

A G E N D A

Library Committee

**HISTORY/MEETING ROOM
WESTLAND DISTRICT LIBRARY
20 SEWELL STREET**

**Wednesday
12TH August 2009**

4:00pm



LIBRARY COMMITTEE

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE LIBRARY COMMITTEE WILL BE HELD IN THE HISTORY/MEETING ROOM, WESTLAND DISTRICT LIBRARY, 20 SEWELL STREET, HOKITIKA ON WEDNESDAY 12th AUGUST 2009 COMMENCING AT 4.00 PM

1. **MEMBERS PRESENT & APOLOGIES**

2. **CONFIRMATION OF MINUTES**

Library Committee Meeting – 17th February 2009

3. **MATTERS ARISING FROM MINUTES**

4. **GENERAL BUSINESS**

4.1 Motion to accept Jenny Derks as a rural representative on the committee

5. **REPORTS**

5.1 Librarian Report

5.2 Financial Report

6. **OTHER BUSINESS**



LIBRARY COMMITTEE

MINUTES OF THE MEETING OF THE LIBRARY COMMITTEE HELD IN THE WESTLAND DISTRICT CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 17 FEBRUARY 2009 COMMENCING AT 4.00 PM

1. PRESENT

Her Worship the Mayor M.H. Pugh
Councillor I.W. Hustwick (Chairman)
Councillor K.R. Scott
S. Thompson (Librarian)
J. Potter, B. White, C. Landis

APOLOGIES & INWARD CORRESPONDENCE

Francina Glass – letter of resignation

Moved Councillor Scott, seconded B. White and carried that the apology be received; that a WDC card be sent to Francina in appreciation for all the work she has done on the committee.

ALSO IN ATTENDANCE

R. Reeves (General Manager) part of meeting
D. Blight (Community Services Officer)

2. CONFIRMATION OF MINUTES

Library Committee Meeting – 12 NOVEMBER 2008

Moved B. White, seconded Councillor Kyle Scott, and **Resolved** that the Minutes of the Library Committee Meeting held on 12 November 2008 be confirmed as a true and correct record.

3. MATTERS ARISING:

3.1 Kumara Library: The sign is being used

- 3.2 Haast Library: Information from S. Eyre – waiting for a builder to price the job. Information from R. Daniel – The estimated cost is \$10,000 and it has been budgeted for in the LTCCP. There is already \$4,500 there to make a start.
- 3.3 Care of Children in the Library Policy: B. White suggested that this be retained as a staff policy.

4. GENERAL BUSINESS

4.1 Librarian Report

Matters Arising:

- 4.1.1 R. Reeves reported that an independent assessment has been carried out on the building by Richard Gardiner and under the lease agreement, the landlord is required to keep the building in good condition.
- 4.1.2 The West Coast Kete Project will be presented at a workshop Friday 20 February at 10:30am.
- 4.1.3 Moved C. Landis, seconded J. Potter and carried that an additional .5FTE (20 hours) is sought to cover the increase in opening hours in the new library, manage the expected increase in issues and information enquiries as well as reducing the reliance on volunteers who presently carry out core jobs in the library workroom. This is a submission for the annual plan process.
Moved B. White, seconded Councillor K. Scott and carried that the Librarian's Report be received.

4.2 Project Manager Report

Les Singer had nothing further to report.

4.3 Financial Report

S. Thompson to discuss depreciation with Q. Horning because there is no current valuation of the present library collection.

4.4 Site Visit

The committee visited the Sewell Street building to look at building development.

MEETING CONCLUDED AT 5:30 P.M.

Confirmed :

Councillor Ian Hustwick
Chairperson

Date

REPORT TO THE LIBRARY COMMITTEE

NEW LIBRARY – 20 Sewell St

The new library opened on 6th July. Feedback has been extremely positive from all age groups within the community. Additional library services as well as the new collections have been very well received. Issues for July 2009 were 8080 (30% increase on previous month). There were 104 new library members for July 2009 (50% increase on average monthly figure).

The extended opening hours are starting to be popular, especially Saturday afternoon. The mezzanine floor teen area is working well, attracting 13 – 20 year olds who previously did not use the library at all. They appreciate having their own space and feel relaxed within the library environment whilst respecting others library users.

Library staff worked very hard during the relocation week to prepare for the new library opening. The staffing area is working extremely well. Extra space and the additional 20 staffing hours allow us to manage processes more efficiently.

Blinds are required for the top section of the front windows to protect the books against sun damage. The blinds will also make it more comfortable for library users on bright sunny days.

The official opening will take place on Monday 10th August at 4.00pm, approx. 70 people are expected to attend.

LIBRARY WEEK

The National Library week is 10th – 16th August. As well as our official opening, a programme of events has been organised to celebrate the importance of our new library as a hub in the community.

Events include a storytime with a waste theme from Council's Waste Management Officer, official launch of the Kete West Coast website, NZ's biggest storytime read by Maureen Pugh, Margaret Foster (ex Silver Fern) as a guest speaker. We will also have an adult quiz, a children's colouring competition and 'Love your Library' eco friendly book bags to give away all week.

West Coast Libraries continue to work together and we appreciate the funding provided by Tai Poutini Polytechnic for Library Week.

RECIPROCAL BORROWING

Initial discussions relating to the possibilities of reciprocal borrowing have been held between the three West Coast Libraries.

