



AGENDA

Wairarapa Library Service Joint Councils Committee Meeting

Date: Wednesday, 3 August 2022

Time: 2 pm

Location: Supper Room, Waihinga Centre, 62 Texas Street,
Martinborough and Via Videoconference

Cr P Colenso (Chair)

Cr L Hay

Cr S Cretney

Cr D Williams

Notice is hereby given that a Wairarapa Library Service Joint Councils Committee Meeting of the Carterton District Council and South Wairarapa District Council will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough on:

Wednesday, 3 August 2022 at 2 pm

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 awhi 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 CONFIRMATION OF THE MINUTES



5.1 MINUTES OF THE WAIRARAPA LIBRARY SERVICE JOINT COUNCILS COMMITTEE MEETING HELD ON 11 MAY 2022

1. RECOMMENDATION

1. That the Minutes of the Wairarapa Library Service Joint Councils Committee Meeting held on 11 May 2022 are true and correct.

File Number: N/A

Author: Amy Andersen, Committee Advisor

Attachments: 1. Minutes of the Wairarapa Library Service Joint Councils Committee Meeting held on 11 May 2022

MINUTES OF THE WAIRARAPA LIBRARY SERVICE JOINT COUNCILS COMMITTEE HELD BY VIDEOCONFERENCE ON WEDNESDAY, 11 MAY 2022 AT 2 PM

PRESENT: Cr Pam Colenso, Cr Steve Cretney, Cr Leigh Hay, Cr Dale Williams

IN ATTENDANCE: Glenda Seville (Community Services and Facilities Manager, CDC), Annette Beattie (Library Services Manager), Stefan Corbett (Group Manager, Partnerships & Operations, SWDC), Amy Andersen (Committee Advisor, SWDC)

6 KARAKIA TIMATANGA

The meeting was opened with a karakia led by Cr Colenso.

7 APOLOGIES

There were no apologies.

8 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest declared.

9 PUBLIC FORUM

There was no public forum.

10 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE WAIRARAPA LIBRARY SERVICE JOINT COUNCILS COMMITTEE MEETING HELD ON 16 FEBRUARY 2022

MOVED

1. That the minutes of the Wairarapa Library Service Joint Councils Committee Meeting held on 16 February 2022 are true and correct.

Cr Hay / Cr Williams

CARRIED

11 REPORTS

6.1 WAIRARAPA LIBRARY SERVICE ACTIVITY REPORT

1. PURPOSE

To update the Committee on the progress and activities of the Wairarapa Library Service (WLS) for the quarter Jan 2022- March 2022 inclusive.

NOTED

- The quarter January 2022 to March 2022 had been focussed on progressing key projects, running workshops and highlighted it had been a relatively quiet time with the spread of Omicron, and instead a great deal of background housekeeping had been completed.
- Collections are growing, there is a steady increase in volume and investment. Demographics of library users continues to change with expectations and meeting individual/community needs.
- End of financial year, return back to staffing numbers for last year and risk associated with that.
- Members queried the progress of the click and collect service; Ms Beattie noted this has not taken off as much as expected across the district and there are plans to extend the service outside of Carterton to support the community. Ms Beattie noted there are still many people who hesitate to come into public places; this service also supports people with health and other reasons – good reason to help those in need and drop / pick up from homes. This will be tracked over the next few months to understand how people are using the service. Members commended this is a good initiative to support the community.
- STEM robotics workshops were highlighted as being very successful and having a good uptake in Carterton, Martinborough and Featherston, and the WLS involvement in the youth career expo coming up 22-25 June 2022.
- Staffing levels were discussed ahead of the end of the NZLPP contracts which finish on 30 June 2022; this is expected to have an impact on service delivery and Ms Beattie noted potential challenges to manage library services in the coming months. Ms Beattie stated she is working carefully on rosters and other ways to support her team, service delivery and best practice in library services. Mr Corbett added Council also want to ensure staff feel supported with regard to health and safety, professional development and wellbeing, whilst maintaining the financial health of the organisation.
- Additional funding options are limited. Members suggested Council Officers start thinking about the next financial year, identifying funding sources and what to apply for to support staffing levels in 2023/24.
- Ms Beattie noted she had applied to NZLPP for transition fund and hardship fund grants totalling \$80k to extend work for libraries. Applications closed last week and expected further updates in June 2022. If successful, funding would be made available by 30 June 2022 for the next financial year.

