



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2026-05-07

**NOTICE OF A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
THURSDAY: 2026-05-07 AT 10:00**

TO Cllr Olayi [Chairperson]

COUNCILLORS J Andrews
RB Hendrikse
NE Mcombring
R van Rooyen

Ex officio Executive Mayor, Ald J Fasser

Notice is hereby given that a Sports, Youth and Culture Committee meeting will be held on **THURSDAY, 2026-05-07 at 10:00** via **MS TEAMS** to consider the attached Agenda.

**CLLR N OLAYI
CHAIRPERSON**

A G E N D A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2026-05-07
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	NONE	
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	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
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	NONE	

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: 2026-02-05	(3/4/3/5/2/4)

The minutes of the Youth, Sport and Culture Committee meeting held on 2026-02-05 is attached as **APPENDIX 1**.

APPENDIX 1



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

2026-02-05

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MINUTES

SPORTS, YOUTH AND CULTURE COMMITTEE MEETING

2026-02-05 AT 10:15

MINUTES
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2026-02-05
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	NONE	
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7.1	NON-DELEGATED MATTERS	
	NONE	
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	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	

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2026-02-05

PRESENT Cllr N Olayi [Chairperson]**COUNCILLORS** Cllr RB Hendrikse
Cllr N Mcombring
Cllr R van Rooyen**ALSO PRESENT** Ald JC Anthony
Cllr P Crawley

OFFICIALS Director: Community & Protection Services (G Boshoff)
Senior Manager: Community Services (A van der Merwe)
Manager: Sport, Recreation and Halls (G Abrahams)
Senior Admin Officer (T Samuels)

1.	OPENING AND WELCOME
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The Chairperson, Cllr N Olayi welcomed all present at the meeting which was held via MS Teams.

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2026-02-05

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

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

4.	APPLICATION FOR LEAVE OF ABSENCE
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SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-10-02: ITEM 4

- 4.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

NONE

- 4.2 ABSENT

Cllr J Andrews - 5 February 2026

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: 2025-10-02	(3/4/3/5/2/4)
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The minutes of the Youth, Sport and Culture Committee meeting held on 2025-10-02 **were confirmed as correct without any changes.**

7.	YOUTH, SPORT AND CULTURE: [PC: CLLR N OLAYI]
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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	QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (OCTOBER 2025 - DECEMBER 2025)
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Collaborator No: 800174

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 5 February 2025

1. SUBJECT: QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (OCTOBER 2025 - DECEMBER 2025)

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Recreation, Sport & Halls section for October 2025 - December 2025.

3. DELEGATED AUTHORITY

The Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committee has no decision-making authority and makes 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 Recreation, Sport & Halls section for the month of October 2025 - December 2025 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2026-02-05: ITEM 7.2.1**NOTED**

the Quarterly report: Recreation, Sport & Halls Section for the period October 2025 - December 2025.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Senior Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8165</i>
E-MAIL ADDRESS	Albert.vanderMerwe@stellenbosch.gov.za
REPORT DATE	

7.2.2	QUARTERLY REPORT: LIBRARIES SECTION (OCTOBER 2025 - DECEMBER 2025)
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Collaborator No: 800175

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 5 February 2026

1. SUBJECT: QUARTERLY REPORT: LIBRARIES SECTION (OCTOBER 2025 - DECEMBER 2025)

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that were conducted by the Libraries Section for October 2025 - December 2025.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committee has no decision-making authority and makes 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 libraries section for the month of October 2025 - December 2025 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2026-02-05: ITEM 7.2.2

NOTED

the monthly activity report of the libraries section for the month of October 2025 - December 2025 to the Committee.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Senior Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8165</i>
E-MAIL ADDRESS	Albert.vanderMerwe@ Stellenbosch.gov.za
REPORT DATE	<i>18 SEPTEMBER 2025</i>

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 10:40.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments**

7.	YOUTH, SPORT AND CULTURE: [PC: CLLR N OLAYI]
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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	QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (JANUARY 2026 - MARCH 2026)
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 7 May 2026

1. SUBJECT: QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (JANUARY 2026 - MARCH 2026)

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Recreation, Sport & Halls section for January 2026 - March 2026.

3. DELEGATED AUTHORITY

The Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committee has no decision-making authority and makes 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 Recreation, Sport & Halls section for the period January 2026 - March 2026 to the Committee for notification.

5. RECOMMENDATIONS

that the Quarterly report: Recreation, Sport & Halls Section (January 2026 - March 2026), be noted.

6. DISCUSSION / CONTENTS**6.1 Background**

The section is responsible for managing sports grounds and facilities in the WC024.

6.2 Discussion

The Sport section prepares sports fields and facilities for different teams and sporting codes vary from cricket, rugby, soccer, hockey, tennis, netball, and the swimming pool. All municipal sports grounds combined make 37.5 hectares. The Sport section has thirty-three employees to render this service.

6.3 Financial Implications

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 staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

Risks are addressed in the report.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Sport Quarterly Report for January 2026 - March 2026

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vanderMerwe@ Stellenbosch.gov.za
REPORT DATE	

ANNEXURE A



**QUARTERLY
REPORT FOR
JANUARY 2026 –
MARCH 2026**

RECREATION,
SPORT AND
HALLS

**COMMUNITY
SERVICES**

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SPORTS AND FACILITIES

1. GENERAL

The new floodlights have been installed at Ida's Valley and Pniel sport facilities.

A meeting was held with the SSRA, Law Enforcement, the Sport Office and the security companies providing security services at sport facilities. The meeting was used to provide clarity on the roles and responsibilities of all stakeholders.

2. TRAINING

5 Nominated staff attended Digger and Supervisory training that was scheduled for the month of March 2026.

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 Sport Office met with the Law Enforcement Department and the security service providers to discuss challenges. Due to availability challenges, a new meeting with the SSRA and Law Enforcement Department will be scheduled early in 2026.

4. SPORTS FACILITIES MANAGEMENT PLAN

A workshop is currently being scheduled with the SSRA, all sport councils and Department Community Services to provide financial education and other User Agreement clarification. Await confirmation from the Finance Department and SSRA on a date to provide the training on the financial reporting.

Monthly meetings between the Sport Office and the SSRA has been reinstated.

5. RECREATION FACILITIES

Cloetesville swimming pool and Jonkershoek Picnic Site and is fully functional and operational for the season until end of April 2026.

6. EVENTS FOR SPORTS AND HALLS

No events were held.

7. SPORTING ACTIVITIES AT OUR FACILITIES: JAN 2026 - MARCH 2026

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	14	0	10	0	0	6	Diski
Cloetesville	16	2	4	0	0	6	
Kayamandi	4	0	0	0	0	0	
Van Der Stel	4	0	4	0	0	0	
Jamestown	10	0	0	0	0	0	
Raithby	0	3	1	0	0	0	
Kylemore	3	0	2	0	0	0	
Pniel	0	2	8	0	0	0	
Lanquedoc	3	0	0	0	0	0	
Wemmershoek	2	1	1	0	0	2	
La Motte	2	2	0	0	0	2	
Groendal	1	0	3	0	0	1	
Klapmuts	12	0	0	0	0	0	
Jonkershoek	1	0	0	0	0	0	
Papplaas	1	0	0	0	0	0	

8. VANDALISM BREAK-INS AT SPORTS FACILITIES: JAN 2026 – MARCH 2026

None.

9. CAPITAL PROJECT 2025/26 FEEDBACK

Projects	Fund	Original Budget 2025/2026	Adjustments Budget	Virements	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committe d %	Universal Key (Ukey)	OV Code	Project Code
alls		1 650 000	450 242	67 161,00	2 167 403	1 651 258	1 608 168	368 617	-	1 976 785	190 618	74,20%	91,21%			
Furniture, Tools & Equipment: Halls	CRR	150 000	-	132 861,00	282 861	282 861	281 360	-	-	281 360	1 501	99,47%	99,47%	20220630077194	OV000004000503	PC_0214
Upgrading of Halls	CRR	1 000 000	450 242	-65 700,00	1 384 542	868 397	827 271	368 617	-	1 195 888	188 654	59,75%	86,37%	20250701027616	OV000004000503	PC_0215
Vehicle Fleet: Halls	CRR	500 000	-	-	500 000	500 000	499 537	-	-	499 537	463	99,91%	99,91%	20250701027123	OV000004000503	PC_0365
ports Grounds and Picnic Sites		4 660 870	7 978 492	-1 792 161,00	10 847 201	7 547 294	6 440 057	1 213 188	26 758	7 680 002	3 167 199	59,37%	70,80%			
Fencing: Sport Grounds (WC024)	DC - Comm	1 200 000	1 273 738	-	2 473 738	1 100 992	1 907 751	48 626	-	1 956 377	517 361	77,12%	79,09%	20250701027649	OV000004000201	PC_0221
Furniture, Tools & Equipment: Sports	CRR	300 000	357 755	-67 161,00	590 594	590 594	387 285	169 576	26 758	583 618	6 976	65,58%	98,82%	20220630077155	OV000004000201	PC_0222
Upgrade of Sport Facilities	CRR	2 700 000	6 346 999	-1 725 000,00	7 321 999	5 505 708	3 847 812	994 986	-	4 842 798	2 479 201	52,55%	66,14%	20250701027655	OV000004000201	PC_0235
Upgrade of Sport Facilities	DevSport	260 870	-	-	260 870	150 000	226 843	-	-	226 843	34 027	86,96%	86,96%	20250701027625	OV000004000201	PC_0235
Upgrading of Swimming Pool	CRR	200 000	-	-	200 000	200 000	70 366	-	-	70 366	129 634	35,18%	35,18%	20250701027652	OV000004000201	PC_0318
JTAL - Capital		642 490 175	-41 135 054	-	594 994 274	376 744 094	252 850 425	181 072 870	6 671 878			42,50%	0,00%			

