



AGENDA

Wairarapa Library Services Committee Meeting

Date: Wednesday, 18 August 2021

Time: 2.00pm

**Location: Carterton Events Centre
50 Holloway Street
Carterton**

Chair P Colenso

Cr S Cretney

Cr L Hay

Cr D Williams

Notice is hereby given that a Wairarapa Library Services Committee Meeting of the Carterton District Council will be held in the Carterton Events Centre, 50 Holloway Street, Carterton on:

Wednesday, 18 August 2021 at 2.00pm

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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 awahi 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 SERVICES COMMITTEE MEETING HELD ON 9 JUNE 2021

1. RECOMMENDATION

1. That the Minutes of the Wairarapa Library Services Committee Meeting held on 9 June 2021 are true and correct.

File Number: 135384

Author: Serah Pettigrew, Democratic Services Coordinator

Attachments: 1. Minutes of the Wairarapa Library Services Committee Meeting held on 9 June 2021

**MINUTES OF CARTERTON DISTRICT COUNCIL
WAIRARAPA LIBRARY SERVICES COMMITTEE MEETING
HELD AT THE CARTERTON EVENTS CENTRE, 50 HOLLOWAY STREET, CARTERTON
ON WEDNESDAY, 9 JUNE 2021 AT 1:00PM**

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

IN ATTENDANCE: Glenda Seville (Community Services and Facilities Manager), Euan Stitt (Group Manager Partnerships & Operations), Annette Beattie (Library Service Manager), Casey Spencer (Democratic Services Coordinator)

1 KARAKIA TIMATANGA

The meeting was opened with a Karakia led by Cr Steve Cretney.

Chair Pam Colenso welcomed Cr Dale Williams as a new member to the Wairarapa Library Service Committee.

2 APOLOGIES

Nil.

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts of interests.

4 PUBLIC FORUM

There was no public forum.

5 REPORTS

5.1 CONFIRMATION OF MINUTES

MOVED

That the Minutes of the Wairarapa Library Services Committee meeting held Wednesday 24 March 2021 are true and correct.

Chair Pam Colenso / Cr Leigh Hay

CARRIED

5.2 SMART REQUIREMENTS

PURPOSE

To inform Councillors of the agreement in principle by the Sharing and Managing a Region Together (SMART) library collaboration, to Wairarapa Library Service (WLS) joining, pending the meeting of certain requirements.

Members asked if Carterton District Council has a Cash Donations Policy, Glenda Seville to report back.

It was noted that existing Library Policies will need to be reviewed once WLS joins SMART.

Chair Pam Colenso asked Annette Beattie to look at the removal of other library fees (excluding lost/damage fees) and report back to the next committee meeting.

Members requested a table of all fees/costs involved in the migration to SMART and to receive regular updates on this.

MOVED

The Wairarapa Library Services Committee has delegated authority of Councils under the current Terms of Reference to:

Develop, approve, and monitor the implementation of operational policies and procedures that support the achievement of the WLS Strategic Plan and the delivery of a comprehensive professional library service.

Officers recommend that the Committee:

Receives the Wairarapa Library Service – SMART Requirements report.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

Approve the removal of a reserve/hold charge from the time that WLS becomes a member of SMART (anticipated to be in Q2 of 2021).

Cr Steve Cretney / Chair Pam Colenso

CARRIED

Note that removal of the reserve/hold charge will result in an income decrease of (approximately) \$1650 per Council per annum.

Cr Leigh Hay / Cr Dale Williams

CARRIED

Confirm the removal of the fee during the individual council deliberations of the 2021/22 Annual Plan and 2021/31 LTP.

Chair Pam Colenso / Cr Leigh Hay

CARRIED

5.3 WAIRARAPA LIBRARY SERVICES COMMITTEE ACTIVITY REPORT

PURPOSE

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

A 3D printer is on loan from Masterton District Council for three months. The printer is to be used across the four libraries through workshops and demonstrations.

Chair Pam Colenso asked for more public communication if the library is going to be closed for meetings.

Members complimented Annette and the team for all their effort in the recent library layout changes.

MOVED

That the Committee:

Receives the report.

Cr Dale Williams / Cr Steve Cretney

CARRIED

6 EXCLUSION OF THE PUBLIC

RESOLUTION TO EXCLUDE THE PUBLIC

MOVED

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Confirmation of the Public Excluded Minutes	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

Chair Pam Colenso / Cr Steve Cretney

CARRIED

MOVED

That Council moves out of Closed Council into Open Council.

Chair Pam Colenso / Cr Dale Williams

CARRIED

The Meeting closed at 1:56pm.