MOVED

That the Committee:

1. **Receives** the Wairarapa Library Service Activity Report.
2. **Notes** the risks and issues raised in section 4.6.

Cr Hay / Cr Cretney

CARRIED

The meeting closed at 2:32pm

Minutes confirmed:

Date:

6. REPORTS



6.1 WAIRARAPA LIBRARY SERVICE COMMITTEE ACTIVITY REPORT

1. Purpose

To update the Wairarapa Library Service Committee on the progress and activities of the Wairarapa Library Service (WLS) for the quarter April – June 2022 inclusive. The highlights of the quarter are:

- Securing \$80,000 external funding for staff resourcing in 2022/23
- Extending contracts of several staff
- Going live with self-issue capability
- Issues and renewals of collection items are starting to track upwards

Significance

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

2. Statistics and Activity

The statistics in this report cover the months of 1 March 2022 – 30 June inclusive. Data is reported as:

- Wairarapa Library Service
- By Territorial Local Authority

3.1 COLLECTIONS

3.2 Objectives: Develop and promote wellbeing and other tangible benefits of reading to our communities and be the practical and motivating champion for reading; online tools that help people find their next great read, and get talking about books, authors, and literature.

In March 2022 our Reading for Life Champion suffered a significant and long-term family trauma. The WLS team has worked to ensure the work done by this person was continued as much as possible. Staff picked up the monthly book club, alongside the background collection analysis and display work which is done to promote reading with our communities.

The Collection HQ analytics software is now referencing over six months of data and is proving useful in informing collection management decisions such as deselection, collection funding percentages, collection areas to better promote.

Online Public Access Catalogues (OPACs) have been installed in all four branches now. This means public have access to a computer to search for specific titles, subjects, authors etc while in the libraries. To date only Carterton had this basic facility in place.

Quotes for consolidated purchase of serials (magazines) have been received with one vendor being identified to supply two thirds of the titles. WLS will implement the changes to purchase and processing in the new financial year.

Collection delivery continues to be negatively impacted by Covid and weather events globally, with a final shipment for 2022/23 being delayed.

WLS participated in the 2022 Featherston Booktown, hosting one event and promoting the Festival to WLS customers and via SMART. The Reading for Life champion and WLS Manager facilitated two sold out events.

The WLS Manager was an invited panellist at the well-attended opening evening of Te Herenga Waka – Victoria University of Wellington's Stout Research Centre series to honour Emerita Professor Lydia Wevers.

3.3 Objectives: WLS develops content as appropriate, and customers are engaged and upskilled in the use of the library management system search and service functions.

The monthly in-library Tech Series events planned for delivery throughout 2022 have been postponed until later in 2022 due to the ongoing impacts of Covid to both the public and staff.

3.4 Objective: People who are homebound or incapacitated receive WLS services if they wish.

Homelink is now business as usual with a library assistant assigned to this task. 24 people across both SWDC and CDD are currently enrolled for Homelink. Promotion has been done at rest homes, retirement villages, GPs, pharmacies, foodbanks, and pensioner housing in particular.

Consideration is being given to Homelink being extended to a future Hinekura Road community hub development, as at least 30 people along the impacted road are WLS members.

3.5 Objective: Redevelopment of the WLS social media channels, and the WLS website to be a modern and intuitive standalone channel emphasising up to date content and narratives about collections, programme options and impacts, local heritage content and connections, and WLS services.

Facebook and the WLS website continue to have content added.

3.6 Objective: Be the practical and motivating champion for developing online content to promote and extend people's knowledge of the Wairarapa local heritage resources.