10. DEPARTMENT RECREATION, SPORT & HALLS: KEY PERFORMANCE INDICATORS

Stellenbosch Municipality

2025/26: Departmental KPI Report

Ref	Internal Ref / Indicator Code	Responsible Department	KPI	Jan-26						Feb-26						Mar-26						Overall Performance for January 2026 to March 2026	
				Target	Target Description	Actual	R	Performance Comment	Corrective Measures	Target	Target Description	Actual	R	Performance Comment	Corrective Measures	Target	Target Description	Actual	R	Performance Comment	Corrective Measures		
D4877	D3582	Community and Protection Services - Recreation, Sport Grounds and Halls	Facilitation of Sport meetings	2		2	G	Attached the x 2 attendance registers of the Sport meetings that took place		2		0	R			2		0	R			6	2
D5618	D3997	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of MSA Section 80 quarterly reports to the Senior Manager: Community Services	1		1	G	KPI met.		0		0	N/A			0		0	N/A			1	1
D5619	D3998	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of comments on the monthly MFMA Section 71 reports to the Senior Manager: Financial Management Services	1		1	G	KPI met.		1		0	R			1		1	G	Comments provided		3	2
D5731	D4001	Community and Protection Services - Recreation, Sport Grounds and Halls	Conduct mid-year performance evaluations with all identified personnel	3		0	R			0		0	N/A			0		0	N/A			3	0
D5899	D5899	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of signed municipal fleet and inspection logbooks within ten working days after the end of the previous month to the Section: Fleet Management	100%		0%	R			100%		0%	R			100%		0%	R			100%	0%

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	8
R	KPI Not Met	0% <= Actual/Target <= 74.999%	4
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	1
B	KPI Extremely Well Met	150.000% <= Actual/Target	1
N/A	KPI Did Not Occur	KPIs with a target which did not materialise	0
Total KPIs:			18

Report generated on 21 April 2026 at 15:08.

11. RECREATION, SPORT & HALLS RISK MANAGEMENT

Sport and Facilities	Halls
<p>Criminals vandalise 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 is continuously vandalised and stolen during nighttime.</p>

12. HIRING OF HALLS

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	31 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	3	3	4										10	3,3
Klapmuts Multi-purpose Centre	4	9	9										22	7,3
Eikestad Hall	2	6	2										10	3,3
Cloetesville Banquet Hall	1	4	6										11	3,6
Wemmershoek Community Hall	3	3	3										9	3
La Motte Community Hall	3	4	6										13	4,3
Franschhoek Town Hall	1	3	1										5	1,6
Groendal Community Hall	0	0	0										0	0
Kayamandi Community Hall	7	15	19										41	13,6
Kylemore Community Hall	2	3	4										9	3
Pniel Banquet Hall	2	4	3										10	3,3
Total Functions	28	54	57										140	46,6

1.3 TOTAL REVENUE

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 June	31 July	31 Aug	30 Sept	31 Oct	30Nov	31 Dec	Total	Average
Stellenbosch Town Hall	R33480,00	R36900,00	R37462,00										R107842,00	R323526,00
Klapmuts multi-Purpose Centre	R2837,00	R12715,40	R14261,90										R29814,30	R99381,00
Eikestad Hall	R1265,00	R3731,00	R1265,00										R6261,00	R2087,00
Cloetesville Banquet Hall	R618,00	R1648,00	R2286,60										R4552,00	R1517,33
Wemmershoek Community Hall	R987,00	R1150,00	R987,00										R3124,00	R1041,33
La Motte Community Hall	R1150,00	R1642,00	R2626,00										R5418,00	R1806,00
Franschhoek Town Hall	R626,00	R28415,90	R2300,00										R31342,00	R10447,30
Groendal Community Hall	R0,00	R0,00	R0,00										R0,00	R0,00
Kayamandi Community Hall	R1280,00	R3360,00	R4480,00										R9120,00	R3040,00
Kylemore Community Hall	R1495,00	R1955,00	R3639,50										R7089,5	R2363,16
Priel Banquet Hall	R1165,00	R4852,00	R2760,00										R4410,00	R1470,00
Total Amount	R44903,00	R96369,30	R72068,00										R208972,80	R69657,60

12. COMMUNITY SERVICES HUMAN RESOURCES:

Departmental Human Resources:	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
	JAN	FEB	MAR	APRIL	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
STAFF COMPLEMENT (CURRENT PERMANENT)												
URBAN FORESTRY	5	5	5									
ORNAMENTAL HORTICULTURE	20	20	20									
ENVIRONMENTAL IMPLEMENTATION	18	18	18									
SPORT AND FACILITIES	32	32	32									
HALLS	14	14	14									
PARKS STB	32	32	32									
PARKS FHK	9	7	7									
CEMETERIES	14	14	14									
LIBRARIES	35	35	35									
WORKSHOP	3	3	3									
TOTAL	180	182	182	184	184	184	184	184	184	182	182	180
FUNDED VACANCIES	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	2	2	2									
ORNAMENTAL HORTICULTURE	2	2	2									
ENVIRONMENTAL IMPLEMENTATION	2	2	2									

SPORT AND FACILITIES	5	6	6									
HALLS	2	2	2									
PARKS	2	2	2									
LIBRARIES	7	7	7									
CEMETERIES	0	0	0									
WORKSHOP	1	1	1									
TOTAL	23	24	24									
EPWP STAFF	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
ORNAMENTAL HORTICULTURE & Free2Grow	16	16	16									
URBAN FORESTRY & MTP	0	0	0									
ENVIRONMENTAL IMPLEMENTATION	23	23	23									
SPORT AND FACILITIES	13	13	13									
HALLS	0	0	0									
PARKS & CEMETERIES	46	46	46									
WORKSHOP	0	0	0									
TOTAL	98	98	98									
TEMPORARY + RELIEVE STAFF	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0									
ORNAMENTAL HORTICULTURE	0	0	0									
ENVIRONMENTAL IMPLEMENTATION	0	0	0									
SPORT AND FACILITIES	11	11	11									
HALLS	0	0	0									

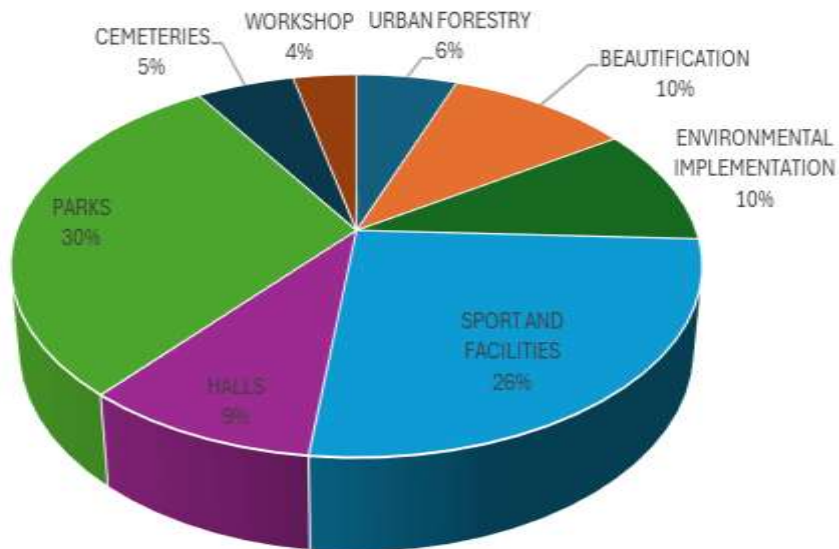
PARKS	0	0	0									
LIBRARIES	0	0	0									
WORKSHOP	0	0	0									
TOTAL	11	11	11									
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0									
SPORT	1	0	0									
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0									
Resignation	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0									
TOTAL	0	0	0									
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0									
INCAPACITIES	0	0	0									
DISABLED / CHRONIC ILLNESSES	0	0	0									
TOTAL	0	0	0									
INJURY ON DUTY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0									
ORNAMENTAL HORTICULTURE	0	0	0									
ENVIRONMENTAL IMPLEMENTATION	0	0	0									
SPORT AND FACILITIES	0	0	0									
HALLS	0	0	0									
PARKS	0	0	0									

LIBRARIES	0	0	0									
TOTAL	0	0	0									
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0									
ORNAMENTAL HORTICULTURE	0	0	0									
ENVIRONMENTAL IMPLEMENTATION	0	0	0									
SPORT AND FACILITIES	0	0	0									
PARKS STB & FHK	0	0	0									
LIBRARIES	0	0	0									
HALLS	0	0	0									
TOTAL	0	0	0									
OVERTIME PRE- APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4									
BEAUTIFICATION	18	18	18									
ENVIRONMENTAL IMPLEMENTATION	9	9	9									
SPORT AND FACILITIES	32	32	32									
HALLS	12	12	12									
PARKS	45	45	45									
CEMETERIES	13	13	13									
WORKSHOP	2	2	2									
TOTAL	135	135	135									

