



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2024-03-07

**NOTICE OF A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
THURSDAY: 2024-03-07 AT 10:00**

TO Ald JC Anthony [Chairperson]

COUNCILLORS J Andrews
C Noble
NE Mcombring
R van Rooyen

Ex officio Executive Mayor, Ald G Van Deventer (Ms)

Notice is hereby given that a Sports, Youth and Culture Committee meeting will be held on **Thursday, 2024-03-07 at 10:00** in the **Council Chambers, Plein Street, Stellenbosch,** to consider the attached Agenda.


ALD JC ANTHONY
CHAIRPERSON

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SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2024-03-07
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	NONE	
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	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

AGENDA

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2024-03-07

1.	OPENING AND WELCOME	
2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
4.	APPLICATION FOR LEAVE OF ABSENCE	
5.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	(3/4/3/5/2/2)
	NONE	
6.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
6.1	CONFIRMATION OF THE MINUTES: SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01	(3/4/3/5/2/4)

The minutes of the Youth, Sport and Culture Committee meeting held on 2024-02-01 is attached as **APPENDIX 1**.

APPENDIX 1



STELLENBOSCH
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Ref: 3/4/3/5/3/4

2024-02-01

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MINUTES

**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING**

2024-02-01 AT 10:00

MINUTES
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2024-02-01
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	NONE	
6.	CONFIRMATION OF MINUTES	
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7.	REPORTS FROM YOUTH, SPORT AND CULTURE	
7.1	NON-DELEGATED MATTERS	
	NONE	
7.2	DELEGATED MATTERS	
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8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

PRESENT Ald JC Anthony [Chairperson]

COUNCILLORS Cllr J Andrews
Cllr C Noble
Cllr NE Mcombring
Cllr R van Rooyen

ALSO PRESENT Cllr R Adams
Cllr R Du Toit
Cllr X Kalipa
Cllr NE Mcombring

OFFICIALS Director: Community & Protection Services (G Boshoff)
Senior Manager: Community Services (A van der Merwe)
Manager: Libraries (Ms S Majudith)
Senior Admin Officer (T Samuels)

1.	OPENING AND WELCOME
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The Chairperson, Ald JC Anthony afforded Cllr J Andrews the opportunity to open the meeting with a prayer. He welcomed all Councillors and the Administration back in the Council Chambers since the beginning of 2020.

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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The Chairperson and the Director: Protection Services had a meeting with the Executive Mayor on 12 January 2024 where they were informed what is expected of the Sport, Youth and Culture Committee meetings for 2024.

3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

4.	APPLICATION FOR LEAVE OF ABSENCE	
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4.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Senior Manager: Community Services (G Abrahams) – 1 February 2024

5.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	(3/4/3/5/2/2)
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NONE

6.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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6.1	CONFIRMATION OF THE MINUTES: SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2023-11-02	(3/4/3/5/2/4)
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The minutes of the Youth, Sport and Culture Committee meeting held on 2023-11-02 **were confirmed as correct without any changes.**

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2024-02-01

7.	YOUTH, SPORT AND CULTURE: [PC: ALD JC ANTHONY]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MONTHLY REPORT: HALLS: SEPTEMBER 2023
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Collaborator No: 759336

IDP KPA Ref No:

Meeting Date: 1 February 2024

1. **SUBJECT: SEPTEMBER 2023 MONTHLY REPORT: HALLS**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for September 2023.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Section: Halls for the month of September 2023 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01: ITEM 7.2.1

NOTED

the monthly reports of Halls for September 2023.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

7.2.2	MONTHLY REPORT: HALLS: OCTOBER 2023
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Collaborator No: 761523

IDP KPA Ref No:

Meeting Date: 1 February 2024

1. **SUBJECT: OCTOBER 2023 MONTHLY REPORT: HALLS**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for October 2023.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Section: Halls for the month of October 2023 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01: ITEM 7.2.2

NOTED

the monthly reports of Halls for October 2023.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2024-02-01

7.2.3	MONTHLY REPORT: SPORT: SEPTEMBER 2023
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Collaborator No: 759339

IDP KPA Ref No:

Meeting Date: 1 February 2024

1. SUBJECT: SEPTEMBER 2023 MONTHLY REPORT: SPORT**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for September 2023.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of September 2023 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01: ITEM 7.2.3**NOTED**

the monthly reports of Sports for September 2023, be noted by the Committee.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

7.2.4	MONTHLY REPORT: SPORT: OCTOBER 2023
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Collaborator No: 761522

IDP KPA Ref No:

Meeting Date: 1 February 2024

1. SUBJECT: OCTOBER 2023 MONTHLY REPORT: SPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for October 2023.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of October 2023 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01: ITEM 7.2.4

NOTED

the monthly reports of Sports for October 2023.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

7.2.5	MONTHLY REPORT: LIBRARIES: SEPTEMBER 2023
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Collaborator No: 759337
IDP KPA Ref No:
File Plan:
Meeting Date: 1 February 2024

1. SUBJECT: MONTHLY REPORT: LIBRARIES: SEPTEMBER 2023

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for September 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of September 2023 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01: ITEM 7.2.5

NOTED

the monthly reports by the Sections: Libraries for September 2023, be noted by the Committee.

7.2.6	MONTHLY REPORT: LIBRARIES: OCTOBER 2023
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Collaborator No: 761523
IDP KPA Ref No:
File Plan:
Meeting Date: 1 February 2024

1. SUBJECT: MONTHLY REPORT: LIBRARIES: OCTOBER 2023

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for October 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of October 2023 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2024-02-01: ITEM 7.2.5

NOTED

the monthly reports by the Sections: Libraries for October 2023.

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 11:00.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments**

AGENDA

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2024-03-07

7.	YOUTH, SPORT AND CULTURE: [PC: ALD JC ANTHONY]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MONTHLY REPORT: HALLS: NOVEMBER 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 7 March 2024

1. SUBJECT: NOVEMBER 2023 MONTHLY REPORT: HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for November 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of November 2023 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Halls for November 2023, be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Halls specialises in maintaining all halls in the WCO24.

6.2 Discussion

The Halls Section consists of one Assistant Superintendent, one Clerk, who undertakes administrative duties for the hiring and lease of all Municipal halls, one Foreperson and 14 general workers. The main functions of this section are to drive capital projects, plan finances, maintenance, new facilities and draft budgets and policies.

6.2 Financial Implications

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Halls Monthly Report for November 2023.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT

FOR

NOVEMBER 2023

HALLS

DEPARTMENT

COMMUNITY

SERVICES

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1.1 HIRING OF HALLS

Month: November 2023	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
06-24/11/2023	R3496,00	R116 490,00	THE RED TEAPOT GALLERY
	KLAPMUTS MULTI-PURPOSE CENTRE		
11/2023	N/A	R540,00	PROPHETIC AWAKENING REVIVAL MINISTRIES
11/2023	N/A	R525,00	JCI KLAPMUTS
11/2023	N/A	R2625,00	SASSA
01/11/2023	N/A	R525,00	JC ANTHONY
04/11/2023	R681,00	R719,00	M.GOEDEMAN
05/11/2023	R147,00	R719,00	JC ANTHONY
15&16/11/2023	N/A	R1050,00	JC ANTHONY
18/11/2023	R672,00	R719,00	BERNADETTE FREDERICKSE
28/11/2023	R672,00	R672,00	UBUNTU RURAL WOMEN & YOUTH MOVEMENT
	EIKESTAD HALL		
11/2023	N/A	R554,00	THE NOBLE AIDERS
11/2023	N/A	R520,00	JUBILEE LIFE MINISTRIES
11/2023	N/A	R7350,00	SASSA
11/11/2023	R525,00	R751,00	FRANSWA NORTJE
25/11/2023	R525,00	R1126,50	WINSTON APPOLLIS
	CLOETESVILLE BANQUET HALL		
05,12,19&26/11/2023	N/A	R756,00	SPIRIT WORLD REVIVAL MINISTRIES
05/11/2023	R189,00	R189,00	CHRIS THEUNISSEN
11,18&25/11/2023	N/A	R567,00	HER VOICE
23&24/11/2023	R189,00	R378,00	ROBIN HENDRIKSE
	WEMMERSHOEK COMMUNITY HALL		
11/2023	N/A	R301,00	THE PARISH OF ST GEORGES
24&25/11/2023	R301,00	R585,00	L.CLOETE
26/11/2023	R301,00	R550,00	C.KLAASEN
	LA MOTTE COMMUNITY HALL		
11/2023	N/A	R301,00	THE PARISH OF ST GEORGES
11/2023	N/A	R301,00	SPIRIT WORLD REVIVAL MINISTRIES
01/11/2023	R301,00	R450,00	SUN BEAM CRECHE
03/11/2023	R301,00	R450,00	LAMOTTE JUNIOR RUGBY
04/11/2023	R301,00	R450,00	R.KLAASSEN
25/11/2023	R301,00	R450,00	ANGELIQUE MARLOW

26/11/2023	R301,00	R450,00	ELIESIER PINKSTER
	GROENDAL COMMUNITY HALL		
NONE			VENUE CLOSED DUE TO FLOOD DAMAGE
	FRANSCHHOEK TOWN HALL		
NONE			
	KAYAMANDI COMMUNITY HALL		
11/2023	N/A	R1764,00	SAIE
01/11/2023	N/A	R147,00	C.MPOTULO
02/11/2023	N/A	R147,00	SISULE JOZANA
04/11/2023	N/A	R147,00	SISANDA FIKISO
05/11/2023	N/A	R147,00	MAYEZAMA
07/11/2023	N/A	R147,00	PASTOR SAKHI
09/11/2023	N/A	R147,00	T.SEPUHLE
16/11/2023	N/A	R147,00	BONGISWA MKETSU
18/11/2023	N/A	R147,00	NOMBULELE
19/11/2023	N/A	R147,00	VUYANI NKOHLA
20&26/11/2023	N/A	R294,00	PASTOR SAKHI
21&26/11/2023	N/A	R294,00	PASTOR SAKHI
23/11/2023	N/A	R147,00	BONGISWA MKETSU
24/11/2023	N/A	R147,00	B.VALELA
25/11/2023	N/A	R147,00	N.MASIBHUNGE
28/11/2023	N/A	R147,00	ASA NYANGIWE
30/11/2023	N/A	R147,00	BONGISWA MKETSU
	KYLEMORE COMMUNITY HALL		
11/2023	N/A	R682,50	HOUSE OF YEHUDAH
11/2023	N/A	R525,00	NAC
04/11/2023	R525,00	R751,00	RANDALL LOUW
23/11/2023	R525,00	R525,00	DAVID CAROLISSEN
25/11/2023	R525,00	R751,00	ANDUS ADAMS
	PNIEL BANQUET HALL		
11/2023	N/A	R525,00	PNIEL BAPTIST CHURCH
04/11/2023	R525,00	R751,00	PNIEL BAPTIST CHURCH
12/11/2023	R525,00	R901,00	DAMIAN ADAMS
24&25/11/2023	R525,00	R901,00	NATALIE LACKAY

1.2 TOTAL FUNCTIONS

2023	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	3	0	4	3	5	3	7	1	11	4	1		42	3.8
Klapmuts Multi-purpose Centre	6	5	8	7	6	8	7	5	6	10	10		77	7
Eikestad Hall	1	6	6	4	4	7	5	5	6	7	6		56	5.0
Cloetesville Banquet Hall	5	3	5	7	2	3	3	5	4	6	4		47	4.2
Wemmershoek Community Hall	1	1	4	4	1	2	2	2	3	1	3		24	2.1
La Motte Community Hall	2	5	2	4	4	4	4	5	3	7	7		47	4.2
Franschhoek Town Hall	0	0	0	0	1	0	2	0	0	2	0		5	0.4
Groendal Community Hall	3	5	5	2	5	5	6	3	3	1	1		39	3.5
Kayamandi Community Hall	9	6	12	16	8	9	12	14	15	14	17		132	12
Kylemore Community Hall	3	4	2	3	2	3	3	4	3	6	5		38	3.4
Pniel Banquet Hall	2	1	2	5	4	2	5	5	6	4	4		40	3.6
Total Functions	35	36	50	55	42	46	56	49	60	62	53		547	49.7

