



**WESTLAND**  
DISTRICT COUNCIL

# AGENDA

## Library Committee

Council Chambers  
Westland District Council  
36 Weld Street

Tuesday  
13 July 2010

4.00 pm



## LIBRARY COMMITTEE

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE LIBRARY COMMITTEE WILL BE HELD IN THE WESTLAND DISTRICT COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA, ON TUESDAY 13 JULY 2010 COMMENCING AT 4.00 PM

1. APOLOGIES – Jenny Derks
2. CONFIRMATION OF MINUTES – 23 FEBRUARY 2010 *(Pages 1-3)*
3. MATTERS ARISING
4. GENERAL BUSINESS
  - 4.1 Parking in Sewell Street
  - 4.2 Use of backroom
5. LIBRARIAN'S REPORT *(Page 4)*
6. FINANCIAL REPORT *(Pages 5-6)*
7. OTHER BUSINESS

**NEXT MEETING - 9 NOVEMBER 2010 COMMENCING AT 4.00 PM**



## LIBRARY COMMITTEE

### MINUTES OF THE MEETING OF THE LIBRARY COMMITTEE HELD IN THE HISTORY/MEETING ROOM, WESTLAND DISTRICT LIBRARY, 20 SEWELL STREET, HOKITIKA ON TUESDAY 23 FEBRUARY 2010 COMMENCING AT 4.00 PM

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#### 1. PRESENT

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

#### ALSO IN ATTENDANCE

S. Thompson (Librarian)  
D. Blight (Community Services Officer)

#### 2. CONFIRMATION OF MINUTES

##### 2.1 Library Committee Meeting – 24 November 2009.

Moved Councillor Scott, seconded B. White and **Resolved** that the Minutes of the Library Committee Meeting held on 24 November 2009 be confirmed as a true and correct record of the meeting.

#### 3. MATTERS ARISING FROM MINUTES

##### 3.1 Leaking Roof

S. Eyre is sorting out a leak in the roof.

##### 3.2 150 Year Celebrations

The intention of the library staff is to recognise this milestone in some way.

### 3.3 Kumara Library

The Kumara Library will be operating from the Kumara Community Hall in the future. The Librarian is currently looking for someone to take responsibility for the library.

## 4. GENERAL BUSINESS

### 4.1 Review of Library projects in the LTCCP 2009-2019

Councillor Hustwick advised that at the Annual Plan Workshop held earlier in the day, the Book Purchasing Allocation Collection was approved but the Additional Investment to meet the recommended Public Library Standards 2004 and the Self-Service Checkout were not approved.

### 4.2 Update on working with the Museum

The Librarian advised that no further developments had taken place.

## 5. LIBRARIAN'S REPORT

5.1 The Librarian is looking at additional programmes for upstairs for career options and developing a career's page on the website.

5.2 Councillor Hustwick asked that the staff monitor any intimidation occurring by young people and inform him.

5.3 Heritage Collection – Bruce Watson has looked at the collection in the History/Meeting Room and advised that some books are Museum items rather than Library items. Bruce will make a written recommendation to the Librarian.

5.4 Kete West Coast – The focus for the next year will be the theme of 150 years, rather than the celebration.

## 6. FINANCIAL REPORT

Councillor Hustwick queried the figures for the net Cost of Service.

Moved Her Worship the Mayor, seconded J. Derks and **Resolved** that the Financial Report for the period ending 31 January 2010 be received.

7. **OTHER BUSINESS:**

C. Landis expressed concern about free access to the People’s Network. The Librarian informed the meeting that there is a booking schedule at the main desk and a limit of 30 minutes on each computer.

8. **MATTERS TO BE CONSIDERED IN THE “PUBLIC EXCLUDED SECTION” cont.**

Moved Councillor Scott, seconded B. White and **Resolved** that the Committee exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

8.1 **Shared Library System**

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

GENERAL SUBJECT OF THE MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1.	Shared Library System	To protect the privacy of individuals/organisations under Section 7(2)(a)
		48(1)(a)

Moved Councillor Scott, seconded J. Derks and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and the public readmitted.

**MEETING CONCLUDED AT 5.12 P.M.**

Confirmed : \_\_\_\_\_  
**Councillor Ian Hustwick**  
**Chairperson**

\_\_\_\_\_  
**Date**

## REPORT TO THE LIBRARY COMMITTEE

### New Library

The 6<sup>th</sup> July marked the first anniversary in the new library. We continue to receive many positive comments about the upgraded library facilities from the community, as well as from tourists visiting the town.

The strengthening of links between the Public Library and the schools over the last year has resulted in many more class visits, which in turn has seen an increase in family visits after school and at the weekend.