A second meeting of local heritage groups in June was well attended from across the two districts. Digital NZ was demonstrated to the groups as a means of making local heritage content and collections online and discoverable. Some pilot narratives completed for Carterton Historical Society and for WLS respectively were shown as examples to illustrate how Digital NZ content is generated and can be displayed.

WLS is continuing to provide practical support to Carterton Historical Society in their quest to put their collections online. Currently WLS is assisting development of a worksheet for cataloguing collections to a professional standard.

3.7 Issues and Renewals (Monographs, Serials, Audio-visual)

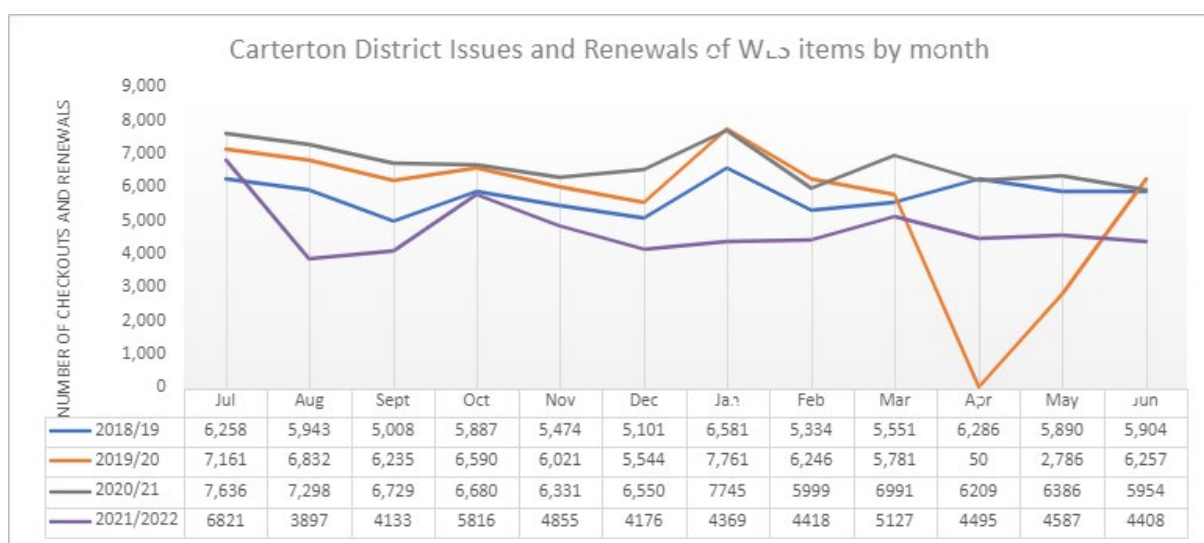
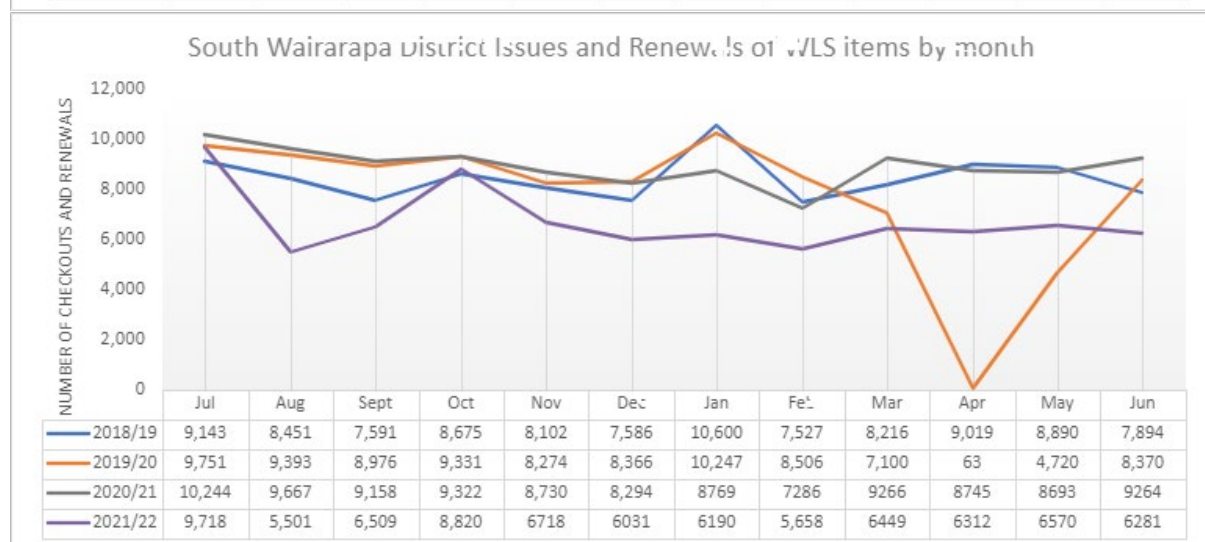
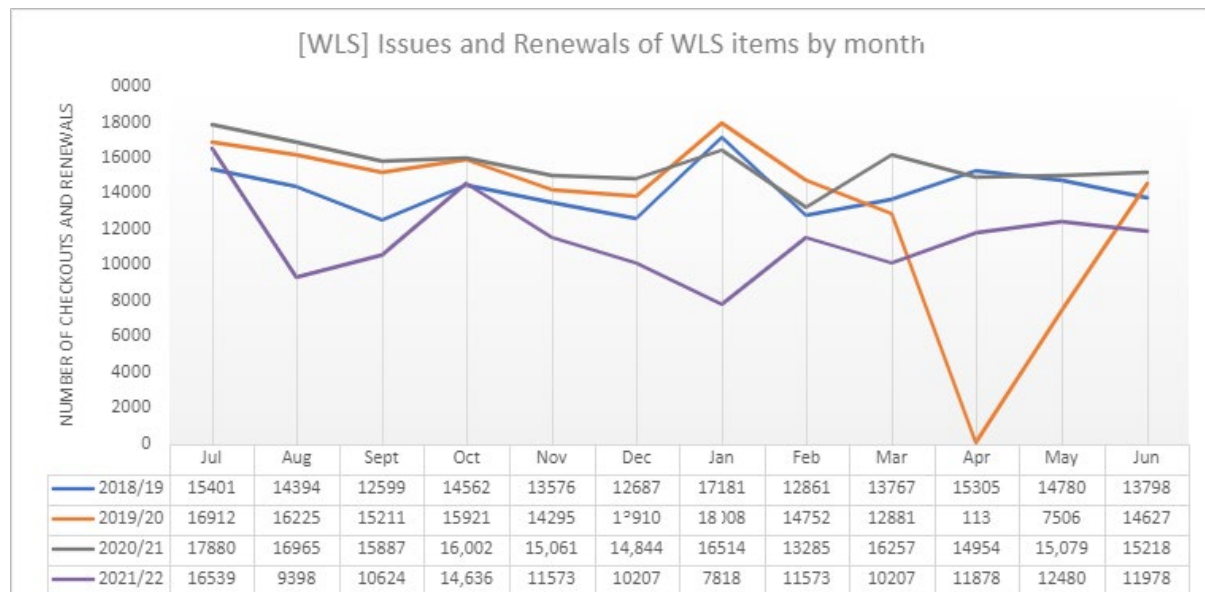
Issues and renewals of collection items are continuing to trend upward.