1.3 TOTAL REVENUE

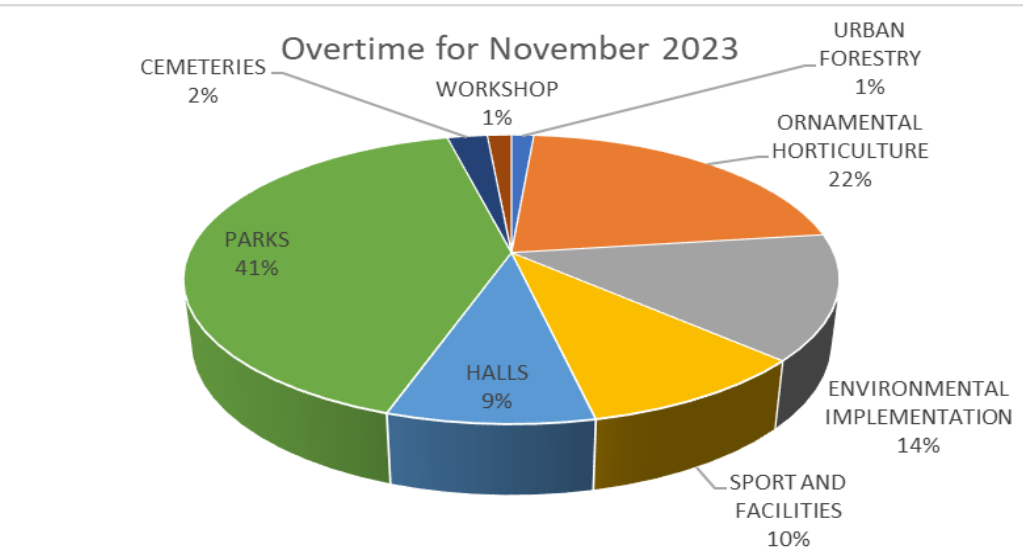
2023	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 June	31 July	31 Aug	30 Sept	30 Oct	30 Nov	Total	Average
Stellenbosch Town Hall	R 15999,00	R 0,00	R 33004,00	R 25372,80	R 38541,00	R 24836,30	R 49115,00	R 29520,00	R 90016,30	R34442,70	R 116490,00	R 481878,10	R43807.10
Klapmuts Multi-Purpose Centre	R 4388,00	R 3044,00	R 10801,00	R 3850,00	R 3378,00	R 4949,00	R 5192,70	R 5957,40	R 4448,00	R9302,60	R 8094,00	R 63404,70	R5764.06
Eikestad Hall	R 1492,00	R 4607,60	R 4398,00	R 2911,00	R 2910,00	R 2916,00	R 4827,00	R 9478,80	R 10408,00	R13659,70	R 10291,50	R 66407,60	R6037.05
Cloetesville Banquet Hall	R 1253,00	R 1611,00	R 1790,00	R 3580,00	R 895,00	R 1074,00	R 3024,00	R 2079,00	R 2646,00	R3213,00	R1890,00	R 22125,00	R2011.36
Wemmershoek Community Hall	R 725,00	R 300,00	R 1140,00	R 1980,00	R 1140,00	R 1132,65	R 751,90	R 1201,00	R 1052,00	R301,00	R 1336,00	R 11059,55	R1005.41
La Motte Community Hall	R 581,50	R 2137,00	R 709,00	R 1559,00	R 1275,00	R 1732,65	R 1202,60	R 3302,00	R 1052,00	R2807,00	R 2852,00	R 19209,75	R1746.34
Franschhoek Town Hall	R 0,00	R 0,00	R 0,00	R 0,00	R 11386,00	R 0,00	R 20759,90	R 0,00	R 0,00	R10680,50	R 0,00	R 42826,40	R3893.30
Groendal Community Hall	R 3020,00	R 1632,00	R2226,40	R 2072,00	R 2568,00	R 2072,00	R 4869,00	R 3987,00	R 3201,00	R0,00	R 3291,00	R 28938,40	R2630.76
Kayamandi Community Hall	R 1259,00	R 1952,00	R 3772,00	R 3215,00	R 1757,00	R 1260,00	R 5292,00	R 2058,00	R 2205,00	R2940,00	R 4116,00	R 29826,00	R2711.45
Kylemore Community Hall	R 2073,07	R 1314,47	R 2073,07	R 3680,67	R 2023,47	R 2992,07	R 1538,50	R 2762,00	R 2011,00	R4939,00	R 3234,50	R 28641,82	R2603.80
Pniel Banquet Hall	R 1415,00	R 1205,00	R 1205,00	R 2760,00	R 3189,00	R 2480,00	R 3678,00	R 2355,00	R 5253,00	R7576,00	R 5028,00	R 36144,00	R3285.81
Total Amount	R 32205,57	R 17803,07	R 61118,47	R 50980,47	R 69062,47	R 45440,67	R 100250,60	R 62700,20	R 122292,30	R 89861,50	R156623,00	R 830461,31	R75496.48

1.4 KEY PERFORMANCE INDICATORS

No KPI's to display for the month of November 2023.

1.5 OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	6	439	18	53	160	114	62	
ORNAMENTAL HORTICULTURE	0	544	491	419	174	0	612	601	630	881	1019	
ENVIRONMENTAL IMPLEMENTATION	306	0	30	30	30	294	28	228	577	363	659	
SPORT AND FACILITIES	672,20	747,5	554.5	449.5	494,5	233,5	382,5	360	336	716,5	457,5	
HALLS	272	378	331	386	414,5	332,50	424,5	373	440,5	465,5	405,5	
PARKS	507	610	1258	1325	1270	40	1134	1426	1388	2137	1938	
CEMETERIES	11,5	155,5	304	155	169,5	218,5	217	135,4	150,4	220,5	111	
WORKSHOP	5	38	12,5	18	36	18	44	43	75	61.5	67	
TOTAL	1773.70	2473	2981	2783.5	2594.5	1575.5	2860	3219.4	3756.9	4959	4719	



7.2.2	MONTHLY REPORT: HALLS: DECEMBER 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 7 March 2024

1. **SUBJECT: DECEMBER 2023 MONTHLY REPORT: HALLS**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for December 2023.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Section: Halls for the month of December 2023 to the Committee for notification.

5. **RECOMMENDATION**

that the monthly reports of Halls for December 2023, be noted.

6. **DISCUSSION / CONTENTS**

6.3 **Background**

The Section: Halls specialises in maintaining all halls in the WCO24.

6.2 **Discussion**

The Halls Section consists of one Assistant Superintendent, one Clerk, who undertakes administrative duties for the hiring and lease of all Municipal halls, one Foreperson and 14 general workers. The main functions of this section are to drive capital projects, plan finances, maintenance, new facilities and draft budgets and policies.

6.4 **Financial Implications**

None

6.4 **Legal Implications**

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

AGENDA

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2024-03-07

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Halls Monthly Report for December 2023.

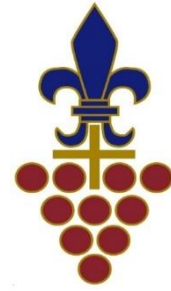
FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT

FOR

DECEMBER 2023

HALLS

DEPARTMENT

COMMUNITY

SERVICES

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1. Halls Functions and Revenue

1.1 Hiring of Halls.....	1
1.2 Total Functions	3
1.3 Total Revenue	4
1.4 Key Performance Indicators	5
1.5 Overtime Statistics.....	6

1.1 HIRING OF HALLS

Month: November 2023	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
06/12/2023	R5022,00	R7016,00	HINDLE HIGH SCHOOL
08/12/2023	R5022,00	R8745,00	RAFIA MOHAMED-FAKIER
	KLAPMUTS MULTI-PURPOSE CENTRE		
12/2023	N/A	R1050,00	SASSA
12/2023	N/A	R530,00	PROPHETIC AWAKENING MINISTRIES
12/2023	N/A	R525,00	JCI KLAPMUTS
02/12/2023	R672,00	R719,00	JUAN WILLIAMS
09/12/2023	N/A	R572,00	JC ANTHONY
23/12/2023	R672,00	R719,00	HILDEGARD LEIBRANDT
	EIKESTAD HALL		
12/2023	N/A	R2100,00	SASSA
12/2023	N/A	R530,00	JUBILEE LIFE MINISTRIES
02/12/2023	R525,00	R751,00	EXCELSIORS RFC
03/12/2023	N/A	R751,00	HAJIERA ARNOLDS
08/12/2023	R525,00	R751,00	CHARLOTTE'S WEB DAY CARE
09/12/2023	R525,00	R751,00	BROEDERS VAN CHRISTUS GEMEENTE
10/12/2023	R525,00	R751,00	WILFRED PIETERSEN
	CLOETESVILLE BANQUET HALL		
02/12/2023	R189,00	R189,00	SIYAMTHANDA DIPHOKO
03,10,24/12/2023	N/A	R567,00	SPIRIT WORLD REVIVAL MINISTRIES
03/12/2023	R189,00	R189,00	CHERYL DENYSSEN
16/12/2023	R189,00	R189,00	LAURENCE SEALS
23/12/2023	R189,00	R189,00	MERCIA GREEFF
	WEMMERSHOEK COMMUNITY HALL		
12/2023	N/A	R301,00	THE PARISH OF ST GEORGE
01,09/12/2023	R301,00	R900,00	HELLENE FISCHER
02/12/2023	R301,00	R450,00	MARILYN AFRIKA

	LA MOTTE COMMUNITY HALL		
12/2023	N/A	R301,00	THE PARISH OF ST GEORGE
12/2023	N/A	R301,00	SPIRIT WORLD REVIVAL MINISTRIES
15/12/2023	R301,00	R450,00	KAYLIN BOONZAAIER
16/12/2023	R301,00	R450,00	RACQUEL CUPIDO
25/12/2023	N/A	R572,00	SPIRIT WORLD REVIVAL MINISTRIES

	GROENDAL COMMUNITY HALL		
12/2023	N/A	R525,00	SASSA
	FRANSCHHOEK TOWN HALL		
NONE			
	KAYAMANDI COMMUNITY HALL		
01/12/2023	N/A	R147,00	MR.RALANE
05,06,07/12/2023	N/A	R441,00	SIHLE MBULAWA
09/12/2023	N/A	R147,00	MORGAN NTOZINI
09/12/2023	N/A	R147,00	BRITON KAURIMBO
12/12/2023	N/A	R147,00	NTSIKELELO OFISI
	KYLEMORE COMMUNITY HALL		
12/2023	N/A	R652,50	HOUSE OF YEHUDAH
12/2023	N/A	R525,00	NAC
02/12/2023	R525,00	R751,00	RALPHTON ADAMS
	PNIEL BANQUET HALL		
12/2023	N/A	R525,00	PNIEL BAPTIST CHURCH
16/12/2023	R525,00	R751,00	MARALYN DAMONSE
19,20,21/12/2023	N/A	R1575,00	EXTRAORDINARY SOLUTIONS

1.2 TOTAL FUNCTIONS

2023	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	3	0	4	3	5	3	7	1	11	4	1	2	42	3.8
Klapmuts Multi-purpose Centre	6	5	8	7	6	8	7	5	6	10	10	6	77	7
Eikestad Hall	1	6	6	4	4	7	5	5	6	7	6	7	56	5.0
Cloetesville Banquet Hall	5	3	5	7	2	3	3	5	4	6	4	5	47	4.2
Wemmershoek Community Hall	1	1	4	4	1	2	2	2	3	1	3	3	24	2.1
La Motte Community Hall	2	5	2	4	4	4	4	5	3	7	7	5	47	4.2
Franschhoek Town Hall	0	0	0	0	1	0	2	0	0	2	0	0	5	0.4
Groendal Community Hall	3	5	5	2	5	5	6	3	3	1	1	1	39	3.5
Kayamandi Community Hall	9	6	12	16	8	9	12	14	15	14	17	5	132	12
Kylemore Community Hall	3	4	2	3	2	3	3	4	3	6	5	3	38	3.4
Pniel Banquet Hall	2	1	2	5	4	2	5	5	6	4	4	3	40	3.6
Total Functions	35	36	50	55	42	46	56	49	60	62	53	40	547	49.7

1.3 TOTAL REVENUE

2023	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 June	31 July	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	R 15999,00	R 0,00	R 33004,00	R 25372,80	R 38541,00	R 24836,30	R 49115,00	R 29520,00	R 90016,30	R34442,70	R 116490,00	R15761,00	R 481878,10	R43807.10
Klapmuts Multi-Purpose Centre	R 4388,00	R 3044,00	R 10801,00	R 3850,00	R 3378,00	R 4949,00	R 5192,70	R 5957,40	R 4448,00	R9302,60	R 8094,00	R4115,00	R 63404,70	R5764.06
Eikestad Hall	R 1492,00	R 4607,60	R 4398,00	R 2911,00	R 2910,00	R 2916,00	R 4827,00	R 9478,80	R 10408,00	R13659,70	R 10291,50	R6385,00	R 66407,60	R6037.05
Cloetesville Banquet Hall	R 1253,00	R 1611,00	R 1790,00	R 3580,00	R 895,00	R 1074,00	R 3024,00	R 2079,00	R 2646,00	R3213,00	R1890,00	R1323,00	R 22125,00	R2011.36
Wemmershoek Community Hall	R 725,00	R 300,00	R 1140,00	R 1980,00	R 1140,00	R 1132,65	R 751,90	R 1201,00	R 1052,00	R301,00	R 1336,00	R1651,00	R 11059,55	R1005.41
La Motte Community Hall	R 581,50	R 2137,00	R 709,00	R 1559,00	R 1275,00	R 1732,65	R 1202,60	R 3302,00	R 1052,00	R2807,00	R 2852,00	R2074,00	R 19209,75	R1746.34
Franschhoek Town Hall	R 0,00	R 0,00	R 0,00	R 0,00	R 11386,00	R 0,00	R 20759,90	R 0,00	R 0,00	R10680,50	R 0,00	R0,00	R 42826,40	R3893.30
Groendal Community Hall	R 3020,00	R 1632,00	R2226,40	R 2072,00	R 2568,00	R 2072,00	R 4869,00	R 3987,00	R 3201,00	R0,00	R 3291,00	R525,00	R 28938,40	R2630.76
Kayamandi Community Hall	R 1259,00	R 1952,00	R 3772,00	R 3215,00	R 1757,00	R 1260,00	R 5292,00	R 2058,00	R 2205,00	R2940,00	R 4116,00	R1029,00	R 29826,00	R2711.45
Kylemore Community Hall	R 2073,07	R 1314,47	R 2073,07	R 3680,67	R 2023,47	R 2992,07	R 1538,50	R 2762,00	R 2011,00	R4939,00	R 3234,50	R1928,50	R 28641,82	R2603.80
Pniel Banquet Hall	R 1415,00	R 1205,00	R 1205,00	R 2760,00	R 3189,00	R 2480,00	R 3678,00	R 2355,00	R 5253,00	R7576,00	R 5028,00	R2851,00	R 36144,00	R3285.81
Total Amount	R 32205,57	R 17803,07	R 61118,47	R 50980,47	R 69062,47	R 45440,67	R 100250,60	R 62700,20	R 122292,30	R 89861,50	R156623,00	R37642,50	R 830461,31	R75496.48