All library staff has attended several training workshops throughout the year and they have all shown great commitment to providing users with a great library experience.

Issue and visitor numbers indicate that the library is now a hub within the community.

Issues – 23% increase - 86,739 in 2009/10 (70,506 in 2008/09)

Visits - average per month in 2009/2010 - 6960

Members – 3367 (40% of the District pop)

### Community Libraries

The Kumara Community Library is not yet operational as a local volunteer is needed to manage the books sent from Westland District Library. Requests in the local newsletter for interested volunteers have proved unsuccessful to date.

### Aotearoa People's Network (APN)

Since installation in February 2008 funding via the National Library has been provided for all APN hardware, software licenses, technical support, training and high speed Internet broadband connection costs.

By June 2011 at the end of the funding period, we will have been fully funded for 3 yrs 4 mths and an investment of more than \$50,000 in high quality computer services will have been made to Westland District Library by Central Government. As the West Coast was the second region to receive the APN installation in New Zealand we have benefitted more than most New Zealand Public Libraries.

At this stage costs for APN services from June 2011 onwards have not been confirmed but should be known by the end of the year.

### Public Library Shared Software System

Following sufficient commitment from New Zealand Libraries to participate in the Public Library Shared Software System, the National Library plans to advance to the next stage which is the development phase.

Feedback from many New Zealand libraries resulted in a change to the pricing structure from a circulation to a population based module. This change meant that the costs were too high for Westland District Library to consider participation.

Sarah Thompson  
Librarian  
July 2010

## FINANCIAL STATEMENT

30 June 2010

Income	Year to Date	Budget	%
Donations	507	300	169%
Fines	5,070	3,000	169%
Photocopying Revenue	2,336	1,200	195%
Rental	17,829	15,000	119%
Meeting room rental	0	1,500	0%
Sundry Income	2,710	3,000	90%
Friends of the Library	1,600	1,000	160%
Grants and Contributions	3,250	0	
Recoveries	511		
Interloans	1,315	1,500	88%
<b>Total Income</b>	<b>35,128</b>	<b>26,500</b>	<b>133%</b>
<b>Expenditure</b>			
Computer Operating	3,528	3,500	101%
Computer Support Fees	9,870	10,000	99%
Accommodation & Meals	1,337	500	267%
Course & Conference Fees	2,851	4,000	71%
Travel	1,409	1,000	141%
Vehicle Expenses	713	0	0%
Electricity	10,115	11,000	92%
Fox Glacier Community Library	200	200	100%
Kumara Community	0	200	0%
Ross School Community	750	750	100%
South Westland School	1,000	1,000	100%
Whataroa District School	750	750	100%
Franz Josef School	0	500	0%
Jacobs River	0	300	0%
Haast Community	1,000	1,000	100%
Okarito Community	300	300	100%
Insurance Premiums	4,939	850	581%
Conveniences	830	0	
Caretaking & Cleaning	9,888	0	
Contractors	779	750	104%
Materials & Maintenance	3,995	4,000	100%
Office Equipment Main	734	1,200	61%
Interloans	279	1,500	19%
Advertising	805	1,000	81%
Hospitality	430	150	287%
Newspapers & Magazines	4,082	4,000	102%
Overheads	36,099	27,379	132%
Postage & Couriers	1,569	2,000	78%
Printing & Stationery	4,983	4,500	111%
Subscriptions	773	800	97%
Telephones & Tolls	2,021	600	337%
Photocopying	2,293	5/6 3,000	76%
Holiday Programme	476	600	79%

Rental	33,700	34,117	99%
Sundry	1,116	1,000	112%
Friends of the Library	1,084	1,000	108%
Rates Expense	3,132	3,200	98%
ACC Levy	830	1,500	55%
Salaries & Wages	191,733	180,000	107%
Superannuation	7,092	4,500	158%
Uniforms & Clothing	661	1,050	63%
Tea Coffee Meals etc.	236	0	
Sport Subscriptions	178	400	45%
Provision for Peoples Library	0	2,000	0%
Depreciation Expense	76,210	33,124	230%
<b>Total Expenditure</b>	<b>424,770</b>	<b>349,220</b>	<b>122%</b>
<b>Net Cost of service</b>	<b>-389,642</b>	<b>-322,720</b>	
<b>Capital Expenditure</b>			
Audio/Visual Resource	3,417	3,566	96%
Free Adult Books	734	3,500	21%
Adult Non-Fiction	12,485	16,000	78%
Junior Publications	11,388	10,000	114%
Large Print Books	2,728	3,200	85%
Rental Book Purchases	11,491	6,500	177%
<b>Total Capital Expenditure</b>	<b>42,243</b>	<b>42,766</b>	<b>99%</b>