



MINUTES of the meeting of the CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE, 5th November 2010, Bellingen Library, Street, Bellingen

PRESENT:

Bellingen Shire Council
Cr Kerry Child
Sharon Uthman (Bellingen Shire Librarian)

Nambucca Shire Council
Cr Anne Smyth
Cr Michael Moran

Clarence Valley Council
Cr Karen Toms
Anne D'Arcy (Executive Officer)
Katrina Shillam (Grafton Branch Librarian, A/g Information Services Librarian)

1. APOLOGIES

Coral Hutchinson (Nambucca Shire Council)
Cr Margaret McKenna (Clarence Valley Council)
Noelene Grace (Clarence Valley Council)

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 6th August 2010

Recommendation:

That the minutes of the Clarence Regional Library meeting held on 6th August 2010 be accepted

RESOLVED

Clr Toms / Clr Smyth

4. Business arising from the Minutes – meeting held 6 August 2010.

4.1 Value of Public Libraries

Executive Officer (EO) provided the brochure *Enriching Communities: the value of public libraries in New South Wales* for comment and suggested it be placed in libraries. Chairperson supported proposal. Media release to be provided by Bellingen Library – to be forwarded to all Councillors

4.2 Progress report on the Amended Internet and Circulation Policy

General agreement that proposed amended policies be placed on exhibition in Bellingen and Nambucca Shires. EO to action.

Recommendation: The officer's report be noted with amendments as follows.

That the Committee note that the amended Internet and Circulation Policies are on public exhibition in the Clarence Valley until Friday 5th November. The policies be placed on exhibition in both Nambucca and Bellingen Shires for a period of not less than 28 days.

RESOLVED

Clr Toms / Uthman

4.3 Progress report on the Downloadable Audio Books

Anticipated launch in early December. Positive feedback from those testing the product. Bellingen Library to distribute instructions for use by all libraries. More promotional material is being sought - three pull-up banners, posters for each library and shared postcards.

EO to organise a standard media release for use by all.

CRL to organise website material.

Individual councils to launch as they desire.

Recommendation:

That the Committee note progress with the downloadable audio book project and the anticipated launch over the summer school holiday period.

RESOLVED

Clr Smyth / Clr Toms

4.4 Progress report on the Fines amnesty

EO confirmed that approval only from the Executive Council was required to proceed. Clarence Valley working on the details. Clarified the need for a general policy regarding fines for daily library operations to ensure operational consistency.

Recommendation:

1. **Note that a report will be presented to the Executive Council of the Clarence Regional Library, Clarence Valley Council, with a view to seeking approval to proceed with the recommended fines amnesty for return of library items.**
2. **The amnesty occur during the month of February 2011.**
3. **Approve the development of a policy to enable regular fee waiving to proceed in accordance with accepted general library practice.**

RESOLVED

Clr Smyth / Clr Toms

4.5 RFID – no further advice at this stage

5. Correspondence.

5.1 Reminder about previous grant funding acquittal: Adult Fiction

EO advised that the Adult Fiction grant had been fully expended and the report sent to State Library.

5.2 Receipt of State Government subsidy and geographic & disability allowance

Geographic and Disability allowance now received. A little less received compared to last year due to funding constraints. Invoices will be forwarded to each Council.

6. Executive Officer's Report

6.1 Public Library statistics 2008/09 Report

A preference was expressed for an absolute figure for contributions rather than a percent based on population. The percent per capita is necessary to ensure equitable contribution by each CRL member Council as budgets are prepared in advance of accurate population data being available. Exact amounts are provided when population data is available.

Current stocktake results have 268 items not accounted for, a lost rate 3% of purchases in the same time frame. A full report will be provided to next meeting when the final 2 locations are completed.

Overall support expressed for the results of the 10% per annum growth in the per capita contribution over the past four years. That data is particularly valuable in supporting future grant applications which require evidence of our contribution to improvements in our library services.

Cr Moran queried p.9. "Items per capita remains the same" compared to 3rd dot point p.5 which appears to contradict this. EO to review.

Recommendation:

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

RESOLVED

Clr Smyth / Uthman

6.2 Budget for the 2010/11 financial year

EO presented the budget for this financial year. Staff expenditure will be reduced due to temporary vacancies. Remaining funds will go into reserve and earn interest until they are used for future projects.

A comparison with the previous year was requested for the next meeting.

Recommendation:

That the report of the budget for 2010/11 be noted.