1.4 KEY PERFORMANCE INDICATORS

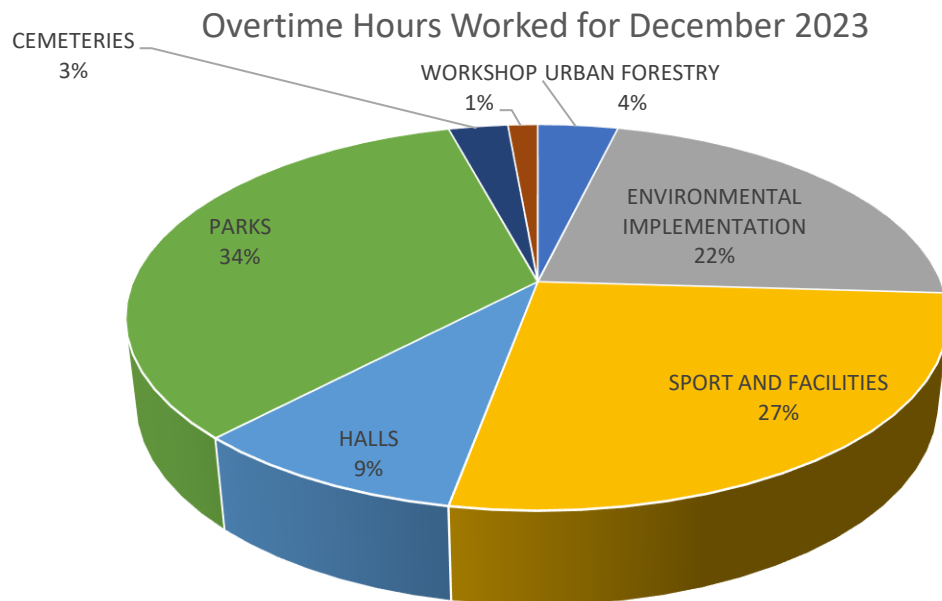
Ref	KPI	Unit of Measurement	KPI Type	MSC	Dec-23						Overall Performance for December 2023 to December 2023				
					Original Target	Target Adjustments	Target	Target Description	Actual	R	Performance Comment	Original Target	Target	Actual	R
D2040	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	[Unspecified]	Whole Municipal Area: All	30%	0%	30%		0%	R		30%	30%	0%	R
D2041	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	[Unspecified]	Whole Municipal Area: All	60%	0%	60%		0%	R		60%	60%	0%	R
D2042	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2024/25)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2024 and 100% by 30 June 2024 for the 2024/25 financial year)	[Unspecified]	Whole Municipal Area: All	0%	0%	0%		0%	N/A		0%	0%	0%	N/A
D2043	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	[Unspecified]	Whole Municipal Area: All	1	0	1		1	G	Attached the print screen of procurement needs submitted to SCM for the Department.	1	1	1	G
D2044	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	[Unspecified]	Whole Municipal Area: All	1	0	1		1	G	Attached the attendance register of the quarterly meeting attended by the manager	1	1	1	G
D2045	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	[Unspecified]	Whole Municipal Area: All	0	0	0		0	N/A		0	0	0	N/A
D2046	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	[Unspecified]	Whole Municipal Area: All	50%	0%	50%		100%	B	Attached the SOPs developed and signed by the Director.	50%	50%	100%	B
D2047	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	[Unspecified]	Whole Municipal Area: All	2	0	2		2	G	See attached attendance registers.	2	2	2	G
D2125	Submission of the Swimming Pool policy to the Senior Manager: Community Services	Number of Swimming Pool policies submitted to the Senior Manager: Community Services by 30 June	[Unspecified]	Whole Municipal Area: All	0	0	0		0	N/A		0	0	0	N/A
D2165	Facilitation of the Annual Mayoral Youth Cup	Number of Annual Mayoral Youth Cups facilitated by 30 June	[Unspecified]	Whole Municipal Area: All	0	0	0		0	N/A		0	0	0	N/A

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	4
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
Total KPIs:			10

1.5 OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	6	439	18	53	160	114	62	121
ORNAMENTAL HORTICULTURE	0	544	491	419	174	0	612	601	630	881	1019	
ENVIRONMENTAL IMPLEMENTATION	306	0	30	30	30	294	28	228	577	363	659	714
SPORT AND FACILITIES	672,20	747,5	554.5	449.5	494,5	233,5	382,5	360	336	716,5	457,5	867
HALLS	272	378	331	386	414,5	332,50	424,5	373	440,5	465,5	405,5	296
PARKS	507	610	1258	1325	1270	40	1134	1426	1388	2137	1938	1086
CEMETERIES	11,5	155,5	304	155	169,5	218,5	217	135,4	150,4	220,5	111	89,5
WORKSHOP	5	38	12,5	18	36	18	44	43	75	61.5	67	45
TOTAL	1773.70	2473	2981	2783.5	2594.5	1575.5	2860	3219.4	3756.9	4959	4719	3218,5



7.2.3	MONTHLY REPORT: HALLS: JANUARY 2024
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 7 March 2024

2. SUBJECT: JANUARY 2024 MONTHLY REPORT: HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for January 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of January 2024 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Halls for January 2024, be noted.

6. DISCUSSION / CONTENTS

6.5 Background

The Section: Halls specialises in maintaining all halls in the WCO24.

6.2 Discussion

The Halls Section consists of one Assistant Superintendent, one Clerk, who undertakes administrative duties for the hiring and lease of all Municipal halls, one Foreperson and 14 general workers. The main functions of this section are to drive capital projects, plan finances, maintenance, new facilities and draft budgets and policies.

6.6 Financial Implications

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

AGENDA

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2024-03-07

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Halls Monthly Report for January 2024.

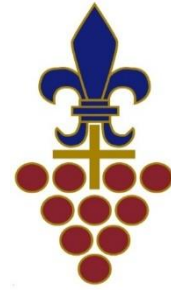
FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT

FOR

JANUARY 2024

HALLS

DEPARTMENT

COMMUNITY

SERVICES

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1. Halls Functions and Revenue

1.1 Hiring of Halls.....	1
1.2 Total Functions	3
1.3 Total Revenue	4
1.4 Key Performance Indicators	5
1.5 Overtime Statistics.....	6

1.1 HIRING OF HALLS

Month: November 2023	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
28/01/2024	R5785,00	R9525,00	F.SHAIK
	KLAPMUTS MULTI-PURPOSE CENTRE		
01/2024	N/A	R525,00	JCI KLAPMUTS
01/2024	N/A	R740,00	PROPHETIC AWAKENING REVIVAL MINISTRIES
01/2024	N/A	R2100,00	SASSA
	EIKESTAD HALL		
01/2024	N/A	R530,00	JUBILEE LIFE MINISTRIES
01/2024	N/A	R5775,00	SASSA
27/01/2024	R525,00	R751,00	WADIA ABRAHAMS
	CLOETESVILLE BANQUET HALL		
01/2024	N/A	R567,00	USIKO
7,14,21,28/01/2024	N/A	R756,00	SPIRIT WORLD REVIVAL MINISTRIES
	WEMMERSHOEK COMMUNITY HALL		
01/2024	N/A	R301,00	ST GEORGES
JANUARY-JUNE	N/A	R1575,00	DEPARTMENT OF EMPLOYMENT AND LABOR
06/01/2024	R301,00	R450,00	FERNOL ESTERHUIZEN
13/01/2024	R301,00	R450,00	CAROLINE DANIELS
	LA MOTTE COMMUNITY HALL		
01/2024	N/A	R301,00	SPIRIT WORLD REVIVAL MINISTRIES
01/2024	N/A	R301,00	ST GEORGES

	GROENDAL COMMUNITY HALL		
01/2024	N/A	R1575,00	SASSA
	FRANSCHHOEK TOWN HALL		
26-28/01/2024	N/A	R1716,00	SPIRIT WORLD REVIVAL MINISTRIES
	KAYAMANDI COMMUNITY HALL		
04/02,03/03,07/04,05/05,02/06/2024	N/A	R735,00	NOMBULELO NANI
10/02,09/03,13/04,11/05,08/06/2024	N/A	R735,00	SLWETHU SIBONGO
11/02,10/03,14/04,12/05,09/06/2024	N/A	R735,00	LUNELI QHAYIYA
19/01/2024	N/A	R147,00	MR RAZANE
27/01/2024	N/A	R147,00	Z.NTSHONTSWANA
	KYLEMORE COMMUNITY HALL		
01/2024	N/A	R630,00	HOUSE OF YEHUDAH
01/2024	N/A	R525,00	NAC
	PNIEL BANQUET HALL		
01/2024	N/A	R525,00	PNIEL BAPTIST CHURCH
20/01/2024	R525,00	R751,00	NIGEL SAMUELS

1.2 TOTAL FUNCTIONS

2024	31 Jan	29 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	1												1	1
Klapmuts Multi-purpose Centre	3												3	3
Eikestad Hall	3												3	3
Cloetesville Banquet Hall	2												2	2
Wemmershoek Community Hall	4												4	4
La Motte Community Hall	2												2	2
Franschhoek Town Hall	1												1	1
Groendal Community Hall	1												1	1
Kayamandi Community Hall	5												5	5
Kylemore Community Hall	2												2	2
Pniel Banquet Hall	2												2	2
Total Functions	26												26	26

1.3 TOTAL REVENUE

2024	31 Jan	29 Feb	31 Mar	30 Apr	31 May	30 June	31 July	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	R9525,00												R9525,00	R9525,00
Klapmuts Multi-Purpose Centre	R3365,00												R3365,00	R3365,00
Eikestad Hall	R7056,00												R7056,00	R7056,00
Cloetesville Banquet Hall	R1323,00												R1323,00	R1323,00
Wemmershoek Community Hall	R2776,00												R2776,00	R2776,00
La Motte Community Hall	R602,00												R602,00	R602,00
Franschhoek Town Hall	R1716,00												R1716,00	R1716,00
Groendal Community Hall	R1575,00												R1575,00	R1575,00
Kayamandi Community Hall	R2499,00												R2499,00	R2499,00
Kylemore Community Hall	R1155,00												R1155,00	R1155,00
Pniel Banquet Hall	R1276,00												R1276,00	R1276,00
Total Amount	R32868,00												R32868,00	R32868,00

1.4 KEY PERFORMANCE INDICATORS

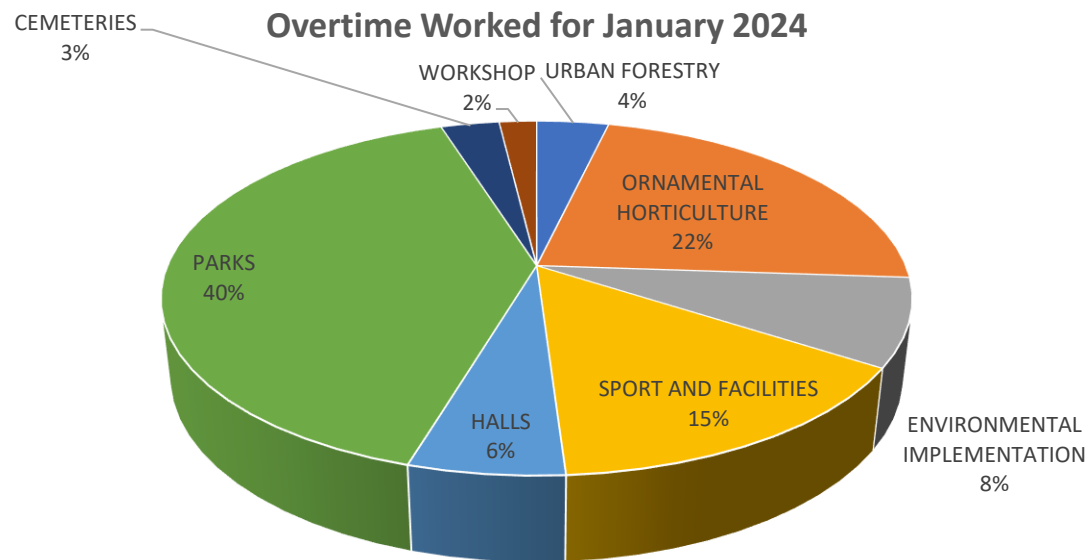
Ref	KPI	Unit of Measurement	KPI Type	MSC	Performance KPA	Performance Standard	Jan-24					Overall Performance for January 2024 to January 2024				
							Original Target	Target	Target Description	Actual	R	Performance Comment	Original Target	Target	Actual	R
D2040	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 3 - Financial Management	90% approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	0%	0%		0%	N/A		0%	0%	0%	N/A
D2041	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 3 - Financial Management	90% Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	0%	0%		0%	N/A		0%	0%	0%	N/A
D2042	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2024/25)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2024 and 100% by 30 June 2024 for the 2024/25 financial year)	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 3 - Financial Management	100% Final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2024 and 100% by 30 June 2024 for the 2024/25 financial year)	0%	0%		0%	N/A		0%	0%	0%	N/A
D2043	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 1 - Management	Quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	0	0		0	N/A		0	0	0	N/A
D2044	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 9 - Occupational Health and Safety (OHS)	Quarterly OHS meetings attended by the manager or secondee	0	0		0	N/A		0	0	0	N/A
D2045	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 7 - Administration	1 List of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0	0		0	N/A		0	0	0	N/A
D2046	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	[Unspecified]	Whole Municipal Area: All	Risk Management - 6 - Administration	100% SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	0%	0%		0%	N/A		0%	0%	0%	N/A
D2047	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 7 - Administration	24 Sport meetings facilitated per annum	2	2		2	G	See attached the 2 attendance registers of meetings.	2	2	2	G
D2125	Submission of the Swimming Pool policy to the Senior Manager: Community Services	Number of Swimming Pool policies submitted to the Senior Manager: Community Services by 30 June	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 7 - Administration	1 Swimming Pool policy submitted to the Senior Manager: Community Services by 30 June	0	0		0	N/A		0	0	0	N/A
D2165	Facilitation of the Annual Mayoral Youth Cup	Number of Annual Mayoral Youth Cups facilitated by 30 June	[Unspecified]	Whole Municipal Area: All	Recreation, Sport and Halls - 6 - Project Management	1 Annual Mayoral Youth Cup facilitated by 30 June	0	0		0	N/A		0	0	0	N/A

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	9
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
Total KPIs:			10

1.5 OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	119											
ORNAMENTAL HORTICULTURE	720											
ENVIRONMENTAL IMPLEMENTATION	257											
SPORT AND FACILITIES	479,5											
HALLS	182,5											
PARKS	1301											
CEMETERIES	96,5											
WORKSHOP	62											
TOTAL	3217,5											



7.2.4	MONTHLY REPORT: SPORT: NOVEMBER 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 7 March 2024

1. SUBJECT: SPORT: NOVEMBER 2023 MONTHLY REPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for November 2023.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of November 2023 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Sports for November 2023, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Sub-section specialises in maintaining sports grounds and Facilities in the WCO24.

