



AGENDA

Library Committee

History/Meeting Room
Westland District Library
20 Sewell St

Tuesday
23 February 2010

4.00 pm

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 TUESDAY 23 FEBRUARY 2010 COMMENCING AT 4.00 PM

1. MEMBERS PRESENT & APOLOGIES
2. CONFIRMATION OF MINUTES – 24 NOVEMBER 2009 *(Pages 1-2)*
3. MATTERS ARISING
4. GENERAL BUSINESS
 - 4.1 Review of library projects in the Westland District Council's LTCCP 2009 – 2019. *(Pages 3-4)*
 - 4.2 Update on working with the Museum.
5. LIBRARIAN'S REPORT *(Page 5)*
6. FINANCIAL REPORT *(Pages 6)*
7. OTHER BUSINESS
8. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Resolutions to exclude the public: 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 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 System	To protect the privacy of individuals/organisations under Section 7(2)(a)
		48(1)(a)

NEXT MEETING - 13 JULY 2010 COMMENCING AT 4.00 PM

Review of library projects in the LTCCP 2009 – 2019

<u>Key Capital Project</u>		\$	Period	Explanation
1. Book purchasing allocation collection	R	44,220pa	2011-19	To maintain the Inflation linked
2. Additional investment to meet recommended Public Library Standards 2004	I	20,680pa Inflation linked	2011-19	see below

Explanation for Key Capital Project no 2

In May 2006 an independent consultant completed a Library Collection Assessment. Her recommendations relating to the Collection Budget allocation are as follows:

3.5 COLLECTION BUDGET

The current level of expenditure on the collection is not deemed to be adequate to upgrade and build a collection that is responsive to patrons’ information and recreational needs, and encourage wider usage by the community.

LIANZA public library statistics indicate that Westland Library expenditure is the lowest of the peer libraries (refer 2.9).

A review of the total library budget is necessary to address the collection issues highlighted in this review project. This is outside the brief of this review.

It is recommended that the LIANZA standards be used as guide to setting the collection budget, ie. as a percentage of operational budget, and meet per capita levels. This would mean that the Council should be considering an annual collection budget of approximately \$57,000. A one-off grant in the 2006/07 year is recommended to be applied to begin the upgrading of the non-fiction collection. Further funding should be available for more active promotion of the collection, including the development of a library website.

RECOMMENDATION: That the annual collection budget be attuned to the LIANZA standards for the purchase of library resources.

RECOMMENDATION: That a one-off grant be applied to the initial upgrading of the non-fiction collection.

The LIANZA Public Library Standards 2004 recommend 3.5 books per capita for populations under 50,000.

3.5 x 8403 pop =	29,410
Present collection size (Feb 2010):	26,578

	<u>2832 deficit</u>

The LIANZA Public Library Standards 2004 recommends that at least 20% of the library's total operating budget should be allocated to the purchase of materials for circulation and reference purposes, in both print and non-print formats.

2009/10 total library operating budget:	\$349,220
20%	\$ <u>69,844</u>

Total book/resource purchasing budget for 2010/2011 would be \$64900 (\$44,220 + \$20680)

REPORT TO THE LIBRARY COMMITTEE

New Library

After 7 months in the new library issues have increased 23% compared to the same period last year. Foot traffic continues to increase significantly too.

The installation of blinds on the front library windows is now complete, which means the books are protected from the heat and library users can enjoy a more comfortable environment.

It has been suggested that a sign should be placed at the Clock Tower advising people of the location of the library.

There continues to be high usage of the library by children and young adults after school. Despite homework help being offered by the children's librarian, very few are taking advantage of this service. I plan to contact the schools to discuss ideas as to how we can assist the students.

Community Libraries

An alternative location for the Kumara Community Library has been found. However, a volunteer from the local community is still required to manage the library before it can become operational again. Several local representatives are assisting with this.

Heritage Collection

A local expert in rare books has assessed the Heritage collection and made recommendations as to how to effectively manage the collection. At present selected titles, considered too valuable to be on the open shelf, are being transferred to the cabinet in the History/Meeting room for added security. Books in the cabinet are strictly reference but borrowers can request to look at them while in the History/Meeting room.

Kete West Coast - <http://ketewestcoast.peoplesnetworknz.info/>

Kete West Coast is an online repository for West Coasters to upload stories, photos, audio/video recordings. The website is managed by the National Library. Additional funding recently made available through the West Coast ICT Uptake Project will allow a part time administrator to be appointed to promote/market the Kete throughout the region, as well as train West Coasters on how to use the site via workshops.

To encourage more uploading of material, the focus for the Kete for the next year will be the 150 year celebrations to capture the 'then and now' of the region.

Sarah Thompson
Librarian
Feb 2010

Library

31 January 2010

Income	Year to Date	Budget	%
Donations	299	300	100%
Fines	2,815	3,000	94%
Photocopying Revenue	1,363	1,200	114%
Rental	10,421	15,000	69%
Meeting room rental	0	1,500	0%
Sundry Income	1,852	3,000	62%
Friends of the Library	1,021	1,000	102%
Visitor Subscriptions	3		
Grants and Contributions	3,000	0	
Recoveries	290		
Interloans	709	1,500	47%
Total Income	21,773	26,500	82%
Expenditure			
Hardware Maintenance	40	0	
Computer Operating	2,941	3,500	84%
Computer Support Fees	8,698	10,000	87%
Accommodation & Meals	388	500	78%
Course & Conference Fees	2,170	4,000	54%
Travel	377	1,000	38%
Electricity	5,573	11,000	51%
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%
Whararoa 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	2,696	850	317%
Conveniences	463	0	
Caretaking & Cleaning	7,633	0	
Contractors	0	750	0%
Materials & Maintenance	3,736	4,000	93%
Office Equipment Main	878	1,200	73%
Interloans	143	1,500	10%
Advertising	546	1,000	55%
Hospitality	299	150	199%
Newspapers & Magazines	2,785	4,000	70%
Overheads	21,058	27,379	77%
Postage & Couriers	961	2,000	48%
Printing & Stationery	3,446	4,500	77%
Subscriptions	637	800	80%
Telephones & Tolls	1,117	600	186%
Photocopying	1,594	3,000	53%
Holiday Programme	36	600	6%
Rental	19,658	34,117	58%
Sundry	873	1,000	87%
Friends of the Library	717	1,000	72%
Rates Expense	2,318	3,200	72%
Write-offs	7	0	
ACC Levy	812	1,500	54%
Salaries & Wages	117,709	180,000	65%
Superannuation	4,379	4,500	97%
Uniforms & Clothing	371	1,050	35%
Tea Coffee Meals etc.	75	0	
Sport Subscriptions	0	400	0%
Provision for Peoples Library	0	2,000	0%
Depreciation Expense	43,556	33,124	131%
Total Expenditure	262,690	349,220	75%
Net Cost of service	-240,917	-322,720	7%
Capital Expenditure			
New Library Additions	6,574	0	
Audio/Visual Resource	2,677	3,566	75%
Free Adult Books	556	3,500	16%
Adult Non-Fiction	6,359	16,000	40%
Junior Publications	6,114	10,000	61%
Large Print Books	1,735	3,200	54%
Rental Book Purchases	6,959	6,500	107%
Total Capital Expenditure	30,974	42,766	72%