



Wairarapa Library Service

# **AGENDA**

## **Wairarapa Library Services Committee Meeting**

**Date: Wednesday, 26 August 2020**

**Time: 3.00pm**

**Location: Carterton Events Centre  
50 Holloway Street  
Carterton**

Chair P Colenso

Cr S Cretney

Cr S Bertram

Cr L Hay

Iwi Representative F Reiri-Smith



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**Notice is hereby given that a Wairarapa Library Services Committee Meeting will be held in the Carterton Events Centre, 50 Holloway Street, Carterton on:**

**Wednesday, 26 August 2020 at 3.00pm**

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## **Order Of Business**

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**1 KARAKIA TIMATANGA**

*Mai i te pae maunga, raro ki te tai*

*Mai i te awa tonga, raro ki te awa raki*

*Tēnei te hapori awahi ai e Taratahi.*

*Whano whano, haramai te toki*

*Haumi ē, hui ē, tāiki ē!*

**2 APOLOGIES**

**3 CONFLICTS OF INTERESTS DECLARATION**

**4 PUBLIC FORUM**

## 5 REPORTS



### 5.1 CONFIRMATION OF THE MINUTES

#### 1. RECOMMENDATION

That the Committee:

1. **Confirms** the Minutes of the Wairarapa Library Services Committee meeting held 19 February 2020.

**File Number:** 119282

**Author:** Casey Spencer, Democratic Services Coordinator

**Attachments:** 1. **Wairarapa Library Services Committee Meeting Minutes 19 February 2020** [↓](#)

**The minutes of the Wairarapa Library Services Committee Meeting  
held in the Maungaraki Meeting Room in the  
Carterton Events Centre on Wednesday 19 February 2020 at 1.00pm.**

**Present:** Crs P Colenso, S Bertram and S Cretney

**Attendance:** Bryce Neems (Amenities Manager)  
Anne Jackson (Wairarapa Library Services Manager)  
C Spencer (Democratic Services Coordinator)

**1. Election of Chair**

Cr P Colenso called for nominations for the role as Committee Chair.  
Cr S Bertram nominated Cr P Colenso. The nomination was seconded by Cr S Cretney.  
There being no other nominations, Cr P Colenso was declared as Chair.

**2. Apologies**

An apology was received from Cr L Hay.

Crs P Colenso / S Cretney  
CARRIED

**3. Conflict of interest declaration**

There were no conflicts of interest declared.

**4. Public Forum**

There was no Public Forum.

**5. Wairarapa Library Activities**

**Purpose**

To update the Committee on the progress and activities of the Wairarapa Library Service.

**Moved**

**That** the Committee receives the report.

Crs P Colenso / S Cretney  
CARRIED

**The meeting concluded at 1.30pm**

**Minutes confirmed.....**

**Date.....**







## 5.2 WAIRARAPA LIBRARY SERVICES COMMITTEE BACKGROUND OVERVIEW

### 1. PURPOSE

For the committee to review existing working documents and to approved updated proposed versions.

### 2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

### 3. BACKGROUND

The Wairarapa Library Service (WLS) was formed in July 2001 with the intention of managing the library services of South Wairarapa District Council and Carterton District Council, jointly.

The bibliographic catalogue and the borrower database of each council's libraries were combined to provide a foundation from which to begin operating a joint service.

The mission statement of WLS was to "deliver a comprehensive professional service that is consistent, equitable and user-friendly."

The initiating document for the WLS, states that a committee was to oversee all major projects and provide governance focus, and to ensure consistency and maintenance of the WLS brand. The Committee was to meet monthly.

The WLS direction was to be determined by the Councils' strategic plans.

In 2018 Carterton District Council made all working groups into formal committees, with the WLS becoming notified as such in December 2018. The legal framework for the joint committee is The Local Government Act 2002, Part 10, section 256, schedule 7, clause 30.