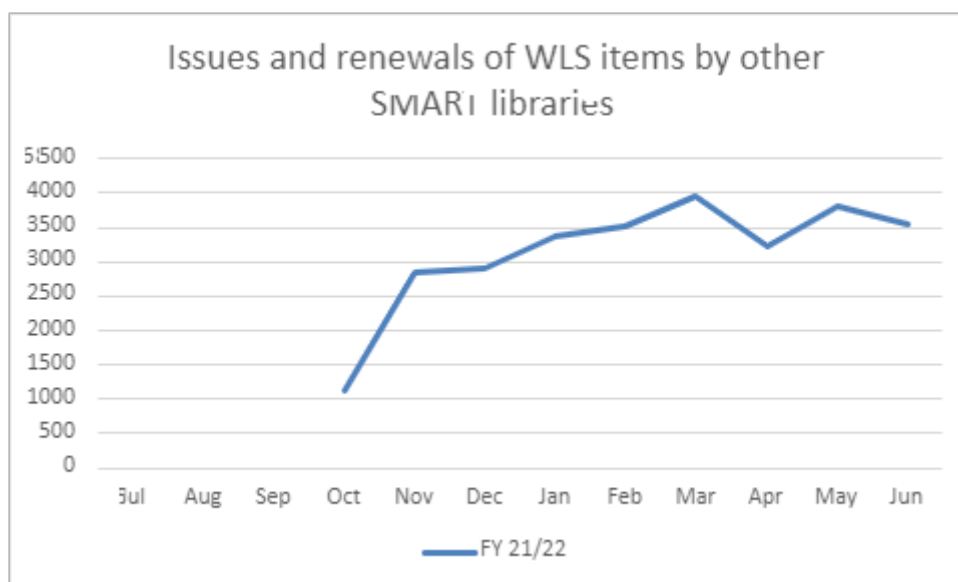
Collection HQ analytics software compares over 85 libraries in NZ and Australia. At May 2022, WLS collection turnover was 2.32 for each item, compared to an average turnover of 2.48 across the ANZ libraries. A slightly higher than average percentage of stock not issued in over 12 months (29.40% compared with 25.80% respectively) is being actively addressed through a refresh of various collections parts, specifically Adult non-fiction and an increased emphasis on displays and promotion in 2022/23.