Minutes confirmed:

Date:

DRAFT

6 REPORTS



6.1 WAIRARAPA LIBRARY SERVICES COMMITTEE ACTIVITY REPORT

1. PURPOSE

For the committee to receive the report on activities for 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. BACKGROUND

To update the committee on the progress and activities of the Wairarapa Library Service.

4. DISCUSSION

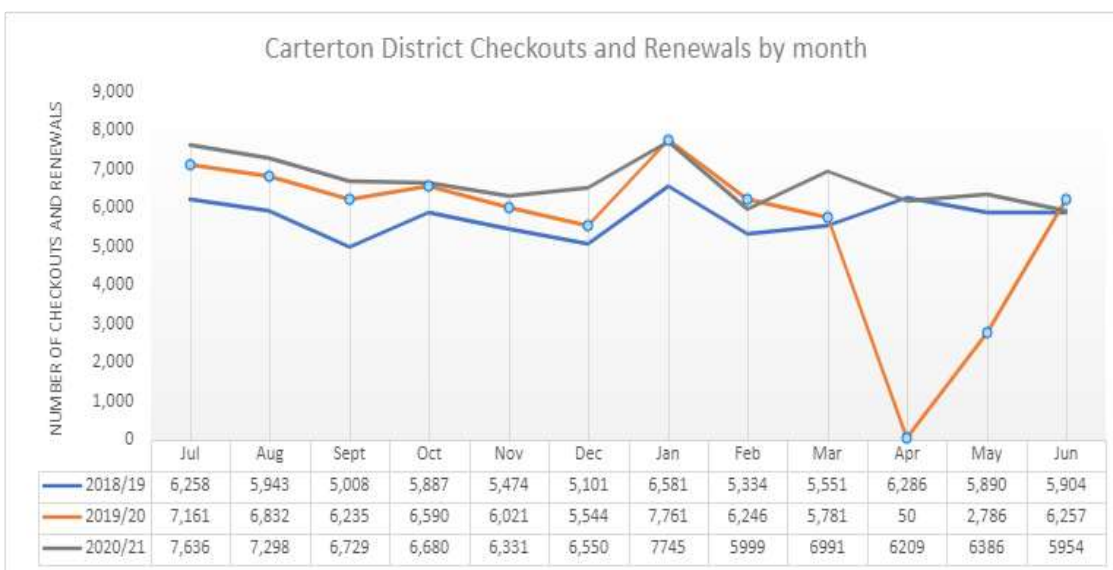
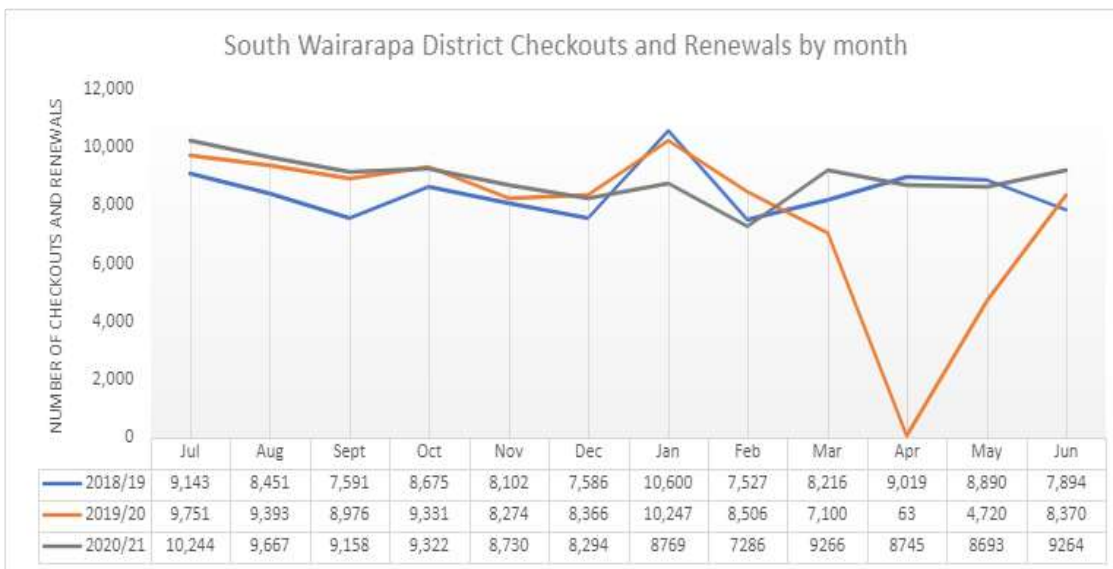
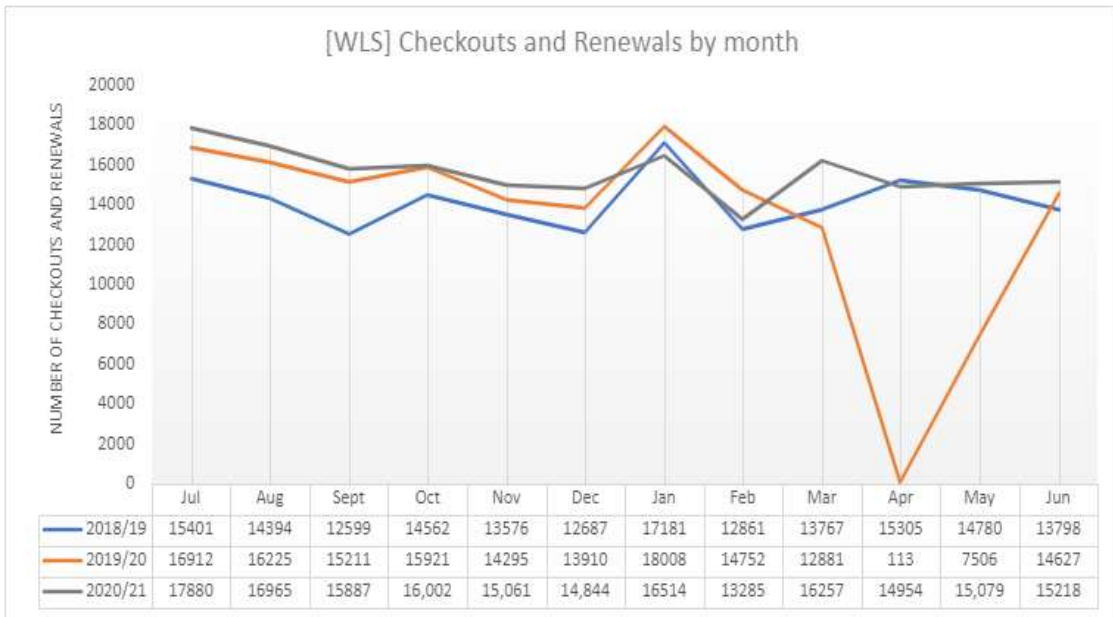
Statistics and Activity

