

Wairarapa Library Service

## **Wairarapa Library Services Joint Committee Meeting**

**Date: Wednesday, 24 March 2021**  
**Time: 10:00am**  
**Location: Supper Room, Waihinga Centre,  
Texas Street,  
Martinborough**

Committee members: Cr P Colenso (Chair)  
Cr S Cretney  
Cr L Hay



## AGENDA

The Agenda of the Wairarapa Library Services Committee Meeting to be held at the Super Room, Waihinga Centre, Texas Street, Martinborough on Wednesday 24 March 2021 at 10.00am.

**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. Conflict of Interest Declaration**

**4. Public Forum**

**5. Confirmation of Minutes**

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**Proposed Committee Recommendation:** *That the minutes of the Wairarapa Library Services Joint Committee meeting held on 18 November 2020 are a true and record.*

**6. Information Reports**

**6.1 Wairarapa Library Service Activity Report**

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**7. Public Excluded Report**

**7.1 Library Management System Options**

Pgs 1-22PE

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Library Management System Options	Good reason to withhold exists under section 7(2)(h)	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<b>Reason for passing this resolution in relation to the matter</b>	<b>Ground(s) under Section 48(1) for the passing of this Resolution</b>
The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)

**MINUTES OF CARTERTON DISTRICT COUNCIL  
WAIRARAPA LIBRARY SERVICES COMMITTEE MEETING  
HELD AT THE WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH  
ON WEDNESDAY, 18 NOVEMBER 2020 AT 1.00PM**

**PRESENT:** Chair Cr Pam Colenso, Cr Steve Cretney, and Cr Leigh Hay  
Via audio-visual link: Cr Steffen Bertram

**IN ATTENDANCE:** Annette Beattie (Library Services Manager), and Suzanne Clark (Committee Advisor)

**1 KARAKIA TIMATANGA**

The meeting was opened with a karakia lead by Cr Steve Cretney.

**2 APOLOGIES**

There were no apologies for this meeting.

**3 CONFLICTS OF INTERESTS DECLARATION**

There were no conflicts of interests declared.

**4 PUBLIC FORUM**

There was no public participation.

**5 CONFIRMATION OF THE MINUTES**

**MOVED**

That the Committee:

**Confirms** the Minutes of the Wairarapa Library Services Committee meeting held 26 August 2020.

Cr Leigh Hay/Cr Steffen Bertram

**CARRIED**

**6 DECISION REPORTS**

**6.1 WAIRARAPA LIBRARY SERVICE POLICIES REPORT**

**PURPOSE**

For the Committee to review and approve updated and consolidated proposed versions of key library policies.

The Committee noted that when the draft policies are adopted they would replace all existing Wairarapa Library Services policies. Members agreed that the draft policies needed a review date.

The Committee agreed not to use their delegation to adopt the policies, but instead to recommend their adoption to the South Wairarapa and Carterton District Councils.

**MOVED**

That the Committee:

1. **Receives** the Wairarapa Library Services Policies Report.
2. **Recommends to South Wairarapa District Council and Carterton District Council** that the existing seventeen Wairarapa Library Services policies that are in existence are retired and replaced by the adoption of the Collection Development and Management Policy, the Donations Policy and the Customer Experience Policy.
3. **Recommends to South Wairarapa District Council and Carterton District Council** **that** the review date for the Collection Development and Management Policy, the Donations Policy and the Customer Experience Policy be three years from the adoption date of these policies.

Cr Pam Colenso/Cr Steffan Bertram

**CARRIED**

**7 INFORMATION REPORTS**

**7.1 WAIRARAPA LIBRARY SERVICE ACTIVITY REPORT**

**PURPOSE**

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

**MOVED**

That the Committee:

1. **Receives** the Wairarapa Library Services Committee Activity Report.

Cr Pam Colenso/Cr Leigh Hay

**CARRIED**

Cr Bertram left the meeting at 2:19pm.

Cr Bertram returned to the meeting at 2:21pm.

**The meeting concluded at 2:22pm**

**Minutes Confirmed.....**

**Date.....**



## 6.1 WAIRARAPA LIBRARY SERVICES COMMITTEE ACTIVITY REPORT

### 1 PURPOSE

To update the Committee on 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.

