appointment time.
- 4 adult learners were tutored this week.
- 1 hours of English software use.
- 1 prospective ALS participants were interviewed. She qualified and was placed on the waiting list.
- Submitted CLLS quarterly report.

- 5 staff members attended the Summer Reading Program workshop offered through SERRA at Carlsbad, CA. This workshop is based around the theme that will be used for this summer's activities. One staff member presented part of the crafts section of the program.
- Sent PSA to advertise upcoming Teen workshop on Abstinence.
- Held Teen Reading Is Fundamental book distribution with 16 teens in attendance. Teens played bingo and enjoyed pastries and sodas donated by Coca Cola. They also took a free paperback book home.
- Proctored a test for Barstow College student.

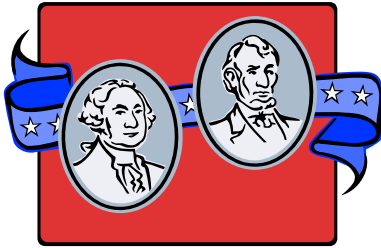
Children's Services

- ✚ 12 children attended the activities this week. Children colored and decorated an alligator.
- ✚ 4 children and 4 adults attended the story hour this week. The theme of the week was transportation. Books read to children included "Thomas the train races" and "Traveling". Children made a sail boat.

BRANCH NEWS

151 books were checked out
 2 library cards were issued
 10 Internet users
 77 items (books, magazines & newspapers) were used
 27 reference requests received
 82 information requests received

- ❖ 33 teens attended this week's activities. Teens made and played board games and made a heart door hanger. 23 of those teens participated in the Reading Is Fundamental book distribution and took a free book home.



Community Services Department
Library Division
Weekly Report

WEEK OF: February 19, 2009

THIS WEEK @ THE LIBRARY

- 552 books were checked out
 - 11 library cards were issued
 - 13 library cards were renewed
 - 125 Internet users
 - 336 items (books, magazines & newspapers) were used
 - 1,130 visitors to the library
 - 293 reference requests received
 - 399 information requests received
 - 8 Books/magazines were discarded
 - 17 Internet contracts were processed
 - 4 overdue notices were mailed
 - 28 materials were catalogued
 - 18 materials were processed
 - 14 Interlibrary loan materials processed
 - 2 LHH users
- Attended Department Head meeting.
 - Attended City Council meeting.
 - Held monthly staff meeting.
 - 6-month California Library Literacy Report was submitted to the State Library for our literacy programs, Adult Literacy Services and Families for Literacy.
 - 3 people attended the Internet class this week.
 - Received donation check in the amount of \$700 from the Calexico Rotary. They are sponsoring the Dr. Seuss Birthday Party on Wednesday, March 4th.
 - 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 time.
 - 4 adult learners were tutored this week.
 - 2 staff members attended a Liebert, Cassidy, Whitmore training titled "Supervisory Skills for the First Line Supervisor/Manager".
 - Sent flyer promoting Live Homework Help to teachers.
 - Prepared and sent Library Board agenda. It was also posted on website.

Children's Services

- 🇺🇸 11 children attended the activities this week. Children made heart bags.

✚ 5 children and 4 adults attended the story hour this week. The theme of the week was zoo animals. Books read to children included “Salta y Sube”, “Al Zoologico Saltando Llegamos and “Cuidador del Zoologico”. Children made an alligator.

BRANCH NEWS

164 books were checked out
2 library cards were issued
15 Internet users
67 items (books, magazines & newspapers) were used
61 reference requests received
11 information requests received

❖ 27 teens attended this week’s activities. Teens played board games and created a Valentine’s card holder and a heart door hanger.

Community Services Department
Library Division
Weekly Report

WEEK OF: February 27, 2009

THIS WEEK @ THE LIBRARY

- 703 books were checked out
 - 37 library cards were issued
 - 9 library cards were renewed
 - 176 Internet users
 - 693 items (books, magazines & newspapers) were used
 - 1,653 visitors to the library
 - 468 reference requests received
 - 584 information requests received
 - 24 Books/magazines were discarded
 - 23 Internet contracts were processed
 - 2 overdue notices were e-mailed
 - 74 materials were catalogued
 - 40 materials were processed
 - 16 Interlibrary loan materials processed
 - 2 LHH users
- Attended Department Head meeting.
 - Held monthly Library Board meeting.
 - 3 people attended the Internet class this week.
 - 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 20 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 adult learners were tutored this week.**
 - 3 hours of English software used.
 - 2 staff members attended a Family Health and Community Resources Fairs at Mains Elementary. Staff distributed information about library programs and services and issued 48 library cards!
 - Uploaded March monthly calendar of activities to our website.
 - Staff got together to start planning teen activities for upcoming summer reading program.
 - 10 poets attended the Poetry Club this week. The theme for next month is Spring.
 - 10 book lovers attended the Book Club meeting this week. They discussed "The Secret Life of Bees" by Sue Monk Kidd and also watched the movie.

Children's Services

- 🎨 27 children attended the activities this week. Children made a Mardi Gras mask, a Mexican flag and a cupid.

- ✚ 4 children and 4 adults attended the story hour this week. The theme of the week was the farm. Books read to children included “Too Many Pears”, and “At the Farm”. Children made a cow puppet.
- ✚ 12 children watched “Meet the Robinsons” this week.

BRANCH NEWS

232 books were checked out
1 library cards were issued
20 Internet users
163 items (books, magazines & newspapers) were used
60 reference requests received
103 information requests received

- ❖ 30 teens attended this week’s activities. Teens played board games.
- ❖ 12 teens attended the Abstinence workshop offered by the SURE Helpline Crisis Center.
- ❖ Decorated the branch library with St. Patrick’s Day decorations.