



Community Services Department
Library Division
Weekly Report

WEEK OF: February 12, 2010

THIS WEEK @ THE LIBRARY

786 books were checked out
23 library cards were issued
9 library cards were renewed
211 Internet users
1,645 visitors to the library
657 Information requests received
512 reference questions received
645 Items (books, magazines & newspapers) were used in the library
9 Interlibrary loan materials processed
21 overdue notices were e-mailed
39 Internet contracts were processed
9 books/magazines were discarded
62 new materials were processed
2 Live Homework Help users
77 new materials were catalogued

- Attended Dept Head meeting.
- **14** adult literacy learners were tutored this week.
- 1 prospective ALS learner was interviewed. She qualified and was placed on the waiting list.
- 3 hours of literacy software used.
- Completed California Library Literacy Services Grant mid-year report.
- 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 supplied 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.
- **529** free afterschool snacks were served this week.
- Held monthly R.E.A.D. Book Club meeting. The book that was discussed was "The Heretic's Daughter." The next meeting was set for Monday, March 15th. 15 people were in attendance.
- Submitted second Reading Is Fundamental distribution report.
- Get Involved Committee met and finalized the user survey questions. Survey is to find out what services the public are using currently and what they would like to see offered at the public library. Survey Monkey software was used to collect data. Survey was sent out via e-mail.
- 16 children and 10 adults attended the monthly Families for Literacy program.
- 4 seniors watched a movie on Friday.

Children's Activities

- **65** children participated in this week's after school activities. 9 children played board games;

9 children played loteria; 27 children made Valentine cards and 5 children made Abraham Lincoln's hats and 15 children watched the movie "Hair Spray".

- 15 toddlers and 13 adults attended the story hour this week. The theme of the week was St. Valentine's. Books read to children included "El Primer San Valentin," "Mis Amigos" and "Mi Animalito." Children made a Valentine hat.
- 27 teens attended a Valentine's Day book distribution program. They made a cute Valentine's scallop box and got to take a book for their home library.

Branch Activities—William Moreno Jr. High

222 books were checked out
1 library cards issued
15 Internet users
144 Information requests received
132 Items (books, magazines & newspapers) were used in the library
71 reference questions received
1 overdue notices were sent

- ✓ 10 teens attended this week's activities. They did Valentine's scallop box and took a book home.
- ✓ 18 teens attended the workshop "Text Messaging" presented by the SURE Helpline Crisis Center.

Carnegie Technology Center

101 people used the technology center this week
58 people used the computers
6 Wireless users
5 Internet/Library cards issued
7 attended the Introduction to the Internet class
5 attended the E-mail class

- ✓ Hosted a meeting of the Chamber of Commerce Board of Directors. There were about 20 people in attendance.
- ✓ Hosted a 2-day training session for Wastewater Department. They used the Wi-Fi for their session in the Café area.



Community Services Department
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WEEK OF: February 18, 2010

THIS WEEK @ THE LIBRARY

742 books were checked out
16 library cards were issued
11 library cards were renewed
229 Internet users
1,809 visitors to the library
1,098 Information requests received
612 reference questions received
839 Items (books, magazines & newspapers) were used in the library
4 Interlibrary loan materials processed
27 overdue notices were e-mailed
3 Live Homework Help users
1 new materials were catalogued

- Attended Dept Head meeting.
- **14** adult literacy learners were tutored this week.
- 1 prospective ALS learner was interviewed. She qualified and was placed on the waiting list.
- 3 hours of literacy software used.
- Attended Parent meeting at Calexico Neighborhood House Preschool to inform parents of the services the library has to offer. There were 40 parents in attendance.
- Library staff formed a committee to plan a Family Literacy Fair for Saturday, March 27th. The committee met this week to continue planning.
- 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.
- **390** free afterschool snacks were served this week.
- Sent Public Service Announcement to local media to promote upcoming library programs.
- Interviewed a prospective volunteer. He is a student at Vincent Memorial Catholic High School and will be helping us during special events.
- Conducted an orientation for 12th graders from Mission Academy. 36 teens came and learned about library programs and services.

Children's Activities

- 8 teens attended the Sure Helpline workshop about "Text Messaging"
- 32 children participated in this week's after school activities. 9 children played board games; and 23 children made a cupid and a George Washington craft.
- 13 toddlers and 11 adults attended the story hour this week. The theme of the week was ducks. Books read to children included "Little Duck's Adventure", "Ducks on the Farm" and "A Mud Pie for Mother". Children made a feather duck.

Branch Activities—William Moreno Jr. High

- 125 books were checked out
- 15 Internet users
- 117 Information requests received
- 71 Items (books, magazines & newspapers) were used in the library
- 71 reference questions received

- ✓ 11 teens attended this week's activities. They played board games, made a picture frame and worked on weaving project.