### 4. WLS COMMITTEE DOCUMENTS

19 years on, the WLS is still operating. The WLS Committee meet twice a year. The Committee currently has three working documents which are either in draft format and/or in need of updating to reflect changes in practice and context. The current documents are:

- Memorandum of Understanding (MOU) - March 2019 (**attachment 1**)
- Terms of Reference (ToR) – Dec 2018 (**attachment 2**)
- Strategic Plan – November 2018

**5. RECOMMENDATION**

That the Committee:

1. **Receives** the report.
2. **Notes** that the working documents of WLS be updated to reflect changes in practice and context and determine a refreshed strategic direction for the libraries.
3. **Approves** the proposed Memorandum of Understanding in **attachment 3**.
4. **Approves** the proposed Terms of Reference in **attachment 4**.

**File Number:** 119499

**Author:** Annette Beattie, Library Services Manager

**Attachments:**

1. **Memorandum of Understanding - March 2019** [↓](#)
2. **Terms of Reference - December 2018** [↓](#)
3. **Proposed Memorandum of Understanding** [↓](#)
4. **Proposed Terms of Reference** [↓](#)

## Memorandum of Understanding (MoU) – Draft, March 2019

Wairarapa Library Service Committee

### **PURPOSE**

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

To enable the Wairarapa Library Service to:

1. Encourage and support literacy
2. Support lifelong learning
3. Provide access to good information
4. Provide a safe place where the community can meet and engage with each other.

### **AGREEMENT**

The WLS shall be run jointly by the Library Services Manager at Carterton Library and the Library Manager at South Wairarapa District Council.

Major decisions to be referred to the WLS Joint Library Committee.

Carterton District Council and South Wairarapa District Council each provide a budget to stock and run the library. Stock remains the property of the purchaser but is freely lent between the two Councils to enable the WLS to function as one library entity. Book stock may be exchanged between South Wairarapa District Council and Carterton library at the discretion of the joint librarians if the value remains equitable.

To ensure a consistent service, each library will adhere to all WLS policies, all adopted WLS systems, structures and charges.

Problems, complaints or other issues should be resolved wherever possible by the WLS Library Managers and failing that, the WLS Committee.

Collaboration between library staff is to be encouraged, thereby facilitating investigation of future WLS literacy initiatives.

## Terms of Reference – Dec 2018

Wairarapa Library Service Committee

### **Purpose**

To monitor, develop, evaluate and report to the Council on the implementation of the Wairarapa Library Service Strategic Plan.

### **Specific responsibilities**

1. Develop and recommend to each Member Authority the adoption of a revised WLS Strategic Plan for public consultation.
2. To hear and determine submissions to the WLS Strategic Plan for recommendation to each Member Authority.
3. Monitor and report to Member Authorities on the implementation of the Wairarapa Library Service Strategic Plan and Mission Statement.
4. Monitor the delivery of library services.
5. Develop, approve and monitor the implementation of operational policies and procedures that support the achievement of the WLS Strategic Plan and the delivery of a comprehensive professional library service.

### **Membership**

Two elected members from each Member Authority

### **Chair**

The Wairarapa Library Service shall elect two Co-Chairs, one from each Member Authority, to preside over meetings alternately.

### **Quorum**

One elected member from each Member Authority.

### **Meeting frequency**

Quarterly, and as required.

**Wairarapa Library Service Committee - Memorandum of Understanding (MOU)****PURPOSE**

To enable the Councils of South Wairarapa District and Carterton District to deliver a library service in a collaborative and cohesive manner. The service will be known as the Wairarapa Library Service (WLS).

**AGREEMENT**

Carterton District Council and South Wairarapa District Council will each provide capital and operating budgets to enable the operation of the four branch libraries, including the purchase of collection (analogue and digital) items.

The WLS will be managed by a Library Services Manager who will operate across both councils and all four libraries.

Library policies, processes and procedures will be aligned as far as practicably possible to enable a consistent, customer-friendly and professional service delivery.

