

A G E N D A

Library Committee

COUNCIL CHAMBERS

**Tuesday
17TH February 2009**

4.00pm



LIBRARY COMMITTEE

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE LIBRARY COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 17th FEBRUARY 2009 COMMENCING AT 4.00 PM

1. MEMBERS PRESENT & APOLOGIES

2. CONFIRMATION OF MINUTES

Library Committee Meeting – 12th November 2008

3. MATTERS ARISING FROM MINUTES

4. GENERAL BUSINESS

4.1 Items for the Annual Plan

4.2 Items for the LTCCP Review

4.3 Other Business

5. REPORTS

5.1 Librarian Report

5.2 Project Manager

5.3 Financial Report

6. SITE VISIT



LIBRARY COMMITTEE

MINUTES OF THE MEETING OF THE LIBRARY COMMITTEE HELD IN THE STAFFROOM, 36 WELD STREET, HOKITIKA ON WEDNESDAY 12 NOVEMBER 2008 COMMENCING AT 4.00 PM

1. PRESENT

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

APOLOGIES

S. Thompson (Librarian)

Moved Councillor Scott, seconded B. White and carried that the apology be received.

ALSO IN ATTENDANCE

L. Singer (Project Manager for the new library)
D. Blight (Community Services Officer)

2. CONFIRMATION OF MINUTES

Library Committee Meeting – 3 JUNE 2008

Her Worship the Mayor noted that the she had seconded the motion confirming the 3 June 2008 minutes as a true and correct record but it had been omitted.

Moved B. White, seconded Councillor Kyle Scott, noting the above correction, **Resolved** that the Minutes of the Library Committee Meeting held on 3 June 2008 be confirmed as a true and correct record.

Library Committee Meeting – 19 AUGUST 2008

It was noted under 4.2 that "Option 6" was omitted as the recommended option for the upgrading of the new library facility.

Moved B. White, seconded J. Potter, noting the above correction, **Resolved** that the Minutes of the Library Committee Meeting held on 19 August be confirmed as a true and correct record.

3. MATTERS ARISING:

Councillor K. Scott asked if there had been any further developments regarding the Haast Library.

4. GENERAL BUSINESS

4.1 Internet Usage Guidelines

Feedback to the Librarian:

1. That the name be changed from guidelines to policy.
2. That these notes be intended for staff training only.
3. That the bulleted points be summarised.
4. That library staff make the decision as to when to implement these points.
5. That these notes be re-written in a simplified form – one copy for the staff and one for signage.

4.2 Care of Children in the Library Policy

Feedback to the Librarian:

1. That B. White put together a revised draft with S. Thompson.
2. That where disruptive behaviour does occur, the problem be referred immediately to the Police Station.

4.3 Major District Initiative Funding Application:

The Memo from the Manager Audit and Compliance was noted.

5. REPORTS

5.1 Librarian Report

Matters Arising:

1. Library sign for Kumara: Her Worship the Mayor to raise this matter with S. Thompson.
2. West Coast Kete Project: Her Worship the Mayor asked if Doug Stapleton's musings could be incorporated into the site.
3. Website: That S. Thompson be asked to explore options for developing the library website and to raise the matter at the National Library Conference next year.
4. Library hours: That S. Thompson be asked to consider changing the hours from 10am to 6pm Monday to Friday and that the people who currently use the

library between 9am and 10am be canvassed for their opinions about the possible change; that the possible future opening hours on a Saturday seemed a good idea but possible Sunday opening seemed questionable.

5.2 Project Manager

L. Singer reported on progress to date:

1. Trying to organise a builder to start at the end of November to ensure that the job gets done.
2. He has taken over the operation and is employing trades people on a labour only basis.
3. Still trying to find a few contractors, especially a painter.
4. The whole front of the building needs to be replaced because of leaks.
5. Will provide monthly updates.

5.3 Financial Report

It was noted that Franz Josef and Jacobs River had been allocated a budget but not yet received any funds this financial year.

MEETING CONCLUDED AT 5:45 P.M.

Confirmed :

Councillor Ian Hustwick
Chairperson

Date

REPORT TO THE LIBRARY COMMITTEE

RELOCATION OF LIBRARY

The planned demolition phase of existing internal structures of the new library has almost been completed. However, due to a delay in obtaining a Council building consent no further work has been carried out since December. This unforeseen delay will seriously impact on the final completion date. I have not been advised of a recommencement date or a revised completion date.

KETE WEST COAST PROJECT

At present staff at all three West Coast Libraries are training to be administrators of the Kete West Coast site. Expressions of interest from the West Coast community has been encouraging, with many older residents keen to share their stories, photos, documents and audio recordings. Through digitisation and addition to the Kete site local information can be kept in perpetuity. Each Library has been provided with an A3 scanner to allow members of the community to digitise their material.

A Kete information session is planned for 20th February in the Council Chambers when the administrator of the original software (Kete Horowhenua) will talk about her experiences and successes.

To launch the live version of the Kete West Coast website the three West Coast Libraries plan to hold an exhibition in June to help further explain the Kete concept to the community. The theme is 'West Coast Natural Disasters' and I am keen to work in partnership with the West Coast Historical Museum on this project.

SUBMISSIONS TO BE CONSIDERED FOR THE ANNUAL PLAN PROCESS

Increase in Library Staffing hours –

Following feedback from the last Library Committee meeting I have revised possible future opening hours for the new library. Due to the delay in the renovation plans I believe it is unlikely that the relocation will happen before June 2009 so the staffing budget for 2008/09 will not be affected much by this increase.

