

STAFF REPORT

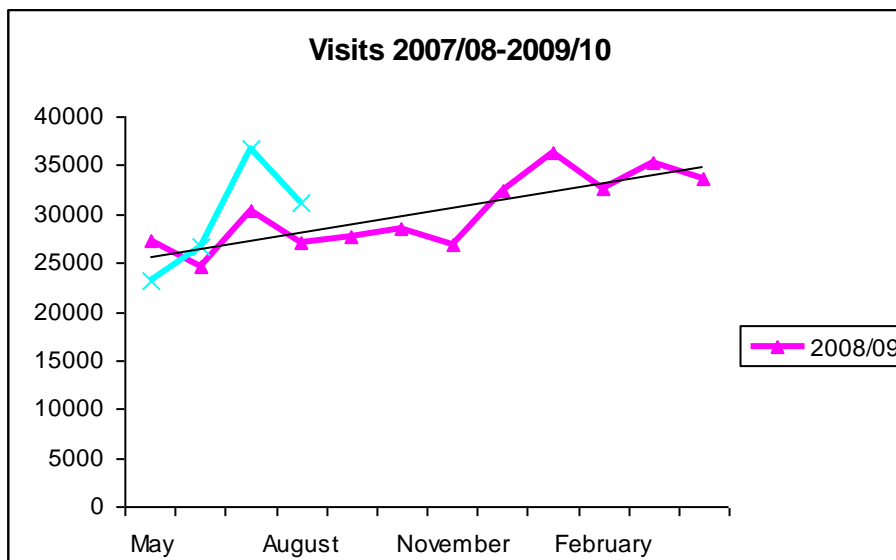
TO: Community Services Committee
FROM: Libraries Manager
DATE: 14 September 2009
SUBJECT: Libraries Manager's Report

STAFFING

As previously allocated, extra staffing hours have been assigned to circulation and collection services, while a new Local History & Genealogy position and a part time Children's Assistant are currently being advertised.

TRENDS

Visits continue to trend upwards by 15-20% against last year, while issues trend upwards at around 2%. This suggests libraries are being used as a social and digital space as in other districts and countries. In the medium term, an online digital booking system could help to control internet bookings. Reference queries have continued their upwards trend with a 25% increase in August compared to last year. Many of these queries are technology related, as different generations strive to upskill their interactions with the digital world.



HIGHLIGHTS

Richmond Building Project Building work has begun as scheduled on 24 August. The server room in the staff area has been sectioned off and the move to relocate the network connections went smoothly. The switchboard has yet to be relocated, which will impact on library service unless done outside hours. The children's library has been relocated and that area sectioned off for builders to work in, and the upstairs area is in the process of demolition. Work has begun on the new entrance from Queen Street which has necessitated a more rapid pack down of non fiction stock than originally proposed to allow a work area and then an entry corridor. Our stock is now "fewer, but newer!" Secondhand gates have been sourced for one entrance and a new set for the other, creating a double entry and exit way.

Some of our APN and OPACs have been relocated to other areas, and a map provided to customers. Regular building handouts are being given to customers, and the floor design/building display has been met with a great deal of interest and positive comment.

Visits out to classes have been doubled and have included attendance at a Pyjama party and book talks to school staff.

Library Management System (LMS) We are now partner libraries in the LSynCNZ project, which will give us access to the business case data and documentation although it is not a commitment to the project. Should Tasman decide to proceed in this direction, it is likely that some standardisation would be required to ensure the most effective and economical structure. Possibilities include a shared customer database, a shared bibliographic database and some shared business rules such as lending periods. At this point, fees and charges remain outside of the scope of the project.

A test library database has been developed to enable the testing of an IT change in a controlled environment before cloning it across to a global change.

Defibrillators These have been provided at Richmond, Takaka and Motueka Library, although the Richmond unit is being stored until the project is finished. Training has been provided to staff to enable them to be used in the event of an emergency.

Aotearoa Peoples Network (APN) A software upgrade has been carried out to allow a more trouble free downloading of software by customers and quicker photo sharing.

3M Innovation finalist The Prow project is a finalist in the 3M innovation in libraries awards, although up against stiff competition against the Aotearoa People's Network.

Motueka Hospital outreach A partnership has been formed with the Jack Inglis Friendship Hospital with the library providing a collection every six weeks for staff to share with patients.

Waimea South Collection This collection has been packed into storage to ensure delicate materials are not damaged and has resulted in some international and national requests having to be turned down. The collection is only partially catalogued, and we have been working with the Waimea South Historical Society to apply for funding to catalogue the collection.

Training Libraries are running two internal training programmes to ensure all staff have a competent level in the use of business and social technologies. Web 2.0 modules have been created and run by staff and have included iGoogle and twitter so far.

Skillsoft is an online training package provided by APN for their partner library staff and provides training in Outlook, Excel, Word, Powerpoint, Publisher and other Microsoft packages. We have agreed to a base level of competence and have set staff time aside to work through the packages. Access to this package is enabled until January 2010.

UPCOMING

Takaka will be hosting the inaugural Library Debate during the September WordFest programme. A group of students will be up against a group of adults debating that “No one over 30 should be trusted”.

During the next school holidays the Libraries will be running glogster sessions (this is creating interactive posters online with video and audio clips etc) and a poster competition to promote the libraries will be held.

Purchasing of the Richmond building furniture and furnishings will be carried out from October onwards.

A working group has been established including Library and IS staff to work on a strategic plan for library technology across the next three years. This will involve some consultation with staff and stakeholders and is aimed to be completed by May 2010.

Catherine Bryham
Libraries Manager

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