WLS went live with self-issue on 13th June 2022. Between 13th June and 30th June 151 items were issued using the smartphone app.

There were 3,783 renewals of items by customers themselves using the WLS website catalogue of the WLS app respectively, during the quarter.

3,229 WLS items were issued or renewed by other SMART libraries in April, 3,796 in May and 3,548 in December.





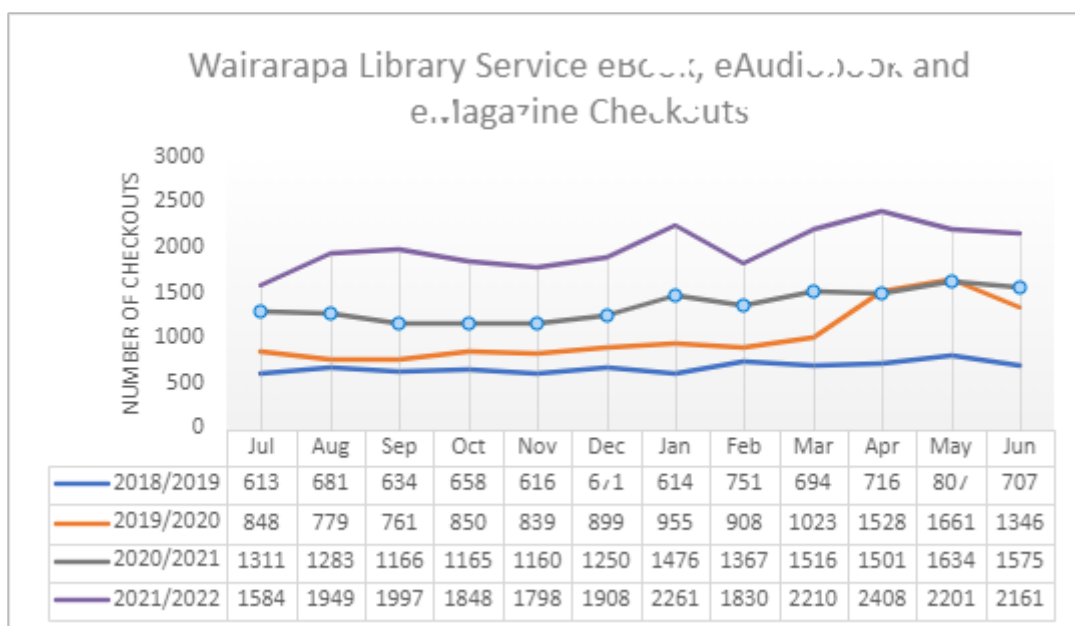
3.8 eBooks and eAudiobooks

Ebook and eAudiobook issues continue to perform well compared to previous years. Anecdotal feedback indicates many people do not realise WLS has ebooks or emagazines available free of charge to people. This will become an area of significant promotion in 2022/23.