6.2 Discussion

The Sport Section prepares sports fields for different teams and sporting codes varying from cricket, rugby, soccer, hockey, tennis, netball and the swimming pool. All our sports grounds combined together make 37.5 hectares. The Sport Section has 33 employees to render this service.

6.3 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted.

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Sport Monthly Report for November 2023.

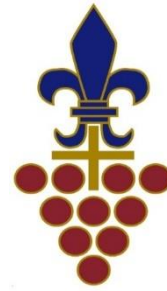
FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT
NOVEMBER 2023
SPORT SECTION
COMMUNITY
SERVICES

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1. General	1
2. Training	1
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5. Cloetesville Swimming Pool	1
6. Events for Sports and Halls	1
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8. Vandalism and Break-ins at Sport Facilities	3
9. Capital Projects	4
10. Key performance indicators (KPI's).....	4
11. Sport and Facilities Risk Management	5
12. Community Services Human Resources	6-09
13. Overtime Statistics for Sport & Halls Department	10

SPORTS AND FACILITIES

1. GENERAL

All sport facilities are open and fully functional.

2. TRAINING

Training	Month	Total attendees	Section
Digger	November	1	Sports

3. SPORT AND HALLS: CHALLENGES, GOOD NEWS, SPORT CODES

All security concerns are reported to Law Enforcement as received from staff, sport councils and communities.

The Section 80 committee members visited the sport facilities and the Sport Section is in the process of compiling a report to discuss the critical defects.

4. SPORTS FACILITIES MANAGEMENT PLAN

User Agreement of Pniel Sport Council is outstanding, they are awaiting the election of a new sport council, the SSRA undertook facilitate the process.

A workshop is planned with the SSRA and Sport Councils to discuss the roles, responsibilities and expectations as illustrated in the User Agreement.

5. RECREATION FACILITIES

Advertisements for seasonal posts were advertised for Cloetesville swimming pool. Jonkershoek Picnic Site is currently closed due to disastrous floods. A service provider has been appointed to fell and remove fallen and damaged trees. Repairing the roads has also commenced.

6. EVENTS FOR SPORTS AND HALLS

None.

7. SPORTING ACTIVITIES AT OUR FACILITIES: NOVEMBER 2023

Sports Facility	Soccer (includes: practices and matches)	Rugby (includes: practices and matches)	Cricket (includes: practices and matches)	Hockey (includes: practices and matches)	Baseball (includes: practices and matches)	Netball (includes: practices and matches)	Special events
Ida's Valley	4		4				
Cloetesville	5		6				
Kayamandi	5						
Van Der Stel	3		5				
Jamestown	8						
Raithby			2				
Kylemore			2				
Pniel			8				
Lanquedoc							
Wemmershoek			2				
La Motte							
Groendal	2		4				
Klapmuts	2		4				
Jonkershoek							
Papplaas							
De Novo	2						
Nietvoorbij							

8. VANDALISM BREAK-INS AT SPORTS FACILITIES: NOVEMBER 2023

DATE	LOCATION	COMPLAINT	FEEDBACK/COMMENT
None		•	•

9. CAPITAL PROJECT 2023/24 FEEDBACK

Projects	Fund	Original Budget	Adjustment Budget	Virements	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committed %
Halls		350 000	-	19 350	369 350	194 350	8 000	4 229	-	12 229	357 121	2,17%	3,31%
Community Hall	CRR	200 000	-	-	200 000	100 000	-	-	-	-	200 000	0,00%	0,00%
Furniture, Tools & Equipment Halls	CRR	150 000	-	19 350	169 350	94 350	8 000	4 229	-	12 229	157 121	4,72%	7,22%
Sports Grounds and Picnic Sites		5 211 030	2 437 008	-19 350	7 628 688	5 161 655	747 535	1 073 951	856 515	2 678 001	4 950 687	9,80%	35,10%
Fencing of Netball Courts	CRR	350 000	-	-	350 000	350 000	-	-	304 348	304 348	45 652	0,00%	86,96%
Fencing: Sport Grounds (WC024)	DC-Comm	-	190 570	-	190 570	190 570	165 713	-	21 615	187 328	3 242	86,96%	98,30%
Jonkershoek Picnic Site upgrades	CRR	500 000	99 905	-	599 905	599 905	-	-	234 435	234 435	365 470	0,00%	39,08%
Jonkershoek Picnic Site upgrades	DC-Comm	-	48 500	-	48 500	48 500	42 174	-	-	42 174	6 326	86,96%	86,96%
Kayamandi Sports Ground	CRR	300 000	-	-	300 000	100 000	-	-	-	-	300 000	0,00%	0,00%
La Motte Open Air Gym	CRR	300 000	-	-	300 000	200 000	-	-	-	-	300 000	0,00%	0,00%
Recreational Equipment Sport	CRR	-	131 000	58 900	189 900	189 900	-	165 130	-	165 130	24 770	0,00%	86,96%
Re-Surface of Netball/Tennis Courts	CRR	-	274 718	-2 900	271 818	-2 900	-	-	-	-	271 818	0,00%	0,00%
Re-Surface of Netball/Tennis Courts	DC-Comm	-	123 495	-	123 495	-	-	-	-	-	123 495	0,00%	0,00%
Upgrade of Sport Facilities	DC-Comm	3 561 030	1 568 820	-	5 129 850	3 561 030	539 648	784 171	296 117	1 619 937	3 509 913	10,52%	31,58%
Installation of cricket nets	CRR	200 000	-	-75 350	124 650	-75 350	-	124 650	-	124 650	-	0,00%	100,00%
TOTAL - Capital		504 799 865	52 359 025	4 839 484	561 998 374	182 307 397	83 688 073	159 384 671	7 762 595			14,89%	0,00%

10. DEPARTMENT COMMUNITY SERVICES :KEY PERFORMANCE INDICATORS

No KPI's to display for the month of November 2023.

11. SPORT & FACILITIES RISK MANAGEMENT

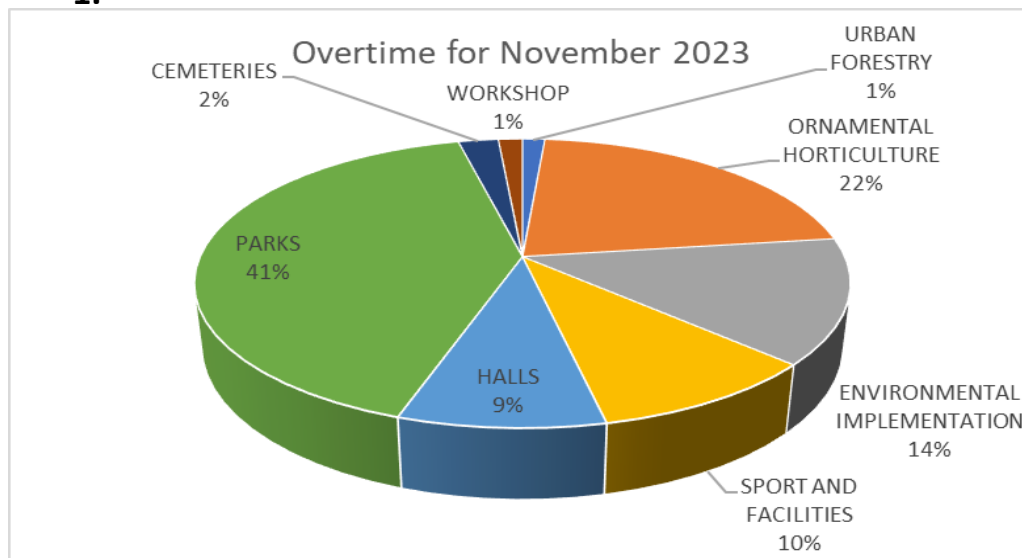
Sport and Facilities	Halls
<p>Criminals vandalises and forcefully removed council assets- this contribution to devastating the municipal operational budgets.</p> <p>Lack of adequate security remains to be a challenge.</p>	<p>Outside lighting at Halls are too weak.</p> <p>Perimeter fencing are continuously vandalised and stolen during night time.</p>

HALLS	0	0	0	0	0	0	0	0	0	0	0	
PARKS	0	0	0	0	0	0	0	0	0	0	0	
LIBRARIES	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	
TRAINING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	1	1	1	1	1	0	0	
ORNAMENTAL HORTICULTURE	0	0	0	3	3	3	3	3	3	0	0	
NATURE CONSERVATION	0	0	0	2	2	2	2	2	2	0	0	
SPORT AND FACILITIES	0	0	0	17	0	0	0	0	0	0	0	
PARKS STB & FHK	0	0	0	0	0	0	0	0	0	0	14	
LIBRARIES	0	0	0	0	0	0	0	0	0	0	0	
HALLS	0	0	0	2	2	2	2	2	2	0	0	
TOTAL	0	0	0	25	8	8	8	8	8	0	14	
OVERTIME PRE-APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	6	6	2	2	2	2	2	2	2	3	3	
BEAUTIFICATION	18	18	18	18	18	18	18	18	18	18	19	
NATURE CONSERVATION	9	9	9	9	9	9	9	9	9	9	9	
SPORT AND FACILITIES	34	34	34	34	34	34	34	34	34	34	34	
HALLS	12	12	12	12	12	12	12	12	12	12	12	
PARKS	45	45	45	45	45	45	45	45	45	45	45	
CEMETERIES	13	13	13	13	13	13	13	13	13	13	13	
LIBRARIES	0	0	0	0	0	0	0	0	0	0	0	
WORKSHOP	2	2	2	2	2	2	2	2	2	2	2	
TOTAL	137	137	133	133	133	133	133	133	133	136	137	

13. OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	6	439	18	53	160	114	62	
BEAUTIFICATION	0	544	491	419	174	0	612	601	630	881	1019	
NATURE CONSERVATION	306	0	30	30	30	294	28	228	577	363	659	
SPORT AND FACILITIES	672,20	747.5	554.5	449.5	494.5	233,5	382,5	360	336	716,5	457,5	
HALLS	272	378	331	386	414.5	332,50	424,5	373	440,5	465,5	405,5	
PARKS	507	610	1258	1325	1270	40	1134	1426	1388	2137	1938	
CEMETERIES	11,5	155.5	304	155	169.5	218,5	217	135,4	150,4	220,5	111	
WORKSHOP	5	38	12.5	18	36	18	44	43	75	61.5	67	
TOTAL	1773.70	2473	2981	2783.5	2594.5	1575.5	2860	3219.4	3756.9	4959	4719	

1.



7.2.5	MONTHLY REPORT: SPORT: DECEMBER 2023
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 7 March 2024

1. SUBJECT: SPORT: DECEMBER 2023 MONTHLY REPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for December 2023.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of December 2023 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Sports for December 2023, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Sub-section specialises in maintaining sports grounds and Facilities in the WCO24.

6.2 Discussion

The Sport Section prepares sports fields for different teams and sporting codes varying from cricket, rugby, soccer, hockey, tennis, netball and the swimming pool. All our sports grounds combined together make 37.5 hectares. The Sport Section has 33 employees to render this service.

6.3 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted.

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Sport Monthly Report for December 2023.

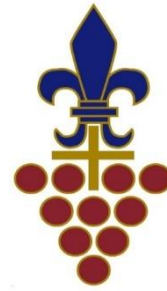
FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT
DECEMBER 2023
SPORT SECTION
COMMUNITY
SERVICES

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4. New Sports Management Plan	1
5. Cloetesville Swimming Pool	1
6. Events for Sports and Halls	1
7. Sporting Activities at our facilities.....	2
8. Vandalism and Break-ins at Sport Facilities	3
9. Capital Projects	4
10. Key performance indicators (KPI's).....	4
11. Sport and Facilities Risk Management	5
12. Community Services Human Resources	6-09
13. Overtime Statistics for Sport & Halls Department	10

SPORTS AND FACILITIES

1. GENERAL

All sport facilities are open and fully functional.