The statistics in this report cover the months of 1 January 2021 – 30 June 2021 inclusive. Data is reported as:

- Wairarapa Library Service
- By Territorial Local Authority

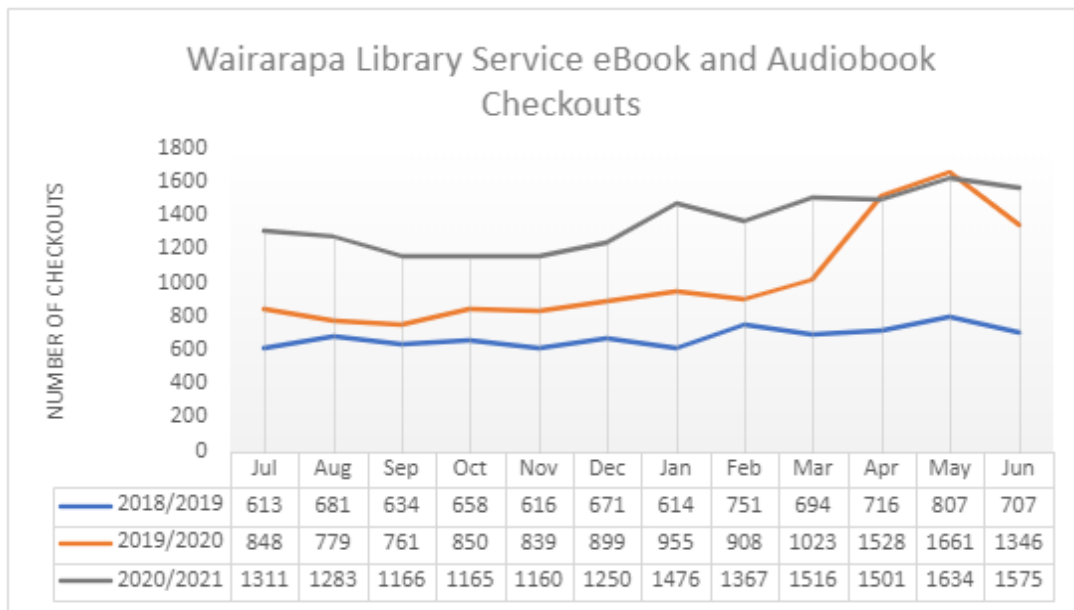
4.1 Checkouts and Renewals (Monographs, Serials, Audio-visual)

Issues and renewals are tracked slightly above previous years.



