

SOUTH WAIRARAPA DISTRICT COUNCIL

14 DECEMBER 2011

AGENDA ITEM C3

LIBRARY REPORT

Purpose of Report

To inform Councillors of recent events in the South Wairarapa Libraries.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Recommend adoption of the amended Memorandum of Understanding.*
3. *Approve the recommendation of the Joint Library Committee that the timeline and procedure set out in this paper is followed.*

1. Library Management System

1.2 Background

There has been some discussion about the possible replacement of the current Library Management System (LMS).

The current system is supplied by Napier Computer Systems (NCS) who also supply Council administrative systems to Carterton District Council. As an LMS in the 21st Century NCS is reaching the end of its effective life.

There have been two developments which have appeared in the LMS space over the last three years which are vying for the Wairarapa Library Service business.

This paper sets out a way in which Council can make an informed decision based on the real requirements of the libraries and the services that they provide.

2. Immediate Considerations

The forthcoming Long Term Plan process provides the opportunity for the Council to place the replacement of the LMS on the formal table for discussion.

There is some work to be done to place a thought out case before the Council. This is laid out below. The important immediate thing is to flag the issue with a nominal sum in the Long Term Plan so that all parties, including the public are made aware of the issue.

The Joint Library Committee reaffirmed its commitment to the Wairarapa Library Service and the joint approach of South Wairarapa and Carterton District's to library services.

The Committee also undertook to amend the Memorandum of Understanding to allow the employment of staff across councils. The Memorandum is at Appendix 1 and Council is asked to approve the change. The sole change is the additional paragraph numbered 7 at the end of the document and is as follows:

- *'Employment of library staff across both councils is encouraged to share knowledge, create team spirit and empower staff. To facilitate this each council's employees remain in that council's employ and are paid by them with costs are on-charged to the partner council. No profit is to be made from staff employment to the partner council. The base staff cost to be invoiced consists of base hourly rate, % holiday pay, % sick leave and provision of levy and work place cover together with any other legally required costs.'*

3. Notes on Options

2.1 NCS

The current system (NCS) is becoming more difficult to meet the requirements of managing a modern library. Support from NCS is excellent and very responsive, however the amount of time expended on using this service is prohibitive for the benefits gained.

2.2 Civica/SMART Libraries

There has been much discussion in various quarters about the Wellington regions SMART initiative with Civica for a Wellington wide LMS solution.

2.3 Kotui/National Library

Over the last five years the National Library has been working with New Zealand public libraries to develop a national approach to the LMS issue. This has resulted in the recent launch of the Kotui. Both Carterton and South Wairarapa contributed financially to the feasibility study of Kotui.

2.4 Other LMS systems

There are many other LMS products available on the market.

As there is a reasonable capital investment that is required irrespective of the system ultimately chosen it is important that the decision is made on the basis of sound knowledge of the libraries requirements and the ability of a system to meet those requirements.

4. Timeline for Action

November 2011	Library Committee	Re-commitment to WLS concept and acknowledgement of the need for a new LMS in the LTP
December – January 2011/12	District Librarians	Investigation and report to Library Committee outlining the requirements of an LMS to adequately run the WLS
February 2012	Library Committee	Presentation of District Librarians report
March 2012	Library Committee	Presentation by potential vendors for a new LMS
April 2012	District Librarians	Final recommendations to Library Committee
2012-2013	Dependent on outcome of the LTP and Council decision	Implementation

5. Conclusion

Council consider this report and view it in the context of the long term consequences of providing an up to date LMS for the efficient administration of the Wairarapa Library Service.

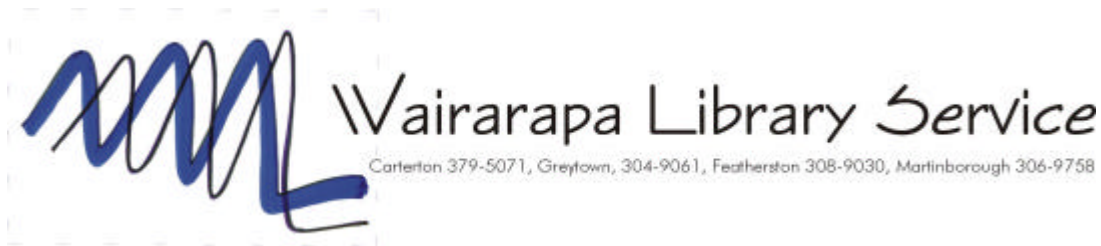
6. Appendices

Appendix 1 – Proposed Memorandum of Understanding

Contact Officer: Shirley Nightingale, District Librarian

Reviewed By: Mark Allingham, Group Manager Infrastructure and Services

Appendix 1 – Memorandum of Understanding



Memorandum of Understanding

Purpose

To enable Carterton District Council and South Wairarapa District Council to jointly run the Wairarapa Library Service ('WLS').

To enable the WLS to:

1. 'encourage and support literacy;
 2. Support lifelong learning;
 3. Provide access to good information;
 4. Provide a safe place where people and communities can meet and engage with each other.'
- (extract from Library Strategy 2009, pg 3)

Agreement

1. The WLS shall be run jointly by the District Librarian at Carterton Library and the District Librarian at SWDC (hereinafter referred to as the 'Joint Librarians') with major decisions referred to the WLS Joint Library Committee and recommendations to each Council.
2. Carterton Council and SWDC each provide a budget to stock and run the library. The stock remains the property of the buyer, but is freely lent between the two Councils to enable the WLS to function as one library entity. Stock may be exchanged between SWDC libraries and Carterton library at the discretion of the Joint Librarians as long as the value remains equitable.
3. To ensure a consistent service to the customer each library is to adhere to:
 - 3.1 all WLS policies;
 - 3.2 all adopted WLS systems, structures and charges.
- 4 Any problems, complaints or other issues should be resolved wherever possible by the WLS Joint Librarians and failing that the WLS Library Committee.
5. To facilitate a better team atmosphere and allow the WLS to function more effectively as one unit, staff across both Council's will be able to collaborate on matters of personal development.
6. Collaboration between library staff should be encouraged to facilitate investigation of future literacy initiatives for the WLS.

7. Employment of library staff across both councils is encouraged to share knowledge, create team spirit and empower staff. To facilitate this each council's employees remain in that council's employ and are paid by them with costs are on-charged to the partner council. No profit is to be made from staff employment to the partner council. The base staff cost to be invoiced consists of base hourly rate, % holiday pay, % sick leave and provision of levy and work place cover together with any other legally required costs.