2. TRAINING

None.

3. SPORT AND HALLS: CHALLENGES, GOOD NEWS, SPORT CODES

All security concerns are reported to Law Enforcement as received from staff, sport councils and communities.

The Section 80 committee members visited the sport facilities and the Sport Section is in the process of compiling a report to discuss the critical defects.

4. SPORTS FACILITIES MANAGEMENT PLAN

User Agreement of Pniel Sport Council is outstanding, they are awaiting the election of a new sport council, the SSRA undertook facilitate the process.

A workshop is planned with the SSRA and Sport Councils to discuss the roles, responsibilities and expectations as illustrated in the User Agreement.

5. RECREATION FACILITIES

Cloetesville swimming pool is fully operational. Jonkershoek Picnic Site is currently closed due to disastrous floods. Repairing the roads has also commenced and the section await the procurement the procurement of machinery to reinstate the roads. The opening of the facility is undefined

6. EVENTS FOR SPORTS AND HALLS

None.

7. SPORTING ACTIVITIES AT OUR FACILITIES: DECEMBER 2023

Sports Facility	Soccer (includes: practices and matches)	Rugby (includes: practices and matches)	Cricket (includes: practices and matches)	Hockey (includes: practices and matches)	Baseball (includes: practices and matches)	Netball (includes: practices and matches)	Special events
Ida's Valley	4	0	4	0	0	0	
Cloetesville	5	0	6	0	0	0	
Kayamandi	5	0	0	0	0	0	
Van Der Stel	3	0	5	0	0	0	
Jamestown	8	0	0	0	0	0	
Raithby	0	0	2	0	0	0	
Kylemore	0	0	2	0	0	0	
Pniel	0	0	8	0	0	0	
Lanquedoc	0	0	0	0	0	0	
Wemmershoek	0	0	2	0	0	0	
La Motte	0	0	0	0	0	0	
Groendal	2	0	4	0	0	0	
Klapmuts	2	0	4	0	0	0	
Jonkershoek	0	0	0	0	0	0	
Papplaas	0	0	0	0	0	0	
De Novo	2	0	0	0	0	0	
Nietvoorbij	0	0	0	0	0	0	

8. VANDALISM BREAK-INS AT SPORTS FACILITIES: DECEMBER 2023

DATE	LOCATION	COMPLAINT	FEEDBACK/COMMENT
None		•	•

9. CAPITAL PROJECT 2023/24 FEEDBACK

Projects	Fund	Original Budget	Adjustment Budget	Virements	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committed %
Halls		350 000	-	19 350	369 350	194 350	8 000	4 229	-	12 229	357 121	2,17%	3,31%
Community Hall	CRR	200 000	-	-	200 000	100 000	-	-	-	-	200 000	0,00%	0,00%
Furniture, Tools & Equipment Halls	CRR	150 000	-	19 350	169 350	94 350	8 000	4 229	-	12 229	157 121	4,72%	7,22%
Sports Grounds and Picnic Sites		5 211 030	2 437 008	-19 350	7 628 688	5 161 655	747 535	1 073 951	856 515	2 678 001	4 950 687	9,80%	35,10%
Fencing of Netball Courts	CRR	350 000	-	-	350 000	350 000	-	-	304 348	304 348	45 652	0,00%	86,96%
Fencing Sport Grounds (WC024)	DC-Comm	-	190 570	-	190 570	190 570	165 713	-	21 615	187 328	3 242	86,96%	98,30%
Jonkershoek Picnic Site upgrades	CRR	500 000	99 905	-	599 905	599 905	-	-	234 435	234 435	365 470	0,00%	39,08%
Jonkershoek Picnic Site upgrades	DC-Comm	-	48 500	-	48 500	48 500	42 174	-	-	42 174	6 326	86,96%	86,96%
Kayamandi Sports Ground	CRR	300 000	-	-	300 000	100 000	-	-	-	-	300 000	0,00%	0,00%
La Motte Open Air Gym	CRR	300 000	-	-	300 000	200 000	-	-	-	-	300 000	0,00%	0,00%
Recreational Equipment Sport	CRR	-	131 000	58 900	189 900	189 900	-	165 130	-	165 130	24 770	0,00%	86,96%
Re-Surface of Netball/Tennis Courts	CRR	-	274 718	-2 900	271 818	-2 900	-	-	-	-	271 818	0,00%	0,00%
Re-Surface of Netball/Tennis Courts	DC-Comm	-	123 495	-	123 495	-	-	-	-	-	123 495	0,00%	0,00%
Upgrade of Sport Facilities	DC-Comm	3 561 030	1 568 820	-	5 129 850	3 561 030	539 648	784 171	296 117	1 619 937	3 509 913	10,52%	31,58%
Installation of cricket nets	CRR	200 000	-	-75 350	124 650	-75 350	-	124 650	-	124 650	-	0,00%	100,00%
TOTAL - Capital		5 047 998 665	52 359 025	4 839 484	5 611 998 374	1 823 073 397	83 688 073	1 593 846 711	7 762 595			14,89%	0,00%

10. DEPARTMENT COMMUNITY SERVICES :KEY PERFORMANCE INDICATORS

Ref	KPI	Unit of Measurement	KPI Type	MSC	Dec-23						Overall Performance for December 2023 to December 2023				
					Original Target	Target Adjustments	Target	Target Description	Actual	R	Performance Comment	Original Target	Target	Actual	R
D2040	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	[Unspecified]	Whole Municipal Area: All	30%	0%	30%		0%	R		30%	30%	0%	R
D2041	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	[Unspecified]	Whole Municipal Area: All	60%	0%	60%		0%	R		60%	60%	0%	R
D2042	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2024/25)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2024 and 100% by 30 June 2024 for the 2024/25 financial year)	[Unspecified]	Whole Municipal Area: All	0%	0%	0%		0%	N/A		0%	0%	0%	N/A
D2043	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	[Unspecified]	Whole Municipal Area: All	1	0	1		1	G	Attached the print screen of procurement needs submitted to SCM for the Department.	1	1	1	G
D2044	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	[Unspecified]	Whole Municipal Area: All	1	0	1		1	G	Attached the attendance register of the quarterly meeting attended by the manager	1	1	1	G
D2045	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	[Unspecified]	Whole Municipal Area: All	0	0	0		0	N/A		0	0	0	N/A
D2046	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	[Unspecified]	Whole Municipal Area: All	50%	0%	50%		100%	B	Attached the SOPs developed and signed by the Director.	50%	50%	100%	B
D2047	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	[Unspecified]	Whole Municipal Area: All	2	0	2		2	G	See attached attendance registers.	2	2	2	G
D2125	Submission of the Swimming Pool policy to the Senior Manager: Community Services	Number of Swimming Pool policies submitted to the Senior Manager: Community Services by 30 June	[Unspecified]	Whole Municipal Area: All	0	0	0		0	N/A		0	0	0	N/A
D2165	Facilitation of the Annual Mayoral Youth Cup	Number of Annual Mayoral Youth Cups facilitated by 30 June	[Unspecified]	Whole Municipal Area: All	0	0	0		0	N/A		0	0	0	N/A

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	4
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
Total KPIs:			10

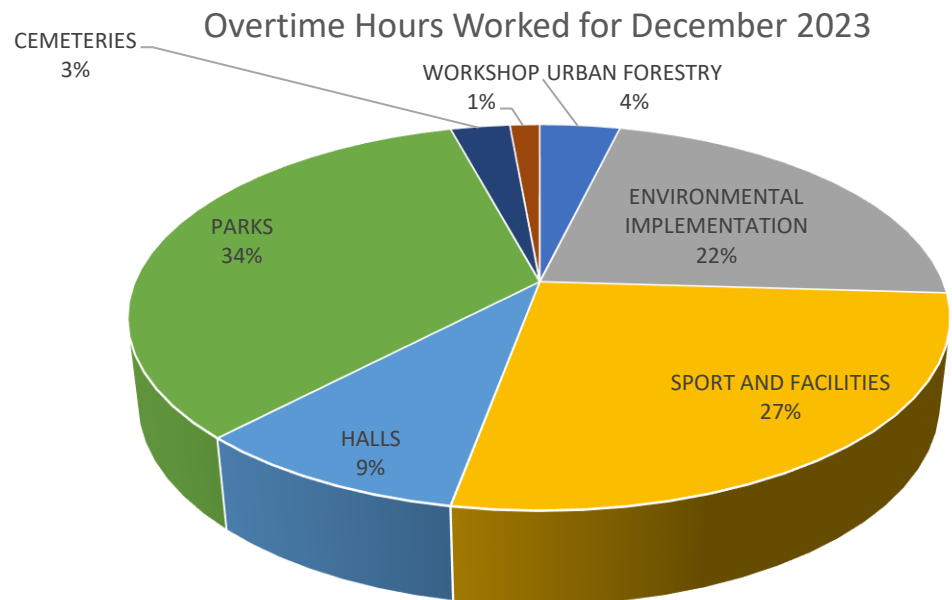
11. SPORT & FACILITIES RISK MANAGEMENT

Sport and Facilities	Halls
<p>Criminals vandalises and forcefully removed council assets- this contribution to devastating the municipal operational budgets.</p> <p>Lack of adequate security remains to be a challenge.</p>	<p>Outside lighting at Halls are too weak.</p> <p>Perimeter fencing are continuously vandalised and stolen during night time.</p>

HALLS	0	0	0	0	0	0	0	0	0	0	0	0
PARKS	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIES	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
TRAINING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	1	1	1	1	1	0	0	0
ORNAMENTAL HORTICULTURE	0	0	0	3	3	3	3	3	3	0	0	0
NATURE CONSERVATION	0	0	0	2	2	2	2	2	2	0	0	0
SPORT AND FACILITIES	0	0	0	17	0	0	0	0	0	0	0	0
PARKS STB & FHK	0	0	0	0	0	0	0	0	0	0	14	14
LIBRARIES	0	0	0	0	0	0	0	0	0	0	0	0
HALLS	0	0	0	2	2	2	2	2	2	0	0	0
TOTAL	0	0	0	25	8	8	8	8	8	0	14	14
OVERTIME PRE-APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	6	6	2	2	2	2	2	2	2	3	3	121
BEAUTIFICATION	18	18	18	18	18	18	18	18	18	18	19	
NATURE CONSERVATION	9	9	9	9	9	9	9	9	9	9	9	714
SPORT AND FACILITIES	34	34	34	34	34	34	34	34	34	34	34	867
HALLS	12	12	12	12	12	12	12	12	12	12	12	296
PARKS	45	45	45	45	45	45	45	45	45	45	45	1086
CEMETERIES	13	13	13	13	13	13	13	13	13	13	13	89,5
WORKSHOP	2	2	2	2	2	2	2	2	2	2	2	45
TOTAL	137	137	133	133	133	133	133	133	133	136	137	3218,5

13. OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	6	439	18	53	160	114	62	121
BEAUTIFICATION	0	544	491	419	174	0	612	601	630	881	1019	
NATURE CONSERVATION	306	0	30	30	30	294	28	228	577	363	659	714
SPORT AND FACILITIES	672,20	747.5	554.5	449.5	494.5	233,5	382,5	360	336	716,5	457,5	867
HALLS	272	378	331	386	414.5	332,50	424,5	373	440,5	465,5	405,5	296
PARKS	507	610	1258	1325	1270	40	1134	1426	1388	2137	1938	1086
CEMETERIES	11,5	155.5	304	155	169.5	218,5	217	135,4	150,4	220,5	111	89,5
WORKSHOP	5	38	12.5	18	36	18	44	43	75	61.5	67	45
TOTAL	1773.70	2473	2981	2783.5	2594.5	1575.5	2860	3219.4	3756.9	4959	4719	3218,5



7.2.6	MONTHLY REPORT: LIBRARIES: NOVEMBER 2023
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Collaborator No:

IDP KPA Ref No:

File Plan:

Meeting Date: 7 March 2024

1. SUBJECT: MONTHLY REPORT: LIBRARIES: NOVEMBER 2023

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for November 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of November 2023 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for November 2023, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Libraries specialises in public liaison, ad hoc projects and the promotion of literature within the Greater Stellenbosch Area.

6.2 Discussion

The Libraries Section consists of one Manager: Library Services, and five Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote culture of reading.

6.3 Financial Implications

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Libraries Monthly Report for November 2023.