4.2 eBooks and eAudiobooks

eBooks and eAudiobooks continue to perform well compared to previous years.



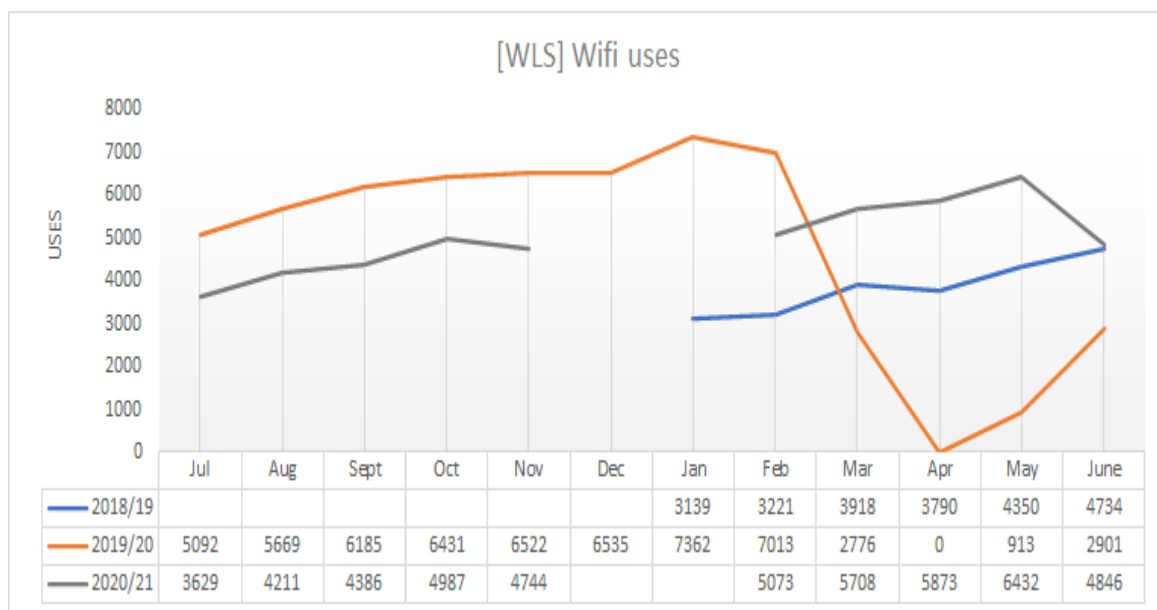
4.4 New Members

The number of new members is fluctuating across the year but is above previous years.



4.5 Wi-Fi access

The Wi-Fi usage for December and January have been omitted as the data for each month was incomplete. Wi-Fi usage continues to grow but has taken a drop since the start of winter 2021.



4.6 Programmes

Pre-school: Wā Kōrero continues to run at once per week at each library during school term. Carterton, Greytown and Featherston have good attendance numbers.

School age: The Community Engagement Coordinator, Sylvia Arnold, has been focusing on engaging with all schools within the WLS purview. As a result, school engagement and visits to the libraries has increased in recent months, and we will work to maintain that contact. Libraries held several activities throughout the July School holidays, including Science, Technology, Engineering and Maths (STEM) activities and writing workshops. Additionally, WLS supported the delivery of programmes for the Carterton District Council community holiday programme.

Adults: The pop-up careers advisory clinics at Martinborough, Greytown and Featherston libraries have finished now. Funding for the clinics and two workshops was secured for SWDC under the New Zealand Libraries Partnership Programme (NZLPP). Attendance at Featherston was good and indicates the potential worth of offering more sessions, particularly targeted at people under 35 years. Two workshops, one on job search skills and another on employment application and curriculum vitae writing were also delivered at Greytown Library. Attendance was very slim and indicated a slightly older demographic, and one which was struggling to adjust and positively move forward post-redundancy. There appears to be a valid need for employment seeking skills-building workshops, particularly interview skills. Consequently, WLS is making enquiries about possible funding to offer more workshops and career advisory sessions in SWDC.

A Storytelling with Audio (podcasting) workshop was facilitated by Jordan Harcourt-Hughes at Greytown Library in July. The workshop was a continuation from the recent Oral History two-day workshops which were held at Martinborough Library. Although 12 people registered to attend, only seven turned up on the day. However, there was representation from a cross section of people and organisations, most of whom did not know each other and amongst whom longer

term connections can be built. Consensus from the impact survey was the workshop was both inspirational and skill-building. An August workshop is currently being advertised which will feature Wellington oral historians Emma-Jean Kelly and Pip Oldham who will be speaking in Greytown on 19 August about their experiences creating podcasts and audio stories on subjects ranging from New Zealand's 2020 Covid-19 lockdown and the *Wahine* disaster to the lives of butchers.