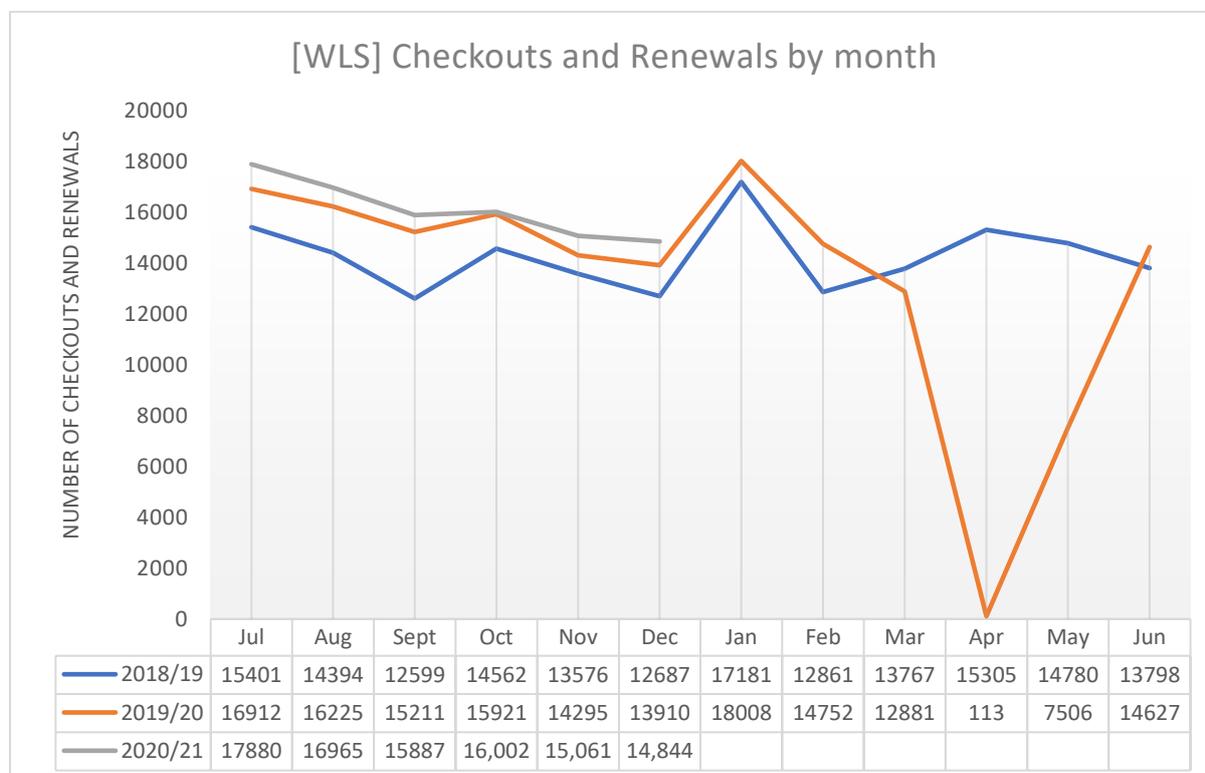
### 3 STATISTICS AND ACTIVITY

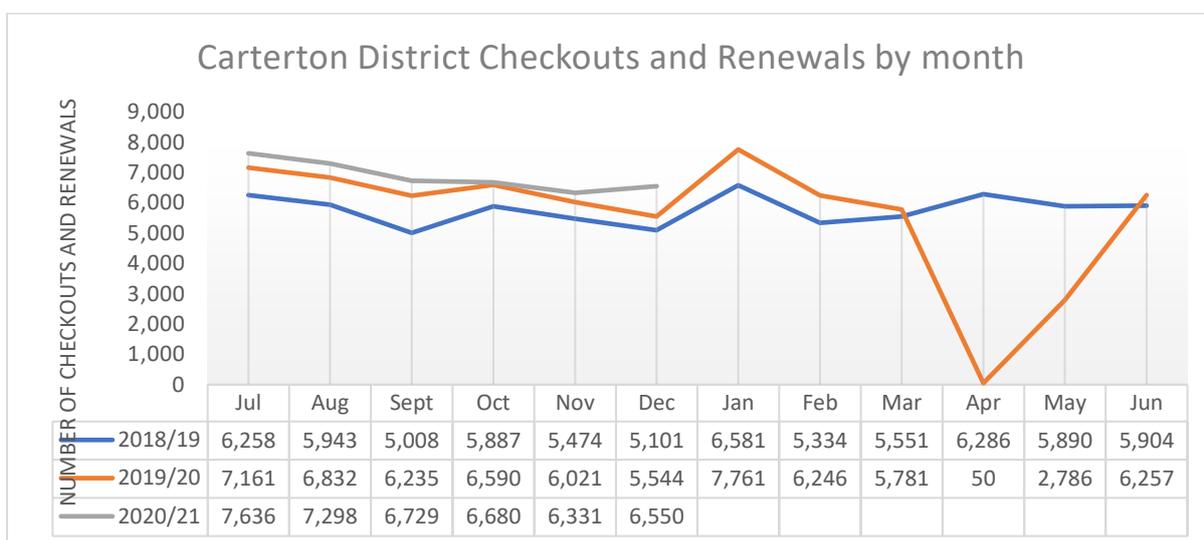
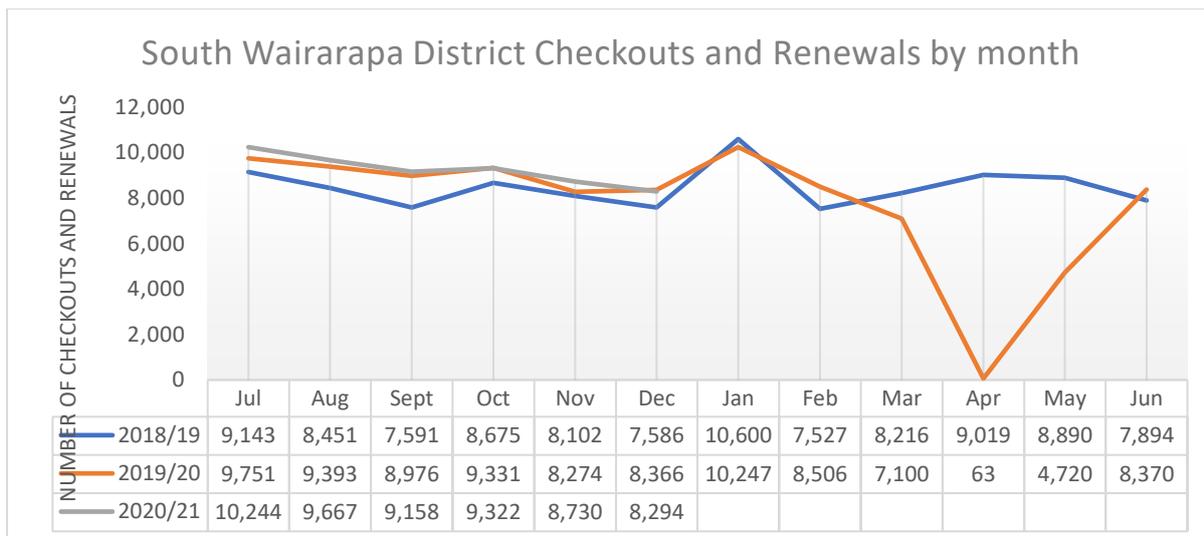
The statistics in this report cover the months of 1 July 2019 – 31 Dec 2021 inclusive. Data is reported as:

- Wairarapa Library Service
- By Territorial Local Authority