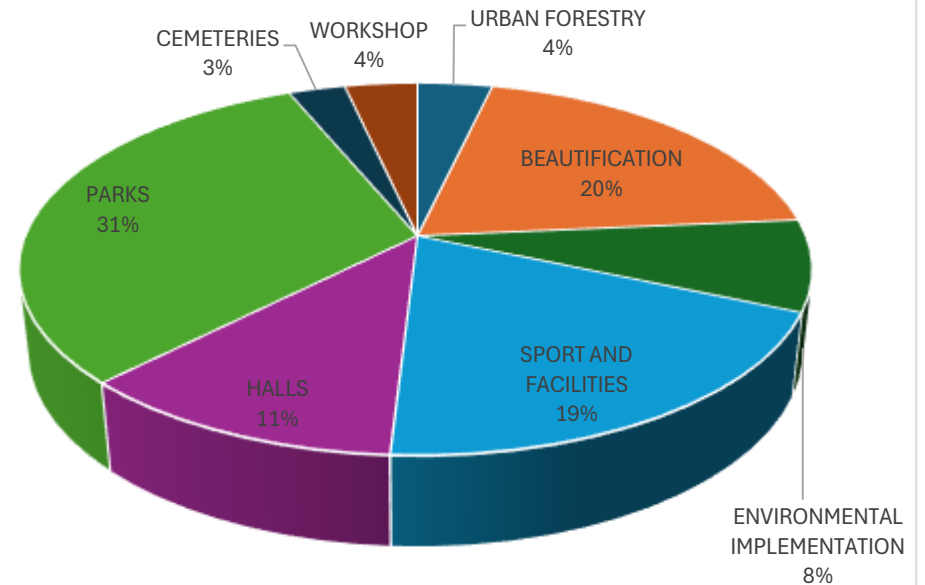
13. OVERTIME STATISTICS FOR COMMUNITY SERVICES

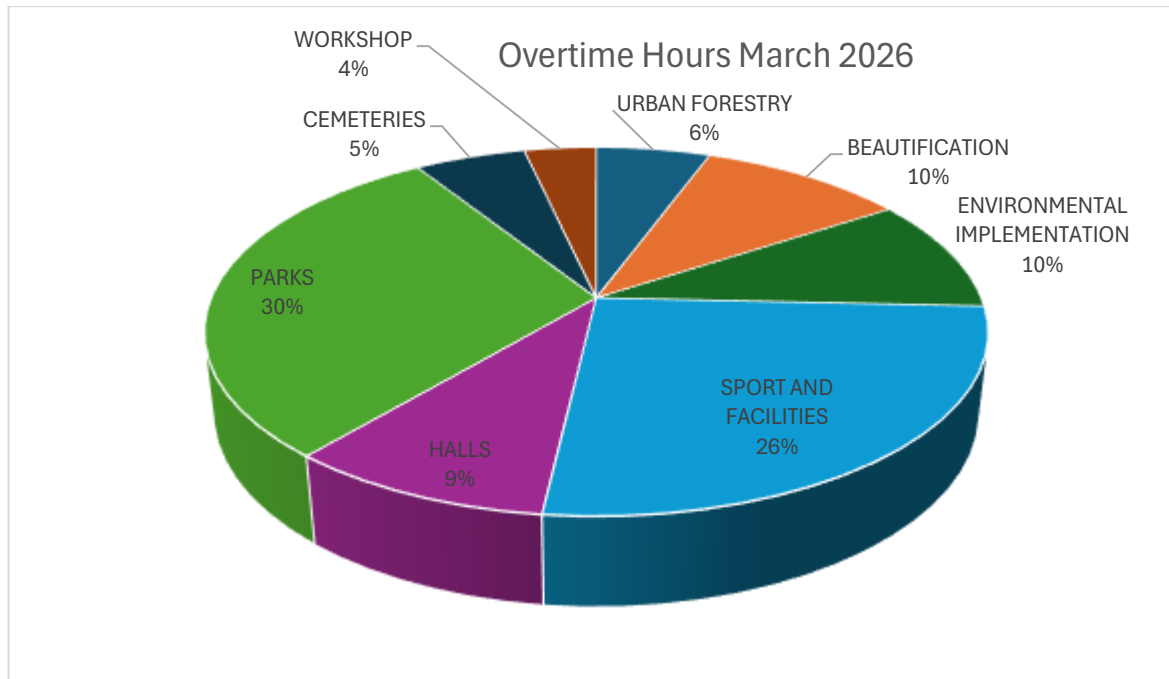
OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	184	138	203									
BEAUTIFICATION	333	765	1110									
ENVIRONMENTAL IMPLEMENTATION	325	303	257									
SPORT AND FACILITIES	854,4	744,5	1235									
HALLS	305,5	439	746,75									
PARKS	976	1203	1194									
CEMETERIES	179	104,5	136,5									
WORKSHOP	116	134	130									
TOTAL	3273	3831	5012,25									

Overtime Hours for January 2026



Overtime Hours February 2026





7.2.2	QUARTERLY REPORT: LIBRARIES SECTION (JANUARY 2026 - MARCH 2026)
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 7 May 2026

1. **SUBJECT: QUARTERLY REPORT: LIBRARIES SECTION (JANUARY 2026 - MARCH 2026)**
2. **PURPOSE**
To notify the Committee of the monthly activities (**Annexure A**) that were conducted by the Libraries Section for January 2026 - March 2026.
3. **DELEGATED AUTHORITY**
Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committee has no decision-making authority and makes 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 libraries section for the month of January 2026 - March 2026 to the Committee for notification.
5. **RECOMMENDATION**
To present the monthly activity report of the libraries section for the month of January 2026 - March 2026 to the Committee for notification, be noted.
6. **DISCUSSION / CONTENTS**
 - 6.1 **Background**
The libraries section 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 six Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote the culture of reading.
 - 6.3 **Financial Implications**
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 staff implications to the Municipality.
 - 6.6 **Previous / Relevant Council Resolutions**
None

6.7 Risk Implications

Risks are addressed in the report.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Libraries Monthly Report & Combined Stats for January 2026 -
March 2026

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vanderMerwe@ Stellenbosch.gov.za
REPORT DATE	APRIL 2025

ANNEXURE A



STELLENBOSCH LIBRARIES QUARTERLY REPORT

LIBRARY SERVICES

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1.2 FRAUD TRAINING.....	Error! Bookmark not defined.
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LIBRARY SERVICES

1. TRAINING

This report provides an overview of the latest training initiatives implemented by the Stellenbosch Public Libraries Section. The objective of the training is to develop staff competencies and enhance services for the community it serves.

CLOETESVILLE LIBRARY

1.1 Interview Techniques

Conducted by: In-house

Location: Cloetesville Library

Participants: Library Assistant

Objective: To teach the staff member how to maintain the structure of the interview, how to ask clear, open-ended questions to understand the needs of the library

1.2 Thematic Organization

Conducted by: In-house

Location: Cloetesville Library

Participants: Library Assistants

Objective: To organize books by theme, so that library visitors can easily find books that match their interests and explore new topics. To provide staff with the knowledge and skills necessary for properly shelving, ensuring they are organized, easily accessible, and well-maintained.

GROENDAL LIBRARY

1.3 Linking & Reinstating of Objects

Conducted by: External

Location: Community Services Boardroom

Participants: Senior Librarians & Library Assistant

Objective: To teach the staff member how to link objects on Slims.

IDAS VALLEY LIBRARY

1.4 Library Craft

Conducted by: Internal

Location: Ida's Valley Library

Participants: Grade R

LIBRARY SERVICES

Objective: Empowering grade R teachers with skills that increase the cognitive development of a child

1.5 Use of recycled material in creating the Easter Bunny.

Conducted by: External

Location: Ida's Valley Library

Participants: Huise Noah

Objective: Encourage children to think about different ways to use materials and create something new.