ANNEXURE A

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			7
Male			5
TOTAL MEMBERSHIP			0

TOTAL GENDER	
Females	7
Males	5
GRAND TOTAL	12

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	1

PHOTOCOPIES
Total
110

GATE COUNTER
Total
355

C: CIRCULATION

Circulation total (books & AV media):

Adults: 211

Sub total	AF			EF				XF		NF								Prov Entries (n.a.)			
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra		bsa	bsasl	pamp
Total	73	33		93	11		1			3		12	1					1			18

Children: 36

Sub total	AJF			EJF			XJF			JNF							Periodicals					
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn	
Total	6	14	0	6	10													6				6

AV material: 0

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:			
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	ICT Computer Circulation
Total	0							0	6									0		15

Signature:

LIBRARIAN: _____

DATE: 01/12/2023

_____ MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Nov-23

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Nov-23

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Reading Circles				
Reading Programs :				
Arbor Day Event with the Adults				
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			6	65

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: _____

DATE: 01/12/2023

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY Month & Year: Nov-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Visits to schools				
Services to Old Age Homes		Fleur de Lis / Housebounds	17	
OR ANY OTHER PROJECTS NOT METIONED:				
Displays	Ek's nie bang nie			
	pp Gender Violer			
TOTAL:				

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: _____

DATE: 01/12/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			
Male			
	0	0	0
TOTAL MEMBERSHIP			

TOTAL GENDER	
Females	0
Males	0
GRAND TOTAL	0

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	0

PHOTOCOPIES
Total
350

GATE COUNTER
Total
553

C: CIRCULATION

Total book & periodical circulation:	1 114
Circulation total (books & AV media):	1 115

Adults: **790**

Sub total	AF			EF				XF		NF								Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra		bsa
	526	141	1	50	1	1	7	2	1	18		25				2	15		
Total	668			59				3		60									

Children: **324**

Sub total	AJF			EJF			XJF			JNF						Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajn	bejn	bjnf	bijn	bxjn	brj	bsj	bsjl	pam	pan	pjm
	65	121	7	29	62	7	6	4	3	5	15									
Total	193			98			13			20						0				

AV material: **1**

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other: TOYS		ICT Computer Circulation
	sabc	ecdra	ecdj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	
									1										
Total	0	0				0		0	1				0				0		

Signature: _____

LIBRARIAN: MTHANDAZO NTSHAM

DATE: 31/11/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Nov-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library GroendalMonth & Year: Nov-23**D: PROGRAMS**

Literacy & Reading Programs:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Exam session	Study session	16-18	2	22
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			2	22

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: MTHANDAZO NTSHAMDATE: 01/12/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library GroendalMonth & Year: Nov-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Display	Movember	adults and young adults	1	Patrons
Display	Exams	08-18years, school kids	1	School kids
Display	Picture books	4-12years	1	School kids
Display	Gender base	adults and young adults	2	patrons
Display	book s	kids	1	2
Inceba	Ecd	Adults	4	20
Sinothando choir	chior	adults and young adults	4 weekends	30-64
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			10	22

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: MTHANDAZO NTSHAMDATE: 01/12/2023

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library STELLENBOSCH

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	4265	920	249
Male	1801	770	394
	6066	1 690	643
	TOTAL MEMBERSHIP		8 399

TOTAL GENDER	
Females	5434
Males	2965
GRAND TOTAL	8399

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
1076

GATE COUNTER
Total
3412

C: CIRCULATION

Total book & periodical circulation:	6 656
Circulation total (books & AV media):	6 670

Adults: 3 497

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl	
	988	242	34	1 251	89	2	93	0	6	149	2	571	10	0	0	0	1	57	0	0
Total	1 264			1 435				6		790										2

Children: 3 145

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
	604	646	41	496	676	74	0	3	12	170	404	0	0	3	16	0	0	9	0	5	0
Total	1 291			1 246			15			593							14				

AV material: 14

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				TOYS		ICT Computer Circulation
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	
	0	0	0	0	2	0	0	0	12	0	0	0	0	0	0	0	0	0	0
Total	0	2				0		0	12				0				0		1 012

Signature:

LIBRARIAN: SONIA PAULSE

DATE: 04/12/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library STELLENBOSCH

Month & Year: Nov-23

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library STELLENBOSCH

Month & Year: Nov-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Visits to schools				
e.g. Services to Old Age Homes			9	75
e.g. Book Loans to schools				
e.g. Holiday Programs e.g. face painting for 5-6 year olds				
e.g. Displays e.g. World Book Day			11	3412
e.g. Exhibitions e.g. exhibitions on COVID				
e.g. Library Spaces: Bookings			20	100
e.g. Library Week				
e.g. Spelling Bees e.g. primary school spelling bee				
e.g. Prison Visits				
e.g. Craft Workshops e.g. create your own jewelry				
e.g. Hospital / Home Visits				
e.g. Marketing in other media sources e.g. FB, websites, etc.		Libby: new and exiting patrons	ongoing	20
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			40	3607

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:
LIBRARIAN: SONIA PAULSE

DATE: 04/12/2023

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Cloetesville

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	2196	752	29
Male	877	639	64
	3073	1 391	93
	TOTAL MEMBERSHIP		4 557

TOTAL GENDER	
Females	2977
Males	1580
GRAND TOTAL	4557

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	1

PHOTOCOPIES
Total
751

GATE COUNTER
Total
4942

C: CIRCULATION

Total book & periodical circulation: 855
Circulation total (books & AV media): 864

Adults: 565

	AF			EF				XF		NF								Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra		bsa	bsasl
Sub total	236	164	6	61	3		1			58		36								
Total	406			65				0		94										

Children: 289

	AJF			EJF			XJF			JNF							Periodicals			
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm
Sub total	79	77	4	37	40	3				21	28						1			
Total	160			80			0			49							1			

AV material: 9

	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:		ICT Computer Circulation	
		sabc	ecdra	ecdrl	slcc	smc	sac		slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf		vvjnf
Sub total					2				7											
Total	0	2				0		0	7				0				0		992	

Signature:

LIBRARIAN: Nizam Bray

DATE: 01.12.2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Cloeteville

Month & Year: Nov-23

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Cloetesville

Month & Year: Nov-23

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Reading Circles				
e.g. Reading Programs e.g. Superhero Boys Loves Reading				
e.g. Reading Lists e.g. lists for 7-12 years were distributed				
e.g. Book Clubs				
	how to tie your laces animals bullying colours transport folk stories	02 - 06 years	6	78
e.g. Story Hours/Time/Telling/Virtual e.g. storytelling on FB				
e.g. Class visits to library				
e.g. Early Child Development				
e.g. Information Literacy				
e.g. Library Orientation				
e.g. Departmental Programmes				
e.g. Digital Literacy e.g. ICT Cadet introduced Skype to users				
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			6	78

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: Nizam Bray

DATE: 01.12.2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library CloetesvilleMonth & Year: Nov-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Visits to schools				
e.g. Services to Old Age Homes				
e.g. Block Loans to schools				
e.g. Holiday Programs e.g. face painting for 5-6 year olds				
	16 Days of activism Dinovember geography awareness day Movember Bullying Mickey Mouse	all ages	6	
e.g. Displays e.g. World Book Day				
e.g. Exhibitions e.g. exhibitions on COVID				
e.g. Library Spaces: Bookings				
e.g. Library Week				
e.g. Spelling Bees e.g. primary school spelling bee				
e.g. Prison Visits				
e.g. Craft Workshops e.g. create your own jewelry				
e.g. Hospital / Home Visits				
e.g. Marketing in other media sources e.g. FB, websites, etc.				
OR ANY OTHER PROJECTS NOT METIONED:				
Book Launch	Chris Vorster	adults	1	20
Men's Health Programme	Men without Borders	Adults	1	15
TOTAL:			8	35

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: Nizam BrayDATE: 01.12.2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library **IDAS VALLEY LIBRARY**

Month & Year: **Nov-23**

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	168	914	
Male	605	888	90
	773	1 802	90
	TOTAL MEMBERSHIP		2 665

TOTAL GENDER	
Females	2506
Males	2085
GRAND TOTAL	4591

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	

PHOTOCOPIES
Total
593

GATE COUNTER
Total
2675

C: CIRCULATION

Total book & periodical circulation: 1 991
Circulation total (books & AV media):

Adults: 1 145

	AF			EF				XF		NF								Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanf	beanf	beanf	bfanf	bianf	bxanf	bra		bsa	bsasl
Sub total	503	282	6	230	13		24		1	51	1	27			2		2			3
Total	750			306				1		68										

Children: 845

	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Sub total	248	245	25	133	98	25		1	4	34	32										
Total	437			274			2			72							3				

AV material:

	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				Other:		
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	ICT Computer Circulation
Sub total										1	0									
Total	0	0				0		0	8					0				0		90

Signature:

LIBRARIAN: Vuyokazi Ngcofe

DATE: 01-Nov-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library IDAS VALLEY LIBRARY

Month & Year: Nov-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library **IDAS VALLEY LIBRARY**

Month & Year: **Nov-23**

D: PROGRAMS

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Jamestown

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	0	0	0
Male			
	510	248	25
TOTAL MEMBERSHIP			783

TOTAL GENDER	
Females	0
Males	0
GRAND TOTAL	783

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
5	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	1

PHOTOCOPIES
Total
44

GATE COUNTER
Total
793

C: CIRCULATION

Total book & periodical circulation:	1 371
Circulation total (books & AV media):	1 371

Adults: 587

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl		pamp
Total	271	42	22	142	4	1	7	0	2	22	1	69	1	0	0	0	0	3	0	0	0
	335			154				2		96											

Children: 784

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	304	178	29	59	104	7	0	6	8	51	38	0	0	0	0	0	0	0	0	0	0
	511			170			14			89							0				

AV material: 0

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other: TOYS		ICT Computer Circulation	
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg		vdg
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21

Signature:

LIBRARIAN: B King

DATE: 31/11/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Jamestown

Month & Year: Nov-23

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**Name of Library JamestownMonth & Year: Nov-23**D: PROGRAMS****Literacy & Reading Programs:**

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
WEBER GEDENK SCHOOL GRADE R1	BLOCK LOANS	Ages 5 - 6	11	30
WEBER GEDENK SCHOOL GRADE R2	BLOCK LOANS	ages 5 - 6	35	30
Sonstraaltjies Creche	BLOCK LOANS	Ages 4 - 5	20	25
Jakkerland Creche	BLOCK LOANS	Ages 4 - 5	20	6
Kbouterland Muise	BLOCK LOANS	Ages 4 - 5	44	26
Kbouterland Ladybird	BLOCK LOANS	Ages 4 - 5	25	30
Kbouterland Pikkewyne	BLOCK LOANS	Ages 3 - 5	25	30
Pret op die plaas Creche	BLOCK LOANS	Ages 3 - 5	25	30
Little EINSTEINS CRECHE	BLOCK LOANS	Ages 3 - 5	23	30
OR ANY OTHER PROJECTS NOT MENTIONED:				
Movember Testicular Awareness	Adult Display	EVERYONE	1	793
Summer Fun with Disney	Kids Display	EVERYONE	1	793
LIBBY ONLINE READING PROGRAM DISPLAY	Adult Display	EVERYONE	1	793
16 Days of Activism against GBV	Adult Display	EVERYONE	1	793
TOTAL:			232	3409

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: B KingDATE: 31/11/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Jamestown

Month & Year: Nov-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Story Hour Jakkerland Creche	Pret met vriende	Ages 4 - 5	2	6
Story Hour Sonstraatjies Creche	Pret met vriende	Ages 4 - 5	2	6
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			4	12

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:
 LIBRARIAN: B King

DATE: 31/11/2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library _____

Month & Year: **Nov-23**

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	85	114	108
Male	101	10	99
	186	124	207
	TOTAL MEMBERSHIP		517

TOTAL GENDER	
Females	307
Males	210
GRAND TOTAL	517

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
0	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
2528

GATE COUNTER
Total
4276

C: CIRCULATION

Total book & periodical circulation:	93
Circulation total (books & AV media):	93

Adults: 59

	AF			EF			XF		NF										Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa		bsasl
Sub total	16	8	0	4	0	0	2	0	7	0	0	10	0	0	0	3	0	9	0	0
Total	24			6				7		22										0

Children: 34

	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Sub total	0	1	8	2	4	2	0	1	4	0	12	0	0	0	0	0	0	0	0	0	0
Total	9			8			5			12							0				

AV material: 0

	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:		ICT Computer Circulation
	sabc	ecdra	ecdrl	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	
Sub total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0				0		0	0				0				0		113

Signature: _____

LIBRARIAN: U Alexander

DATE: 1.12.2023

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Klapmuts Library

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	3	1	
Male			
	3	1	0
TOTAL MEMBERSHIP			4

TOTAL GENDER	
Females	4
Males	0
GRAND TOTAL	4

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	2
Supplied to other libraries	

PHOTOCOPIES	
Total	
	145

GATE COUNTER	
Total	
	4412

C: CIRCULATION

Total book & periodical circulation: 652
Circulation total (books & AV media): 652

Adults: 450

Sub total	AF			EF				XF		NF									Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa		bsasl
Total	238	107	11	35			6		1	17		34			1					
	356			41				1		52										

Children: 198

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	48	30	16	35	19	5		14	4	16	11							4			
	94			59			18			27							4				

AV material: 0

Sub total	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				TOYS		ICT Computer Circulation
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	
Total	0							0										0		8

Signature:

LIBRARIAN: C Jonkers-Eksteen

DATE: 01-Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Klapmuts Library

Month & Year: Nov-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Klapmuts LibraryMonth & Year: Nov-23**D: PROGRAMS****Literacy & Reading Programs:**

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Reading Circles				
e.g. Reading Programs e.g. Superhero Boys Loves Reading				
e.g. Reading Lists e.g. lists for 7-12 years were distributed				
e.g. Book Clubs				
e.g. Story Hours/Time/Telling/Virtual e.g. storytelling on FB	Noko en die koel katte	5 -6 years old		15
e.g. Class visits to library				
e.g. Early Child Development				
e.g. Information Literacy				
e.g. Library Orientation				
e.g. Departmental Programmes				
e.g. Digital Literacy e.g. ICT Cadet introduced Skype to users				
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			0	15

