

**Mayor and Councillors**  
COUNCIL

27 JUNE 2013

Meeting Status: **Public**

Purpose of Report: For Decision

## **CHANGE OF OPENING HOURS AT KĀPITI COAST DISTRICT LIBRARIES**

### **PURPOSE OF REPORT**

- 1 This report seeks the Council's approval to change the opening hours at Kāpiti Coast District Libraries from Monday 8 July 2013 to reflect the change in usage trends and needs of our community.

### **SIGNIFICANCE OF DECISION**

- 2 This report does not trigger the Council's Significance Policy. The recommendations if approved would not affect levels of service as identified in the 2012 Long Term Plan.

### **BACKGROUND**

- 3 In 2012, Kāpiti Coast District Libraries reviewed the organisational structure to ensure the activities and resources provided meet the needs of the community.
- 4 As part of this process the operational hours of each library were reviewed. Data such as: the number of items issued; the number of people visiting each library; and the number of internet sessions completed were analysed, with particular emphasis on weekend hours across the district.

### **CONSIDERATIONS**

- 5 The following changes to library opening hours are proposed:

<b>Library</b>	<b>Current hours</b>	<b>Proposed hours</b>
Paraparaumu	Monday, Tuesday and Wednesday 9am – 5pm	No change
	Thursday 9am – 8pm Friday 9am – 5pm	Thursday and Friday 9am – 7.30pm
	Saturday 9am – 4pm	Saturday 10am – 4pm
	Sunday 10am – 2pm	No change
Waikanae and Ōtaki	Monday – Friday 9am – 5pm	No change
	Saturday 9am – 4pm	Saturday 10am – 4pm
Paekākāriki	Monday and Wednesday 1.30 – 4.30pm	No change
	Saturday 9am – 1pm	Saturday 10am – 2pm

*Late night opening hours*

- 6 Paraparaumu Library currently has one late night, opening until 8pm on Thursday evenings. In observance with the New Zealand Public Library Standards it is recommended the Council continues to provide at least one late night option per week for our community. However, by 7.30pm most people have completed their library visit. Therefore a 7.30pm closing time on Thursday evenings has been proposed.
- 7 Friday evening has been proposed as an additional late night at Paraparaumu Library. Programmes and activities aimed at youth and families would be scheduled to provide additional services to the community until 7.30pm.
- 8 There are no additional costs associated with providing two late nights. Staff working until 7.30pm will start at 11am (instead of 8.30am).

*Changes to Saturday Hours across the District*

- 9 Paraparaumu, Waikanae and Ōtaki Libraries are currently open from 9am until 4pm, with Paekākāriki until 1pm on Saturdays. After reviewing issue statistics (see appendix 1) it is proposed that all district libraries open an hour later at 10am instead of 9am. Paekākāriki Library would remain open for four hours each Saturday, from 10am until 2pm.

## **FINANCIAL CONSIDERATIONS**

- 10 There are no additional costs as a result of the proposed changes.
- 11 The net impact of these proposed changes will mean the total number of library opening hours across the district will be reduced by 1 hour per week.

## **LEGAL CONSIDERATIONS**

- 12 There are no legal considerations.

## **DELEGATION**

- 13 Council has the authority to consider this matter.

## **CONSULTATION**

- 14 The Paekākāriki Tennis Club is happy for Paekākāriki Library to change the hours on a Saturday to 10am – 2pm.
- 15 The Chair of each Community Board has been contacted regarding the proposed hours. Three of the Chairs responses were positive. A 10am opening at each of the Libraries made sense given the number of items borrowed between 9am and 10am. They were also positive towards an additional late night at Paraparaumu Library on Fridays. One Community Board Chair was unavailable for discussion.

- 16 The Chairperson of the Friends of the Library has been contacted and regards the addition of a Friday late night as positive for the community. She felt that a 10am opening across all four district libraries on a Saturday would still provide library services at high usage periods.

## POLICY IMPLICATIONS

- 17 The decision to change the library opening hours will not affect any existing Council policies or have an impact on future Council policies.

## TĀNGATA WHENUA CONSIDERATIONS

- 18 There are no issues for consideration relating to iwi or Treaty of Waitangi issues.

## PUBLICITY CONSIDERATIONS

- 19 If approved by the Council, the following communication tools will be used to publicise changes to library opening hours; newspaper media releases, signage, Council and library websites, library facebook and twitter accounts, and in-house flyers.

## RECOMMENDATIONS

- 20 That the Council approves the following opening hours at Kāpiti Coast District Libraries from Monday 8 July 2013:

<b>Library</b>	<b>Opening Hours</b>
Paraparaumu	Monday, Tuesday and Wednesday 9am – 5pm
	Thursday and Friday 9am – 7.30pm
	Saturday 10am – 4pm
	Sunday 10am – 2pm
Waikanae and Ōtaki	Monday – Friday 9am – 5pm
	Saturday 10am – 4pm
Paekākāriki	Monday and Wednesday 1.30 – 4.30pm
	Saturday 10am – 2pm

Report prepared by:

Approved for submission by:

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Group Manager, Community Services

**APPENDIX 1****SATURDAY ISSUE STATISTICS: PARAPARAUMU LIBRARY**

<b>Date</b>	9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm	3-4pm
4 May 2013	81	168	175	104	108	75	139
11 May 2013	63	166	277	165	179	245	115
18 May 2013	58	229	289	262	168	177	294
25 May 2013	105	119	292	169	193	258	167

**SATURDAY ISSUE STATISTICS: WAIKANAE LIBRARY**

<b>Date</b>	9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm	3-4pm
4 May 2013	30	69	83	39	29	50	33
11 May 2013	26	31	102	70	101	63	30
18 May 2013	32	63	80	36	70	94	69
25 May 2013	18	94	72	108	44	40	51

**SATURDAY ISSUE STATISTICS: ŌTAKI LIBRARY**

<b>Date</b>	9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm	3-4pm
4 May 2013	8	53	74	36	26	13	15
11 May 2013	9	56	47	64	36	34	30
18 May 2013	20	86	69	23	69	7	46
25 May 2013	10	50	76	69	14	39	31

**SATURDAY ISSUE STATISTICS: PAEKĀKĀRIKI LIBRARY**

<b>Date</b>	9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm	3-4pm
4 May 2013	1	22	26	22	3	Closed	Closed
11 May 2013	0	23	23	22	0	Closed	Closed
18 May 2013	0	50	2	61	4	Closed	Closed
25 May 2013	2	5	33	8	0	Closed	Closed