JAMESTOWN LIBRARY

1.6 isiXhosa Training

Conducted by: Funda

Location: HR Boardroom

Participants: Library Assistants

Objective: Professionalism

PNIEL LIBRARY

1.7 Outlook and Etiquette

Conducted by: Inhouse

Location: Microsoft Teams

Participants: Library

Objective: Professionalism

1.8 Supervisor Training

Conducted by: Tonex Management Solutions

Location: Teams Meeting

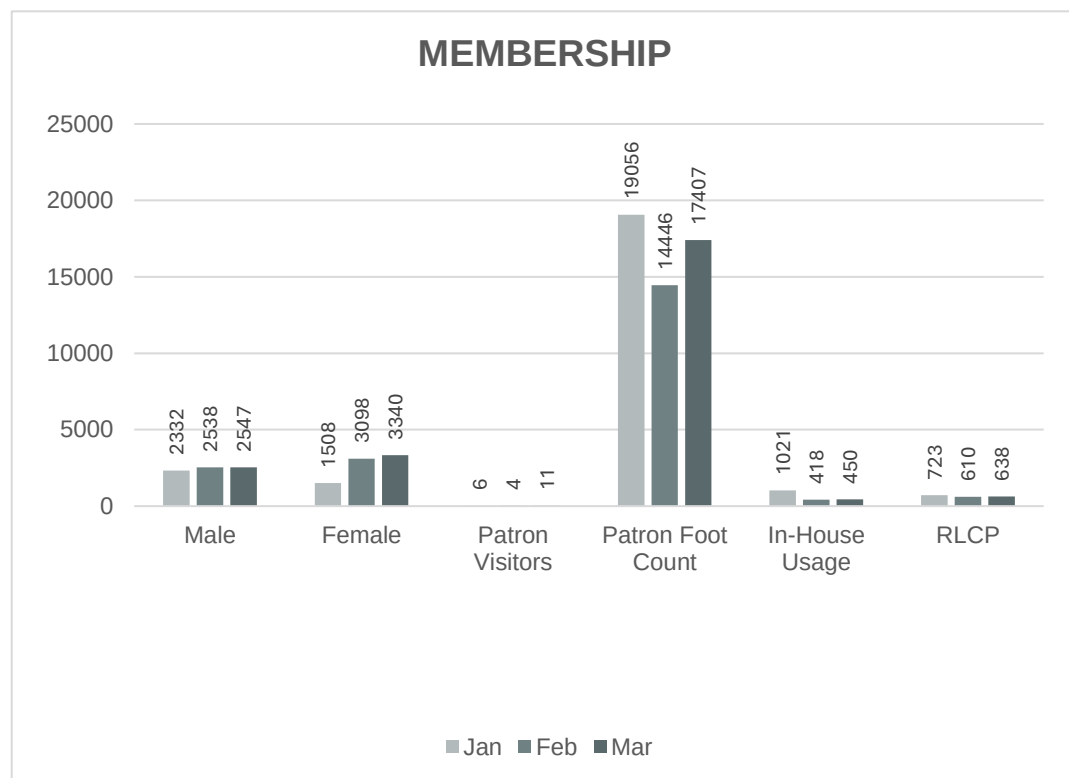
Participants: Library Staff

Objective: Professionalism

LIBRARY SERVICES

2. STATISTICS

2.1 Membership



The Quarterly reporting period was characterized by high volatility in patron engagement driven by seasonal academic cycles and infrastructure constraints. While physical foot traffic and in-house usage showed strong upward momentum in February, March saw a strategic shift in patron behaviour. The region faces a dual challenge of declining public computer (RLCP) usage and temporary facility closures.

2. Membership and Demographic Trends

2.1 Gender-Based Growth

Data from **Groendal** and **Ida's Valley** indicate a consistent trend where female membership growth significantly outpaces male growth.

- **Groendal:** Female new memberships peaked at 14 in February (from 3 in January).
- **Ida's Valley:** Continues to report slower male growth compared to female counterparts.

2.2 Stability vs. Fluctuation

- **Pniel:** Demonstrates the most resilient user base, with membership numbers remaining nearly static (approx. 168 males and 325 females), indicating a loyal, established community of readers.

LIBRARY SERVICES

- **Cloetesville & Groendal:** Showed higher sensitivity to the "Back-to-School" surge in February, followed by a correction in March.

3. Usage Analysis

3.1 Foot Traffic and In-House Engagement

There is a clear distinction between registered members and "walk-in" visitors:

- **Pniel** experienced a **43% increase** in foot traffic in March (3,313 visitors), despite stable membership numbers.
- **Ida's Valley** reports that walk-ins consistently exceed registered members, suggesting the library is viewed as a community hub for non-circulating services.
- **Groendal** saw a **245% increase** in in-house usage from January to March, indicating that the facility is being utilized more intensely for study and reference.

3.2 The RLCP (Computer Services) Paradox

A notable downward trend in Public Computer (RLCP) usage emerged across all reporting branches in March:

- **Pniel:** Usage dropped from 110 to 75.
- **Groendal:** Usage fell from 120 to 106.
- **Cloetesville:** Attributed its decline to the "Exam Season" effect, where students prioritized individual study over computer-based research.
- **Technical Constraints:** In **Ida's Valley**, growth is currently capped by a critical shortage of library cards and barcodes, which has hampered the onboarding of new digital users.

4. Operational Disruptions

- **Klapmuts and Plein Street Libraries:** Operations remain suspended due to an incident at the school. This represents a service gap for the community that may be forcing patrons to make use of neighbouring libraries like Pniel, Cloetesville and Ida's Valley

5. Comparative Data Table

Metric	Highest Performing Branch	Trend Observation
Foot Traffic Growth	Pniel (+996 visitors)	Shift toward physical space utilization.
New Memberships	Groendal (February)	Success in female outreach programs.

LIBRARY SERVICES

Metric	Highest Performing Branch	Trend Observation
In-House Usage	Groendal (Steady Rise)	Increased engagement with physical resources.
RLCP Usage	Groendal (Highest)	General decline noted region-wide in March.

Findings

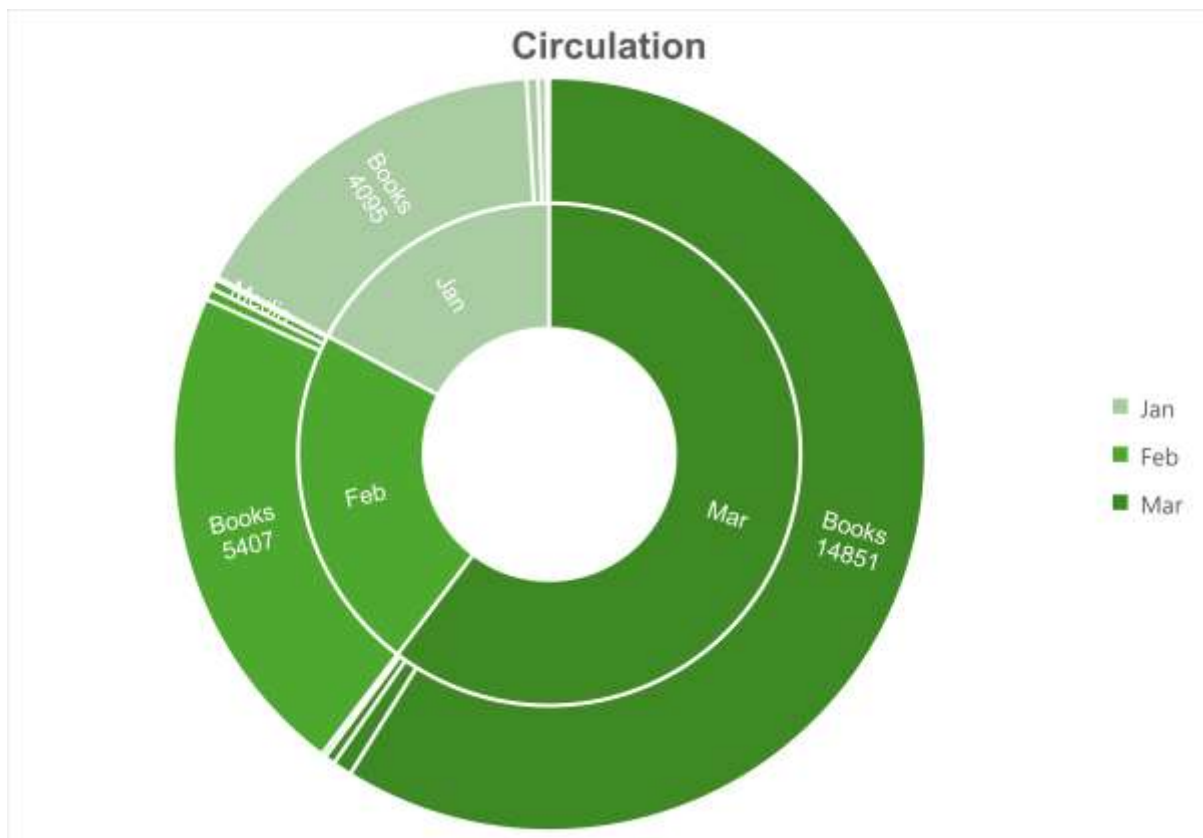
1. **Academic Influence:** Library usage in this region is tethered to the school calendar. March declines are non-concerning as they correlate with exam preparation.
2. **Resource Bottlenecks:** The delay in receiving barcodes and cards from the Provincial office is a primary inhibitor of growth in Ida's Valley.
3. **Digital Shift:** The decline in RLCP usage, despite high foot traffic, suggest patrons may be increasingly utilizing personal mobile devices on the library's network or prioritizing physical study spaces.

Recommendations

- **Provincial Liaison:** Fast-track the requisition of barcodes and membership cards for Ida's Valley to prevent further stagnation in registered usage.
- **Resource Allocation:** Since foot traffic is rising while computer usage falls, consider repurposing sections of the libraries to provide more "quiet study" zones or "bring-your-own-device" (BYOD) stations.
- **Targeted Outreach:** Develop a recruitment strategy for male patrons in the Groendal and Ida's Valley sectors to address the current gender imbalance in new memberships.

LIBRARY SERVICES

2.2 Circulation



Franschoek Library

From January to March 2026, the library statistics show some changes. Book circulation went down slightly from 390 in January to 384 in February. In March, it increased a lot to 524. This shows that more people started borrowing books again, likely because they returned to their normal routines after the holidays and school reopening.

Membership numbers increased a little from 7 in January to 8 in February but then dropped to only 1 in March. This means fewer new people joined the library in March, and more effort may be needed to attract new members.

E-book use went down from 4 in January to 2 in February and stayed the same in March. Audiobooks were not used in January, increased to 3 in February, and then dropped again in March. This shows that digital resources are still not used much and may need more promotion. Magazine use increased from 2 in January to 5 in February but dropped to 1 in March. This means people are not using magazines as much anymore.

Overall, March was a good month for book borrowing, but membership and digital use were low. The library can try to improve this by promoting its services and encouraging more people to join.