A series of memoir-writing workshops are being scheduled for August and September in response to people expressing an interest in wanting to learn how to begin writing their own life story.

WLS opened Greytown Library one Saturday night during the Christmas Festival. Unfortunately, it coincided with awful weather, however approximately 30 people took advantage of the opening to try out some STEM-related activities and look around the library.

Skinny Jump has been launched and pre-registered sessions are being regularly held at all libraries. Skinny Jump offers eligible people or families a free modem with 30Gb pre-loaded data, and a \$5 top up fee. So far eight people have taken up Skinny modems. Demand is equal between Greytown (3) and Featherston (3) and between Martinborough (1) and Carterton (1).

Other: Featherston and Greytown Libraries double as council service centers. In July libraries processed over 35% of all dog registrations. Staff advise the average transaction time is 10 minutes. The 1130 registrations handled by libraries required two full time library staff throughout July. The impact on libraries is the effective removal of two staff during one of the busiest months of the year (school holidays). A similar narrative is applicable to rates payments. Arguably the role of libraries in this area needs to be refocused to digital literacy upskilling of public, rather than administrative tasks. With that in mind, a proposal to start actively marketing online registration or payment as the preferred channel is being considered by senior SWDC peers.

5. **WAIRARAPA LIBRARY FOCUS AUGUST – DECEMBER 2021**

Library management system (LMS): The migration to Spydus is well underway with the go-live date of 12th October. Two weeks of training on specialist modules was completed in late July and now all staff are being scheduled for training in September. The test system is configured and the vendors whose products integrate with the LMS, are engaged in the set-up process. A communications plan for public is being finalised in August and it's anticipated to be underway from September. WLS is working with SMART's Governance Group to ensure logistics such as the courier run, library cards, self-issue capability and high demand item management, are confirmed before go-live. The vendor, Civica, have been particularly accommodating of the later than requested date provided by National Library for the final data extraction. Due to COVID, two weeks of initial training was delivered via a daily video conference (9.30-4.30pm) rather than having a trainer here in-person. The go-live transition will also be managed online through various channels, rather than having a person on site. WLS is exploring the availability of a

systems librarian from one of the SMART libraries being on site during the transition week in addition to the online facility.

Logo: The new WLS logo has been signed off by Councils and is being integrated into all online and hard copy materials.

Website: The new WLS website is being created with a launch date of late September, early October. The website will replace the current one which is part of the existing LMS. The new website is being created by a WLS staff member and uses the template driven Wix platform, which means it will be able to be managed in-house by library staff.

Social media: The four WLS Facebook pages will be amalgamated into one WLS Facebook account in time for the launch of the new LMS. The consolidated social media presence will allow for streamlined management and less confusion for people using the libraries.

Staff: Staff performance reviews and planning is underway in August.

Facilities: Some changes to increase and improve shelving capacity are scheduled for Greytown and Featherston and are subject now to builder's availability.

Daily operations in libraries sees the processing of multiple new collection items, the preparation of items for delivery (e.g., to housebound customers), courier deliveries for processing, and items being mended or decommissioned. Database management, acquisitions and cataloguing also take time and dedicated quiet space to perform accurately. Due to the pressure associated with accommodating Council staff in the Events Centre workroom, the workroom space has become untenable for library operations and currently presents a daily challenge for library and Council staff and well as health, safety, and wellbeing concerns.

Collection management: A focus for 2021/22 will be on updating and improving non-fiction collections which are all showing signs of being out of date and under-used. Active and regular monitoring how the collection is being used (i.e., issued), and what items, genres, authors, areas are popular, missing, or under-used is also an area of focus as it informs purchasing.

Staff training: The Libraries will be closed Wed 25th August until 1pm for the quarterly staff meeting and training. Advertising began at the start of August.

Programmes: Developing more events and workshops aimed at adults only and also those who work full time, is a focus for NZLPP staff between now and the end of June 2022. Doing so will mean libraries will be likely be offering events outside of standard opening hours e.g., evenings and Sundays. Of note are regular enquiries about the libraries being open on Sundays, particularly in Martinborough and Greytown.

Councillors: The scheduled Councillor and CEO visit to all four libraries was postponed due to the weather and has been rescheduled for 31st August 2021. At time of writing 10 Councillors from SWDC and CEO had accepted the appointment.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report.

File Number: **135347**

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

Attachments: **Nil**



6.2 OVERDUE CHARGES

1. PURPOSE

The Wairarapa Library Service Committee has asked for a report exploring the cessation of overdue fines across all library collections.