Carnegie Technology Center

- 73 people used the technology center this week
- 46 people used the computers
- 7 Wireless users
- 4 Internet/Library cards issued
- 4 attended the E-mail class



Community Services Department
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WEEK OF: February 26, 2010

THIS WEEK @ THE LIBRARY

Washington

- 1,072 books were checked out
 - 40 library cards were issued
 - 21 library cards were renewed
 - 306 Internet users
 - 2,491 visitors to the library**
 - 1,274 Information requests received
 - 847 reference questions received
 - 1,166 Items (books, magazines & newspapers) were used in the library
 - 8 Interlibrary loan materials processed
 - 19 overdue notices were e-mailed
 - 77 Internet contracts were processed
 - 6 books/magazines were discarded
 - 113 new materials were processed
 - 3 Live Homework Help users
 - 24 new materials were catalogued
- **19** adult literacy learners were tutored this week.
 - 6 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 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.
 - **660** free afterschool snacks were served this week.
 - Sent Public Service Announcements to local media to promote upcoming library programs.
 - 3 staff members and one Library Board member attended the Get Involved workshop in Irvine, CA. This training was part of a grant the library received to learn about recruiting Baby Boomer volunteers and the generations that follow.
 - Literacy Coordinator and two literacy tutors attended the SCLLN Literacy Conference in Buena Park.
 - 8 poets attended the Poetry Club this month. The themes for next month are Spring and Cesar Chavez.

Children's Activities

- 60 children participated in this week's after school activities. 11 children played loteria; 25 children made a craft (groundhog and bracelets); 9 played board games and 15 children watched the movie "Laughing and Kicking"
- 13 toddlers and 9 adults attended the story hour this week. The theme of the week was "hormigas". Books read to children included "Las Diez Hormigas", "Hormigas en mis Pantalones" and "Al Lado de una Hormiga". Children made a paper ant.

Branch Activities—William Moreno Jr. High

274 books were checked out
1 library cards issued
20 Internet users
178 Information requests received
214 Items (books, magazines & newspapers) were used in the library
88 reference questions received
1 Live Homework Help user

✓ 4 teens attended this week's activities. They played worked with beads.

Carnegie Technology Center

130 people used the technology center this week
89 people used the computers
4 Wireless users
6 Internet/Library cards issued
5 attended the Introduction to the Internet class
8 attended the E-mail class

- Hosted meeting of the Serra Administrative Council. This is a group of Library Directors from all the libraries in San Diego and Imperial counties. 16 people were in attendance.



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WEEK OF: March 4, 2010

THIS WEEK @ THE LIBRARY

927 books were checked out
31 library cards were issued
11 library cards were renewed
311 Internet users
2,049 visitors to the library
1,561 Information requests received
829 reference questions received
959 Items (books, magazines & newspapers) were used in the library
6 Interlibrary loan materials processed
19 overdue notices were e-mailed
36 Internet contracts were processed
2 books/magazines were discarded
18 new materials were processed
1 Live Homework Help users
16 new materials were catalogued

- Attended Dept Head meeting.
- Attended City Council meeting.
- Attended meeting at Imperial County Free Library to discuss RFP request for contracting to provide library services to the County.
- Held Special Library Board meeting.
- Submitted FY2010-2011 budget request to Finance.
- **11** adult literacy learners were tutored this week.
- 2.5 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 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.
- **590** free afterschool snacks were served this week.
- Sent the dates and flyers for upcoming Teen workshop on Eating Disorders to school contacts for inclusion in their daily bulletin.
- 5 staff members started taking an online course titled "Library Marketing: Beyond Bookmarks and Brochures".
- Mailed Braille circulation report to the Braille Institute.
- 6 seniors enjoyed a movie of Friday.
- Submitted grant application to Wal-Mart.

Children's Activities

- **31** children participated in this week's after school activities. 8 children played loteria; 11 children played board games; 12 children made trees and flowers as crafts; played board

- **18** toddlers and 13 adults attended the story hour this week. The theme of the week was “animals”. Books read to children included “Close your Eyes”, “Clip-Clop” and “What Sam Learned”.
- Held Teen Movie Night and showed the movie “2010.” **86** teens attended.
- Held Dr. Seuss Reading Is Fundamental book distribution. **110** children and 47 adults attended the program. Children in attendance received a free book and a snack. Children watched a movie, listened to stories, played mazes, colored sheets, hit the piñata and had lots of fun.

Branch Activities—William Moreno Jr. High

210 books were checked out
 1 library cards issued
 20 Internet users
 141 Information requests received
 187 Items (books, magazines & newspapers) were used in the library
 91 reference questions received
 2 Live Homework Help user

- ✓ 15 teens attended this week’s activities. 7 teens played board games and 8 teens made a St. Patrick’s decoration.

Carnegie Technology Center

129 people used the technology center this week
90 people used the computers
 9 Wireless users
 10 Internet/Library cards issued
 7 attended the Introduction to the Internet class
 8 attended the E-mail class