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

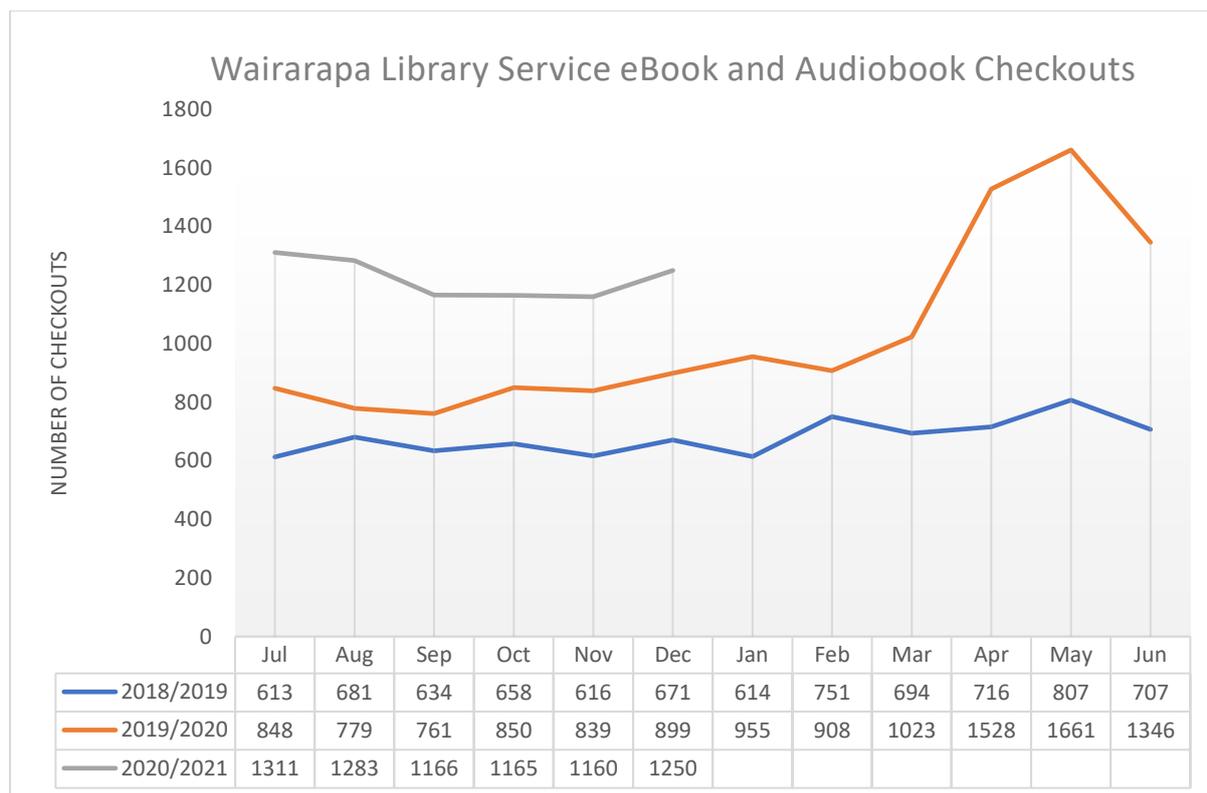
During the last quarter the Wairarapa Library Service (WLS) continued to improve the number of items issued compared with the same period in previous years. The monthly circulation variations continued to follow the same pattern





