

WESTLAND
DISTRICT COUNCIL



AGENDA

Library Committee

History/Meeting Room
Westland District Library
20 Sewell St

Tuesday
24 November 2009

4.00 pm

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 TUESDAY 24 NOVEMBER 2009 COMMENCING AT 4.00 PM

1. MEMBERS PRESENT & APOLOGIES
2. CONFIRMATION OF MINUTES – 12 August 2009 attached
3. MATTERS ARISING
4. GENERAL BUSINESS
Use of the Backroom
5. LIBRARIAN'S REPORT - attached
6. FINANCIAL REPORT - attached
7. OTHER BUSINESS



LIBRARY COMMITTEE

MINUTES OF THE MEETING OF THE LIBRARY COMMITTEE HELD IN THE HISTORY/MEETING ROOM, WESTLAND DISTRICT LIBRARY, 20 SEWELL STREET, HOKITIKA ON WEDNESDAY 12 AUGUST 2009 COMMENCING AT 4.00 PM

1. **PRESENT**

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

ALSO IN ATTENDANCE

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

2. **CONFIRMATION OF MINUTES**

Library Committee Meeting – 17 FEBRUARY 2009

Moved Councillor Scott, seconded J. Potter, and carried that the Minutes of the Library Committee Meeting held on 17 February 2009 be confirmed as a true and correct record.

3. **MATTERS ARISING:**

Nil

4. **GENERAL BUSINESS**

4.1 **New Committee member:** Moved Councillor Hustwick, seconded C. Landis and carried that Jenny Derks be appointed as a rural representative on the committee.

4.2 **Future Role of the Committee:** Councillor Hustwick asked members to consider before the next meeting what could be some of the future opportunities for the committee, now that the new library is open. Councillor Hustwick to email his ideas to committee members.

4.3 Thank you to Nicky Moen: That Westland District Council acknowledge all the work that Nicky Moen as done as Project Manager at the initial concept/planning stage and that Councillor Hustwick write to Nicky, thanking her for her valuable contribution. The committee recommended that the letter also be signed by Her Worship the Mayor and the Librarian.

5. LIBRARIAN REPORT

5.1 Rental Space out the back: D. Blight to follow this up with the CEO.

5.2 Leaking front windows: Councillor Hustwick to follow this up with the CEO.

5.3 Kete West Coast: The Librarian asked about the possibility of assistance with uploading historic material to the online Kete West Coast website. Council is investigating employing a graduate under a government scheme, on a temporary basis and there may some hours that can be allocated to the library. Councillor Hustwick to follow this up with the CEO.

6. FINANCIAL REPORT

Moved Her Worship the Mayor M. Pugh, seconded Councillor Hustwick and carried that the Financial Report be received.

MEETING CONCLUDED AT 4:50 P.M.

Confirmed :

Councillor Ian Hustwick
Chairperson

Date

REPORT TO THE LIBRARY COMMITTEE

New Library

After four months issues are up 25% on last year. Foot traffic has increased significantly with many using the library space to meet and relax for a while.

By dropping the 50c charge on magazines as part of the 2008/09 library fees and charges adjustment there has been a 57% increase in magazine issues compared to the same period last year

Teenagers are using the mezzanine floor and they are gradually accepting the standards of behaviour required in the library.

The Youth Transition Officer from WestREAP uses the teen zone to connect with youth who have left school to assist them with career/training options.

An additional noticeboard has been placed in the library foyer for the Museum to use to promote their activities and collections.

We are still waiting for the blinds to be installed. The book covering on many new books has been heat damaged by the sun. I have not been advised of an installation date.

Aotearoa People's Network (APN)

The library continues to be the digital hub of the community for access to online information with high usage of the 5 APN computers. A recent announcement has confirmed that full funding for the high speed broadband connection has been extended for all APN libraries until June 2011 which is fantastic news. (See attached information sheet from APN Manager for further information).

Community Libraries

The Kumara Community Library is not operating at present as an alternative location is being sought. A local representative is coordinating this search for suitable premises and she will hopefully make some recommendations before the end of the year.

Library Website

Following the upgrade of the Council website a proposal to develop the Library website with its own homepage has been received from the Website design company. Content for an initial 8 pages is being finalised now and it is hoped that by early next year the library website upgrade will be live.

Public Library Shared System Development

The National Library of NZ is working in partnership with 26 public libraries on a project to produce a business case for a shared library system for public libraries. All three West Coast libraries have made a financial commitment to the business case but there is no obligation, at this stage, to commit to a consortium agreement. It is believed that a shared library management system will deliver significant benefits to customers and will provide opportunities for regional collaboration initiatives.

