

# The Akili Trust

## Library Quarterly Report

NAME OF LIBRARY	REPORT NO.	DATE	PERIOD COVERED
KAKUYUNI	18	July 30 <sup>th</sup> , 2019	May, June and July 2019

### INTRODUCTION

After Jenny's visit we had a review of our reporting sequence. Initially we used to report as from January, February and March being the 1<sup>st</sup> report of the year. But currently, the reporting schedule is as follows:

MONTH	ACTIVITY/ TASK
Early January	Bursary student selection
1 <sup>st</sup> February	1 <sup>st</sup> quarterly report ( Covering November, December and January)
March / April	Second term fees
1 <sup>st</sup> May	2 <sup>nd</sup> quarterly report ( Covering February, March and April)
June / July	-
1 <sup>st</sup> August	❖ 3 <sup>rd</sup> quarterly report ( Covering May, June and July)
Early August	❖ Third term fees
September	-
October	Financial report of the year
1 <sup>st</sup> November	4 <sup>th</sup> quarterly report ( Covering August, September and October)
November/ December	<ul style="list-style-type: none"> <li>❖ Fee structures for the continuing students</li> <li>❖ Annual reviews of the continuing students</li> <li>❖ Essay writing competition</li> <li>❖ First term fees for the coming year</li> <li>❖ Selection meeting for the new bursary students to be held if possible</li> </ul>

In regards to this new calendar, January of this year was not captured anywhere as the report started from February to April 2019.

### LIBRARY REPORT

After the main hall ceiling repair which we did in March 2019, we had nothing in our account, though the ceiling at the corridor was as well damaged. When Jenny visited us, she also saw the problem and asked us to get the quotations which we did. After Jenny left, the trustees authorized us to use the running cost to repair it. As far as the quotations was concerned, we were to use 3800/- but after purchasing the materials we realized that the damage was a major one not as we thought of. In that regard, we had to purchase more materials since the repair was to be accomplished. So we purchased more materials worthy 1650/- on top of the quotation sent to you hence exhausting the last disbursement of March which was fifty thousand shillings (Ksh 50,000.00).

We thank the trustees because after reporting our financial position, they have now sent another fifty thousand shillings (Ksh 50,000.00) to take care as from August onwards.

Currently we have put some measures to curb the termites. We do assessment and spray insecticide every month.

After the addition of the third newspaper (the standard) we are getting more readers from the wide community.

## READERS

Item	Month 1	Month 2	Month 3	Comment(s)
<b>Total number of adult readers from the wider community</b>	May 479	June 764	July 904	In June and July, we had a good number of readers from the wider community especially for newspapers because they were closely following the progress of AFCON and the player transfer market in different football leagues.
<b>New registered adult readers from the wider community</b>				We didn't register any adult reader from the wider community but the already registered members and the unregistered members regularly come to read newspapers, fiction and nonfiction books.
<b>Current School population</b>	835	839	839	The school received 4 transferred students from other schools.
<b>New registered student readers from school</b>	-	-	-	All the Kakuyuni primary school students are registered readers by virtue of them being the host.
<b>New registered student readers from other schools</b>				Many students are not registered though they come in large numbers especially during holidays, mid-term breaks and weekends.
<b>Total registered teaching staff</b>	19	20	20	In May, 6 teachers were transferred to other schools because of shortage of classes. In June, they received one teacher.
<b>Average number of school student readers per day</b>	May 56.54	June 67.04	July 55.7	In June, we had an impressive number of students from Kakuyuni primary as they had a half-term break, hence spending the whole week visiting the library.

Item	Month 1	Month 2	Month 3	Comment(s)
Number of readers from other schools	9	127	3	In June, we received quite a good number of students since they were in a mid-term break. Both May and July the students have extra classes thus lack time to visit the library.
Average number of readers from community / staff /teachers per day	May 18.42	June 33.22	July 33.48	In June and July, we had a good number of readers from the wider community and teachers especially for newspapers because they were closely following the progress of political sagas in Kenya and African Cup of Nations.

## VISITS

Item	Comment(s) <i>please comment on who attended as well as purpose and outcome of visits and meetings</i>
Class visits	Class 3, 4, 5 and 6 from Kakuyuni primary usually come to borrow and read story books so as to improve their grammar both in English and Kiswahili.
Other schools (teachers and students)	On 23 <sup>rd</sup> May, 13 <sup>th</sup> June and 25 <sup>th</sup> July 2019 we had some teachers from Kakuyuni cluster visiting the library and used the shelters for composition marking.
Community meetings	On 14 <sup>th</sup> May, the area chief accompanied by another visitor, visited the library for a courtesy call An executive committee of a community self-help group known as “Muungano Mafundi” met at the library to table their constitution.
Library committee meetings	We haven’t had an official meeting with them so far, though we regularly meet the chairman and the head teacher for some briefings on the library progress and updates.
Bursary students	We had a bursary students meeting during the June mid-term break and discussed on their academic progress and how to improve. They promised to work harder to meet their targets.
Other meetings	We had a meeting with Lucy Homan and the chairman Mr Francis Matayo on 29/7/2019 when Lucy visited us. Lucy issued a computer certificate to one of the community members who had completed her computer examinations.
Staff visits to other libraries	Cornelius visited Kakuyuni library on May, June and July to check on the computer maintenance.

