

Piha Community Library

Annual Report



November 2008 to 30 June 2010

Piha Community Library Trust

September 2010

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A word from the Chairman

PIHA COMMUNITY LIBRARY TRUST REPORT FROM THE CHAIR, 2010

I have pleasure in presenting the 2010 audited accounts for the Piha Library for the 18-month period from 1 November 2008 to 30 June 2010. The library is well run and in good financial shape thanks to the diligent work of our library management group and the volunteer staff. It is becoming obvious that there is a need for expansion in the future and this will mean our attention will turn once again to fundraising for capital works.

The Piha community has an excellent community library service operating from modern premises, all of which have been funded, managed and operated by volunteer labour. The Library history goes back some time to the 1950s where an unincorporated entity under the stewardship of Dulcie Ussher and Tene Erdman founded and then carried on the Library service.

The Piha Community Library Trust has now been formed and incorporated as a board pursuant to section 7 Charitable Trusts Act 1957, and this trust has responsibility for the Library. Cordial discussions are currently underway with the Piha Ratepayers' & Residents Association Incorporated for an orderly transfer of the lease and legal title to the library building. I thank Keith Franich of the R&R for his assistance and hope to have further news on this front shortly.

I would also like to take this opportunity to formally thank the volunteer librarians, the library management group and my fellow trustees for their work over the past year. They have given freely of their time and skills for the benefit of the community. Of course all community groups stand on the shoulders of those who have gone before them, and the Library is no different. Without the foresight and efforts of everyone involved in creating, running and supporting the Library over the past 60 years we would not have the wonderful community asset we have today. It is important that the momentum continues and we are determined to ensure that the Library continues to provide its services to the community into the future. The people involved are not only doing a great job but would be happy to discuss any questions you may have as to library operations.

John Seton
6 September 2010

Piha Community Library Trust

The Foundation Trustees of the Piha Community Library Trust met for the last time on 12 December to appoint the new Trustees to the Library Trust and to hand over the governance of the Trust immediately to the incoming Trustees.

The Trustees appointed are: John Seton, LL.M (Hons) Chairman; Glenda Northey, MA (Hons) MLIS Secretary; Alberto Bonini; Gillian Cotton Dip Tchg; Vicky Dignan; Yvonne Dufaur MNZM (Treasurer); Gabrielle Lancaster; Jill Stotter, BA, Dip Tchg, Dip TTL.



From 12 December 2009, The Piha Library Manager 's role was taken over by a Library Management Group of Gillian Cotton, Gabrielle Lancaster and Jill Stotter, who divide up the day-to-day management tasks in the library between them and continue to ensure that the service standards are maintained and that Piha, Karekare and Anawhata members will continue to be provided with their own community library resource.

Piha Library Management Report

2010 has been another positive and extremely busy year for the community library. The membership continues to grow with a total of 1326 members, 902 of which are Adults borrowers, 50, Young Adult borrowers and 365 junior borrowers.

The total number of resources in the library is now 7,644 items which breaks down into Fiction 4759; Non fiction 1755; DVDs 1130.

The number of items issued across all genre is well up on 2009 issues, and the annual budget of \$20,000 from what used to be Waitakere City will remain secure for at least two years, thanks to a Memorandum of Understanding negotiated with the Waitakere Library and Information Services in 2009. Late last year the Trust employed an Assistant Administrator to work for 20 hours per month. This role has been taken up by Hannah Slade, and such tasks as organising the Duty Roster, entering new resources onto the electronic catalogue after they have been processed, and reviewing our Procedures Manual and policies. Now almost at the end of her first year of employment with us, Hannah is proving to be of invaluable assistance to the Management Group.

The day to day running of the Library continues to be carried out by a team of around twenty hard working volunteer librarians who do wonderful work for the community. This year the Management Team has put in place a compulsory re-training and upskilling programme for all librarians which is taken for us by Yvonne Dufaur. It is planned that all librarians will have completed their retraining by the end of this year.

