

MONTHLY REPORT – September 2023

KEY ACHIEVEMENTS/SUCSESSES

- Summer Reading Challenge (SRC) completed. (See below) Statistics show an **increase in the % of children completing the SRC** (eg children who read a minimum of 6 books and made regular visits to the library during the school summer holidays). Feedback from children and parents about our **SRC Festival Week** during August has been very positive.

	Registered for SRC (Incl off site)	Completed SRC at Looe Library	% of Children completed SRC at Looe Library
2021	52	22	42.3%
2022	126	68	53.9%
2023	91	60	66%

- Increased community use of Council Chambers/Community Spare with the addition of a new monthly **U3a Meeting** and a new monthly **Job Centre Drop-In**. This is in addition to **We Are With You** and **Get Your Life Back** who use our Little Office weekly to meet with clients
- Whole Library Team up to date with CC Libraries mandatory training. Tania/Donna completed WECC Training in preparation for when libraries loan heart monitors to the public
- Many compliments received for the excellent tourist information service provided by the team. Positive feedback from our residents regarding community information on our notice board in the foyer

PROGRESS REPORTS

- **New borrowers and library issues continue to rise** steadily due to the welcoming environment and fresh, up to date library displays, regular stock rotation, daily social media posts (Looe Library & Community Hub Facebook)
- **Looe Library Questionnaire** ongoing since mid-Sept. Objective is to receive feedback from our regular and new borrowers about how we can improve our service and what other clubs, groups and workshops our library members would like us to offer
- Supporting our local **residential care homes**. Sharon supervises the home delivery service and provides a very personal service for our local housebound borrowers and care home residents. Malcolm (Library volunteer) leaflets to promote this service
- Donna has been building **better links with our local pre-schools**. Barbican/East Looe Pre-school have booked in for their first visit to the library and repeat visits from West Looe Playgroup have also been booked for next month
- Tania continues to gather information on local events for our **visitor information noticeboard and the Visit Looe Website**. Tania also ensures that contact details in our visitor information leaflets are up to date

- I attended Looe Network Meeting (with Lynda) to discuss **coordinating our community provision in Looe** – in particular coordinating this year's **Winter Warm Spaces** with Boundless Trust/The Haven

CURRENT PRIORITIES

- Set up a staff sign in/sign out recording system in the foyer, for the safety of staff and visitors (to the first floor) in the event of a fire
- Finish maximising the non-fiction space in the library – purchase a corner shelving/display unit
- Cover absences in Library Team during October (1 week Sharon, 1 week Tania)
- Planning, preparing & promoting activities for October Half Term (Spooky Stories, Halloween Craft Day, Author workshop)
- Planning, booking, preparing promoting activities for November/December, including liaising with Karen for promoting and booking places on lantern workshops

CURRENT OBSTACLES

None that spring to mind 😊

Catherine Foley

3rd October 2023

Library & Community Hub Supervisor