All public libraries involved in the Lower North Island ePukaPuka consortia for ebooks and emagazines have increased their annual contribution to provision a larger range and more copies of ebooks and emagazines.

WLS electronic collection items come out of the annual operating expenditure, not collections capital expenditure. This limits the investment that can be placed in electronic resources and will hamper a growing collection and usage unless budget amounts are increased in coming years.

| | Apr 2022 | May 2022 | Jun 2022 |
|-------------|----------|----------|----------|
| eBooks | 1289 | 1208 | 1199 |
| eAudiobooks | 723 | 649 | 648 |
| eMagazines | 396 | 344 | 314 |



3.9 PROGRAMMES

Wairarapa Library Service programmes focus on linking together literacy, collections, and people, with the objective of building competency and confidence, inspiring and delivering positive social and economic impacts.

3.10 Objective: Be the champion for raising people's awareness and proficiency in using Science, Technology, Engineering and Mathematics (STEM) technologies.

Regular robotics, STEM and brick club sessions operated in this quarter. Attendance was varied with anecdotal feedback indicating a mixture of people developing new routines after so much Covid related disruption.

The Te Papa Stardome was secured for WLS for two weeks around Matariki. Over 1490 people from across the two districts went through the Stardome at the four libraries in the times it was open. The visits were complemented by a star making craft activity, with those being displayed in all libraries.