RESOLVED

Clr Toms / Clr Child

6.3 Trial of Talking Books

EO reported that the statement "not for loan" on retail versions talking books does not prohibit public libraries loaning these items based on advice received by the SLNSW from the Crown Solicitor. The library and retail versions have different characteristics.

CRL is keen to trial purchasing the retail version for the rest of this financial year and review all costs associated (additional processing for staff, additional packaging, etc.) over a further 12 months. Three current suppliers to the CRL do not support that advice and will not sell those items to the CRL. Discussions have commenced with local providers.

The proposed budget for all talking book collections will be modified to address the greater demand for Adult items compared to the demand for Children and Young Persons collections.

Recommendation:

That the Committee note the commencement of the trial and consider future purchases guided by the outcome of the trial.

RESOLVED

Clr Toms / Clr Moran

6.4 Presentation to Nambucca Shire Council October General Purpose Meeting

The EO presented to NSC General Purpose Committee meeting 20th October. The presentation included an overview of the CRL's budget, past performance and future outcomes from varying levels of per capita contribution.

A further workshop and decision would be taken by NSC the following week.

Recommendation:

- 1. Note the presentation contents**
- 2. Report the increase in the future contributions necessary to maintain the current collection to their respective Councils**
- 3. Note the feedback from the committee meeting**
- 4. Commence preparation of a draft Clarence Regional Library Service Agreement to replace the current Agreement which expires on the 1st November 2011**

with a view to achieving continuous improvement whilst further deliberations are undertaken by Nambucca Shire Council.

RESOLVED

Clr Toms / Clr Moran

6.5 Estimated Per Capita Contributions from member Councils over the next 10 years

The accuracy of the figures was queried which indicated that a 6.8% annual per capita increase was required to maintain the 'status quo'. It was confirmed that the same formulas were used, with costs being updated with current real costs. Amendments required: date and two typographic errors.

Recommendation:

That the Committee:

- 1. Note the estimates for consideration in the development of the draft Clarence Regional Library Service Agreement to commence 1st November 2001.**
- 2. Report these results to their Councils.**

RESOLVED

Clr Moran / Clr Toms

6.6 Library Development Grant Submissions

BSC submitted a further application for a microfilm reader.

Recommendation:

That the Committee note the submission of:

- **DVD collection: submitted by Bellingen Shire Council on behalf of CRL;**
- **Purchase of a microfilm reader: submitted by Nambucca Shire Council; and**
- **Purchase of an automatic computer reservation system by Clarence Valley Council.**

RESOLVED

Clr Moran / Clr Smyth

7. Regional Librarian's Report

Nil

8. Items for information

8.1 NE Zone Meeting report in Grafton 21 October 2010

Sharon Uthman provided a summary on the PLNSW meeting:

- 72 Library Development Grant applications received
- Discussion of advocacy for the upcoming election. Reference to the Every Member an Advocate Kit developed by ALIA. Discussion of focusing on local members and having a set of questions that we could put to them.
- Request to the Minister has been prepared asking for double the funding of what is currently provided to libraries.

- Libraries already impacted by decreased funding – Gosford (reducing hours); Lake Macquarie, Port Stephens (closing branches and reducing hours).
- Regional Libraries that have disbanded – Upper Hunter, Upper Murray.
- The TAFE course being offered by North Coast TAFE for the Cert II and Cert III LIS has just been audited by ALIA for accreditation – all reports so far are positive.
- State Library Public Library Services has created a blog for library staff to keep updated with any new ideas/training, etc.

9. Additional Matters

Cr Child requested that the CRLC discuss its participation in the National Year of Reading at the next meeting.

The EO sought advice from the Committee on the disposal of old shelving units. It was agreed they be sold and income directed towards bookstock.

9.1 Include Alternative funding brainstorm on next meeting agenda

9.2 Commence review of current Library Agreement on next meeting agenda

The EO asked all members to consider changes to the existing agreement as the new one is required to be in place by November 2011. It was suggested that a special meeting might be called to address this matter.

10. Next Meeting:

4th February, 2011 - Macksville

Meetings are to continue as 1st Friday quarterly, although Cr Smyth commented that she is open to change.

Dates for 2011:

- 4th February – Macksville
- 6th May – Grafton
- 5th August – Bellingen
- 4th November – Macksville

Zone Meetings:

- 12th May – Glen Innes
- 20th October – Byron Bay

The meeting concluded at 12.15pm.

Anne D’Arcy
Executive Officer
 Clarence Regional Library

Prepared by: Katrina Shillam
 Section: Regional Library