



**Wairarapa Library Services
Committee Meeting**

Wednesday

22 May 2019

1.00pm

AGENDA

**The Agenda of the Wairarapa Library Services Committee Meeting to be held at the
Greytown Hall, 89 Main Street, Greytown on
Wednesday 22 May at 1.00pm.**

1. Apologies
2. Conflict of Interest Declaration
3. Public Forum
4. Notification of General Business / Late Items
5. Library Activity Update *page 1 - 4*
6. General Business/Late Items
7. Confirmation of the Minutes *page 5 - 7*
 - 7.1 *Minutes of the Wairarapa Library Services Committee meeting held on 18 December 2018.*
8. Matters Arising from Minutes

Anne Jackson
Carterton Library Services Manager

20 May 2019

Wairarapa Library Service Committee

Library Activity Update

1. PURPOSE OF THE REPORT

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

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 refer to the month of April, as data is gathered at the end of each month. This report is the first for whole of the Wairarapa Library Service, being the first month under a single library manager. At each committee meeting going forward, the statistics and activities update will cover all four libraries, for all months since the last meeting.

3.1 Issues and renewals

Physical items:

| | Carterton | Featherston | Greytown | Martinborough | Wairarapa Library Service Total |
|--|-----------|-------------|----------|---------------|---------------------------------|
| Number of issues and renewals for April | 6,286 | 2,500 | 3,469 | 3,050 | 15,305 |

E-books and Audiobooks

There were 716 ebook and audiobook issues for the entire Wairarapa Library Service in April up from 582 in May.

| | Wairarapa Library Service |
|-------------------|---------------------------|
| Audiobooks | 224 |
| Ebooks | 492 |
| TOTAL | 716 |

3.2 New Library members

| | April 2019 |
|---------------|------------|
| Carterton | 29 |
| Featherston | 14 |
| Greytown | 13 |
| Martinborough | 28 |
| TOTAL | 58 |

3.3 Public Wi-Fi Use (number of times WiFi accessed)

| | March 2019 |
|---------------|------------|
| Carterton | 529 |
| Featherston | 1,941 |
| Greytown | 1,286 |
| Martinborough | N/A |

Because of the way APNK collect data, these WiFi statistics are always for the previous month.

At present statistics are not available for WiFi use at Martinborough.

3.4 Update

We are currently consulting on changes to library fees through the two Annual Plan processes.

The Terms of Reference have been adopted by both councils.

South Wairarapa staff have undertaken training in Interloans, and Blue Cloud Analytics, enabling them to produce reports and examine statistics provided by the library management system.

Carterton and South Wairarapa staff have recently had Enterprise training by Sirsi Dynix so that every library has access to and is able to upload events and information to the Wairarapa Library Service website. There will be ongoing training opportunities for all staff.

The three South Wairarapa Libraries have extended their opening times by two hours each. These times afford customers more opportunity to access a WLS library, especially commuters. Currently, the new opening times are for a three-month trial.

- Greytown library is now open on Tuesday 09.00am – 7.00pm
- Featherston library is now open on Thursday 09.00am – 7.00pm
- Martinborough library is now open on Saturday 10.00am – 2.00pm
- Carterton library is open on Saturday 10.00am – 4.00pm

Customer forms and stationery are being adopted for use in every library enhancing consistency of service e.g. all libraries have the same customer Feedback form and staff are being encouraged to get customer feedback on the new opening times.

All libraries are soon to receive the new hardware from APNK in the form of chrome books.

The library service now has a new app. Using the app, our communities no longer need to carry their library card with them as their barcode is accessible directly from the app. In addition to all the standard capabilities, such as browsing the catalogue, reserving items, renewing their books, you can also use the app to scan the ISBN barcode on the back of any book and see if we have it in the Wairarapa library system.

Going forward, all events and programmes held in each of the libraries will be included in this report.

4. RECOMMENDATIONS

That the Wairarapa Library Services Committee:

- 1. Receives** the report.

Anne Jackson
Library Services Manager

**The minutes of the Wairarapa Library Services Committee Meeting held in the Greytown Hall,
89 Main St, Greytown on Tuesday 18 December 2018 at 10.30am.**

Present: Ruth Carter (Chair)
Crs, T O'Callaghan and P Colenso
R Ramsden (Featherston Community Board Chair)

Attendance: Mark Allingham (Group Manager Infrastructure & Services)
Anne Jackson (Library Services Manager)
C Spencer (Corporate Services Administrator)

Apologies

There were no apologies received.

Conflict of Interest

There was no conflict of interest declared.

Public Forum

There were no public speakers.

Notification of General Business / Late Items

There was no General Business or late Items.

5. Terms of Reference Report

Purpose

For the Committee to review the existing Terms of Reference and approve the updated version.

Moved

That the Committee receives the report.

Agrees to review both copies and approve the updated copy of the Terms of Reference.

Cr T O'Callaghan / R Ramsden
CARRIED

6. Fees and Charges Report

Purpose

For the Committee to be updated on the progress of the proposal to alter fees and charges.

Moved

That the Committee receives the report.

R Ramsden / Cr T O'Callaghan

CARRIED

7. Memorandum of Understanding

Purpose

For the Committee to review the current Memorandum of Understanding.

Moved

That the Committee receives the report.

Agrees to review the existing Memorandum of Understanding.

Crs T O'Callaghan / P Colenso

CARRIED

8. Library Strategy Report

Purpose

For the Committee to review the Library Strategy and approve the updates.

Moved

That the Committee receives the report.

Agrees to review the existing Library Strategy.

Crs T O'Callaghan / P Colenso

CARRIED

9. 2019 Meeting Schedule

Purpose

For the Committee to approve the meeting dates for the period January to December 2019.

Moved

That the Committee receives the report.

Adopts the schedule of meetings agreed upon:

6 March 2019 at 1.00pm

22 May 2019 at 1.00 pm

21 August 2019 at 1.00pm

Cr T O'Callaghan / R Ramsden

CARRIED

10. General Business / Late Items

There was no General Business or Late Items.

11. Confirmation of Minutes

Moved

That the minutes of the Wairarapa Library Services Committee meeting held on Wednesday 28 November 2018 be confirmed.

Cr T O'Callaghan / R Ramsden
CARRIED

14. Matters Arising from Minutes

There were no matters raised from the minutes.

The meeting concluded at 11.20pm

Minutes confirmed.....

Date.....

DRAFT