Library staff will be employed by the respective Councils with a view to providing a joint service.

Collections will be developed and managed in accordance with professional public libraries' good practice. Collection acquisitions will be traceable to the funding council. Library customers will be able to access collection items from across the system.

Contracts for products, programmes and services will be developed as far as practicable, within the context of offering one cohesive service to customers.

The WLS Strategic Plan will be developed three-yearly, in line with the Long-Term Council Community Plans (LTCCP), by the Library Manager and libraries' staff, and include consultation with identified stakeholders. It will be signed off by the Committee.

Reporting data will be delivered at territorial local authority level, with analysis and narration being provided from the viewpoint of the WLS.

The MOU will be reviewed three yearly in line with the local government election cycle.

**Wairarapa Library Service Committee - Terms of Reference (ToR)**

<b>Wairarapa Library Service Committee (WLS)</b>	
<b>Membership</b>	Two elected members from each Member Authority. One Iwi representative working on behalf of both Councils.
<b>Meeting Frequency</b>	Two times per annum
<b>Quorum</b>	One elected member from each Member Authority
<b>Reports to</b>	South Wairarapa District and Carterton District Councils

**Purpose**

The purpose of the Committee is to:

- Assist in the planning process and serve as a means of communication between the Council and the WLS.
- Advise on policy related to the Wairarapa Library Service (WLS).
- Advise South Wairarapa District and Carterton District Councils on matters regarding requirements and resourcing needs of the Library Services Manager.

**Status and membership of the WLS Committee**

The WLS Committee is a joint standing committee under the Local Government Act 202, schedule 7, clause 30(1)(b).

**Powers not delegated**

Each member authority will be responsible for approving and managing the funding of each library within its own district.

**Operating Model**

The Committee meets twice per annum, alternating between a Carterton District Council and a South Wairarapa District Council venue.

The Library Services Manager is responsible for:

- Calling for agenda items
- Developing the agenda
- Lodging papers with the respective Council officer responsible for collation and distribution.

The Council Committee officer is responsible for:

- Collation and distribution of the agenda and papers to members at least five days prior to the meeting.

**Chair**

The WLS Committee will elect a committee Chair and Deputy Chair following each local body election.

**Term of office**

The term of office of WLS Committee members ends if the person ceases to be a member of the WLS Committee.

**Voting**

Each representative, including the Chair, has one vote. The Chairperson does not have a casting vote. Decisions are to be reached by majority. In the case of equal votes, the status quo is preserved.

**Dispute or unforeseen circumstances**

In the case of dispute or unforeseen circumstances arising, the members will negotiate in good faith to add or vary these ToR.

If a dispute arises which the Committee is unable to resolve, then each member authority will make recommendations to the Committee.



### 5.3 WAIRARAPA LIBRARY ACTIVITIES

#### 1. PURPOSE

To update the Committee in the progress and activities of the Wairarapa Library Service (WLS).

#### 2. SIGNIFICANCE

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

#### 3. STATISTICS AND ACTIVITY

The statistics in this report cover the months of 1 July 2019 – 31 June 2020 inclusive. The data is reported by territorial local authority, in line with funding of the Wairarapa Library Service, and in order to emphasise the provision of cohesive service.