2. SIGNIFICANCE

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

3. BACKGROUND

Until relatively recently public libraries have been required to generate revenue to offset operational costs. As non-commercial entities, libraries implemented fines on overdues, and charges for some collection items (e.g., audio-visual material, latest bestsellers, magazines), services such as photocopying, printing, scanning, programmes, inter-library loans, and computer usage, and charges for the replacement of lost or damaged collection items.

Over the past few years, the international trend has been to remove barriers to access, use and equity. Overdue fines are seen as such an impediment. Over 600 public library systems are now fines-free, including all of Ireland, and many across Canada, Australia, and the USA. In New Zealand Auckland City Libraries and Upper Hutt City Libraries have recently announced they are completely overdue fines-free. Many other NZ libraries are partially fines-free (i.e., no fines on children's collection overdues) and currently developing business cases to be fully fines-free. The Association of Public Library Managers has a working group focussed on NZ public libraries being overdue fines-free by 2025.

In WLS, under current operating procedures, the following is true:

- More than 1 in 19¹ registered customers are debarred because they owe more than the library membership suspension amount of \$20². In addition, those owing fines are often reluctant to access the libraries' other services – computers, programmes, reading and study spaces
- If the 435 customers who owed fines were welcomed back to the libraries and borrow items at the average per active customer over the 12 months, they would borrow over 16,965 items, a 9% increase in overall borrowing³.

¹ 5.06%

² The amounts owed can include overdue fines and charges for lost or damaged items.

³ 01/08/2020-31/07/2021: 186,668 issues/renewals to 4715 active borrowers. An average of 39 items per borrower. 435 debarred customers borrowing 39 items increases issues to 203,633, or by 9%.

4. DISCUSSION

There are Several common arguments for overdue fines:

1. Fines encourage the return of items on time, increasing their circulation to other library members - This has been refuted by many libraries who have eliminated fines in recent years. In 2019 Chicago Public Library saw a 240% increase in book returns in the month after they ceased fines⁴. Salt Lake City Public Library saw overdues drop from 9% to 4% after fines were stopped. In Northern Colorado, the High Plains Library District experienced an increase in circulation and 95% of borrowed items were returned within one week of their original date. Work done by the City of Sydney showed higher return rates where there are no fines. In WLS the removal of children's overdue fees in 2019 saw a 10% increase in items being returned between 2020 and 2021. Removing barriers to usage should logically increase patronage and usage of the collections. Collection turnover is a LTP indicator for SWDC and represents quantitative return on investment into collection materials. A small USA study of seven major libraries showed two thirds increase in borrowing rates following the removal of overdue fines and 33% saw an increase in the number of new accounts opened at the libraries in the fiscal year following fine removal.
2. Fines supplement library operational budgets - At WLS fines make up 1% of the total operational cost per annum⁵. Yet their administration which includes personnel at the libraries and at Councils, and system requirements, is heavy.
3. Library membership - The current library membership form outlines conditions of acceptance and responsibility for both the customer and the library. Usage implies acceptance of the terms, which include incurring charges for overdue items, therefore it's about ensuring social responsibility.
4. Social responsibility - A key argument for overdue fines has been it compels people to behave responsibly. This argument assumes people only behave responsibly in the face of punishment. Removing overdue fees does not mean removing all consequences for not returning library materials. Once an overdue item reaches 21 days after the due date it is considered lost. Until the item is returned, or the replacement fee paid, the customer is debarred. Upon the item's return the fee is waived and the customer can borrow from the library again. Arguably a library's role is not to teach civic responsibility. Equity of access to information is a fundamental principle of libraries. Equity of access doesn't dismiss the notion of responsibility, particularly regarding shared community resources. Instead, it prompts a weighing of the denying customers access to items against someone returning an item late. The outstanding monies owed for overdue fines is not a catalyst for returning items on time; rather it is often a reason for disengaging with the library.

There are more compelling reasons to remove overdue fines:

1. Perception of libraries - Libraries constantly work to change people's outdated perceptions. One such perception is that libraries are punitive in nature – places where if items are returned late there is a fine. For many people, shame or embarrassment is associated with such situations, and this translates to non-use of a core community resource.

⁴ <https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot>

⁵ WLS revenue for 2020/21 was \$18,326.69. \$6,214.83 in total from overdues (SWDC - \$3,813.10. CDC - \$2,401.73).