A new initiative of opening at school bus time on Thursday afternoons has proved extremely popular for both parents and their children. These sessions have led to an increase in the borrowing of junior books. There continues to be a steady stream of new member and new cards are processed within the week by Norma Woodall. Several themed book displays have been organised this year and Mary and Jill continue to purchase the DVDs and books respectively.

Sharing the management tasks in a voluntary community organisation is never going to be easy, and this year has proved challenging for all three of us, especially as we don't all live permanently at Piha. Gabrielle and Gillian continue to manage the day to day tasks and issues and willingly step in to keep the library open if any volunteer librarians who for many and varied reasons cannot do their duties on a particular day.

The Piha Community Library is in great heart. It fully meets the aims and objectives stated in the Library Policy and is a well-used and much loved facility for Piha and its wider community.

Piha Library Management Team
Gillian Cotton, Gabrielle Lancaster, Jill Stotter
October 2010

2009-2010 Piha Library Events



Death of Mary Dobbie on Tuesday 9th June 2009. The work of Mary Dobbie in helping to get the aging Piha Library become a professionally run library was recognised in a tribute by Yvonne DuFaur. Old hands at the library all remember Mary Dobbie, left, with great affection. For many years Mary worked as a volunteer librarian and took over the management of the library for some time, before passing it over to Glenda Northey.

21/9/09 10th Anniversary of Opening of New Piha Library Building

The first celebration of the 10th birthday of the new building was, naturally, with the children. 'Dress as your favourite book character' was the theme.

Some of the librarians did the same and read the book their character came from to the children.



11/12/09 Librarians Farewell their Manager after 12 years service



"Her life is a testament to the strength of character that gets forged in this community. She has worked tirelessly for 11 years to develop the Piha Library. Her efforts have taken it from a "broken down shed" to a well stocked and well used facility which serves Piha, Karekare and Anawhata. In the process, she has become a cornerstone of those communities and a respected figure on the West Coast"

R.A. Harvey QSO. JP. Mayor Waitakere City



18/12/09 Administrative assistant appointed. Hannah was the successful applicant for the library's Administrative Assistants position. With the retirement of Yvonne Dufaur, and that large gap to fill, we are pleased to have Hannah and her expertise with us and know that her much needed assistance will help us all ease into a new decade at the library.

08/02/10 Piha Community library after school session trialled. The Piha Library will be open Thursday afternoons 3.30pm to 5.30pm beginning Thursday February 18th.

27/3/10 ARC open Day: Have your say: Piha Design Guidelines to discuss ideas and options for the development of design guidelines for ARC parkland at Piha.



25 April 2010 Anzac Day Commemorations at the library. Anzac Day was acknowledged by Piha Community Library volunteers this year by taking part in the wreath laying ceremony at Lion Rock. Two of our younger members, helped by Sue Yoeman, (left) one of our library volunteers, laid a wreath at the Lion Rock Anzac ceremony on the morning of Anzac Day.

Anzac Day was also commemorated at Piha library with a table setting holding six items, each item symbolising a different aspect of the sacrifices made by our fallen soldiers. The simple and evocative setting was created by library volunteers, Sue Yoeman and Jill Stotter.



May - New Zealand Music Month. New Zealand Music Month and the library was celebrated with a display of books, DVDs and CDs of and by New Zealand musicians and music. Librarians will be playing a selection of New Zealand music CDs for members to listen to while browsing the shelves during the month.

2 - 8 May 2010 New Zealand Sign Language Week was celebrated by a class at the Piha Library by Ursula Thynne with donations go to Deaf Aotearoa.

26 June 2010 Come in and meet the trustees. A Meet the Trustees Day at the Library was held giving the community an opportunity come to the library and meet the new library trustees.

June 2010 A young adult readers competition was held. Borrowing a Young Adult Book on a Young Adult Card during the Month of June meant going into the draw to win 2 DVD vouchers and a Twilight - Eclipse poster.