##### **Checkouts and Renewals (Monographs, Serials, Audio-visual)**

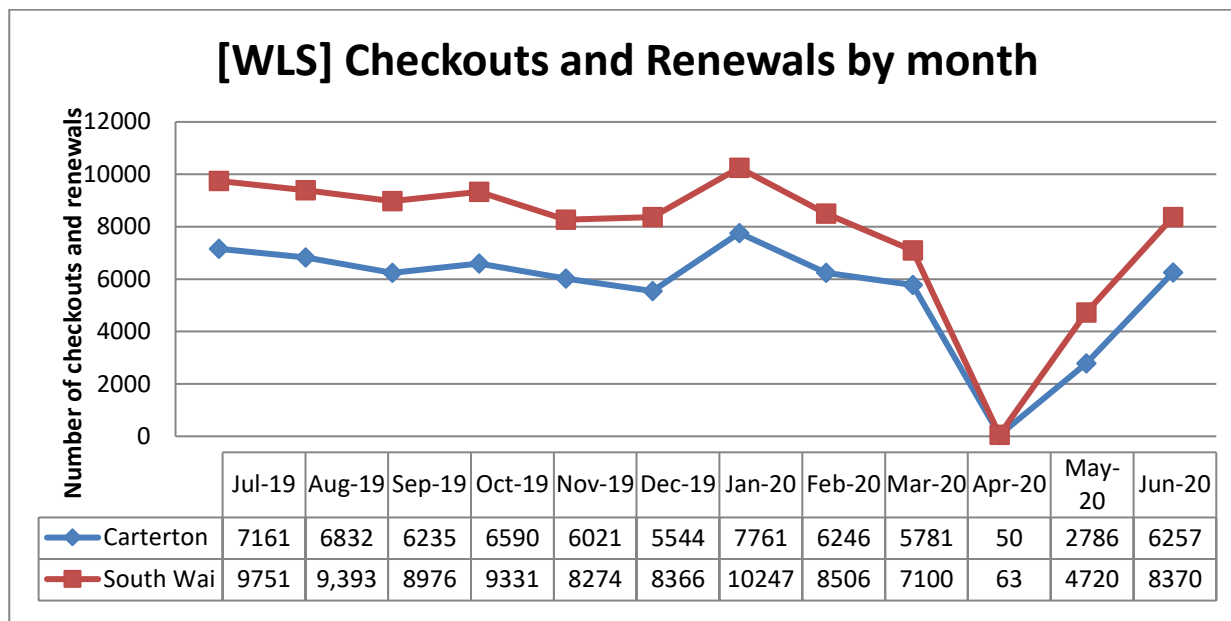
WLS averaged 13,363 issues and renewals per month for the financial year of 1 July 2019- 30 Jun 2020 inclusive. The impact of COVID-19 and library closures was illustrated in the months April and May 2020.

Collection use reflects many elements in a library, for example, audience (customers and potential customers), collection buying and lending policies, budget, marketing, global trends in format and publishing, staff knowledge of the collection, and online catalogue information.

In-depth analysis of these variables will provide insights to inform future collection management and usage.

	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTALS
<b>Audio</b>	276	261	296	306	281	319	320	694	1118	1202	887	5960
<b>e-Books</b>	503	500	554	533	618	636	588	323	410	459	488	5612
<b>TOTALS</b>	<b>779</b>	<b>761</b>	<b>850</b>	<b>839</b>	<b>899</b>	<b>955</b>	<b>908</b>	<b>1023</b>	<b>1528</b>	<b>1661</b>	<b>1346</b>	<b>11572</b>





### Audiobooks and e-Books

Issue data on audio books and e-Books is delivered at an aggregated level only. The data is available for 1 August 2019-30 Jun 2020. Audio book issues have averaged 542 per month. E-Book issues averaged 510 per month.

While growing, digital issues are significantly lower than analogue (i.e., books etc.). While the growth reflects the worldwide trend toward increased usage of online resources, it does indicate a significant opportunity to market the WSL digital collections. Reiterating this is the low rate of issues during the library closures of COVID-19 lockdowns, which would arguably have been prime times for audio and e-book usage.

Although digital, audiobooks and e-books are collection items. As such, the same elements outlined in the checkouts and renewals section (above), apply.