LIBRARY SERVICES

Groendal Library

The library data from January to March shows that most users still prefer physical books. Of the total 3,250 activities, books make up 2,840, the largest part by far. This means printed books are still the library's main resource.

Book usage changed across the three months. In January, 590 books were issued. This number increased significantly in February to 1,436, the highest point of the quarter. In March, the number went down to 1,062, but it was still higher than in January. This shows that February was the busiest month for book borrowing.

RLCP usage stayed mostly the same during the three months. It was 119 in January, 120 in February, and then slightly dropped to 106 in March. The total for RLCP is 345. This shows that usage of this service is steady but not very high compared to book borrowing.

E-book usage is 31 in total. This is linked to a change in how we manage and promote e-books (Libby). From January to March, all new members were registered through Overdrive, and users were informed that their accounts were active. Because of this new system, we are now starting to see e-book usage data. This shows that the new strategy is helping users begin to use digital books, even though the numbers are still low.

Other services have very small usage. Library hall use is 29, and media publication or marketing is only 5. Periodicals and digital magazines were not used at all during this period.

Overall, the library is still mostly used for printed books, with February being the busiest month. RLCP is used steadily but at a lower level. E-books are showing activity due to the new Overdrive registration system, a positive sign of digital growth.

Ida's Valley Library

It has been noticed that the physical material circulated less during festive seasons and gain the momentum on the second and the third months for the year. But we have been trying our level best to attract children and youth but in vain.

Kayamandi

During the third quarter .of the 2026–2027 financial year, membership at Kayamandi Library remained stable. The gate count continues to increase daily, as members of the

LIBRARY SERVICES

community make use of the library as a quiet study space. Many residents come from disadvantaged areas where noise from shebeens makes it difficult to study at home.

The use of the library hall has also increased. The former study area has been converted into a hall that can be used by the community and local schools for development events. The space can accommodate at least 30 adults and up to 40 children.

Pniel Library

During the quarter, circulation was dominated by print books, with 3,125 checkouts, confirming that physical books remain the most heavily used resource. E-books recorded 93 uses, showing moderate but consistent engagement with digital reading materials.

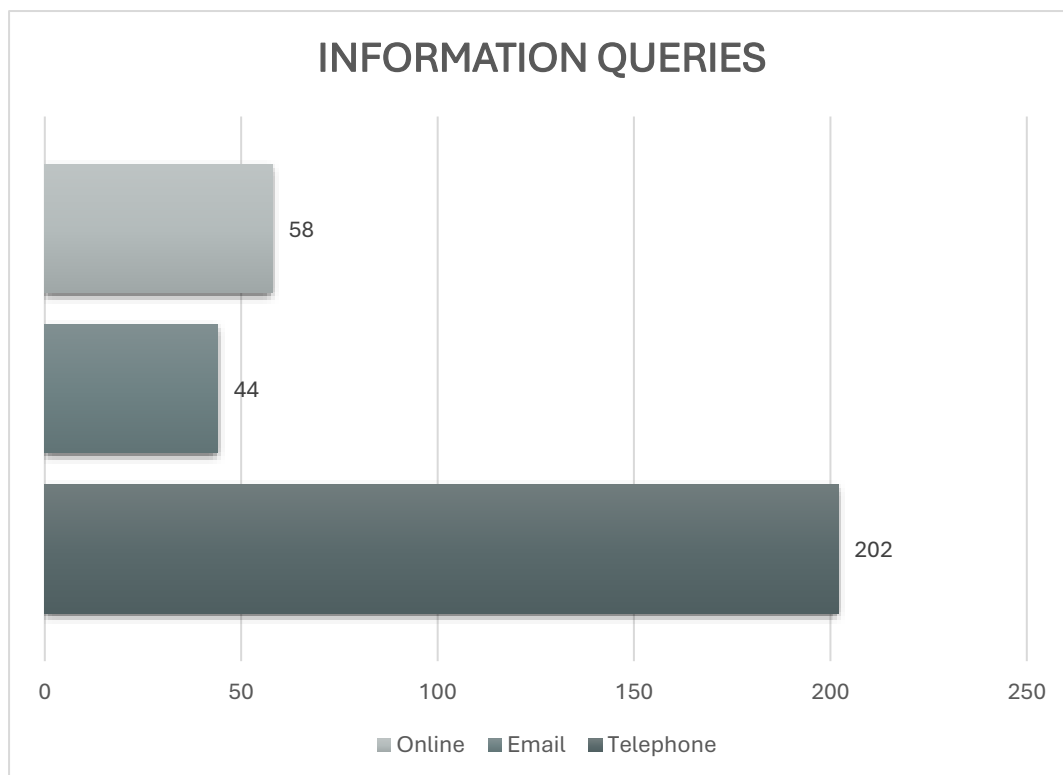
Both media (CDs/DVDs) and audio-visual items showed negative usage (0 and 1 respectively), reflecting the ongoing shift away from physical media as patrons increasingly rely on online and streaming platforms. Library hall usage remained at zero, not due to lack of demand but because the library does not have a hall facility.

Overall, circulation trends indicate strong reliance on print materials, and gradual use of digital formats, and a very clear decline in traditional media formats.

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2.3 Information Queries

2.4 Media Publication



Media	Type	Details
7	Facebook	<ul style="list-style-type: none"> Back to school

LIBRARY SERVICES

		<ul style="list-style-type: none">• World Read Aloud Day• Library week• Top Reader Recognition• Jamestown library Hosted Standard Bank and Nedbank for the community• Silent Book Club• Day 1 and 2 of holiday programme activities in the library.
--	--	--

2.5 Library Hall Usage

MONTH	LIBRARY	ORGANIZATION	NUMBER OF PATRONS	DETAILS OF HALL USAGE
JANUARY	Cloetesville	Storytelling	25	Every month, Nora Tyres visits the library on Wednesdays and Thursdays for storytelling sessions
	Kayamandi	ECD Training	11	We have a group of ECD principals attending an informative training every month in our hall
FEBRUARY	Cloetesville	Storytelling	25	Every month, Nora Tyres visits the library on Wednesdays and Thursdays for storytelling sessions
	Groendal	Inceba Trust / Elderly Club / Sport, Development & Peace	191	Workshop / Training.
		Groendal Library	20	Valentines – Paint and Read
		Score	210	Yeboneers Orientation
	Kayamandi	Nomzamo Senior Citizens	15	Senior citizens gathering weekly

LIBRARY SERVICES

MARCH	Cloetesville	Storytelling	25	Every month, Nora Tyres visits the library on Wednesdays and Thursdays for storytelling sessions
	Groendal	UWC Law Clinic / Inceba Trust / Elderly Club / Score	186	Workshop / Training
		Inceba Trust / Franschhoek ECD Forum / Inceba Trust	110	Meeting
	Kayamandi	Nomzamo Senior Citizens	75	Senior citizens gather weekly

3 OUTREACH AND ACTIVITIES

Cloetesville Library

Arts & Crafts

Library week – painting

Adopt A School

Nora Tyres leads engaging storytelling sessions every Wednesday and Thursday at the library. These sessions are open to children from various primary schools in Cloetesville. The children come to the library to enjoy stories that foster creativity and a love of reading.

Patron Basic IT Skills Training

- Basic computer skills
- Email
- Online job hunting

Afterschool Program

Our after-school program continues to be a success. Children from different primary schools in Cloetesville attend regularly, where the library staff assists with homework support. This program not only helps children complete their assignments but also provides a safe and nurturing environment for them after school hours.

Digital Literacy for Unemployed Community Members

We are running weekly Digital Literacy sessions aimed at helping unemployed members of our community. These workshops are designed to provide essential digital skills that improve job readiness and access to online opportunities.

Spelling Support Program

Homework assistance, we also offer a weekly spelling support program. This program is tailored to help learners improve their spelling skills, ensuring they enhance their academic performance.

LIBRARY SERVICES

Franschhoek Library

Story Hour

@ Valley Kids Creche: Read aloud with the class- testing reading level competency.

Patron Basic IT Skills Training

Assisting and teaching the public how to type up a CV.

Groendal Library

The storytelling program started again in January 2026 with a session led by children's author Tamsyn Alfino. The session included Early Childhood Development (ECD) learners and learners from Kusasa Academy. The aim was to demonstrate the importance of storytelling for young children. Attendance was good, and learners actively participated, giving the program a strong start to the year.

In February 2026, storytelling sessions were held for learners from Sparkle ECD and Kusasa Academy. Library staff told fun and suitable stories and encouraged learners to ask and answer questions. The learners were very involved and interested. After the session, they played with educational toys in the ECD corner.

In March 2026, four storytelling sessions were held at the library, and three local ECD centres were visited. Stories were read in Afrikaans, English, and isiXhosa to support different languages. The learners were very excited and often asked for more stories. This showed that their interest in reading is growing.

Overall, the first three months of 2026 were successful. Many learners attended, took part, and showed a growing love for stories and reading. The program is helping to build a strong reading culture and support young children's learning.

Youth Employment Readiness Workshop

The library, in partnership with the National Youth Development Agency (NYDA) and the Small Enterprise Development Agency (SEDA), successfully hosted a youth workshop to prepare young people for employment and entrepreneurship opportunities.

The session was lively with open discussion between the facilitator and participants. Key topics included the importance of structure when preparing for the job-seeking process, understanding workplace expectations, and building confidence when applying for jobs.