Corporate Interloan charge

A \$40 Corporate Interloan charge has been introduced. Corporate Interloan requests are often more complex requiring specific skills to successfully complete the search. It can also be quite time consuming which impacts on other library staff and jobs.

Heritage Collection

A locked cabinet has been placed in the History/Meeting room to house books within the heritage collection that are considered too valuable to have on open shelf. A local rare books expert has agreed to carry out a valuation on the heritage collection and give advice as to which titles should be locked in the cabinet for protection. These books will still be able to be removed from the cabinet if a borrower asks to look at them.

Rental/Free Fiction

All rental fiction books accessioned before 01.01.2004 have now been transferred to free fiction. Within the fiction collection (4740 items) we now have 60% free fiction and 40% rental fiction. All new fiction books, with the exception of NZ fiction and classics, will be accessioned as rental fiction.

Many borrowers will not consider selecting rental fiction, on principle, or due to a lack of funds so I anticipate a significant increase in issues now that their choice of free fiction titles has been increased.

Author visit – Joe Bennett

This event, held on 21st October, was an overwhelming success with 75+ people attending a highly entertaining talk by NZ author and columnist, Joe Bennett. Some nibbles and alcoholic refreshments were also provided.

Feedback since the event has highlighted an issue that needs consideration. Many of those who attended felt that a regular programme of literary events should be offered to the community. At present all events, such as author visits, rely on sponsorship as the library does not have an events budget.

Youth Opportunities Package

The library has employed a person under the Government's Youth Opportunities Package for six months. It is for 30 hours per week and the start date was 9th September.. Projects to date include uploading local content onto the Kete West Coast website; checking and repairing damaged picture books (2367); transferring 1000 fiction books from rental to free fiction; weeding the fiction collection; selecting books for the Community Libraries.

Another task for this person is to add the Museum's reference book collection to the library software so that the bibliographic records are accessible via the online catalogue.

From November the Museum will provide a further 10 hours for this position and from December to February the Library and the Museum will provide 20 hours each.

Sarah Thompson
Librarian
Nov 2009

Aotearoa People's Network Kaharoa (APNK)

Funding — Current and Future

APNK has been able to announce recently that funding is available to allow a further year of full costs of the service being met by NLNZ until the end of June 2011.

According to the Partnership Agreement (Clause 10.2), discussions were to take place with libraries re a contribution to costs after two years from installation. These discussions have been deferred for a year as full funding is available until June 2011.

The following may be helpful information for those who are experiencing Council concern about a possible cost to Councils.

There is no intention to seek the full costs of running the network from local authorities. The National Library remains financially committed to supporting public libraries providing access to content, services and tools via the Internet as being a key enabler of the knowledge economy.

APNK continues to refine its costs, particularly in the area of networking (bandwidth) to ensure the managed service is provided in the most efficient and effective way possible.

Post July 2011 the government contribution reduces by \$667k (a one off \$2m top up spread over a 3 year period comes to an end) We are exploring options to replace this funding — one of these options is to seek a contribution from libraries and their local authorities who are the beneficiaries of the service. Other sources will also be explored.

We are working on developing sound financial models that will provide transparency for libraries around the costs and benefits. The principles underlying this financial modelling are:

- National Library remains committed to financially supporting public providing access to content, services and tools via the internet as being a key enabler of the knowledge economy;
- That the value of the service offering with costs and savings need to be clearly identified for Local Authorities if they are to be asked for a Library contribution;
- That current Partner libraries will not be in a position to pay full costs;

Timeframes — The Governance Group is discussing this issue at its 19th November meeting. Partner Libraries can expect to have further information during the first quarter of 2010.

Councils have the choice to withdraw from this partnership under the conditions of the Partnership Agreement.

Contact for further information: Margaret Garland, Manager Aotearoa People's Network Kaharoa.