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: C Jonkers-EksteenDATE: 01-Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Klapmuts LibraryMonth & Year: Nov-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Visits to schools				
e.g. Services to Old Age Homes				
e.g. Block Loans to schools				
e.g. Holiday Programs e.g. face painting for 5-6 year olds				
e.g. Displays e.g. World Book Day		Diabetes and Prostate Cancer		
e.g. Exhibitions e.g. exhibitions on COVID				
e.g. Library Spaces: Bookings				
e.g. Library Week				
e.g. Spelling Bees e.g. primary school spelling bee				
e.g. Prison Visits				
e.g. Craft Workshops e.g. create your own jewelry				
e.g. Hospital / Home Visits				
e.g. Marketing in other media sources e.g. FB, websites, etc.				
OR ANY OTHER PROJECTS NOT MENTIONED:				
Giving out food to the needy children and Patrons once a month				40-50
TOTAL:			0	0

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: C Jonkers-EksteenDATE: 45261

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Pniel library

Month & Year: Nov-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	402	311	39
Male	126	215	57
	528	526	96
TOTAL MEMBERSHIP			1 150

TOTAL GENDER	
Females	752
Males	398
GRAND TOTAL	1150

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
0	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
862

GATE COUNTER
Total
2114

C: CIRCULATION

Total book & periodical circulation:	1 247
Circulation total (books & AV media):	1 252

Adults: 905

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl		pamp
Total	366	190	7	167	16	0	27	0	0	35	0	89	2	0	0	1	0	5	0	0	0
	563			210				0		132										0	

Children: 322

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	69	90	11	47	66	6	0	3	5	14	11	0	0	0	0	0	0	20	0	0	0
	170			119			8			25							20				

AV material: 5

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:		ICT Computer Circulation	
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg		vdg
Total	2	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0
	2	0				0		0	3				0				0		115	

Signature:

LIBRARIAN: U Alexander

DATE: 1.12.2023

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Pniel library

Month & Year: Nov-23

7.2.7	MONTHLY REPORT: LIBRARIES: DECEMBER 2023
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Collaborator No:

IDP KPA Ref No:

File Plan:

Meeting Date: 7 March 2024

1. SUBJECT: MONTHLY REPORT: LIBRARIES: DECEMBER 2023

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for December 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of December 2023 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for December 2023, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Libraries specialises in public liaison, ad hoc projects and the promotion of literature within the Greater Stellenbosch Area.

6.2 Discussion

The Libraries Section consists of one Manager: Library Services, and five Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote culture of reading.

6.3 Financial Implications

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Libraries Monthly Report for December 2023.

ANNEXURE A

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Cloetesville

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	2198	752	29
Male	640	880	65
	2838	1 632	94
TOTAL MEMBERSHIP			4 564

TOTAL GENDER	
Females	2979
Males	1585
GRAND TOTAL	4564

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	1

PHOTOCOPIES
Total
377

GATE COUNTER
Total
2495

C: CIRCULATION

Total book & periodical circulation:	558
Circulation total (books & AV media):	582

Adults: 417

Sub total	AF			EF			XF		NF										Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa		bsasl	pamp
Total	162	156	2	41			6			35		15									
	320			47			0		50												

Children: 140

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	20	48		13	43	3				4	9							1			
	68			59			0			13							1				

AV material: 24

Sub total	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				Other:			
		sabc	ecdra	ecdrl	slcc	smc	sac		slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg
Total	0								23			1									585
	0	0				0		0	24					0				0			

Signature:

LIBRARIAN: N. Bray

DATE: 02/01/2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Cloetesville

Month & Year: Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Cloetesville

Month & Year: Dec-23

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Story Hours/Time/Telling/Virtual e.g. storytelling on FB	Christmas	2 - 6 years	2	24
TOTAL:			2	24

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: N. Bray

DATE: 02/01/2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library CloetesvilleMonth & Year: Dec-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Holiday Programs e.g. face painting for 5-6 year olds	Christmas Movie Day Museums	05 - 15 years	3	107
e.g. Displays e.g. World Book Day	Festive Season World Aids Day	All	6	n/a
OR ANY OTHER PROJECTS NOT METIONED:				
Creative writing workshop	Writing to heal	11 - 20 years old	1	7
Christmas Party	Christmas	2 - 6 years old	1	43
TOTAL:			11	157

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: N. BrayDATE: 02/01/2024

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			9
Male			3
TOTAL MEMBERSHIP			0

TOTAL GENDER	
Females	10
Males	3
GRAND TOTAL	13

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	1

PHOTOCOPIES
Total
65

GATE COUNTER
Total
248

C: CIRCULATION

Circulation total (books & AV media):

Adults: 206

	AF			EF				XF		NF									Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa		bsasl
Sub total	49	40	2	92	6		1			2	0	13	0					1		
Total	91			99						16										

Children: 41

	AJF			EJF			XJF			JNF						Periodicals					
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Sub total	0	17	0	14	5	1					1							0			
Total	20			20			0			1						0					

AV material: 0

	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				TOYS		ICT Computer Circulation
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdlg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	
Sub total									2										
Total	0	0				0		0					0				0		10

Signature: _____

LIBRARIAN: _____

DATE: 01/12/2023

_____ MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Dec-23

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Dec-23

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Reading Circles				
Reading Programs :				
Arbor Day Event with the Adults				
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:				

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: _____

DATE: 01/12/2023

_____ MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Dec-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Visits to schools				
Services to Old Age Homes		Fleur de Lis / Housebounds	1	17
OR ANY OTHER PROJECTS NOT METIONED:				
Displays	Christmas			
	ke your own Chri			
TOTAL:				

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: _____

DATE: 01/12/2023

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Groendal

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			
Male			
	0	0	0
TOTAL MEMBERSHIP			0

TOTAL GENDER	
Females	0
Males	0
GRAND TOTAL	0

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	

PHOTOCOPIES
Total
205

GATE COUNTER
Total
354

C: CIRCULATION

Total book & periodical circulation:	499
Circulation total (books & AV media):	499

Adults: 389

Sub total	AF			EF			XF		NF										Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanf	beanf	beanf	bfanf	bianf	bxanf	bra	bsa		bsasl	pamp
Total	194	164		27			2						2								
	358			29			0		2												

Children: 110

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	25	30	7	20	7	3		4			14										
	62			30			4			14							0				

AV material: 0

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:			
	sabc	ecdra	ecdrl	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	ICT Computer Circulation
Total	0					0		0			0							0		

Signature:

LIBRARIAN: _____

DATE: 03/01/2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Dec-23

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Christmas stories	Christmas	03 to 12	1	10
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			1	10

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: 0

DATE: 03/01/2024

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Groendal Month & Year: Dec-23

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM / ACTIVITY	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Display	Christmas	All patrons	1	1
Display	The grinch	School kids	1	1
Display	Road safety	All patrons	1	1
Holiday program	Christmas Crafts	7 to 12	2	10
Holiday program	Movies	7 to 12	2	10
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			7	23

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: 0

DATE: 03/01/2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library IDAS VALLEY LIBRARY

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	1444	894	
Male	595	879	171
	2039	1 773	171
	TOTAL MEMBERSHIP		3 983

TOTAL GENDER	
Females	2337
Males	1474
GRAND TOTAL	3811

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	

PHOTOCOPIES
Total
430

GATE COUNTER
Total
1883

C: CIRCULATION

Total book & periodical circulation:	1 600
Circulation total (books & AV media):	1 600

Adults: 980

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl		pamp
Total	428	248	1	222	15		12			39		15									
	677			249				0		54											

Children: 620

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	255	103	35	102	74	23			2	8	18										
	393			199			2			26							0				

AV material: 0

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				TOYS		ICT Computer Circulation	
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg		vdg
Total	0							0										0		84

Signature:

LIBRARIAN: Vuyokazi Ngcofe

DATE: 30-Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library IDAS VALLEY LIBRARY

Month & Year: Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library IDAS VALLEY LIBRARY

Month & Year: Dec-23

D: PROGRAMS

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library KAYAMANDI LIBRARY

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	86	114	108
Male	101	10	99
	187	124	207
	TOTAL MEMBERSHIP		518

TOTAL GENDER	
Females	308
Males	210
GRAND TOTAL	518

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
0	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
1415

GATE COUNTER
Total
1933

C: CIRCULATION

Total book & periodical circulation:	174
Circulation total (books & AV media):	174

Adults: 19

	AF			EF				XF		NF										Prov Entries (n.a.)
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl	
Sub total	0	0	0	0	0	1	8	0	0	0	0	8	0	0	0	0	2	0	0	0
Total	0			9				0		10										0

Children: 155

	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajn	bejn	bfjn	bijn	bxjn	brj	bsj	bsjl	pam	pan	pjm	pjn
Sub total	14	8	0	33	47	1	0	8	17	1	23	0	0	1	2	0	0	0	0	0	0
Total	22			81			25			27							0				

AV material: 0

	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:		ICT Computer Circulation
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	
Sub total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0				0		0	0				0				0		67

Signature:

LIBRARIAN: U ALEXANDER

DATE: 02-Jan-24

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library KAYAMANDI LIBRARY

Month & Year: Dec-23

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Klapmuts Library

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	1		
Male			
	1	0	0
TOTAL MEMBERSHIP			1

TOTAL GENDER	
Females	1
Males	0
GRAND TOTAL	1

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	2
Supplied to other libraries	0

PHOTOCOPIES
Total
0

GATE COUNTER
Total
156

C: CIRCULATION

Total book & periodical circulation:	256
Circulation total (books & AV media):	256

Adults: **222**

	AF			EF			XF		NF										Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa		bsasl
Sub total	129	64		12						12		3								
Total	193			12			0		15										2	

Children: **28**

	AJF			EJF			XJF			JNF							Periodicals			
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm
Sub total	6	9	1	6	3					1	2						6			
Total	16			9			0			3							6			

AV material: **0**

	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				TOYS		ICT Computer Circulation
	sabc	ecdra	ecdrl	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	
Sub total	0																		
Total	0	0				0		0	0				0				0		1

Signature:

LIBRARIAN: N. Bray

DATE: 02/01/2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Klapmuts Library

Month & Year: Dec-23

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Klapmuts Library

Month & Year: Dec-23

LIBRARIAN: N. Bray

DATE: 02/01/2024

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library PNIEL LIBRARY

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	402	312	39
Male	126	215	57
	528	527	96
TOTAL MEMBERSHIP			1 151

TOTAL GENDER	
Females	753
Males	398
GRAND TOTAL	1151

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
0	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
948

GATE COUNTER
Total
1551

C: CIRCULATION

Total book & periodical circulation:	436
Circulation total (books & AV media):	440

Adults: 296

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl		pamp
Total	115	88	3	66	0	0	5	0	0	7	0	11	0	0	0	0	0	1	0	0	0
	206			71				0		19										0	

Children: 121

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	12	35	2	22	42	0	0	0	0	3	5	0	0	0	0	0	0	19	0	0	0
	49			64			0			8							19				

AV material: 4

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:		ICT Computer Circulation	
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg		vdg
Total	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	4				0		0	0				0				0		124	

Signature:

LIBRARIAN: U Alexander

DATE: 02-Jan-24

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library **PNIEL LIBRARY**

Month & Year: **Dec-23**

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library STELLENBOSCH LIBRARY

Month & Year: Dec-23

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	4279	925	249
Male	1810	781	394
	6089	1 706	643
	TOTAL MEMBERSHIP		8 438

TOTAL GENDER	
Females	5453
Males	2985
GRAND TOTAL	8438

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
901

GATE COUNTER
Total
3002

C: CIRCULATION

Total book & periodical circulation:	4 926
Circulation total (books & AV media):	4 942

Adults: 2 762

Sub total	AF			EF				XF		NF								Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra		bsa	bsasl
Total	751	318	25	958	155		73		5	99	1	323	8		1	12	33			
	1 094			1 186				5		477										

Children: 2 160

Sub total	AJF			EJF			XJF			JNF						Periodicals					
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	494	406	26	378	334	74		1	3	89	350			5			3			1	
	926			786			4			444						4					

AV material: 16

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				TOYS		ICT Computer Circulation	
	sabc	ecdra	ecdrl	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg		vdg
Total	0			3	3			0	9	1		3						0		842

Signature: _____

LIBRARIAN: _____

DATE: 02-Jan-24

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library STELLENBOSCH LIBRARY

Month & Year: Dec-23

7.2.8	MONTHLY REPORT: LIBRARIES: JANUARY 2024
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Collaborator No:

IDP KPA Ref No:

File Plan:

Meeting Date: 7 March 2024

1. SUBJECT: MONTHLY REPORT: LIBRARIES: JANUARY 2024

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for January 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of January 2024 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for January 2024, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Libraries specialises in public liaison, ad hoc projects and the promotion of literature within the Greater Stellenbosch Area.

6.2 Discussion

The Libraries Section consists of one Manager: Library Services, and five Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote culture of reading.

6.3 Financial Implications

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Libraries Monthly Report for January 2024.