Present opening hours

Mon	9-5pm
Tues	9-5pm
Wed	9-5pm
Thurs	9-5pm
Fri	9-6pm
Sat	9.30am – 12.30pm

Possible future opening hours

Mon	9-6pm
Tues	9-6pm
Wed	9-6pm
Thurs	9-6pm
Fri	9-6pm
Sat	10.00am – 4.00pm

TOTAL: 44

TOTAL: 51

An **additional .5FTE (20 hours)** is required to cover the possible increase in opening hours, manage the expected increase in issues and information enquiries as well as reducing our reliance on volunteers who presently carry out core jobs in the library workroom.

Sarah Thompson
Librarian
Feb 2009

Financial Reports Financial Report - quecha

Activity Name : Library

For period ended 28 February 2009

Account	Detail	Year to date Actual	Full Year Budget	Full \$ Var

Reporting month year is 02/09, Budget shown is AB1				
Statement of Operations				

Income				

5100 116	LIBRAR - Donations	(210)	(300)	70
5100 120	LIBRAR - Fines	(2,599)	(3,000)	87
5100 130	LIBRAR - Photocopying Revenue	(860)	(800)	108
5100 134	LIBRAR - Rental	(9,181)	(15,000)	61
5100 139	LIBRAR - Sundry Income	(1,163)	(3,000)	39
5100 140	LIBRAR- Friends of the Library	(250)	(1,000)	25
5100 142	LIBRAR - Visitors Subscription	(2)		
5100 153	LIBRAR - Recoveries	(195)		
5100 154	LIBRAR - Interloans	(778)	(1,000)	78

	Total Income	(15,238)	(24,100)	63
Expenditure				

5100 201	LIBRAR - Hardware Maintenance	223	500	45
5100 202	LIBRAR - Computer Operating	1,280	4,000	32
5100 203	LIBRAR - Computer Support Fees	7,071	10,000	71
5100 221	LIBRAR - Accommodation & Meals	332	500	66
5100 222	LIBRAR - Course & Conference F	1,183	4,500	26
5100 223	LIBRAR - Travel	263	1,000	26
5100 263	LIBRAR - Fox Glacier Community	200	200	100
5100 264	LIBRAR - Kumara Community	200	200	100
5100 265	LIBRAR - Ross School Comm..	750	750	100
5100 266	LIBRAR - Sth Westland School	1,000	1,000	100
5100 267	LIBRAR - Whararoa Dist School	750	750	100
5100 268	LIBRAR - Franz Josef School		500	
5100 269	LIBRAR - Jacobs River		300	
5100 270	LIBRAR - Haast Community	1,000	1,000	100
5100 271	LIBRAR - Okarito Community	300	300	100
5100 281	LIBRAR - Insurance Premiums	703		
5100 292	LIBRAR - Renewals Maintenance	266		
5100 342	LIBRAR - Contractors		750	
5100 348	LIBRAR - Office Equipment Main	1,215	3,200	38
5100 350	LIBRAR - Interloans	744	1,000	74
5100 361	LIBRAR - Advertising	270	1,000	27
5100 367	LIBRAR - Hospitality	122	150	81
5100 371	LIBRAR - Newspapers & Magazine	2,756	4,000	69
5100 372	LIBRAR - Overheads	11,817	22,508	53
5100 373	LIBRAR - Postage & Couriers	1,574	2,000	79
5100 374	LIBRAR - Printing & Stationery	4,318	4,500	96
5100 378	LIBRAR - Subscriptions	735	600	123
5100 379	LIBRAR - Telephones & Tolls	185	500	37
5100 383	LIBRAR - Retail Items	123		
5100 386	LIBRAR - Photocopying	576	3,500	16
5100 387	LIBRAR - Debt Collections Cost	10		
5100 390	LIBRAR - Holiday Programme	205	600	34
5100 392	LIBRAR - Rental	18,477	34,117	54
5100 393	LIBRAR - Sundry	1,191	4,800	25
5100 400	LIBRAR- Friends of the Library	365	1,000	37
5100 412	LIBRAR - Recoverable Expenditu	133		

Financial Reports Financial Report - quecha

Activity Name : Library

For period ended 28 February 2009

Account	Detail	Year to date Actual	Full Year Budget	Full % Var

Reporting month year is 02/09, Budget shown is AB1				
5100 424	LIBRAR - Write-offs	1		
5100 425	LIBRAR - Refunds	34		
5100 441	LIBRAR - ACC Levy	876	1,500	58
5100 443	LIBRAR - Medical Insurance	204		
5100 444	LIBRAR - Salaries & Wages	100,202	157,000	64
5100 445	LIBRAR - Superannuation	2,234	3,600	62
5100 446	LIBRAR - Uniforms & Clothing	160	1,000	16
5100 448	LIBRAR - Sport Subscriptions	136	300	45
5100 541	LIBRAR - Depn Expence	21,988	42,601	52

	Total Expenditure	186,172	315,726	59

	Net Cost of service	170,934	291,626	59
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Financial Reports Financial Report - quecha

Activity Name : Library

For period ended 28 February 2009

Account	Detail	Year to date Actual	Full Year Budget	Full % Var

Reporting month year is 02/09, Budget shown is AB1				
Capital Expenditure				

5100 581	LIBRAR - Capital Expenditure	2,000	4,580	44
5100 584	LIBRAR - Audio/Visual Resource	1,053	3,566	30
5100 585	LIBRAR - Free Adult Books	1,835	3,500	52
5100 586	LIBRAR - Adult Non-Fiction	5,767	16,000	36
5100 587	LIBRAR - Junior Publications	7,025	10,000	70
5100 588	LIBRAR - Large Print Books	1,413	3,200	44
5100 589	LIBRAR - Rental Book Purchases	2,608	6,500	40
5100 599	LIBRAR - Capital Expenditure A	(9,581)	(45,346)	21

	Total Capital Expenditure	12,120	2,000	606