2. Fees incur non-use - Anecdotally library staff hear many people say they haven't returned to the library because they owe money, or they don't use libraries because they always incur overdue fines.
3. Equity - Fines may seem fair to those who can afford to pay fees but can negatively impact those unable to pay including lower socio-economic, those who are not in employment and those struggling with the cost of living. For many the consequence of returning items late is cost-prohibitive even if the initial issuing is free.
4. The power of trust - Removing fines and trusting the community to return items which are part of a community resources is a powerful message from a council to its communities.
5. Improved relationships - As a Council service, libraries provide a direct link between communities and Council. Removal of overdue fines removes one point of tense interaction between council staff and the community.
6. Renewed appreciation of the libraries - Removing overdue fines will arguably encourage more people to use their local libraries, in turn updating their knowledge about the services and collections on offer to them.
7. Administrative overhead - The administration and technical component of fine collection and processing is not insignificant. The library management system is configured to manage items loaned, due dates, overdue notices, and cash management. Administrative costs to recover the fines include staff time in correspondence and conversation, updating customer records and postage costs where members have no email. Libraries send notifications to customers in their preferred format - paper, email, or SMS text. Paper and SMS Text messages incur costs. At the Council end, monies are reconciled within the financial system.

Implementation

WLS goes live with a new library management system in mid-October 2021. It will be joining the collaboration of libraries known and SMART.

Preferably, if Council decides to implement a no overdue fines policy, it will come into effect from the launch of the new library management system because it removes the need for technical configuration and staff training. However, a later date is manageable.

A proposed approach to the transition is:

- The cessation of overdues fines from 12th October 2021 is agreed.
- In August 2021, those with outstanding debts accrued in the past 12 months are contacted (again) and encouraged to pay the amount owed.
- In September 2021, an amnesty for all outstanding balances is promulgated. People return their items and have outstanding monies waived.
- 12th October 2021, WLS becomes overdue fines-free, and all people are encouraged to re-join or renew their membership.

Overdue fines incurred between now and the cessation date would still be payable.

Charges are still incurred for lost or damaged items. If lost items are not returned, and customers do not pay, they are blocked from borrowing until that is resolved.

Overdue fines incurred by library customers using other SMART library collection items are payable to those institutions. There are processes and procedures in place across SMART for payment and subsequent reconciliation of monies between the various institutions. Other charges for services (e.g., copying, printing etc) continue.

In summary, overdue fines:

- create an unpopular barrier between the community accessing and using a community facility and service.
- hurt those that can least afford them.
- encourage people to keep materials longer if they can afford to and stop using the library if they can't.
- Create stress-filled interactions.
- Require staff time to manage.
- Having overdue fines-free libraries eliminates unnecessary barriers to service and improves access for everyone.

5. CONSIDERATIONS

5.1 Climate change

N/A

5.2 Tāngata whenua

N/A

5.3 Financial impact

Currently WLS has a total of 3,856 customers who have not used WLS for more than 12 months. Of these 3,184 (82%) are adults, with an average overdue fine is \$1.95⁶.

On average 23% of overdue⁷ fines charged each year are not paid. As of 30 June 2021, the total amount of overdue fines in WLS was \$11,098.50⁸. Based on the 2020-2021 figures, the expected revenue from overdue fines for 1st Jul 2021 until 30 Jun 2022 is just over \$6,000.⁹

The average overdue fine amount accrued in the past three years has been \$9,530.81 per annum of which an average \$6,272.47 has been recovered¹⁰.

Fines have been seen as a sustainable source of additional operating revenue. But as digital collection use grows and becomes a larger percentage of materials borrowed, revenue potential decreases. In WLS, revenue from fines has decreased by 28% between 2015/16 and 2020/21¹¹. This trend will likely continue as a move toward digital items increases.

At SWDC revenue from overdue fines is not specifically budgeted for, rather a revenue target of approximately \$6,000 is budgeted. Overdue fines would typically make up approximately \$2,000 to \$3,000 per annum.

Alternatives to eliminating fines:

⁶ Adults who have not used the libraries in the last 12 months owe a total of \$6,219.25

⁷ 2020-2021 \$8,705 charged for overdues. As at 2/8/21 \$2,073.80 is outstanding.

⁸ \$7,605.50 - SWDC, \$3493.00 - CDC

⁹ \$6214.83

¹⁰ At CDC borrowers who have been inactive for three years are deleted from the system with any outstanding debt written off, a total of \$4528.29 (average \$1509.43/annum).

¹¹ 2015-16 \$8,618.66. 2020-21 \$6,214.83.

Instead of going fine-free, WLS could incentivise a return of items. Libraries commonly use two methods:

1. Donations - The libraries could collect a variety of items for charity (e.g., Foodbank) in return for waiving customer fines. However, those unable to pay fines are unlikely to have disposable income, items, or opportunity to make donations. Additionally, it further embeds a perception of privilege over equity.
2. Temporary amnesty - Rather than eliminating overdue fines completely, WLS could provide a one-time or regular amnesty for the return of items and waiving of fees. If regular, some people will simply wait for the amnesty.

WLS has run an amnesty previously. In 2018, a total of \$114 in fees was waived.

