



Community Services Manager's Report – June 2007

Information Centre

Potential and New Residents Packs

Total potential residents packs distributed for May - 8

Total new resident packs distributed for May - 7

Stock take

Normally carried out at the end of June the stock take was completed at the end of May as Donette Fargher will be on leave at the end of June.

Volunteers

A special thank you has been expressed to our volunteers who open the Information Centre on the weekend and cover for staff when ill. Their help is especially noted when they covered both morning and afternoon shifts for a week in May when both centre employees were away from work with the flu.

Commencing Monday 18 June volunteer Nicky Gibson will provide cover at the information centre for three months, during the absence of Donette Fargher who is on leave.

Lets Grow Waimate

The one day seminar to be held on Saturday 23 June 2007 has been organised by Pro-Ject Waimate for the purpose of encouraging innovation and development within our community. As with two years ago, Council are assisting with production of printed material, use of equipment, and publicity of the event. I encourage Councillors to register and help promote the day to others. Details of speakers included on separate page.

Library

Displays & Visits

Display of artwork by Helen Scott

Promotional display for Angie our 'Bushtown Belle'

Centennial School 20 pupils visited 10 May

St Patrick's School 16 pupils visited 16 May

Deletion of borrowers

To maintain the integrity of the borrower records, staff began the deletion of members who had not used the services of the library in more than 7 years. Many of these borrowers have moved

from the District or are no longer living. The effect of this tidy up process reduced the number of members by 1,476, from 5,141 to 3,665. If a person has been deleted off the membership records and wishes to reuse the library service they will be welcomed and issued with a new card.

Staff will continue to work on membership information checking that contact details are current.

Library Staffing

The position of assistant librarian has been advertised and we are currently working through the interview process. Meanwhile our pool of casual employees are enjoying the opportunity to cover the position left open when Tony Morton moved into the Senior Librarian role. Working more often has also allowed our casual employees time to learn new skills.

Tony Morton has moved into his new position with ease, working with the community and book suppliers to ensure the library continues to offer a good choice of material.

All of the books have now been removed off the floor, new lettering has been placed at the end of shelves for ease of identification, the reading room tidied and the magazine shelves now display new titles along with the existing ones, and many of the internal office processes are being updated. Tony has also designed daily work plans for the staff which has enabled productive use of time.

Cannington Community Library

Recently Council received a request from the Cannington School for financial assistance to purchase books for their new community library. Their application was declined however we have been able to assist by donating obsolete books from our library. Principal Karen was thrilled with the offer and followed up promptly by calling into the library and selecting approximately fifty titles. We aim to continue our relationship and assist the Cannington community wherever possible.

Library Survey

The library survey has closed off with 51 people offering their feedback. Included below is the collation of data:

SURVEY OF WAIMATE DISTRICT LIBRARY USERS

Thank you for taking the time to fill in this questionnaire. Your anonymous responses will help us better understand who uses the library, when and why they use it, and also identify ways in which we can improve the service we provide.

For each question, please simply tick the appropriate box or boxes or write in your answer as requested.

Note: Not all questions were answered by each participant

1. How do you normally travel to the library?

1. Walk [20]
2. Bicycle [5]
3. Car or motorbike [31]

Note: Some people indicated two options

2. How many times did you visit the library (even just to drop off a book). Please choose one answer.

and Waimate news; Americas Cup and sailing needs updating; just wish there was more room; find being able to sign the book saves time when looking for more reading material especially as often looking for other people; don't think the library is for CD's and DVD's – you're competing with retail outlets; apart from lack of adequate space everything is great; more shelving dangerous to get large books off the higher shelves, limited range of magazines would like to see more craft, home & garden, and cooking magazines; like Saturday opening; would prefer library expansion on existing site; friendliness and courtesy is the mark of library staff; great for school use keep it up; would like to see bottom shelves without having to get down on knees; it is up to a very high standard; more Massey education books and Janet Evanovich; comfortable reading chairs or lounge suite; like the location of the library and see no need to change.

Meetings Attended

- Waitaki Famil tour – Information Centre staff and two volunteers visited McRae's Goldmine, Palmerston and Moeraki.
- Canterbury Library Managers meeting – inaugural regional meeting attended by Tony Morton and myself.
- Pro-Ject Waimate – monthly meeting
- Group meeting with Multi-purpose facility group, Walk group, and Physical Activity group

Carolyn Johns

Community Services Manager – 8 June 2007