LIBRARY SERVICES

They were also introduced to various business and development services offered by NYDA and SEDA, including support for start-ups, skills development, and guidance on growing sustainable businesses.

Valentine's Sip and Paint

We hosted Groendal Primary School for a Valentine 's-themed Paint and Read session that combined storytelling and creative expression. The session included a read-aloud of *If You'll Be My Valentine*, *Ek Voel Liefde*, and *I Forgot to Say I Love You*, each selected to reinforce themes of love, kindness, and friendship. Learners participated in a painting activity where they were encouraged to express their creativity through their drawings.

Financial Literacy with Nedbank

The library partnered with Nedbank to plan and host a Financial Literacy Workshop to educate the community on budgeting, saving, and general financial management. The event was advertised through multiple platforms, including the Municipal Facebook page, the Stellenbosch Libraries Facebook page, the Groendal & Franschhoek Community page, the library notice board, and word of mouth. Despite these efforts, the workshop recorded zero attendance.

Following this outcome, the approach to hosting a financial literacy workshop will be restructured to improve participation. Future sessions will be incorporated into existing library events with established attendance.

Girls' Hygienic Talk with Wemmershoek Primary

A menstrual hygiene awareness session was conducted with Right to Care for Grade 5 and 6 learners at Wemmershoek Primary School to promote knowledge and confidence around menstrual health.

The sanitary pads were distributed after the session, supporting learners' hygiene, well-being, and dignity.

Patron Basic IT Skills Training

We held basic computer classes. In the first session, they were introduced to using the mouse and keyboard. They also practiced typing through an online typing program to enhance speed and accuracy.

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Ida's Valley Library

Happy Place Craft Group:

Creating a safe space to create arts & crafts

Physio Group:

Exercise for people with disabilities and stroke victims

Valentine's Day:

Happy Place Craft & Huis Noah held the weekly come together, and celebrated Valentine's Day, with the theme **Celebrations of love**. Happy Place Crafts Group portrays their theme, **The love of art**, and Huis Noah portrays their theme, **Love in Your Everyday Life**.

Showcasing mobile library services to local schools:

Visited all 3 primary schools. The aim was to give the learners a feeling of the hop-on and off library bus. More importantly, to provide easy access to books and educational resources, particularly in underserved communities, in support of literacy to learners, offering interactive, fostering love for reading, and moving outside the traditional classroom for better child concentration.

Jamestown Library

Storytelling

ECD visited the library on 5/02/2026 for Read Aloud Day. Jamestown library partnered with our author, Luze Botha, from Jamestown, who had an interactive reading session with the 4-5-year-olds.

DIG-IT ECD 26/02/2026

Adopt A School

Kabouter land Creche, Outreach -30 January 2025. Water Safety in collaboration with NSRI.

Marketing Event

ECD's: 22 January 2026 – visited Shalome Creche and Dig-It Creche.

Le Clemence & StellenOord Retirement

Providing service and information

LIBRARY SERVICES

Kayamandi Library

Meet and Greet at Sizamile creche, Umtha Welanga creche, Okuhle creche, Nomonde creche, Sizamile creche

We visited our adopted crèches to inform them that the library is open again for children in 2026 year

Sizamile Creche

Read Aloud Day

Bubble Bee Creche, Vision Africa, Imizekeliso Creche, Sizamile Creche

Storytelling sessions in the library

Changeability NGO

Human Rights event

Klapmuts Library

Library temporarily closed due to an incident at the school

Pniel Library

Library outreach activities in March focused on early childhood development and literacy support, reaching a total of 20 children.

Storytelling sessions (3 sessions) targeted children aged 1–5 years and covered themes such as colours (“Poppy Loves Rainbows”), senses (“This is My Nose”), and the importance of reading during library week. These activities supported language development, listening skills, and early reading habits.

One block loan activity for children aged 0–7 years involved collecting previously issued materials before the school holidays, ensuring proper circulation of resources, although no new loans were issued during this time, and may have had limited access temporarily.

A literacy class for children aged 6–12 years helped learners prepare for their Term 1 tests, strengthening reading and comprehension skills. Overall, the outreach was well-

LIBRARY SERVICES

focused and beneficial, with a clear emphasis on foundational learning, though increasing the number of sessions could expand impact further.

Book covering station

The library created a space offering help to learners with covering their schoolbooks and textbooks at no cost to them – this initiative aimed to help the less privileged children to be proud of their schoolbooks.

World Read Aloud Day

Both library assistants contributed to World Read Aloud Day by reading aloud to as many children as possible – at the creche in Pniel, as well as the primary school in Kylemore.

Adam Small festival

As part of the Adam Small festival held every year, the last weekend of February, locally in Pniel, the library contributed by reading a story to the creche during the festival – the organisers arranged a party packet for the kids.

Library Week

As part of celebrating library week, the library went to the creche to do a story hour and to the primary school to have a talk with the Grade 2's on the importance of reading and how reading can make you happy and successful. On the 3rd day, children were treated to a story in the library as well as colouring pages and activities. On the final day, the children were entertained with games like dominoes and memory games, which were very entertaining. A total of 122 children were impacted.

Easter holiday programme

The school holiday programme focused on Easter – with activities like easter egg hunt, making your own easter egg with recycled materials. A total of 20 children attended the sessions.

LIBRARY SERVICES

4 PROGRAMS / MARKETING EVENTS

Cloeteville Library

Event	Total	Target Audience	Description
World Read Aloud Day	1	Grade 1 learners	On the 4 th of February 2026, Cloeteville Library, in collaboration with Wordworks, celebrated World Read Aloud Day at Pieter Langeveldt Primary School with more than 500 Grade One learners
Library week	5	All	To encourage people of all ages to read more and discover the resources available at libraries, such as books, e-books, audiobooks, free online access, etc
Top readers awards	1	Best readers	The aim of the awards is to celebrate and recognize the top readers in our community, while also promoting a culture of reading.

Franschoek Library

Event	Total	Target Audience	Description
Story Hour	30	Sparkles Creche	Reading aloud with the class- testing reading ability.

Jamestown Library

Event	Total	Target Audience	Description
Marketing Event	2	ECD's	22 January 2026 – visited Shalome Creche and Dig-It Creche.
Banking Service	1	Jamestown Community	Banking services brought to the community- Standard Bank and Nedbank-February

LIBRARY SERVICES

Silent Book Club	1	ALL	Silent Book Club: Launch of the first Silent Book Club in Stellenbosch. The target audience is for everyone. Bring a friend and your current read. You can swap, borrow to read. April
Aftercare	1	7-13Years	Coding
Library Week	1	ECD teachers and principals	Introduction to Bana Pele. Morning tea was shared with guest speaker Charlmane Kruger, activist and survivor. Event hosted on 17/03/2026
Outreach Le Clemence		Retired and housebound	Providing service, information, and care. (Ongoing)
StellenOord		Retired and Housebound	Providing service, information, and care. (Ongoing)

Klapmuts Library

Temporarily closed due to an incident at school

Pniel Library

Event	Total	Target Audience	Description
Book covering station	3	All students	The library created a space offering help to learners with covering their schoolbooks and textbooks at no cost to them – this initiative aimed to help the less privileged children to be proud of their schoolbooks.
World Read Aloud Day	2	0 – 7-year-olds	Both library assistants contributed to World Read Aloud Day by reading aloud to as many children as possible – at the creche in Pniel, as well as the primary school in Kylemore.
Adam Small festival	1	0 – 7-year-olds	As part of the Adam Small festival held every year, the last weekend of February, locally in Pniel, the library contributed by reading a story to the creche during the festival – the organisers arranged a party packet for the kids.

LIBRARY SERVICES

Library Week	4	0 – 12 years	As part of celebrating library week, the library went to the creche to do a story hour and to the primary school to have a talk with the Grade 2's on the importance of reading and how reading can make you happy and successful. On the 3 rd day, children were treated to a story in the library as well as colouring pages and activities. On the final day, the children were entertained with games like dominoes and memory games, which were very entertaining. A total of 122 children were impacted.
Easter holiday programme	2	5 – 12 years	The school holiday programme focused on Easter – with activities like easter egg hunt, making your own easter egg with recycled materials. A total of 20 children attended the sessions.

The library hosted two main programmes in March, reaching a combined total of 142 children. Library Week (4-day event) targeted children aged 0–12 years and had the highest impact, with 122 attendees. Activities were diverse and well-structured, including a storytelling session at a crèche, an educational talk to Grade 2 learners on the importance of reading, and in-library activities such as storytelling, colouring, and interactive games like dominoes and memory games. The theme strongly promoted reading as a tool for happiness and success, effectively engaging children across different age groups while combining education and fun.

The Easter holiday programme (2-day event) targeted children aged 5–12 years and reached 20 attendees. It focused on creative and themed activities such as an Easter egg hunt and making Easter eggs from recycled materials, encouraging creativity, participation, and environmental awareness. Overall, both events were successful in engaging children, with Library Week having a broader reach and stronger educational focus, while the Easter programme provided enjoyable, hands-on holiday activities.