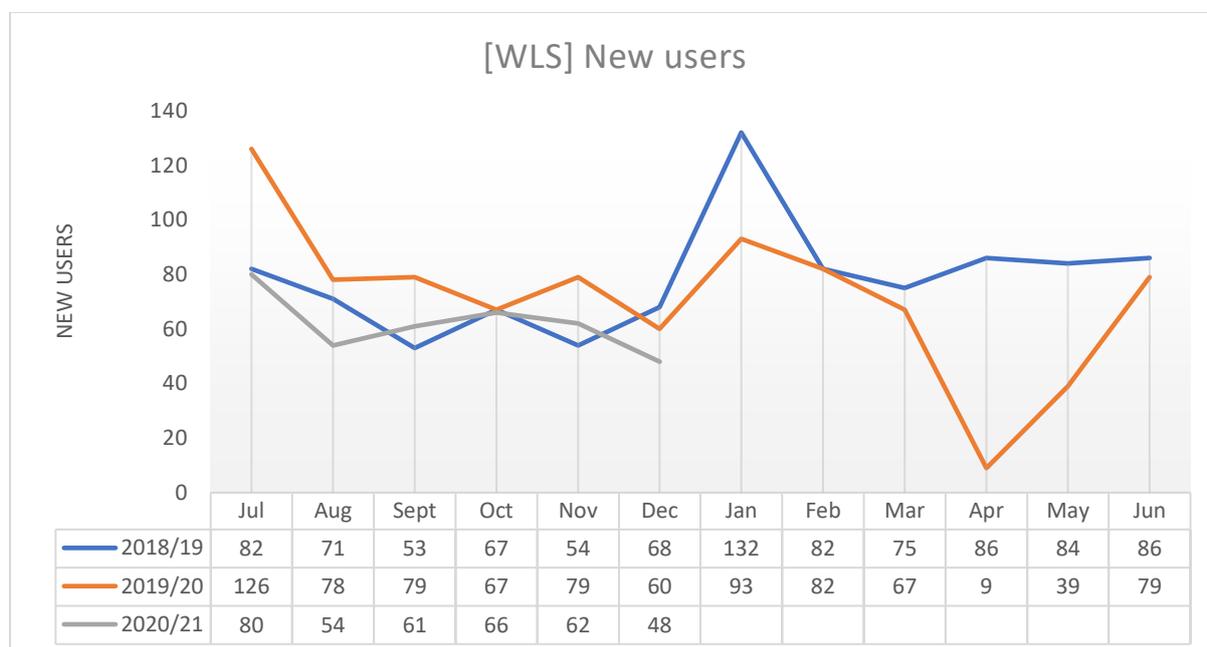
### 3.2 eBooks and eAudiobooks

Ebook and eAudiobook issues continue to perform well compared to previous years.



