

Community Services Department  
Library Division  
Weekly Report

**WEEK OF: January 23, 2009**

## THIS WEEK @ THE LIBRARY

586 books were checked out  
43 library cards were issued  
21 library cards were renewed  
276 Internet users  
488 items (books, magazines & newspapers) were used  
2,400 visitors to the library  
670 reference requests received  
956 information requests received  
4 Books/magazines were discarded  
32 Internet contracts were processed  
0 overdue notices sent  
70 materials were catalogued  
34 materials were processed  
3 Interlibrary loan materials processed

- Attended Department Head meeting.
- Attended City Council meeting.
- Library closed on Monday in observance of Martin Luther King's day.
- 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.
- 5 adult learners were tutored this week.
- 1 hours of English software use.
- Interviewed one prospective ALS student. He was accepted and placed on waiting list.
- Uploaded Library Board Agenda onto website as well as other activities.
- Created a new link for the resources tab in our website called "Citing Resources". It contains information about citing resources in the various manual styles such as APA, MLA, & Chicago.
- E-mailed "thank you" cards to teens who volunteered at the Pajama Party RIF.

### Children's Services

- 📚 5 children and 5 adults attended the story hour this week. The theme of the week was "snow". Books read to children included "A Mi Me Gusta la Nieve" and "El Sr. Nieve". Children made a snowman.
- 📚 13 children watched a movie.
- 📚 Held annual Pajama Party Book Distribution with 110 children and 48 parents in attendance. Some of the activities included face painting, sack races, arts & crafts, and every child received a free book to add to their home library. Also, the Health Department had a booth with information about healthy eating.

## BRANCH NEWS

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

- ❖ 15 teens attended this week's activities. Teens made and played board games and decorated a canvas banner.
- ❖ Held "Teen Dating Violence" workshop presented by SURE Helpline. We had over 25 teens in attendance.

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**WEEK OF: January 30, 2009**

## THIS WEEK @ THE LIBRARY

1,432 books were checked out  
14 library cards were issued  
9 library cards were renewed  
300 Internet users  
1,226 items (books, magazines & newspapers) were used  
2,481 visitors to the library  
797 reference requests received  
1,279 information requests received  
6 Books/magazines were discarded  
36 Internet contracts were processed  
26 overdue notices e-mailed  
26 materials were catalogued  
51 materials were processed  
10 Interlibrary loan materials processed

- Attended Department Head meeting.
- Attended Special City Council meeting.
- Held regular monthly Library Board meeting. Purchase orders and demands for the months of December and January were approved and a date for a “Board Effectiveness Workshop” was decided on.
- Attended Carnegie Technology Committee meeting to discuss additional donations for the Carnegie furnishings that are still needed. Received donation to purchase 6 tables in the amount of about \$6,000.
- 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.
- 3 adult learners were tutored this week.
- 3 hours of English software use.
- Held first tutor training day with new Americorps member.
- Interviewed one possible volunteer tutor.
- Completed and e-mailed the Jan/Feb issue of the department newsletter. This was the first newsletter that was not produced in print. It will be distributed electronically from now on.
- Held monthly book club meeting with 9 book lovers in attendance. The club discussed “Anna Karenina” by Leo Tolstoy
- Proctored test for two students; one from Western Governor’s University and the other from Grantham University.
- Uploaded February’s monthly calendar of activities onto website.

## Children's Services

- ✚ 31 children attended the activities this week. Children made snowflakes and a snowman.
- ✚ 2 children and 2 adults attended the story hour this week. The theme of the week was "colors". Books read to children included "Who Said Red" and "Guess What Color". Children made a colorful butterfly as a craft.
- ✚ 7 children watched "Wollie" this Friday.
- ✚ Staff is preparing craft ideas for upcoming Summer Reading Program presentation in Carlsbad, CA.

## BRANCH NEWS

296 books were checked out  
1 library cards were issued  
20 Internet users  
118 items (books, magazines & newspapers) were used  
9 reference requests received  
85 information requests received

- ❖ 27 teens attended this week's activities. Teens played board games and wove a plate mat and created a bead key chain.

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**WEEK OF: February 5, 2009**

**THIS WEEK @ THE LIBRARY**

- 721 books were checked out
  - 31 library cards were issued
  - 14 library cards were renewed
  - 208 Internet users
  - 329 items (books, magazines & newspapers) were used
  - 1,551 visitors to the library
  - 498 reference requests received
  - 611 information requests received
  - 7 Books/magazines were discarded
  - 39 Internet contracts were processed
  - 22 overdue notices e-mailed
  - 18 materials were catalogued
  - 22 materials were processed
  - 14 Interlibrary loan materials processed
  - 1 LHH users
- Attended Department Head meeting.
  - Attended City Council 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 5 books for the waiting/reading room. The "Waiting Room Library" is for parents and children to be able to read together while they wait for their appointment time.
  - The library book club members met to watch the classic movie of Anna Karenina as a follow-up to last week's book discussion.
  - Met with Charla from the IV Film Commission to give her a tour of the Carnegie Tech Center. She has a client looking for a spot to do a photo shoot and the Carnegie is under consideration.
  - 4 adult learners were tutored this week.
  - 2 hours of English software use.
  - 2 prospective ALS participants were interviewed. They both qualified and were placed on the waiting list.
  - Hosted the first or three Infopeople workshops for this fiscal year. 10 library staff members attended the "Fully Engaged Customer Service" workshop, along with 18 others from different IV libraries.
  - 21 children and 10 parents attended the Families for Literacy program this month. The theme of the program was Valentine's Day. Books read to children included "The Best Thing About Valentine's" and "Happy Valentine's Day". Children made a lace heart.

### **Children's Services**

- ✚ 25 children attended the activities this week. Children made Valentine's necklaces and played loteria.
- ✚ 2 children and 2 adults attended the story hour this week. Books read to children included "My Dad is a Giant" and "Curious George @ the Fire Station". Children made a flower as the craft activity.

## **BRANCH NEWS**

168 books were checked out  
2 library cards were issued  
15 Internet users  
49 items (books, magazines & newspapers) were used  
12 reference requests received  
82 information requests received

- ❖ 30 teens attended this week's activities. Teens made and played board games and made a heart-shaped basket and "I Luv U" key ring.
- ❖ Decorated library for Valentine's Day.