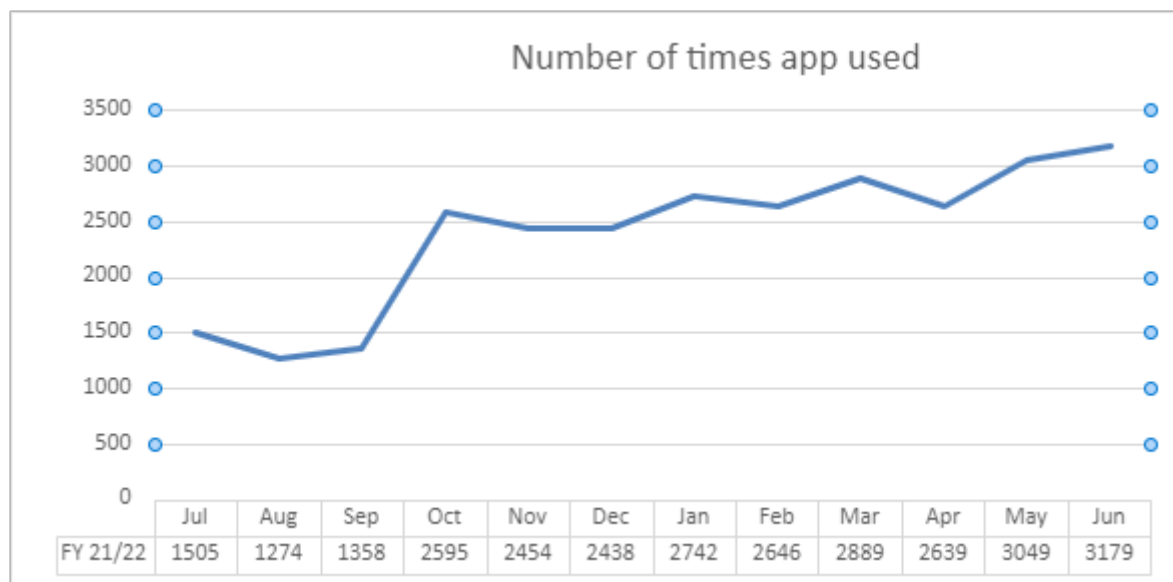
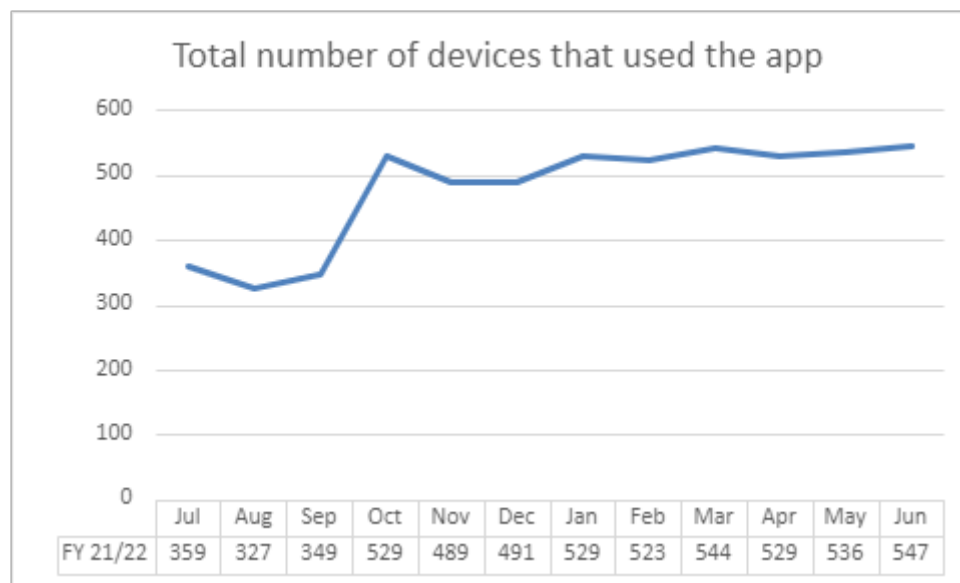
3.11 Objective: Partnerships enable WLS to deliver a wider range of services and programme than would otherwise be possible. Measured by a wider range of programmes being delivered through libraries.

No additional partnerships were developed during the reporting period.