Other regions (Tasman, Nelson and Marlborough) have introduced reciprocal library borrowing so we plan to discuss this issue with them. All implications of a possible reciprocal borrowing agreement will be investigated thoroughly before any decision is made.

Sarah Thompson
Librarian
Aug 2009

Financial Report - barbara

Links Index
Library

[Click here to load to Excel \(.css\)](#)

Runtime settings

GL This report was generated at 11.19 on 5/08/09 by barbara
Financial Month is set to 06/09 and Budget A(B) is in use.
VYYYYMM0 - 200906
VYYYYMM - 200906
VTYPY00 - 200807
Skip zero accounts - Y and Rounding - Y

Library

Statement of Operations

Income

Account	Detail	Year to date Actual	Full Year Budget	Full % Var
\$100 116	LIBRAR - Donations	(390)	(300)	130
\$100 120	LIBRAR - Fines	(4223)	(3000)	141
\$100 130	LIBRAR - Photocopying Revenue	(1436)	(800)	180
\$100 134	LIBRAR - Rental	(15256)	(15000)	102
\$100 139	LIBRAR - Sundry Income	(1958)	(3000)	65
\$100 140	LIBRAR - Friends of the Librar	(890)	(1000)	89
\$100 147	LIBRAR - Visitors Subscription	(5)		
\$100 153	LIBRAR - Recoveries	(453)		
\$100 154	LIBRAR - Interloans	(1265)	(1000)	127
	Total Income	(25875)	(24100)	107

Expenditure

Account	Detail	Year to date Actual	Full Year Budget	Full % Var
\$100 201	LIBRAR - Hardware Maintenance	258	500	52
\$100 202	LIBRAR - Computer Operating	2659	4000	66
\$100 203	LIBRAR - Computer Support Fees	7412	10000	74
\$100 221	LIBRAR - Accommodation & Meals	399	500	80
\$100 222	LIBRAR - Course & Conference F	3001	4500	67
\$100 224	LIBRAR - Travel	726	1000	73
\$100 224	LIBRAR - Vehicle Expenses	1424		
\$100 241	LIBRAR - Fox Glacier Community	200	200	100
\$100 245	LIBRAR - Kumara Community	200	200	100
\$100 246	LIBRAR - Ross School Comm..	750	750	100
\$100 248	LIBRAR - Sih Westland School	1000	1000	100
\$100 249	LIBRAR - Whararua Dist School	750	750	100
\$100 249	LIBRAR - Franz Josef School		500	
\$100 249	LIBRAR - Jacobs River		300	
\$100 250	LIBRAR - Haast Community	1000	1000	100
\$100 251	LIBRAR - Okarito Community	300	300	100
\$100 252	LIBRAR - Renewals Maintenance	266		
\$100 252	LIBRAR - Contractors		750	
\$100 254	LIBRAR - Office Equipment Main	1215	3200	38
\$100 256	LIBRAR - Interloans	732	1000	73
\$100 261	LIBRAR - Advertising	1314	1000	131
\$100 262	LIBRAR - Hospitality	149	150	99
\$100 271	LIBRAR - Newspapers & Magazine	3427	4000	86
\$100 276	LIBRAR - Overheads	20257	22508	90
\$100 277	LIBRAR - Postage & Couriers	2306	2000	115
\$100 278	LIBRAR - Printing & Stationery	3876	4500	86
\$100 279	LIBRAR - Subscriptions	811	600	135
\$100 279	LIBRAR - Telephones & Tolls	389	500	78
\$100 280	LIBRAR - Retail Items	123		
\$100 286	LIBRAR - Photocopying	2862	3500	82
\$100 287	LIBRAR - Debt Collections Cost	10		
\$100 290	LIBRAR - Holiday Programme	485	600	81
\$100 292	LIBRAR - Rental	31674	34117	93

5100 493	LIBRAR - Sundry	4311	48000	90
5100 400	LIBRAR - Friends of the Librar	1117	1000	112
5100 413	LIBRAR - Recoverable Expenditu	133		
5100 424	LIBRAR - Write-offs	1		
5100 425	LIBRAR - Refunds	56		
5100 441	LIBRAR - ACC Levy	876	1500	58
5100 443	LIBRAR - Medical Insurance	204		
5100 444	LIBRAR - Salaries & Wages	163967	157000	104
5100 445	LIBRAR - Superannuation	4690	3600	130
5100 446	LIBRAR - Uniforms & Clothing	211	1000	21
5100 448	LIBRAR - Sport Subscriptions	136	300	45
5100 541	LIBRAR - Depn Expence	40496	42601	95
	Total Expenditure	306173	315726	97
	Net Cost of service	280298	291626	96

Capital Expenditure

Account	Detail	Year to date Actual	Full Year Budget	Full % Var
5100 581	LIBRAR - Capital Expenditure	3714	4580	81
5100 584	LIBRAR - Audio/Visual Resource	3932	3566	110
5100 585	LIBRAR - Free Adult Books	302	3500	86
5100 586	LIBRAR - Adult Non-Fiction	11915	16000	74
5100 587	LIBRAR - Junior Publications	13925	10000	139
5100 588	LIBRAR - Large Print Books	2864	3200	90
5100 589	LIBRAR - Rental Book Purchases	7687	6500	118
5100 599	LIBRAR - Capital Expenditure A	(31146)	(45346)	69
	Total Capital Expenditure	15013	20600	751