Annual Accounts

These are the first audited accounts of the Piha Community Library Trust. They cover an 8-month period from 1 November 2008 to 30 June 2010 which reflects the changed date for the Trust's financial year to coincide with the financial year for local government councils. This assists with budgeting, as the Waitakere Council provides the Trust with a grant towards the cost of library stock from its annual budget.

All other expenses of insurance, maintenance, furniture and equipment and general library supplies are met from the library's income from audio-visual hire, joining fees, overdue fines and general sales or from fundraising efforts by the library's volunteer staff.

The Piha Community Library Trust expresses its grateful thanks to the Waitakere City Council for its wonderful support and the generous grants that have enabled it to continue to provide an impressive level of stock for borrowers.

The Memorandum of Understanding between the Waitakere Library and Information Services and the Library Management sets out the partnership between the two bodies and is designed to facilitate a smooth transition from the Waitakere City Council to a continued beneficial relationship with the new Auckland City Council which commences in November 2010.

PIHA COMMUNITY LIBRARY TRUST
 RECEIPTS AND PAYMENTS ACCOUNT FOR THE 20 MONTH PERIOD ENDED
 30 JUNE 2010

	20 Months <u>2010</u>	12 Months <u>2008</u>
RECEIPTS		
Video /DVD Hire	8,685.00	5,807.00
Fundraising/Donations/Membership	1,547.10	941.00
Book Sales,Cards, Maps etc	1,162.05	1,059.96
Photocopying	624.13	487.03
Grants	2,400.00	0.00
Interest	298.15	591.62
From Building Fund	0.00	0.00
Other incl Overdue Fines	2,760.33	1,423.90
	<u>17,476.76</u>	<u>10,310.51</u>
 PAYMENTS		
Staff costs	2,125.00	0.00
Purchases - Books, Cards, Maps, DVDs.	1,746.39	935.41
Fundraising/ Function Costs	88.00	157.50
General Expenses & Insurance	7,186.70	3,036.23
Photocopying	0.00	629.20
Oral History	0.00	0.00
Maintenance	252.57	1,738.14
Equipment/ Furniture/ Improvements	3,538.75	5,538.81
	<u>14,937.41</u>	<u>12,035.29</u>
Excess Receipts/(Payments)	<u>2,539.35</u>	<u>-1,724.78</u>

Waitakere City Council supports the Library with purchases of books and magazines.

<u>BUILDING FUND</u>	<u>2010</u>	<u>2008</u>
RECEIPTS		
Interest	0.00	53.91
Donations and Grants	0.00	0.00
Fundraising	1,611.80	0.00
	<u>1,611.80</u>	<u>53.91</u>
 PAYMENTS		
Transfer to Library for furniture/ maintenance	0.00	0.00

Excess Receipts/(Payments)

1,611.80

53.91

PIHA COMMUNITY LIBRARY TRUST
BALANCE SHEET AS AT 30 JUNE 2010

JUN
2010

OCT
2008

ACCUMULATED FUNDS :

LIBRARY & BUILDING FUNDS	11,963.63		
ADD : Receipts/(Payments) for year (Library)	2,539.35		
ADD : Receipts/(Payments) for year (Building Fund)	<u>1,611.80</u>	16,114.78	11,963.63
PLANT & EQUIPMENT RESERVE		116,300.00	
TOTAL ACCUMULATED FUNDS & RESERVES		<u>132,414.78</u>	<u>11,963.63</u>

ASSETS

LIBRARY

ASB ACCOUNT		1,231.93	1,380.93
INVESTMENT ACCOUNT FASTSAVER		2,813.03	3,080.82
CASH FLOAT		60.00	60.00

LIBRARY HEALTH & SERVICE BUILDING

ASB ACCOUNT		3,029.97	387.97
ACCELERATOR ACCOUNT		8,979.85	7,053.91

FIXED ASSETS

PLANT & EQUIPMENT (insurance value)		116,300.00	
TOTAL ASSETS		<u>132,414.78</u>	<u>11,963.63</u>

VAR :		0.00	0.00
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