LIBRARY SERVICES

5 PARTNERSHIPS

Cloetesville Library

Partner	Details	Impact on the Community
Traffic Department	Cloetesville Library is collaborating with the Traffic Department in celebration of Library Week to promote the culture of reading.	Promote the culture of reading
Huis Ebenhaeser	Delivering books	The library provides an outreach service to Ebenezer Old Age Home, delivering books and reading materials for senior residents.
Wordworks	Wordworks works with caregivers, teachers, and early childhood educators to support literacy skills in young children	To promote the culture of reading

Franschoek Library

Partner	Details	Impact on the Community
Franschhoek Hospice Care	-	We provide holistic, compassionate, palliative home-based care to patients and families in the Franschhoek Valley who experience a life-threatening illness.
Score – Franschhoek Valley Community Sport Centre	-	SCORE uses sport and education to provide children and youth with valuable skills and opportunities they need to succeed in life and contribute to their communities.

LIBRARY SERVICES

Franschhoek Old Age Home - Fleur de Lis	-	Supporting senior citizens
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Groendal Library

Partner	Details	Impact on the Community
NYDA	Job Readiness	The partnership aimed to connect youth with trusted organizations that offer real support for employment and business development.
Tamsyn Alfino	Storytelling	The partnership was established to promote a love of reading and storytelling in early childhood.
Nedbank	Financial Literacy	Financial Literacy
Sport, Development & Peace	Gender-based violence workshop	GBV
	Story writing	Story Writing Workshop
Peace Centre (UWC Law Clinic)	Free Legal Services	Legal services offer pro bono assistance, helping people access justice and protect their rights.
SEDFA	Youth Business Training	Postponed to 8 to 10 April.

Ida's Valley Library

Partner	Details	Impact on the Community
The right to care	Sharing ideals to uplift the group spirit and doing exercises for a healthy lifestyle.	Keeping adult minds busy and building a caring community.
Hiuse Noah	Empowering them with various craft skills.	The aim is to sustain their economic status.

LIBRARY SERVICES

Local Schools	Sharing library service.	Enhance children's love for a book and reading with meaning and love. Looking for better passing marks.
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Jamestown library

Partner	Details	Impact on the Community
Shalome ECD DIG-IT ECD Kabouterland Creche NSRI Standard Bank Nedbank E-Bos Aftercare	Story Tellings Educational programme on water awareness Financial service for the Jamestown community Coding Programme	Story Tellings Educational programme on water awareness Financial service for the Jamestown community Coding Programme
Winelands Arts		Chairperson for Winelands Arts and activist for GBV: Facilitated local initiatives against GBV and Femicide in Stellenbosch. Recognized for working on agricultural projects to combat hunger in Klapmuts

Klapmuts Library

Temporarily closed due to an incident at the school

Pniel Library

Partner	Details	Impact on the Community
Adam Small Festival	20.02.2026	Collaborated to bring literacy and reading to the schools
PC Petersen primary	04.02.2026	Participated in World Read Aloud Day

LIBRARY SERVICES

Pniel primary	Partnership with the primary schools to reach more children	A partnership between the library and primary school boosts literacy, fosters a love of learning, and strengthens community engagement.
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During Library Week, a partnership between the library and the primary school allowed 90 Grade 2 learners to participate in a session on the importance of reading. The event combined education with engagement, teaching children how reading can make them happy and successful. To reinforce the experience and encourage continued library use, each child received a goodie bag containing a library membership form, bookmarks, and a small treat. This approach not only made learning fun but also promoted library membership, nurtured reading habits, and strengthened the connection between the school, library, and community, ensuring a lasting impact beyond the event itself.

6 COLLECTION DEVELOPMENT

6.5 New Book Procurement

The libraries section had a total of 492 new collections for the second quarter of the 25/26 financial year.

6.6 Project Files and Pamphlets

Ida's Valley Library

Title/Name	Total	Subject	Description
Gender Based Violence	1	Life Orientation	The effects of GBV on communities – Grade 9
Idas Valley	1	Geography	Different settlements around our communities – Grade 9
Diseases	1	Life Orientation	Grade 8 – Children's diseases and their long-term effects.

LIBRARY SERVICES

7 DISPLAYS

Cloetesville Library

Subject	Total	Description
Battle of the Books	1	Promote the culture of reading
Human Rights Day	1	Human Rights Day
Library week	1	Library week
World Read Aloud Day	1	World Read Aloud Day
Bedtime stories	1	Bedtime stories
World Science Day	1	World Science Day is celebrated on 10 November. This day highlights the important role of science in society and the need to engage the wider public in debates on emerging scientific issues.
World Television Day		World Television Day is on the 21 of November and celebrates the importance of television in shaping public opinion, promoting cultural diversity
Mental Health awareness	1	Mental Health awareness
World Space Week	1	Celebrating World Space Week
The Very Hungry Caterpillar		The story begins with a tiny caterpillar hatching from an egg
Celebrating Handwashing day		Celebrating Handwashing day

Franschoek Library

Subject	Total	Description
Back to School	1	Reminding all to get ready and stock up for school with stationery, clothing, and learning.

LIBRARY SERVICES

Safety Display	1	Keeping safe in everyday situations – where one might think it's not dangerous, but incidents can occur.
Valentine's Day	1	Reminding us all never to be shy or ashamed to tell those you love how you feel, be it mother, father or siblings or a loved one.
Stories with Puppets	1	Puppets are a fun interactive way to tell stories with young ones. It adds an extra element of fun for the storyteller and the listener.
Human Rights Day Display	1	Reminding all what happened on 21 March in 1960 at Sharpeville.
National Water Week Display	1	Reminding all that water is precious and should not be wasted.
Library Week Display	1	Reminding all patrons to the benefits of a library and for those a reminder to return long overdue books

Groendal Library

Subject	Total	Description
Back to school	1	The display highlighted the learners' and parents' excitement and preparation for the start of the new school year. It was placed near the circulation desk and visible to all patrons.
Story	1	The display presented the key steps for creating a story, including characters, setting, and plot. It encouraged the patrons to use their imagination and develop their own creative stories. It was placed near the circulation desk.
Valentine's	1	To promote the month of love by advertising books that talk about kindness, friendship, and love for adult patrons
Fall in Love in a Book	1	To promote the month of love by advertising books that talk about kindness, friendship, and love for juvenile patrons

LIBRARY SERVICES

Library Week	1	The display highlighted the importance of libraries in promoting the culture of reading and learning. It was set up in the foyer and visible to all patrons visiting the library.
Human Body – Juvenile	1	The display introduced children to basic anatomy and health topics. It was placed near the juvenile section, visible to all patrons.
Human Right's Day	1	The display was placed near the circulation desk and was visible to all library patrons. The display promoted awareness of equality and rights.

Ida's Valley Library

Theme	Subject	Total	Description
New Year	Celebration of the new year resolutions resembling new beginning as the year starts		New Year – New Year's Day is usually celebrated with festivals, huge gatherings with family and friends, and new year's resolutions. New Year's Day is celebrated annually on the 1st of January.
Healthy Eating	After the festive season awareness around, healthy eating is very important		Eating a wide variety of healthy foods helps to keep you in good health and protects you against chronic diseases. Eating a well-balanced diet means eating a variety of foods from each of the 5 groups daily, in the recommended amounts. It is also important to choose a variety of foods from within each food group

LIBRARY SERVICES

Pregnancy awareness week			<p>A. Pregnancy Awareness Week Pregnancy Awareness Week is observed from 12 to 16 February. The primary purpose of Pregnancy Awareness Week is to reduce the number of deaths or complications from pregnancy.</p> <p>B. This includes both the mother and the foetus/baby. The event does so by strengthening the education on pregnancy and highlighting important issues that promote a healthy pregnancy and safe motherhood.</p>
Valentine's day			<p>Valentine's Day – Valentine's Day is celebrated annually on February 14 as a major cultural, religious, and commercial day of romance, love, and affection. In 2026, it falls on a Saturday, often marked by exchanging cards, flowers, and chocolates, or sharing special meals. It originated from a Christian feast day honouring Saint Valentine.</p>
Children Dental health month	Brushing your teeth		<p>Brushing your teeth (Children Dental health month) - The <u>Children's Dental Health Day</u> was first celebrated on February 8, 1949. It became a month-long commemoration in 1981. Celebrating children's oral health awareness is incredibly</p>

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			<p>important for the community. Tooth decay remains the most common chronic childhood disease.</p> <p>Continuing educational programs and prevention awareness will help motivate more parents and other adults to recognize the seriousness of children's dental disease.</p>
Dr. Seuss week			<p>Dr. Seuss Week is a celebration of reading and imagination, usually held during the week of his birthday, March 2nd (often March 2–6 or 3–7).</p>
Human Rights Day (21 March)			<p>Human Rights Day is celebrated in South Africa on March 21 to commemorate the 1960 Sharpeville Massacre, where 69 people were killed by police during a peaceful protest against oppressive apartheid pass law.</p>

Jamestown Library

Subject	Total	Description
Read Aloud	1	Read Aloud
Library Lover's Month	1	Library Lover's Month
Welcome Autumn	1	Highlighting the significant season of transition, marking the shift from summer to winter. This is when the sun makes equal day and nighttime for both hemispheres. Plants shed their leaves

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		and animals prepare for winter. Autumn is characterised by cool weather and orange tones.
Happy Easter Displays	1	Easter is a Christian holiday celebrating the resurrection. For kids it focuses on themes of joy, renewal and family celebrations. For many kids it is a fun holiday with egg hunts, chocolate overload on easter bunnies , while also being the most important holy day of the year for Christians.
Human Rights Day	1	Highlighting Human Rights Day – 21 March – significant for libraries as we act as democratic spaces that bridge social inequalities, promoting literacy, education and social cohesion. The day often coincides with SALW, encouraging library initiatives that focus on legal awareness, community empowerment and the right to information. In South Africa the specifically serves as a reminder of the fight for democracy linking the library mission to the promotion of human dignity, equality and freedom.
National Water Week Display	1	Reminding all that water is precious and should not be wasted.
Library Week Display	1	Reminding all patrons to the benefits of a library and for those a reminder to return long overdue books