5.4 Community Engagement requirements

No consultation with communities has been undertaken. Libraries across New Zealand have been consulted via the Association of Public Library Manager's network.

6. RECOMMENDATION

That the Committee:

1. **Receives** the report
2. **Agrees** to the cessation of overdue fines from 12th October 2021

File Number: 135352

Author: Annette Beattie, Library Services Manager

Attachments: Nil



6.3 LIBRARY MANAGEMENT SYSTEM MIGRATION COSTS SCHEDULE

1. PURPOSE

For the committee to receive this report on the Library Management System.

2. SIGNIFICANCE

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

3. BACKGROUND

Members of the Wairarapa Library Service Committee requested at the June 2021 meeting that a table of all fees/costs involved in the migration to SMART be created and to receive regular updates on this.

4. PROJECT SUMMARY

The Wairarapa Library Service (WLS) is migrating to Civica's Spydus library management system (LMS). The new system is due to go live on 12th October 2021 and WLS will be a member of SMART from that time.

LMS Costs

Costs in the table are listed as total. They are split 50/50 between SWDC and CDC.

Item	One off cost (\$NZ)	Annual licence fee (\$NZ)	Operational budget 2021/22	Notes
Initial data extraction from Kotui (current library management system)	\$0	\$0		The initial \$12,300 ex GST charge for data extraction being sought by National Library Kotui, was opposed, and successfully dropped.
Final data extraction from Kotui	\$0	\$0		
Kotui LMS		\$10,702	Yes.	National Library advise 6 month's payment for the LMS (i.e., 01/07/21-31/12/21) is the minimum they can charge.
Spydus LMS	\$0	\$33,534	Yes	Civica annual licence fee is incurred from the go-live date. The annual fee is expensed over two financial years.
Spydus Integration Overdrive (eBooks and e-magazines)	\$900	\$1500	Yes	

Spydus Integration Collection HQ	\$900	\$1500	Yes	
Collection HQ reintegration from Kotui to Spydus	\$575	\$2,000 pa	Yes	Implementation fee negotiated down from \$1500 to \$575. \$180 pa increase on annual licence compared to Kotui
SMS txt integration	(\$142.86)	\$1,028.64 gateway fee + txt message cost	Yes	SMART libraries have already paid for the Shortcode setup fee.
StoryBox integration	\$0	\$0		
Ebsco databases integration	TBC	TBC		We have not been made aware of any charges from Ebsco.
Library Cards (SM prefix)	\$3,000 (for 5,000 cards)	\$0	Yes	All library members will have the option to opt into using SMART instead of only WLS. If they choose to be a SMART library member, they will require a new library card. The new cards will incorporate the new WLS logo. WLS last ordered 16,000 cards in 2015. Minimum order 500 cards. Cost per unit approx. \$0.60 + plate setup fee. Order quantity is based on current active WLS membership.
Te Puna ¹²	\$0	(\$3,200)		2021/22 Annual licence fee for all NZ public libraries is waived under NZLPP funding provision. The fee resumes in 2022/23
National Library Interlibrary loan setup	\$0	\$0		Extraction of bibliographic data from Spydus and uploaded to Worldcat via National Library. WLS staff will do.
RFID Collection item tags	\$500	\$0	Yes	SMART libraries all use RFID tags and technology. WLS collections are analogue barcode tagged and issued at the desk by staff. RFID tags cost approximately \$1 per tag. In 2021/22, rather than purchase RFID bulk tags and convert the entire collection (approx. 90,000 items), we will RFID tag only those items that go on loan to SMART libraries. Doing so allows current barcode stock to be depleted and the collection assessment and decommissioning project to be completed. It is envisaged items would be RFID tagged from 2022/23 onwards. This means all new items or existing collection items which are likely to be around for several years to come.
Analogue collection barcodes	\$0	\$0	Yes	Standard operational cost approximately every three years. WLS will deplete the current stock of analogue barcodes.

¹² Te Puna enables libraries to describe their collections, through access to high quality catalogue records, share resources with other NZ and international libraries using an interloan platform and automated billing system, build, showcase, and preserve their digital collections, discover and promote collections through a shared catalogue of NZ and international libraries on WorldCat. <https://natlib.govt.nz/librarians/te-puna/join-te-puna>

Spydus on-ground support at go-live	TBC (\$1,000)	TBC (\$0)	Yes	COVID means the Australian based Civica trainer will not be on the ground for go live. We are in talks with another SMART library about hosting one of their systems librarians for a few days.
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5. RECOMMENDATION

That the Committee:

1. **Receives** the report

File Number: 135361

Author: Annette Beattie, Library Services Manager

Attachments: Nil

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