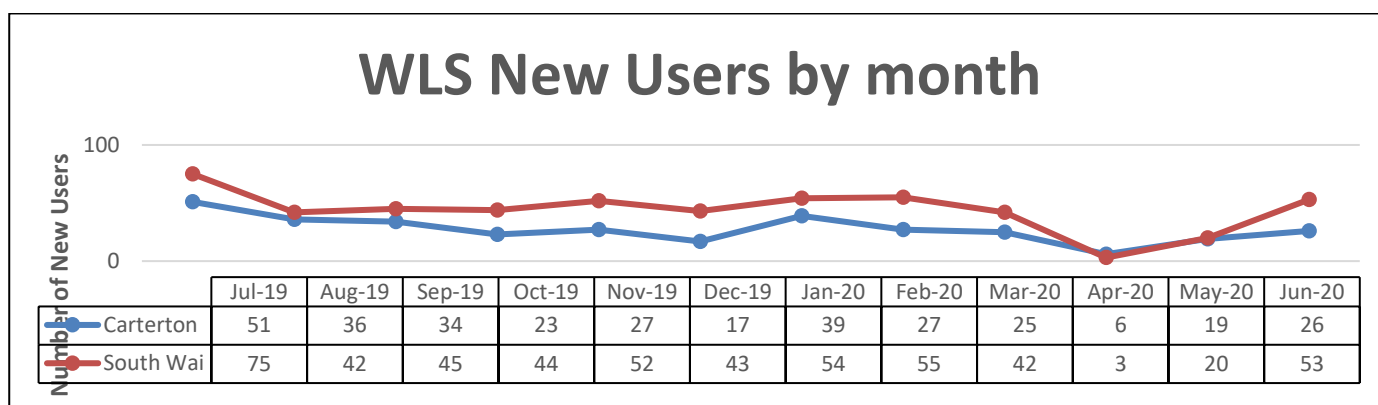
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### New users July 2019 – June 2020

WLS has averaged 72 new customers each month in the 2019/20 financial year. The impact of COVID-19 was noticeable in April and May 2020.

Analysis of the two territorial local authorities' populations will help to identify possible groups of people across the WLS area, who are not currently customers.

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	TOTALS
<b>CRTN</b>	51	36	34	23	27	17	39	27	25	6	19	26	330
<b>SWDC</b>	75	42	45	44	52	43	54	55	42	3	20	53	528
<b>TOTALS</b>	<b>126</b>	<b>78</b>	<b>79</b>	<b>67</b>	<b>79</b>	<b>60</b>	<b>93</b>	<b>82</b>	<b>67</b>	<b>9</b>	<b>39</b>	<b>79</b>	<b>858</b>



#### Programmes

SWDC Libraries delivered a range of literacy programmes to their communities in 2019/2020. COVID interrupted some planned events, and saw libraries change to online channels. Many of the programmes were done in conjunction with or to extend other organisations' offerings.

The Libraries delivery of 18 programmes (Featherston), 3 (Greytown), 28 (Martinborough), does not reflect that programmes are a mix of multi-week events (e.g., ECREad'n Summer Reading, Winter Warmers), one off events (ECREad'n Storytellers, Wet & Wild Activity Day, Pre-school Matariki Event), regularly scheduled multi-week programmes (School Holiday Crafts – during school holidays x4), long-running programmes (Facebook Elf on the Shelf - delivered daily for 24 days), or regularly scheduled events throughout the year (e.g., Wā Kōrero – every Tuesday during school terms).

A programming framework which includes an evaluation component, will see the Libraries move toward reporting on intended and realised audience, and in turn, the ability to measure whether programmes are delivering on their intended objectives.

#### Focus for September-December 2020

The focus for the next quarter is continued delivery of existing services under varying COVID-19 conditions. In parallel with the Councils' Long-Term Council Community Plan (LTCCP) development, the Libraries will be starting to formulate an updated strategic plan for 2021-2024.

**4. RECOMMENDATION**

That the Committee:

1. **Receives** the report.

**File Number:** 119506

**Author:** Annette Beattie, Library Services Manager

**Attachments:** Nil

**6 KARAKIA WHAKAMUTUNGA**