Item	Comment(s) <i>please comment on who attended as well as purpose and outcome of visits and meetings</i>
Other visits / visitors	We had a visitor from Britam Insurance who came in May and June. He had come to give us a financial talk on how to save money for future.

## BOOKS

Item	Comment(s) <i>please comment on which books are used most and by whom</i>
Books for school	Revision books for both primary and secondary schools. These are the mostly used books as they help students for examination preparations. Secondary and primary course books are also used the most especially Chemistry, Physics, Geography and Biology.
Books for personal study	These are the reference books, such as atlases, dictionaries, bibles, kamusi etc. they are used by secondary, college and university students. Also books about vet, medical, history and psychology in early childhood education. These are used by both the community members and higher learning students.
Books for reading for pleasure	Fiction books both English and Kiswahili. These are read by community members, teachers, college, university and secondary school students
Newspapers	All the 3 newspapers are read most by teachers, community members and students. The teachers and community members do follow-ups of current issues, job advertisements and sports.
Books and papers requested by readers	The readers had initially requested for the standard newspaper and they are now happy since you provided the facilitation for it.
Promoting a reading culture	The African writers' story books help the children promote their reading culture as they go hand in hand with their curriculum.
Interaction with readers	<ul style="list-style-type: none"> <li>▪ Primary students help us in cleaning our compound.</li> <li>▪ We help young readers in selecting suitable books as per their abilities.</li> <li>▪ We help primary students in solving problems</li> <li>▪ We also help secondary school students in solving problems if in position to do so.</li> <li>▪ Sometimes we are invited by the school to help in guiding and counseling the students.</li> </ul>
Suggestions for future purchase	More revision books for both secondary and primary levels as well as the African writers story books both in English and Kiswahili. If possible to be purchased at regular intervals.

## IT

Item	Comment(s)
<b>Number of working computers</b>	3
<b>What are the computers used for?</b>	For teaching both primary school pupils and some community members. For typing and sending documents by the librarians as well as accessing and replying mails.
<b>Which IT packages are used?</b>	Microsoft Word, Microsoft Publisher, Microsoft Access Microsoft Excel, Microsoft PowerPoint, Email and Internet
<b>How many school students are undertaking IT training?</b>	15 primary school students. But as at now I have closed the session since am preparing to go on leave by August. The classes will resume immediately am back.
<b>How many community members are undertaking IT training?</b>	Initially we had 6 community members this quarter, 3 completed and received their certificates, 1 is preparing to join college and 2 are on temporary employment. So far, we have enrolled other 3 community members who will start in September.
<b>What are the main IT issues?</b>	-We have a challenge on teaching some of the packages such as email & internet since we don't have WI-FI. This has made the teaching become a challenge. -We the librarians too have a challenge in accessing the internet in case we want to communicate with the trustees.
<b>Who else makes use of the IT eg Teachers?</b>	Librarians, Community members, Bursary students and some teachers.
<b>Other devices used</b>	Laptop
<b>Connectivity eg wifi</b>	We have been using a modem in accessing the internet but due to its limit in usage we are doing it using our own phones which is a bit challenging and expensive.

## HIGHLIGHTS OF THIS QUARTER

1. We managed to repair the library ceiling
2. After the repair, our account was very low but it was credited towards the end of July.
3. The high number of readers registered over the half-term break.

## PLANS FOR NEXT QUARTER

1. Painting of the repaired ceiling
2. Repairing of the roof of one shelter at the apex
3. Repairing of 2 wooden arm chairs

## SUGGESTIONS FOR THE FUTURE

1. Construction of a books shelf in the computer room
2. We suggest for a portable WI-FI for easy internet access for both the staff and computer lessons since some of the packages being taught (E-mail and Internet) requires internet.
3. We suggest for at least 1 brand new computer to boost the three ones we have.

## PHOTOGRAPH(S) OF LIBRARY IN ACTION



Lucy issuing a Computer certificate to one of the community member who completed her computer examinations last week, in the presence of Francis and her guardian



Students reading under the shelters during the Half-term break



The corridor ceiling under repair



Computer class in session during Lucy's visit

**Librarians and others who compiled this report:**

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
Janet Mudza Kaingu	Librarian	July 30, 2019

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
Erickson Kiboni Ruwa	Ass. Librarian	July 30, 2019

<b>Name:</b>	<b>Role:</b>	<b>Date:</b>
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