4. OTHER

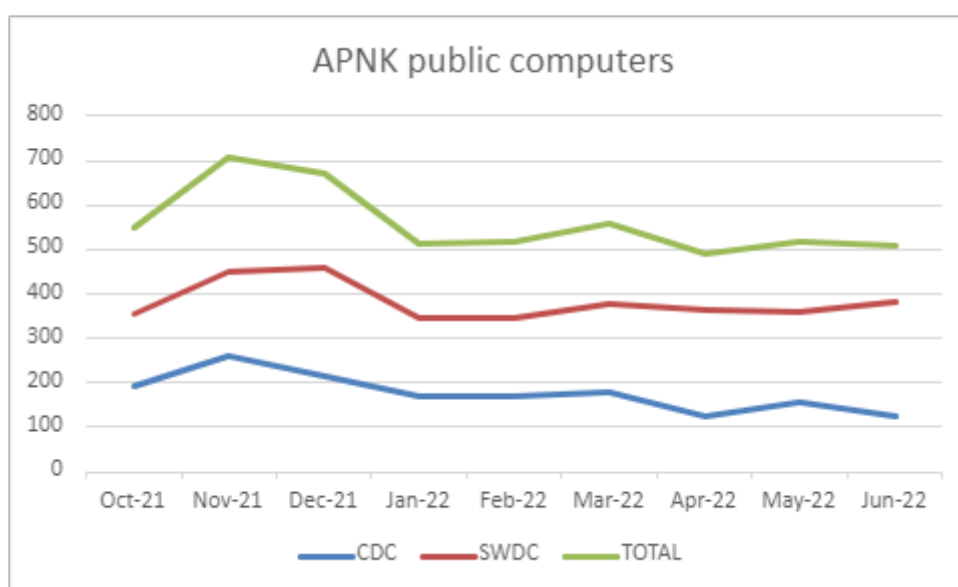
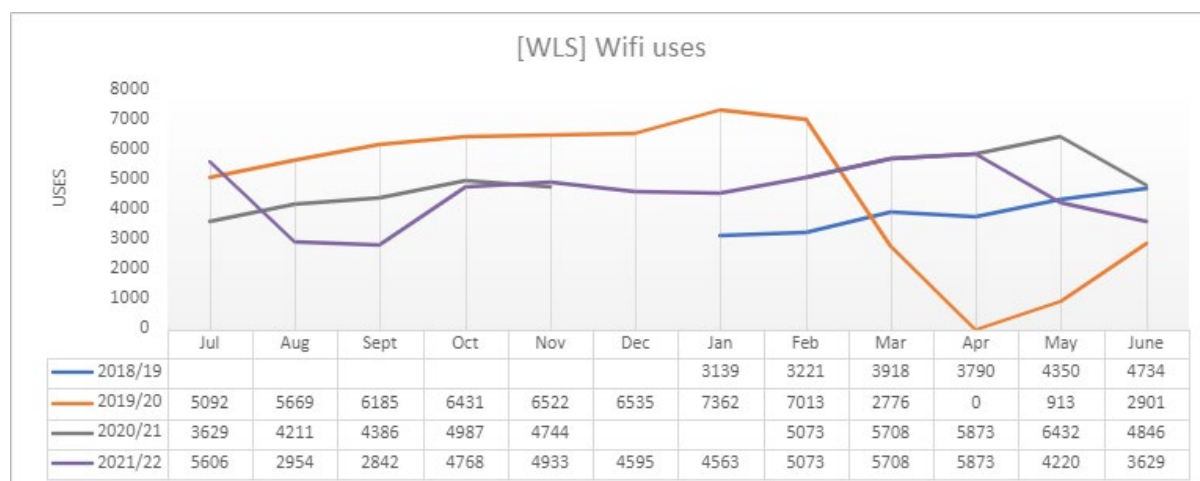
4.1 WLS App

Usage of the WLS app for renewals and reserves and now self-issuing, continues to trend upwards.



4.2 Public computers (APNK) and public WiFi

Public computer use continues to be higher than previous years. Wi-Fi usage has decreased. APNK hardware is due for replacement in July 2022 and the libraries are taking advantage of significant price discounts to purchase the three-year old APNK hardware that is being replaced. Doing this will provide a set of chromebooks for public digital classes, local heritage workshops, and provision of hardware for library staff use.



4.3 Membership

There are 12869 members registered. This includes members from other SMART libraries who use WLS items.

10,539 people are registered with WLS as their local library. 4,020 of these being active members (their registration is current).

4.4 WLS staff training meeting

All WLS sites closed for the quarterly staff meeting and training session on 29th June 2022. The meeting noted the achievements of 2021/22, illustrated in the word-cloud below. It also noted the significant amount of work done by all staff to create a cohesive library team across the two councils and the improved delivery of collections and programmes.



The next staff meeting will be 30th September 2022.

4.5 Staffing 1st July onward

The libraries operate across six days and four sites and are open to public 164 hours per week. Hours of opening are Monday-Friday 9.30am-5pm, Saturday 9.30am-1pm.

A successful application for one off NZ Library Partnership Transition and Hardship Funding resulted in payment of the maximum \$80,000 grant. The funding has been used to:

- Increase the contracted hours of two permanent staff whose focus is digital in 2022/23
- Employ the Reading for Life Champion's part time for 2022/23
- Employ the Local Heritage Content Creator part time until December 2022

The money has provided an important and necessary stopgap into WLS under-resourcing.

5.0 RECOMMENDATION

That the Committee:

1. Receives the Wairarapa Library Service Activity Report

Contact Officer: Annette Beattie, Library Service Manager

Reviewed by: Harry Wilson, Chief Executive Officer

7 KARAKIA WHAKAMUTUNGA