Financial Report - barbara

Links Index
Library

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

Runtime settings

GL This report was generated at 8.13 on 17/11/09 by barbara
 Financial Month is set to 11/09 and Budget AB01 is in use
 VYYMM00-200911
 VYYYYMM-200911
 VTY'PY00-200807
 Skip zero accounts = Y and Rounding = Y

Library

Statement of Operations

Income

Account	Detail	Year to date Actual	Full Year Budget	Full % Var
5100 001	General Rates		(365486)	
5100 116	LIBRAR - Donations	(178)	(300)	59
5100 120	LIBRAR - Fines	(1907)	(3000)	64
5100 130	LIBRAR - Photocopying Revenue	(1015)	(1200)	85
5100 134	LIBRAR - Rental	(6593)	(15000)	44
5100 136	LIBRAR - Meeting room rental		(1500)	
5100 139	LIBRAR - Sundry Income	(1446)	(3000)	48
5100 140	LIBRAR - Friends of the Librar	(533)	(1000)	53
5100 145	LIBRAR - Grants and Contributi	(3000)		
5100 154	LIBRAR - Interloans	(518)	(1500)	35
	Total Income	(15190)	(391986)	4

Expenditure

Account	Detail	Year to date Actual	Full Year Budget	Full % Var
5100 201	LIBRAR - Hardware Maintenance	40		
5100 202	LIBRAR - Computer Operating	2600	3500	74
5100 203	LIBRAR - Computer Support Fees	8698	10000	87
5100 221	LIBRAR - Accommodation & Meals	345	500	69
5100 222	LIBRAR - Course & Conference F	1752	4000	44
5100 223	LIBRAR - Travel	50	1000	5
5100 224	LIBRAR - Vehicle Expenses	96		
5100 242	LIBRAR - Electricity	2673	11000	24
5100 263	LIBRAR - Fox Glacier Community	200	200	100
5100 264	LIBRAR - Kumara Community		200	
5100 265	LIBRAR - Ross School Comm..	750	750	100
5100 266	LIBRAR - Sth Westland School	1000	1000	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	1000	1000	100
5100 271	LIBRAR - Okarito Community	300	300	100
5100 281	LIBRAR - Insurance Premiums	2376	850	280
5100 313	LIBRAR - Conveniences	177		
5100 340	LIBRAR - Caretaking & Cleaning	3124		
5100 341	LIBRAR - Building Maintenance	623		
5100 342	LIBRAR - Contractors		750	
5100 345	LIBRAR - Repairs & Maintenance	133		
5100 347	LIBRAR - Materials & Maintenanc	1341	4000	34
5100 348	LIBRAR - Office Equipment Main	179	1200	15
5100 350	LIBRAR - Interloans	44	1500	3
5100 361	LIBRAR - Advertising	411	1000	41
5100 367	LIBRAR - Hospitality	241	150	161
5100 371	LIBRAR - Newspapers & Magazine	2366	4000	59
5100 372	LIBRAR - Overheads	6752	27379	25
5100 373	LIBRAR - Postage & Couriers	611	2000	31
5100 374	LIBRAR - Printing & Stationery	2321	4500	52

5100.378	LIBRAR - Subscriptions	441	800	55
5100.379	LIBRAR - Telephones & Tolls	541	600	90
5100.386	LIBRAR - Photocopying	510	3000	17
5100.390	LIBRAR - Holiday Programme	36	600	6
5100.392	LIBRAR - Rental	24600	34117	72
5100.393	LIBRAR - Sundry	779	1000	78
5100.400	LIBRAR - Friends of the Librar	210	1000	21
5100.421	LIBRAR - Rates Expense	756	3200	24
5100.424	LIBRAR - Write-offs	7		
5100.441	LIBRAR - ACC Levy	812	1500	54
5100.444	LIBRAR - Salaries & Wages	74754	180000	42
5100.445	LIBRAR - Superannuation	2804	4500	62
5100.446	LIBRAR - Uniforms & Clothing	371	1050	35
5100.447	LIBRAR - Tea Coffee Meals etc.	72		
5100.448	LIBRAR - Sport Subscriptions		400	
5100.522	LIBRAR - Provision for Peoples		2000	
5100.541	LIBRAR - Depn Expense	30545	33124	92
	Total Expenditure	178191	349220	51
	Net Cost of service	163001	(42766)	-381

Capital Expenditure

Account	Detail	Year to date Actual	Full Year Budget	Full % Var
5100.581	LIBRAR - Capital Expenditure	1369		
5100.5810.1	LIBRAR - New Library Additions	2342		
5100.584	LIBRAR - Audio/Visual Resource	2066	3566	58
5100.585	LIBRAR - Free Adult Books	466	3500	13
5100.586	LIBRAR - Adult Non-Fiction	2804	16000	18
5100.587	LIBRAR - Junior Publications	4461	10000	45
5100.588	LIBRAR - Large Print Books	942	3200	29
5100.589	LIBRAR - Rental Book Purchases	2208	6500	34
5100.591	Rates surplus deficit		(42766)	
5100.5911	Depecciation credit		(33124)	
	Total Capital Expenditure	16658	(33124)	-50