

STAFF REPORT

TO: Community Services Committee
FROM: Libraries Manager
DATE: 15 January 2010
SUBJECT: Libraries Manager's Report – RCS10-02-03

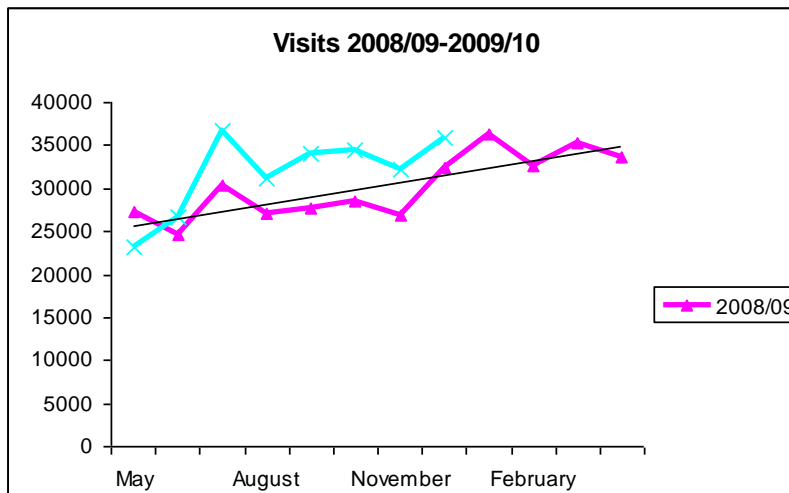
STAFFING

Helen McCubbin will be taking up her position as Motueka Librarian on 8 February. Astrid Westerbeek fills her old position in the Collection Services team.

TRENDS

Demand is at the point where new strategies need to be considered so that we can stabilize staff numbers. The most obvious one is to introduce the use of self check machines. However, Spydus (our Library Management system) is too technologically dated to support the software needed to enable self checks.

Visits for December were 11% above the same time last year. We had expected figures to align during October, or drop off due to the Richmond building process, but demand continues to increase. Although both visits and issues fell during December for Richmond, Motueka reports that business is diverting to them from Richmond. Their visits increased by 23% compared to December last year, and issues by 8%. Takaka had a 25% increase over last year in visits and a 4% increase in issues. Statistics this summer were likely impacted by the poor weather, with mainly local holiday makers making more use of the facilities. [NB: Holiday memberships for Takaka were down on last years figures.]



Not included in the above figures, in order to retain comparative integrity, are the Murchison figures. We are able to report on these for the first time as we have recently installed a door counter. Murchison reported 1,527 visits in December, and we were able to determine that 157 of these related to Council transactions. We can infer that approximately 90% of their business during December was library related. This will fluctuate throughout the year when rates and dog licensing fees become due.

Selection of Collections

Libraries are often queried as to the selection method of collection items. Selection is based on analysis of figures, and experience and knowledge of the publishing world and reading trends. A community profile shows the proportion of age groups and gives us indicators around education level and other demographics of our total potential user group. A collection plan outlines policies and objectives for the collection and is usually based on some form of conspectus. [Conspectus is the process of evaluating each sub-category in the collection in terms of breadth, range, accuracy of information; and condition and, if done formally, results in a rating such as 4D which indicates an uneven collection with significant gaps]

Ongoing analysis is done on actual use by customers, including suggestions to buy and interloan analysis. This is balanced by the library mandate to provide a broad range of ideas and genres, and the need for the item to have a general appeal in order to earn its space in the library. Generally, an item should be able to achieve a turnover rate of 5-7 issues pa. Below 5 indicates the collection is not turning over well, which can be due to a number of factors, above 7 usually indicates demand is outstripping available stock.

Collections by turnover 08/09 Year

	Turnover	Stock	Issues
Adult Fiction	7.5	24703	186461
Adult Non-fiction	3.2	38663	122715
Large Print	6.7	6576	43,934
BOL	13.6	1060	14368
New Reader	1.0	547	548
CDs	5.2	2184	11446
DVDs	6.6	337	2219
Children's	5.5	39779	216879
Reference		3976	N/A
Magazines	3.1	10552	32851
YA	7.5	1056	7972

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Acquisitions are influenced by budgetary constraints, the fluctuation in the dollar overseas and the value of the dollar domestically, discount levels from publishers, publication rights and format/edition types. There is also the need to replace material which is lost or damaged or that has become outdated or 'read out'. **With the Book and Magazine Consumer Price Index at +8% last year, we were forced to move to some mass market and paperback editions** instead of the library quality, hardback or A format that is preferable in a library environment. The outcome of this is that the items have an extremely short lifespan – some only

lasting one or two issues and staff time is then needed to mend or re-order and re-process items. **It is vital that the collections budgets are adjusted to retain their buying power.**

Public libraries typically stay away from specialised items with limited appeal which are highly technical or should be provided by a tertiary educational institute, as these are very expensive and fall outside of our brief. Selected items are purchased where they may be of benefit to local industries and businesses.

HIGHLIGHTS

Richmond Building Project

The library will close from 25 January 2010 to 1 February to accomplish the first move, re-opening on 2 February in our reduced space. The Library Management Team are co-ordinating multiple contractors across the five days to help with the relocation of stock, the integration of new pieces of shelving with old, the relocation of technology, and the movement of furniture and office equipment. Our Customer Service team will be working from recycled pieces of furniture from the old workroom. It is hoped that we can accomplish the move in the Monday-Friday timeframe, but the Saturday remains a back up work day. The new furniture will not be included in this phase to retain both an 'as new' condition and provide for an element of novelty at the Grand Opening in June.

Phones will be routed to Murchison for answering during their opening times, and to Call Care for the remainder of the time. No items are due during the week we are closed although we will be continuing to process book drop returns and branch transit items.

LMS - Library Management System The draft business case for LSynCNZ has been sent out to selected partner libraries for comment before being finalised. The Libraries Manager is working with the IS Manager on reviewing the somewhat lengthy document and preparing feedback.

It was disappointing to find that our current system was not able to set up the Library@yrdoor service electronically, nor can it support LibraryThing software, which pulls down customer reviews and ratings.

Summer Reading Programme 'Dive into Books' This year online registrations were offered as we had expected to be in our reduced space. The process required several hours of checking by staff, to weed out ineligible participants and duplicate submissions. An evaluation form of this process has been drafted up which will be sent out both to participants and to those on the waiting list, to further explore what the experience was like for our customers.

Mapua Community Library

Mapua Libraries are currently automating their systems onto the Koha library software. Tasman Libraries have agreed to work together with Mapua to provide

them with the opportunity to populate their catalogue with records from National Library via our subscription. National Library have agreed that there will be no financial charges to Tasman for doing this.

UPCOMING – Richmond Library Closure and move

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