Kayamandi Library

Subject	Total	Description
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Leprosy	1	We want to raise awareness and reduce stigma; this display encourages empathy and understanding. Personal stories and nonfiction accounts help readers understand the human experience behind the disease.
International Mother Tongue	1	We want to highlight the value of languages and also to encourage respect for all languages
Valentines Day	1	We displayed love books to create quality time through shared stories between married couples; to improve communication, we want to support healthy relationships and increase adult participation in library programmes
Pregnancy Awareness	1	Pregnancy awareness book displays share reliable information on prenatal care, nutrition during pregnancy, preparing for parenthood
Ufunda uku Funda u Tippie	1	Ufunda uku Funda u Tippie is a delightful children's story about Tippie, a young character who is learning how to read. The book follows Tippie's journey as he begins to recognise letters, sound out words, and gradually build confidence in reading.
Day of Goodwill	1	The Day of Goodwill is about kindness, compassion, and helping one another. We highlight it to encourage unity and build a supportive community environment.
Ndiyakuthanda Ukufunda	1	An "I Love to Read" display is created to promote a culture of reading and encourage children to develop a love and appreciation for books.

Klapmuts Library

Library temporarily closed due to an incident which occurred at the school

LIBRARY SERVICES

Pniel Library

Subject	Total	Description
International day for women and girls in science	1	The International Day of Women and Girls in Science, celebrated annually on February 11, is an UN-designated observance promoting full, equal access and participation for women and girls in STEM fields. Established in 2015, it highlights that women are still underrepresented in research, making up less than one-third of researchers globally.
International mother language day	1	Celebrated on February 21, IMLD was formally established by UNESCO in 2002 to promote the preservation and protection of the world's languages, and encourage the proliferation of education delivered through mother languages
Nasionale vertel 'n sprokie dag	1	Dit is 'n spesiale dag wat toegewy is aan die deel van klassieke en moderne sprokies, om verbeelding te stimuleer en die tradisie van storievertelling lewend te hou, dikwels deur boeke te lees of fantasieverhale te vertel.
South African library week	1	This week is celebrated to highlight the vital role libraries play in fostering literacy, promoting social cohesion, and providing free access to information as a basic human right
St. Patricks day	1	Is a day celebrated annually on March 17th, honours the patron saint of Ireland by commemorating his death and the arrival of Christianity in Ireland.
Human Rights Day	1	National Human Rights Day in South Africa is celebrated annually on March 21 to commemorate the 1960 Sharpeville Massacre, where 69 people were killed during peaceful protests apartheid pass laws.
World Bipolar day	1	World Bipolar Day is observed annually on March 30, the birthday of artist Vincent van

LIBRARY SERVICES

		Gogh, who was posthumously diagnosed with probable bipolar disorder. It aims to raise awareness, combat stigma, and improve education surrounding the condition, which involves extreme mood swings including emotional highs (mania) and lows (depression).
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This quarter, the library offered a diverse array of displays celebrating seasons, culture, health, literature, and fun.

Seasonal and Literary Themes: Spring into a Good Book encouraged readers to explore new or rediscovered titles, while Roald Dahl Day and National Mickey Mouse Day celebrated imagination, storytelling, and iconic characters. Halloween added a playful, festive touch, engaging visitors with seasonal fun.

Cultural and Environmental Awareness: Heritage Day and Arbor Week highlighted South Africa's cultural richness, traditions, and sustainability initiatives, promoting community engagement and environmental stewardship.

Health and Social Awareness: Displays for Foetal Alcohol Syndrome Awareness, Breast Cancer Awareness Month, Movember, and Diabetes Awareness provided educational resources on critical health issues. 16 Days of Activism focused on addressing gender-based violence, promoting equity, and encouraging positive social change.

Science and Society: Transport Month and World Space Week explored technology, science, and their impact on society.

Overall, these displays blended education, entertainment, and inspiration, offering library visitors meaningful and engaging experiences across age groups.

8 LIGHTS ON AFTERSCHOOL ACTIVITIES

Ida's Valley Library

Maths classes has been postponed in this quarter due to exam time. Only the junior learners that were accommodated for storytelling aftercare session.

Jamestown Library

LIBRARY SERVICES

Coding Programme with the aftercare children

9 HIGHLIGHTS OF THE MONTH

Cloetesville Library

Thematic organization: Ensuring Easy Access for children / Patrons

Outreach to Little Builders: 4 March 2026

Library week: Story hour at Nora Tyres

In celebration of Library Week, Cloetesville Library is collaborating with the Traffic Department to promote the culture of reading. This initiative will include a special reading session with Nora Tyres Crèche, where a total of 30 children will participate. The goal is to inspire young learners and emphasize the importance of reading early in life.

Spelling Alphabets: Understanding the alphabet improves a child's ability to write words accurately. Spelling skills support correct letter formation and spelling, which leads to clearer and more effective written communication.

Top Readers Awards

Cloetesville Library Senior Librarian – Ms. Mapongwana Congratulates Young Top Readers and Expresses Gratitude to LIS Department and Stellenbosch Communication Department.

Cloetesville Library staff is thrilled to shine a spotlight on the bright young minds who have demonstrated exceptional dedication and passion for reading. These top readers are not just absorbing knowledge; they are building a strong foundation for future success, creativity, and critical thinking.

A special thank you is also due to the Stellenbosch Communication Department, whose generous sponsorship has made it possible for us to present these young readers with thoughtful gifts. Your support has been invaluable in recognizing their hard work and encouraging their love for learning.

Storytelling

Read a story about spreading love and giving hugs. Children enjoyed the story and the end, whereby we each hugged each other.

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World Read Aloud Day

On the 4th of February 2026, Cloetesville Library, in collaboration with Wordworks, celebrated World Read Aloud Day at Pieter Langeveldt Primary School with more than 500 Grade One learners.

Digital literacy

Empowers unemployed community members to search for jobs, apply online, and manage their professional profiles

Franschoek Library

Ida's Valley Library

On the first of September, on a spring day, Brookner school learners came to the library and offered flowers that they picked on their way to the library. The gesture was to embrace spring and show appreciation towards the librarians and the staff at large. Bruckner De Villiers Grade: 6 Learners. 18 learners with 3 educators.

Happy space group: The main purpose of "show and tell" for craft work is to build confidence, social skills, and enhance one's skills on art and craft. Build also that sense of independence and maybe do something of living to eliminate the level of poverty and unemployment. 11 Happy space group + house Noah group.

Reflects on the persistent battle it had to face to get to a point where every voice was heard. We cannot speak about Freedom Day or South Africa's democracy without the image of Nelson Mandela, South Africa's first democratically elected president, coming into view. Invited a Keynote Speaker - Timo Gnemmo (Boesman) to educate the Grade 6 of Bruckner De Villiers School.

Men's Health Awareness Session.

Events heighten awareness of preventable health problems and the importance of regular screenings, which is crucial for catching conditions like prostate cancer, testicular cancer, and heart disease in their early, more treatable stages. Healthier Lifestyle Choices: By providing education on nutrition, exercise, stress management, and the risks

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of smoking/alcohol, these events motivate men to adopt healthier habits, contributing to a longer, healthier life. Reduced Burden of Disease: Encouraging regular check-ups and prompt treatment helps alleviate the burden of non-communicable and chronic diseases among men, ultimately saving lives. Successfully attended by 40 males.

September was very busy with various external and internal activities. The outcomes highlighted the positive dedication of Librarian's energy to these events, despite the demanding schedule, suggesting a rewarding conclusion to a busy period. October month was just a continuation of the library regular activities. Most events were conducted by the ward community members. We hope next year things will be different. It has noticeable that consistency in formulating project and programs is the key towards gaining both membership and more usage of library facilities.

Ida's Valley Library

The highlight of the month was Library Week where our library collaborated with Provincial Libraries and had the Books on the move bus going to around to the 3 different schools in our community. The theme, hop on hop off, and membership drive was to promote the love of reading, and to get children back into libraries.

Pniel Library

The most significant achievement of the quarter was the strong community impact of Library Week and related outreach programmes, which reached a total of 142 children, including a major session with 90 Grade 2 learners in partnership with a primary school. These programmes successfully combined storytelling, interactive learning, and literacy promotion with practical engagement activities, while also encouraging library membership and sustained reading habits through take-home resources.

Closely linked to this was the clear increase in library usage and visitor numbers, with patron visits rising significantly from 2,317 to 3,313, showing growing community engagement with library spaces and services.

Together, these outcomes highlight the library's strongest impact area for the quarter: active, hands-on literacy promotion that directly connects children, schools, and the wider community to the library.

LIBRARY SERVICES

10 HUMAN RESOURCES

10.5 Leave



10.6 Resignations

None

10.7 New Appointments

DCAS YearBeyond appointed Yeboneers for the year 2026 to assist at all libraries.

11 CURRENT PROJECTS

11.5 Stellenbosch Library

The upgrade includes an upgraded junior section, an addition of an adults and teens section, and a lift for universal access

11.6 Ida's Valley Library

An upgrade of the building, a creation of an ECD/Toy library, and a Sensory Garden

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