

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
29th August 2014
Sir Earle Page Library and Education Centre, Pound Street, Grafton.

PRESENT: Bellingen Shire Council
Cllr Mark Troy
Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council
Cllr Karen Toms
Kathryn Breward (Regional Librarian)
Katrina Shillam (Team Leader (Libraries West) CVC)
Judy Banko (Executive Officer)

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Margaret McKenna
Cllr David Scott

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 9th May 2014

No issues with previous minutes.

Moved: Cllr mark Troy
Second: Sharon Uthmann

Adopted

5. Business arising from the Minutes – Meeting held 9th May 2014

5.1 10 year financial forecast for CRL Reserve Fund allocations

Forecasts were based on forecasts prepared by the previous Executive Officer for the February 2013 CRL Committee meeting. CRL Reserve amounts in the forecasts is a conservative estimation based on 2013/14 year (\$653,528), the actual CRL Reserve for this (2014/15) is larger (\$735,220 see item 8.9), so the forecast sustainability of the expenditure program for the CRL Reserve is better then originally predicted.

The \$50,000 State Library Subsidy rollout to local libraries is for local planned programs identified in the CRL Strategic Plan and is based on the 20% - 80% population split.

Marketing/promotions was shown to be very successful for the National Year of Reading 2012 and it was previously (February 2013) decided to provide funds from the CRL Reserve on an ongoing basis to continue to promote the library service in various ways as it had not been a regular part of our recurrent budget previously. An increase in this regular

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transfer from CRL Reserve is requested to cover the rates mail out of the Deductible Gift Recipient Flyer, along with the production of the Readers Advisory DL Flyers that are currently being developed.

The third major change is the request for funds for the ongoing subscription of Collection HQ (Item 8.6) as a means of tracking collection usage for the purpose of selection and discarding of items across the collections in a quantifiable manner not currently achievable.

Recommendation:

That the Committee adopt the expenditure of the Reserve budget on implementation and maintenance of RFID, the four-yearly User and Non-User Survey, four-yearly replacement of laptops, four-yearly replacement of iPads, purchase and four-yearly replacement of eReaders and promotional activities, Collection HQ and the \$50,000 State Library Subsidy rollout to local libraries for planned works in accordance with the CRL Strategic Plan.

Moved: Judy Banko
Second: Cllr Mark Troy

Adopted

5.2 Report on the review of the Grade 3 positions increased hours

Report was noted by the committee. A change in the wording around the collateral creation by the position was requested to better reflect the work being produced for the region.

Recommendation:

That the permanent ongoing increase in hours for the Grade 3 Library Assistant (Acquisitions & Promotions) from 14 hours per week to 28 hours per week be noted by the Committee.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

6. Correspondence

- Letter received from the Estate of Mabs Melville re the gift of her books to Macksville library as part of the Clarence Regional Library 13 August 2014.
- Regional Librarian responded, providing permission to the Estate to approach Macksville Library with this request in the spirit it was intended, for the deceased's local library to benefit rather than the Clarence Regional Library Service.

NSW Public Library emails are being forwarded on to Committee as they are received.

7. Executive Officer's Reports

7.1 Contribution to CRL for 2014/15 financial year

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Typo in officer's recommendation identified for correction.

Recommendation:

That member Councils note their per capita contribution for the 2014/15 financial year.

Moved: Cllr Karen Toms
Second: Sharon Uthmann

Adopted

8. Regional Library Reports -

8.1. Update on policies progress

This report provided an update on the adoption of the CRL Circulation and Internet Policies by the Executive Council.

Recommendation

The Committee notes that the draft Circulation Policy and the draft Internet Policy that were presented to Clarence Valley Council at the July 2014 Council meeting for adoption by the Executive Council have been adopted.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.2. Customer Service Charter

The Committee was informed on the development of the Customer Service Charter and the associated documents for public use.

Recommendation

The Committee notes the draft Customer Service Charter and endorses the implementation of the Charter across the Regional Library Service.

Moved: Judy Banko
Second: Cllr Mark Troy

Adopted

8.3. RFID Implementation overview

The Committee was updated on the successful progress of the implementation.

Recommendation

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That the information on the update of RFID implementation across the Regional Library be noted by the Committee.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.4. Public Library Statistical Comparison 2012/13

The overview of the Clarence Regional Library's statistical performance as was reported in the Public Library Statistics 2012/13 was discussed with clarification of a number of the tables and narrative results provided.

Recommendation

That the report of the Clarence Regional Library performance compared to other public libraries in NSW be noted with changes as discussed.

Moved: Cllr Mark Troy
Second: Judy Banko

Adopted

8.5. New databases/eResources

Information relating to new online database subscriptions that have been purchased by the Clarence Regional Library Service were noted.

Recommendation

That the new online database subscriptions that have been purchased by the Clarence Regional Library Service be noted.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.6. Funding of CollectionHQ subscription

The benefits of utilising funds for implementation and ongoing subscription to the CollectionHQ collection management solution were briefly outlined. This subscription will provide many benefits to the management and promotion of the CRL collection by extracting and providing evidence based data from the Spydus Library Management System (LMS).

Recommendation

That the Committee adopt the expenditure of a portion of the Reserve budget on implementation and annual subscription to CollectionHQ over the 3 year option to improve the management of the CRL collection and the associated budget planning.

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Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.7 Integration of Regional and Grafton branch services

An explanation on the integration of Regional Services and Grafton Branch, staff and services in the new Sir Earle Page Library and Education Centre was provided.

A report needs to be developed and presented in February 2015 tracking the quality and effectiveness of service levels since integration and equality of services across the region.

Recommendation

That the Committee note the integration of Regional Services and Grafton Branch services and staff.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.8 Draft Book Vote 2014/15

The report provided an overview of the Draft Book Vote for the 2014/15 financial year, a slight adjustment will occur in the amounts as the book vote was determined on estimates for the budgeted year. The final budget for the whole Regional Library service is now complete and the figures need to be adjusted down slightly.

Recommendation

That the report of the Draft Book Vote for 2014/15 be endorsed.

Moved: Judy Banko
Second: Cllr Mark Troy

Adopted

8.9 Quarterly income and expenditure spreadsheet

This item reports on the fourth quarter income and expenditure for the 2013/14 financial year and the operational budget for 2014/15 financial year. A number of questions with notice were provided to the Regional Librarian and these were answered in consultation with the Finance section of CVC. As a result of the questions with notice, the Finance section prepared a new spreadsheet format for the Committee to look at and discuss. The idea behind the draft spreadsheet was to provide a separation between income and expenditure operationally from the recurrent budget and the income and expenditure from the CRL Reserve Capitol.

Recommendation

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That the report on the 4th Quarter Income and Expenditure Sheet for 2013/14 for the Regional Library and the budget for 2014/15 financial year is noted and the Draft alternate financial spreadsheet proposed by CVC Finance section is adopted by the committee for future financial reporting.

Moved: Cllr Karen Toms
Second: Cllr Mark Troy

Adopted

9. Items for information

Nil

10. Additional Matters

Nil

11. Items for next meeting

Nil

Next meeting:

7 November in Bellingen

Meeting Closed 12.40 pm

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