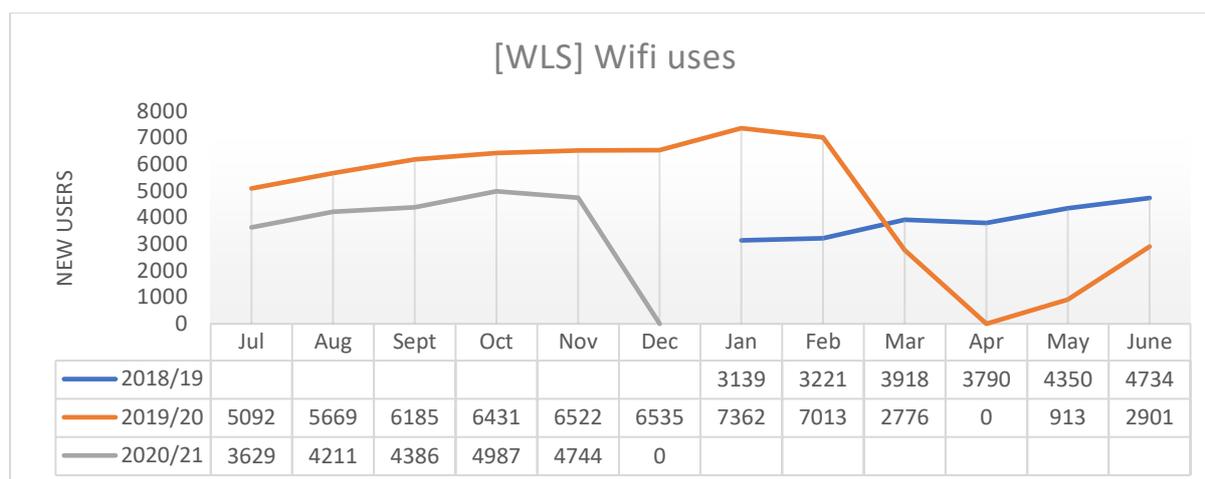
### 3.3 New Members

The number of new members is fluctuating.



### 3.4 Wi-Fi access

The data for December is unavailable due to technical problem with the data received by the service provider. The problem was resolved mid-January but there is incomplete data for those two months.



### 3.5 Programmes

The Eastern and Central Reading Encouragement and Development Network (ECREAD'N), 'Celebrate Summer Reading' Programme, finished with a finale party at the Tauherenikau Racecourse. After 24 years, the Eastern and Central Community Trust have decided to no longer subsidise the programme.

Indicative statistics show that 377 children enrolled in the programme across WLS, with 279 completing it. This is apparently a decline in numbers compared to previous years, which could be the result of many factors.

WLS, like other participating libraries, will be evaluating their reading programme offerings in 2021 to determine how developing a reading habit and nurturing lifelong readers can be better delivered as a core business offering within the Libraries' services and programmes.

In 2020, Libraries offered to host the Digital Seniors group meetings at each branch. To date the group have moved from the Greytown Fire Station to the Greytown Library and seen an increase in attendance as a result. Discussions are underway to host a quarterly session at Carterton, to supplement the Group's weekly meeting held at Three Mile; and to host regular pop-up clinics at Featherston and Martinborough.

Libraries staff are booked to do a training session with CCS Disability Action, in May 2021, specifically on working with older folk.

WLS successfully secured NZ Libraries' Partnership Programme funding to offer professional oral history training workshops, a series of employment seeker career advice sessions, and employment seeker workshops. The sessions will be scheduled across SWDC libraries between March and June 2021 and will be open to the public to register.

WLS is now regularly contributing to the Age Concern Wairarapa newsletter and is working with the organisation to help support their objective of offering extended meetings across the wider region.

WLS will be offering the weekly Nga Korero: Book Bugs preschool story-time session at all libraries from early March. To date the session has been delivered at Featherston Library.

The extended delivery of this popular session is in response to requests from parents keen to access pre-school story sessions at their local branches.

Starting in 2021, the Libraries will be regularly contributing articles to the Carterton Crier, Greytown Grapevine, Featherston Phoenix and Martinborough Star, which provide consistent messages about WLS services and programmes, and seek to raise awareness of the collections and four-branch library service.

#### **4 WLS FOCUS JAN-MARCH 2021**

The foci for at least the first half of 2021 is on the recruitment of the NZ Libraries Partnership Programme (NZLPP) roles; requirements related to the Long Term and Annual Plans; and ensuring staff coverage maintains open libraries.

#### **5 RECOMMENDATION**

That the Committee:

1. **Receives** the Wairarapa Library Services Committee Activity Report

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