ANNEXURE A

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library CLOETESVILLE

Month & Year: Jan-24

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	2210	762	29
Male	643	890	64
	2853	1 652	93
	TOTAL MEMBERSHIP		4 598

TOTAL GENDER	
Females	3001
Males	1597
GRAND TOTAL	4598

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
1186

GATE COUNTER
Total
3646

C: CIRCULATION

Total book & periodical circulation:	1 328
Circulation total (books & AV media):	1 347

Adults: **877**

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl	
Total	288	258	61	115	4		75			41	0	32	2					1		
	607			194				0		76										

Children: **447**

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	159	116	2	65	67	0				10	12				16			4			
	277			132			0			38							4				

AV material: **19**

Sub total	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				Other:		
	sabc	ecdra	ecdrl	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	ICT Computer Circulation
Total	0			2	2	0		0	14			3						0	0	665
		2				0		0	17					0				0		

Signature:

LIBRARIAN: N.BRAY

DATE: 01.02.2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library CLOETESVILLE

Month & Year: Jan-24

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library CLOETESVILLE

Month & Year: Jan-24

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Reading Circles				
e.g. Reading Programs e.g. Superhero Boys Loves Reading				
e.g. Reading Lists e.g. lists for 7-12 years were distributed				
e.g. Book Clubs				
e.g. Story Hours/Time/Telling/Virtual e.g. storytelling on FB				
e.g. Class visits to library				
e.g. Early Child Development				
e.g. Information Literacy				
e.g. Library Orientation				
e.g. Departmental Programmes				
e.g. Digital Literacy e.g. ICT Cadet introduced Skype to users				
TOTAL:			0	0

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: N.BRAY

DATE: 01.01.2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library CLOETESVILLEMonth & Year: Jan-24

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
e.g. Visits to schools				
e.g. Services to Old Age Homes				
e.g. Block Loans to schools				
e.g. Holiday Programs e.g. face painting for 5-6 year olds				
e.g. Displays e.g. World Book Day	Books to inspire a new		6	
e.g. Exhibitions e.g. exhibitions on COVID				
e.g. Library Spaces: Bookings				
e.g. Library Week				
e.g. Spelling Bees e.g. primary school spelling bee				
e.g. Prison Visits				
e.g. Craft Workshops e.g. create your own jewelry				
e.g. Hospital / Home Visits				
e.g. Marketing in other media sources e.g. FB, websites, etc.				
TOTAL:			6	0

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: N.BRAYDATE: 01.02.2024

**MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library FRANSCHHhoek LIBRARY

Month & Year: Jan-24

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			0
Male			0
TOTAL MEMBERSHIP			0

TOTAL GENDER	
Females	0
Males	0
GRAND TOTAL	0

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
203

GATE COUNTER
Total
338

C: CIRCULATION

Circulation total (books & AV media): 280

Adults: **271**

18

Sub total	AF			EF				XF		NF								Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra		bsa	bsasl
Total	89	54	2	123	1		2			2		16						0		

Children: **30**

10

Sub total	AJF			EJF			XJF			JNF						Periodicals					
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	7	15			6	1				1	9							8			
	22			7			0			10								8			

AV material: **6**

Other:

Sub total	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				TOYS		ICT Computer Circulation	
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg		vdg
Total	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0			19

Signature:

LIBRARIAN: C.WILLIAMS (Library Ass)

DATE: 31/1/2024

_____ MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Jan-24

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Jan-24

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Reading Circles				
Reading Programs :				
Arbor Day Event with the Adults				
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			0	0

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: C. WILLIAMS (Library Ass)

DATE: 31/01/2024

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library FRANSCHHOEK LIBRARY

Month & Year: Jan-24

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Creche Visits	ucing kids to the	05-Mar	10	10
Services to Old Age Homes		Fleur de Lis / Housebounds	7	23
OR ANY OTHER PROJECTS NOT METIONED:				
Displays	Back to school			
TOTAL:				33

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: C.WILLIAMS (Library Ass)

DATE: 31/01/2024

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Jan-24

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			
Male			
TOTAL MEMBERSHIP			0

TOTAL GENDER	
Females	0
Males	0
GRAND TOTAL	

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
505

GATE COUNTER
Total
425

C: CIRCULATION

Circulation total (books & AV media): 520

Adults: 405

	AF			EF				XF		NF									Prov Entries (n.a.)	
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa		bsasl
Sub total	245	160	1	37	3		5		0	11	0		0							
Total	405			45				0		11										

Children: 57

	AJF			EJF			XJF			JNF						Periodicals					
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Sub total	51	3	0	12	15	0				4	1										
Total	54						0			5											

AV material: 0

	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				TOYS		ICT Computer Circulation
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	
Sub total									0											
Total	0	0				0		0	0					0				0		

Signature: _____

LIBRARIAN: _____

DATE: 31-01-2024

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Jan-24

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Groendal

Month & Year: Jan-24

D: PROGRAMS

Literacy & Reading Programs:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
After school activities	brain fun		6	8
After school art	arts	4 to 6	4	10
OR ANY OTHER PROJECTS NOT METIONED:				
TOTAL:			10	18

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: _____

DATE: 31-01-2024

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library GroendalMonth & Year: Jan-24

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Services to Old Age Homes and house deliveries	mobile books	Fleur de Lis / Housebounds	32	7
OR ANY OTHER PROJECTS NOT METIONED:				
Display	Back to school	7 to 18	1	425
Display	time to read	everyone	1	425
Display	sun safety	everyone	1	425
TOTAL:			35	1282

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:

LIBRARIAN: _____

DATE: 01/11/2023

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY**

Name of Library **IDAS VALLEY LIBRARY**

Month & Year: **Jan-24**

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	1448	897	
Male	595	880	126
	2043	1 777	126
	TOTAL MEMBERSHIP		3 946

TOTAL GENDER	
Females	2345
Males	1475
GRAND TOTAL	3820

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	

PHOTOCOPIES
Total
1190

GATE COUNTER
Total
2637

C: CIRCULATION

Total book & periodical circulation:	1 841
Circulation total (books & AV media):	1 867

Adults: **1 094**

	AF			EF				XF		NF								Prov Entries (n.a.)		
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl	pamp
Sub total	466	281	10	210	11		39			52	2	15	1					9		
Total	757			260				0		77										

Children: **747**

	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Sub total	260	191	18	121	63	33				30	31										
Total	269			217			0			61							0				

AV material: **26**

	Audio Books	CDs				CASSETTES		Records	DVD				VIDEO				Other:			
	sabc	ecdra	ecdrj	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	ICT Computer Circulation
Sub total				4					11			11								
Total	0	4				0		0	22				0				0		126	

Signature:

LIBRARIAN: Vuyokazi Ngcofe

DATE: 31-Jan-24

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library IDAS VALLEY LIBRARY

Month & Year: Jan-24

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT: IDAS VALLEY LIBRARY

Name of Library **IDAS VALLEY LIBRARY**

Month & Year: **Jan-24**

D: PROGRAMS

**STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT**

Name of Library Jmestown Library

Month & Year: Jan-24

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			
Male			
	515	248	24
TOTAL MEMBERSHIP			787

TOTAL GENDER	
Females	0
Males	0
GRAND TOTAL	787

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
6	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	1

PHOTOCOPIES
Total
59

GATE COUNTER
Total
455

C: CIRCULATION

Total book & periodical circulation:	806
Circulation total (books & AV media):	808

Adults: 407

Sub total	AF			EF				XF		NF										Prov Entries (n.a.)
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl	
Total	207	29	8	109	7	3	2	0	0	12	0	27	1	0	0	0	0	2	0	0
	244			121				0		42										

Children: 399

Sub total	AJF			EJF			XJF			JNF							Periodicals				
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjnl	pam	pan	pjm	pjn
Total	149	139	7	30	57	2	0	1	5	5	4	0	0	0	0	0	0	0	0	0	0
	295			89			6			9							0				

AV material: 2

Sub total	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				TOYS		ICT Computer Circulation
	sabc	ecdra	ecdrl	slcc	smc	sac	slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg	vdg	
Total	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	
	0	0				0		0	2					0				0		27

Signature:

LIBRARIAN: B King Librarian Assistant

DATE: 01/02/2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Jmestown Library

Month & Year: Jan-24

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Kayamandi

Month & Year: 23-Jan

A: MEMBERSHIP

	Adults	Children	ICT Only
Female			
Male			
TOTAL	0	0	0
TOTAL MEMBERSHIP			0

TOTAL GENDER	
Females	
Males	
GRAND TOTAL	0

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks

LIBRARY FOR THE BLIND	
TOTAL	
Membership	

ILL / IMPALA	
TOTAL	
Own requests	
Supplied to other libraries	

PHOTOCOPIES
Total
3510

GATE COUNTER
Total
3243

C: CIRCULATION

Total book & periodical circulation:	70
Circulation total (books & AV media):	70

Adults:

AF	EF	XF	NF
17	7	1	20

Children:

AJF	EJF	XJF	JNF	Periodicals
5	11	5	4	

AV material:

Audio Books	CDs	CASSETTES	Records	DVD	VIDEO	Other:	
						TOYS	ICT Computer Circulation
							139

Signature:

LIBRARIAN: Unine Alexander

DATE: 03-Jan-23

_____ MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Kayamandi

Month & Year: 23-Jan

OVERDRIVE / LIBBY STATS
JANUARY 2024

Row Labels	Count of Ebook	Count of Audiobook
Stellenbosch Public Library	24	3
Grand Total	24	3

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Name of Library Pniel library

Month & Year: Jan-24

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	402	315	39
Male	126	216	57
	528	531	96
	TOTAL MEMBERSHIP		1 155

TOTAL GENDER	
Females	756
Males	399
GRAND TOTAL	1155

B: OTHER

OVERDRIVE / LIBBY STATS	
Ebooks	AudioBooks
0	0

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	0
Supplied to other libraries	0

PHOTOCOPIES
Total
1085

GATE COUNTER
Total
1766

C: CIRCULATION

Total book & periodical circulation:	768
Circulation total (books & AV media):	770

Adults: 553

	AF			EF				XF		NF										Prov Entries (n.a.)
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl	
Sub total	172	113	5	174	8	0	9	0	0	27	0	38	3	0	0	0	1	3	0	0
Total	290			191				0		72										0

Children: 182

	AJF			EJF			XJF			JNF							Periodicals			
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjsl	pam	pan	pjm
Sub total	18	110	1	7	36	1	0	0	0	5	4	0	0	0	0	0	33	0	0	0
Total	129			44			0			9							33			

AV material: 2

	Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				Other:		ICT Computer Circulation
		sabc	ecdra	ecdrr	slcc	smc	sac		slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	
Sub total	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	2				0		0	0					0				0		61

Signature:

LIBRARIAN: U Alexander

DATE: 01.02.2024

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Pniel library

Month & Year: Jan-24

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Stellenbosch Library

Month & Year: Oct-22

A: MEMBERSHIP

	Adults	Children	ICT Only
Female	4195	906	249
Male	1684	774	369
	5879	1 680	618
	TOTAL MEMBERSHIP		8 177

TOTAL GENDER	
Females	5350
Males	2827
GRAND TOTAL	8177

B: OTHER

LIBRARY FOR THE BLIND	
TOTAL	
Membership	0

ILL / IMPALA	
TOTAL	
Own requests	2
Supplied to other libraries	4

PHOTOCOPIES
Total
239

GATE COUNTER
Total
737

OVERDRIVE
Ebooks

C: CIRCULATION

Total book & periodical circulation:
Circulation total (books & AV media):

Adults: 2 361

	AF			EF				XF		NF									
	baaf	balp	bat	beaf	belp	ber	bet	biaf	bxaf	baanf	baanfl	beanf	beanfl	bfanf	bianf	bxanf	bra	bsa	bsasl
Sub total	590	272	39	836	75	2	66	0	12	75	0	315	7	0		58	2	12	0
Total	901			979				12		469									

Children: 2 684

	AJF			EJF			XJF			JNF							Periodicals		
	bajf	bajp	bajt	bejf	bejp	bejt	bijf	bxjf	bxjp	bajnf	bejnf	bfjnf	bijnf	bxjnf	brj	bsj	bsjsl	pam	pan
Sub total	820	577	17	708	324	49	0	2	16	49	113	0	0	0	0	0	0	8	0
Total	1 414			1 081			18			162									

AV material: 127

Oth

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library **Stellenbosch Library**Month & Year: **Oct-22**

Audio Books	CDs				CASSETTES		Records	DVD					VIDEO				TOYS		
	sabc	ecdra	ecdrj	slcc	smc	sac		slac	smr	vdaf	vdanf	vdg	vdjf	vdjnf	vvaf	vvanf	vvjf	vvjnf	tg
<i>Sub total</i>	0	0	0	0	116	0	0	0	11	0	0	0	0	0	0	0	0	0	0
<i>Total</i>	0	116				0		0	11					0				0	

Literacy & Reading Programs:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Library Orientation	er Introduction to library servi	ongoing through the month	10	new members
TOTAL:			10	10

This information could be used for Departmental and other ad hoc feedback or input required.

MUNICIPALITY: LIBRARY SERVICES
MONTHLY STATISTICAL REPORT

Name of Library Stellenbosch LibraryMonth & Year: Oct-22

Outreach Programs, Library Activity Programs, Youth Programs, Mental Health & Wellness Programs and other activities not mentioned:

NATURE OF PROGRAM	THEME	AGE CATEGORY (Target Group)	QUANTITY	No. of Participants
Services to Old Age Homes		Old age homes	10	75
Library Spaces: Bookings		Libray halls	5	74
OR ANY OTHER PROJECTS NOT METIONED:				
None				
TOTAL:			15	149

This information could be used for Departmental and other ad hoc feedback or input required.

Signature:LIBRARIAN: MTHANDAZO NTSAMDATE: 31-Oct-22

VE STATS
<i>AudioBooks</i>

5 054
5 181

	Prov
pamp	Entries
0	(n.a.)

dicals	
pjm	pjn
1	0
)	

ier:

ICT Computer Circulation
210

22222222

AGENDA

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING2024-03-07

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE