

MINUTES - amended
CLARENCE REGIONAL LIBRARY COMMITTEE 13 August 2021
Online MS Teams meeting

PRESENT: Bellingen Shire Council
 Jill Haynes Bellingen Shire Librarian
 Cllr Toni Wright-Turner
 Alison Pattinson – Manager Community Wellbeing
 Rowena Sierant

Clarence Valley Council
 Cllr Peter Ellem (Chair)
 Cllr Karen Toms
 Laura Black (Executive Officer)
 Kathryn Breward Regional Librarian
 Victoria Keane (Team Leader Regional resources)
 Michael Salvestro (Financial Accountant)

Meeting opened at 10:30am

1. Acknowledgement of Traditional Custodians

Cllr Peter Ellem

2. APOLOGIES

NIL

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – 14 May 2021

Moved: Alison Pattinson

Second: Cllr Peter Ellem

Adopted

The order in which the meeting progressed was changed to ensure all financial papers were considered first to enable the CVC Financial Accountant could exit the meeting once

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

discussion was completed. The minutes for formatting purposes will remain according to item number for ease of reference.

5. Business arising from the Minutes – Meeting held 14 May 2021

5.1 UPDATE ON RECRUITMENT OF DIGITAL ENGAGEMENT POSITION

Recommendation

That the CRL Committee note the progress of the recruitment for the Grade 8 Senior Library Officer (Digital Engagement).

Moved: Cllr Karen Toms

Second: Jill Haynes

Adopted

5.2 UPDATE EXPENDITURE SPREADSHEET FOR 3RD QUARTER

The key item for clarification concerned the actual *CRL Reserve* as it should appear as at 30/6/2021.

The following reviewed changes are shown in the *CRL Reserve Forecast - August 2021*:

- Opening balance for **2021/22** is based on the estimated actual figures as they appear in the *4th Quarter June 2020/21 Spreadsheet*
 - Once final calculations are complete this amount will be adjusted in both the Quarterly spreadsheets and also the *CRL reserve forecast spreadsheet*
- The column for 2020/21 is now relabelled *2020/21 estimated actuals* (still needing the final calculations to be added).
- *Line 9-11* - no redundancies occurred in 2020/21 so the redundancy estimates have been removed.
- *Line 16* – reflects the actual amount spent on RFID equipment for 2020/21
- *Line 17 – other equipment* has been added to reflect the amount spent from here as per the 4th quarter Income and expenditure spreadsheet
- *Line 24 – Income interest* – this has yet to be calculated for 2020/21
- *Line 27* – this is the operational excess for 2020/21 this amount is added to the Reserve at the end of the financial year.
- *Line 30 - final Reserve balance if the redundancies are not taken out.* This is based on the estimated actual balance as per the 4th quarter income and expenditure spreadsheet.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

- *Line 7 for 2021/22* – is then the estimated actual amount in the CRL reserve for 2021/22

Recommendation

That the CRL Committee note the items for clarification.

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

6. Correspondence

In-coming: Maclean Rotary Donation Letter

Out-going: letter of thanks to Maclean Rotary

Media Releases:

CRL – 2/6/2021 Scene feature business ad and volunteer feature

CVC – 16/6/2021 Urza and the Song in the Dark

CVC – 3/6/2021 Jonica Newby and Christine Sykes author visits

Noted

7. Executive Officer's Reports – Nil

8. Regional Library Reports -

8.1 DVD COLLECTION

Recommendation

That the committee note the DVD collection acquisitions.

Moved: Cllr Karen Toms

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Second: Cllr Toni Wright-Turner

Adopted

8.2 OUR LITERACY FOCUS

Councillor Toms congratulated the library service on its contribution to literacy for the local communities.

Recommendation

That the CRL Committee note the literacy resources and programs currently available at Clarence Regional Libraries.

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

8.3 ANNUAL STATE LIBRARY STATISTICS COMPARISON 2019/20

The Bellingen Shire Librarian queried whether it was possible to get a breakdown by Local Government Area for the *Salaries per Capita*; the Regional Librarian indicated this was not provided by the State Library Statistical report.

Recommendation

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

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

8.4 CONTRIBUTIONS FOR 2021/22 FINANCIAL YEAR

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Recommendation

That member Councils note their per capita contribution for the 2021/22 financial year as per the decision to continue the Library Agreement and funding formula for an additional 12 months.

Moved: Cllr Karen Toms
Second: Cllr Toni Wright-Turner

Adopted

8.5 4TH QUARTER INCOME AND EXPENDITURE SHEET

Committee requested that comparison figures are added to future spreadsheets that compare to the prior year period.

When the 4th quarter the CRL spreadsheet is reissued the CRL Annual Budget and the CRL Reserve spreadsheet will also be reissued to reflect the \$35,000 movement as well as any other relevant changes.

Recommendation

That:

- The Report on the 4th Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee, pending completion of the *Leave Accruals* and *Interests on Investments* to be completed through end of year processes.

Moved: Alison Pattinson
Second: Cllr Karen Toms

Adopted

8.6 ANNUAL BUDGET 2021/22

Note: the Regional Librarian to insert lines under Revenue for State Library Subsidy from BSC and CVC at 25% of total State Library Subsidies from each council for 2021/22 financial year. A CVC Budget Variation will be made to move the funds from CVC Public Libraries to the CRL and an Invoice will be sent to Bellingen Shire for 25% of their State Library Subsidy for 2022.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Recommendation

That:

- The Report on the Clarence Regional Library Budget for 2021/22 is noted by the Committee, pending completion of the *Leave Accruals* and *Interests on Investments* to be completed through end of year processes.

Moved: Alison Pattinson

Second: Cllr Karen Toms

Adopted

9. Items for Information

9.1 The Committee was informed this would be the last CRLC meeting for Bellingen Shire Librarian, Jill Haynes as she was stepping down from her position at the end of August. Jill would however be still working for the service as a casual from this point.

The CRL Committee acknowledged Jill's contribution to the Bellingen Shire Libraries and the wider Regional Services as well as her contribution to the CRL Committee and wished her all the best for the future.

9.2 Committee were also informed the new *Executive Officer* for the CRL Committee will be the new *Manager Cultural, community and Industry*, this position is being currently recruited by Clarence Valley Council.

10. Additional Matters

10.1 RAMIFICATIONS OF POSTPONED COUNCIL ELECTIONS

Discussion covered the need for modelling around the funding formula as part of the new CRL Agreement review. The committee determined that modelling be undertaken for a 2%, 3% and 4% annual increase in funding across 10 years with the effects on collection and operations predicated. This modelling to be prepared for the February CRL Committee meeting. Discussion also considered the frequency cycle of the signing of the agreement and flagged this for consideration at the February meeting.

Recommendation

That the CRL Committee:

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

- Note the change in date for the Local Government Elections
- Confirm the date of the next Committee meeting as: 4 November 2021
- At 4 November meeting :
 - Confirm final 4th quarter expenditure
 - Confirm final Annual Budget

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

10.2 RFID RETURN CHUTE FOR URUNGA LIBRARY USING CRL COMPUTER RESERVE

The Regional Librarian noted this would need to be a Budget Variation from the CRL Computer Reserve.

Recommendation

That the Committee:

- Endorse the use of the *CRL Computer Reserve* to facilitate the purchase of an RFID returns chute for Urunga Library as per item 8.2 15 February 2018 minutes for the CRLC
- Endorse the transfer from the *CRL Computer Reserve* of \$4,085 to facilitate this one off purchase

Moved: Cllr Karen Toms

Second: Cllr Peter Ellem

Adopted

11. Items for next meeting

11.1 eResources

11.2 updated 4th quarter income and expenditure sheets

11.3 undated Annual Budget 2021/22

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Michael Salvestro left the meeting at: 11:58

Meeting Closed: 12:14pm

Next meeting: Thursday 4/11/2021 Grafton

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE

AGENDA

A Meeting of the **CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE** has been convened for **10:30pm** on Friday **13 August 2021** at the **BELLINGEN LIBRARY, 29-31 Hyde Street BELLINGEN NSW.**

BUSINESS

1. Acknowledgement of Traditional Custodians
2. Apologies
3. Disclosure of Conflict of Interest
4. Confirmation of Minutes – 14 May 2021
5. Business arising from the Minutes – Meeting Held 14 May 2021
 - 5.1 Update on Recruitment of Digital Engagement position
 - 5.2 Clarifying figures for item 8.3 3rd quarter income and expenditure
- 6 Correspondence
 - In-coming: Maclean Rotary Donation Letter
 - Out-going: letter of thanks to Maclean Rotary
 - Media Releases:
 - CRL – 2/6/2021 Scene feature business ad and volunteer feature
 - CVC – 16/6/2021 Urza and the Song in the Dark
 - CVC – 3/6/2021 Jonica Newby and Christine Sykes author visits
- 7 Executive Officer's Reports - nil
- 8 Regional Library Reports –
 - 8.1 DVD Collection
 - 8.2 Our Literacy Focus
 - 8.3 Annual State Library Statistics Comparison Report
 - 8.4 Contributions for 2021/22 financial year

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

8.5 4th Quarter Income and Expenditure spreadsheet

8.6 Annual Budget

9 Items for Information

10 Additional Matters:

10.1 Ramifications of postponed council elections

10.2 RFID return chute for Urunga library using CRL Computer Reserve

11 Items for next meeting

11.1 eResources

Meeting Closed:

Next meeting: Thursday 4/11/2021 Grafton

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 14 May 2021
GRAFTON LIBRARY MEETING ROOM, Grafton NSW

PRESENT: Bellingen Shire Council
 Jill Haynes Bellingen Shire Librarian
 Alison Pattinson – Manager Community Wellbeing

Clarence Valley Council
 Cllr Peter Ellem (Chair)
 Cllr Karen Toms
 Des Schroder (Executive Officer)
 Kathryn Breward Regional Librarian

Meeting opened at 10:30am

1. Acknowledgement of Traditional Custodians

Cllr Peter Ellem

2. APOLOGIES

Cllr Toni Wright-Turner
 Roweena Sierant – Library
 Christi Brown Management Accountant Coordinator

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – 17 February 2021

Moved: Jill Haynes
 Second: Des Schroder

Adopted

5. Business arising from the Minutes – Meeting held 17 February 2021

5.1 REVIEW OF CRL BUDGET AND RESERVE FORECAST

Concern was raised over the future of the CRL Reserve and the need to consider future State Library Subsidy contribution levels as part of the CRL Agreement negotiations.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Recommendation

That the CRL Committee agree to:

Returning 25% of the State Library Subsidies to CRL from 2021/22 and 50% in 2022/23 to preserve the CRL Reserve at a reasonable level and:

- Endorse a figure of \$200,000 as an estimated base rate for effectively covering potential redundancies.
- Provide a Book Vote to maintain the library Collection at appropriate levels, age and quality.
- Provide funds for another two User/Non-user Surveys conducted by a contractor over the next 10yrs.
- As part of the review process for the new CRL Agreement the percentage of State Library Subsidies provided to the CRL will be revisited.

Moved: Cllr Peter Ellem

Second: Alison Pattinson

Adopted

5.2 CLARENCE REGIONAL LIBRARY MARKETING PLAN UPDATE

Committee members congratulated the Library Team on a highly useful and accessible Marketing Plan and Action Plan.

Recommendation

That CRL Committee:

Endorse the Draft CRL Marketing Plan and associated Action Plan with amendments as discussed and outlined below:

- Typo on page 5
- Camp Creative target market clarified on page 20
- Acknowledgement of author and designer of the document to go at the front of the document
- On page 18 add Benchmarking explanation and Target timeframes – Short, Medium and Long Term, colour coded for relevant *Objectives and Measures of Success*

Moved: Alison Pattinson

Second: Des Scroder

Adopted

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

6. Correspondence

In-coming: Letters to BSC and CVC General Managers acknowledging 2020/21 Public Library Infrastructure Grant success (\$274,960 for CVC and BSC \$482,800)
NSWPLA information brochure sent to General Managers for distribution to existing and prospective councillors

Noted

Out-going: Nil

Media Releases:

CRL – 201022 Online author talks live in your living room

CRL – 200911 Let's talk about the library survey

CRL – 200902 Library offline but open

CVC – 201014 Launch of scooter and skateboard racks at Grafton library

CVC – 230920 Iluka Library changes open days

CVC – 200916 Libraries return to normal hours

Noted

7. Executive Officer's Reports – Nil

Noted: that the Executive Officer – Des Schroder would be retiring after the May CRL Committee meeting effective from 26 May.

Recommendation

The CRL Committee thanks Des for his advice and support of libraries and wish him well in his retirement.

Moved: Cllr Peter Ellem

Second: Alison Pattinson

Adopted

8. Regional Library Reports -

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



8.1 REVIEW OF DIGITAL ENGAGEMENT POSITION

It was noted; the incumbent has planned to travel with family at the end of the current contract and would be available upon return.

The Committee suggested the possibility to utilise the period between contracts – up to 12 weeks, to use the remaining funds from the Marketing Plan (approx. \$4,500) to outsource the design for the membership brochure, to provide funds to continue social media development/posts and to provide an opportunity for Bellingen casual staff to fill the gap between contracts.

The Committee also suggested future reports include information on training of staff in various aspects of the role.

Recommendation

That the Committee:

- Note the achievements of the position and the contribution to the CRL Service.
- Extend the contract for a further 12 months
- Review the position as part of the new Library Agreement negotiations
- Remaining funds allocated to marketing plan to be used to develop membership brochure and provide social media coverage (with consideration given to Bellingen casual staff to fill the gap between contracts)

Moved: Des Schroder

Second: Alison Pattinson

Adopted

8.2 DIGITAL COLLECTIONS

Recommendation

The CRL Committee note the continuing increase in eResource usage for the 3rd quarter of 2020/21.

Moved: Cllr Peter Ellem

Second: Jill Haynes

Adopted

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

8.3 3rd QUARTER INCOME AND EXPENDITURE SHEET

Recommendation

That:

- The Report on the 3rd Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee
- The Regional Librarian will circulate clarifying figures for:
 - Line 37 - related to Admin/Operating which had an unexplained increase in the revised budget column and a notation that some (unquantified) amount needed to be transferred for RFID tags that had been incorrectly costed
 - Line 38 - Promotional expenses was noted as having an additional \$6,000 in commitments which would mean it is almost spent
 - Line 42 - was explained in the meeting as - the amount (\$276,15.15) refers to the amount of income for 2021 that has yet to be spent.
 - Line 75 - is the line of most concern as the CRL reserve expenditure adopted March 2020 and revised November 2020 v7 papers provided for the meeting listed the opening reserve balance as \$830,055.59 whereas this report notes it as \$795,033.59 without explanation of why there could possibly be a reduction by \$35,000 in an opening balance at this stage of the year. It is critical that this be addressed given the attention to detail needed for the reserve at the moment. It is assumed the figure in the quarterly budget review is incorrect and the \$830,055.59 is the correct opening balance.

Moved: Cllr Peter Ellem

Second: Jill Haynes

Adopted

9. Items for Information

9.1 NSWPLA SWITCH Public Library Conference 16-18 November 2021 – Penrith

10. Additional Matters

10.1 Clarence Regional Library scheduled Committee Meetings for 2021:

11. Items for next meeting

11.1 DVD collection

11.2 Our literacy focus

11.3 Annual State Library Statistics Comparison Report

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

11.4 Annual Budget

Meeting Closed: 12:03pm

Next meeting: Friday 13 August Bellingen

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



ITEM: 5.1 No. 3/21 – UPDATE ON RECRUITMENT FOR DIGITAL ENGAGEMENT POSITION

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	no	

REPORT SUMMARY

This report provides an update on the Recruitment process for the Grade 8 Senior Library Officer (Digital Engagement).

OFFICER RECOMMENDATION

That the CRL Committee note the progress of the recruitment for the Grade 8 Senior Library Officer (Digital Engagement).

LINKAGE TO CVC COMMUNITY PLAN

Theme **1 Society**

Objective **1.3 We will have a diverse and creative culture**

Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing

- Objective:
- 1 Our children, youth and seniors are valued, involved and supported
 - 2 We are a learning and creative community
 - 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 - 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

It was noted, in the CRLC 13 May minutes that; the incumbent had planned to travel with family at the end of the current contract and would be available upon return.

The Committee suggested the possibility to utilise the period between contracts – up to 12 weeks, to use the remaining funds from the Marketing Plan (approx. \$4,500) to outsource the design for the membership brochure, to provide funds to continue social media development/posts and to provide an opportunity for Bellingen casual staff to fill the gap between contracts.

The Committee also suggested future reports include information on training of staff in various aspects of the role.

<p><u>Recommendation</u></p>

<p>That the Committee:</p>

- Note the achievements of the position and the contribution to the CRL Service.
- Extend the contract for a further 12 months
- Review the position as part of the new Library Agreement negotiations
- Remaining funds allocated to marketing plan to be used to develop membership brochure and provide social media coverage (with consideration given to Bellingham casual staff to fill the gap between contracts)

Moved: Des Schroder
Second: Alison Pattinson

Adopted

On the 15 June an email was sent to the CRL Committee updating on the recruitment process for the Digital Engagement position beyond 30 June 2021:

- *The next 12 month contract will need to be merit based and advertised externally to commence from 1 October for 12 months*
 - *This can be done whilst at the same time indicating there may be opportunity to back fill the position prior to and up to this date*
 - *This would be a casual/temporary position from approximately July – September*
 - *Any Bellingham staff wishing to be considered for either of these options above will need to apply as per normal recruitment practice*
- *This process is to ensure the recruitment process complies with the legislation*
- *Recruitment will commence as soon as practical*

KEY ISSUES

The position was advertised on the Clarence Valley Council website on the 2 July for a period of 3 weeks. Interviews have been set for Wednesday 18 August. At closure of the application period, five applications had been received.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	no

ITEM: 5.2 No. 3/21 – UPDATE EXPENDITURE SPREADSHEET FOR 3RD QUARTER

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides an update on the 3rd quarter income and expenditure spreadsheet. This is in response to Committee questions for clarification.

OFFICER RECOMMENDATION

That the CRL Committee note the items for clarification.

LINKAGE TO CVC COMMUNITY PLAN

Theme	1 Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Support arts, learning, cultural services, community events and festivals

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	<ol style="list-style-type: none"> 1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 We are connected, safe and healthy with a strong sense of community

BACKGROUND

The 14 May 2021 item 8.3 recommendation:

Recommendation

That:

- *The Report on the 3rd Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee*
- *The Regional Librarian will circulate clarifying figures for:*
 - *Line 37 - related to Admin/Operating which had an unexplained increase in the revised budget column and a notation that some (unquantified) amount needed to be transferred for RFID tags that had been incorrectly costed*
 - *Line 38 - Promotional expenses was noted as having an additional \$6,000 in commitments which would mean it is almost spent*
 - *Line 42 - was explained in the meeting as - the amount (\$276,15.15) refers to the amount of income for 2021 that has yet to be spent.*
 - *Line 75 - is the line of most concern as the CRL reserve expenditure adopted March 2020 and revised November 2020 v7 papers provided for the meeting listed the opening reserve balance as \$830,055.59 whereas this report notes it as \$795,033.59 without explanation of why there could possibly be a reduction by \$35,000 in an opening balance at this stage of the year. It is critical that this be addressed given the attention to detail needed for the reserve at the moment. It is assumed*

the figure in the quarterly budget review is incorrect and the \$830,055.59 is the correct opening balance.

Moved: Cllr Peter Ellem

Second: Jill Haynes

Adopted

KEY ISSUES

The starting amount for the *CRL Reserve* was changed in the *CRL Reserve forecast* spreadsheet presented to the May meeting. This was to reflect the decision of the Committee not to go ahead with the Library Review. Therefore, the \$35,000 that was removed from the *CRL Reserve* for this purpose would be transferred back to the *CRL Reserve*.

The *CRL reserve expenditure adopted March 2020 and revised November 2020 v7* papers provided for the May meeting listed the Opening Reserve Balance as \$830,055.59. The \$35,000 was added into the *CRL Reserve* calculations, in the Opening Balance, this in hindsight was incorrect.

The current attached *CRL Reserve Forecast - August 2021* has been adjusted based on the following:

- Opening balance for **2021/22** is based on the estimated actual figures as they appear in the *4th Quarter June 2020/21 Spreadsheet*
 - Once final calculations are complete, this amount will be adjusted in both the Quarterly spreadsheets and also the *CRL reserve forecast* spreadsheet.
- The column for 2020/21 is now relabelled *2020/21 estimated actuals* (still needing the final calculations to be added).
- *Line 9-11* - no redundancies occurred in 2020/21 so the redundancy estimates have been removed.
- *Line 16* – reflects the actual amount spent on RFID equipment for 2020/21.
- *Line 17 – other equipment* has been added to reflect the amount spent from here as per the 4th quarter Income and expenditure spreadsheet.
- *Line 24 – Income interest* – this has yet to be calculated for 2020/21.
- *Line 27* – this is the operational excess for 2020/21 this amount is added to the Reserve at the end of the financial year.
- *Line 30 - final Reserve balance if the redundancies are not taken out*. This is based on the estimated actual balance as per the 4th quarter income and expenditure spreadsheet.
- *Line 7* for 2021/22 – is then the estimated actual amount in the *CRL reserve* for 2021/22.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	CRL Reserve Expenditure – August 2021

ITEM: 8.1 No. 3/21 – DVD COLLECTION**Meeting:** Clarence Regional Library Committee

13 August 2021

Reviewed By:**Attachment:** no**REPORT SUMMARY**

This report provides information on the CRL DVD collection.

OFFICER RECOMMENDATION

That the committee note the DVD collection acquisitions.

LINKAGE TO CVC COMMUNITY PLANTheme **1 Society**Objective **1.3 We will have a diverse and creative culture**Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals****LINKAGE TO BSC COMMUNITY VISION 2030**

Theme 2: Community Wellbeing

- Objective:
- 1 Our children, youth and seniors are valued, involved and supported
 - 2 We are a learning and creative community
 - 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 - 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

Movies are recognised as a convenient, often stimulating means of delivering entertainment, information and cultural perspectives to a wide range of viewers. Public libraries have for some time included videos and more recently DVDs in their collections to supplement the other formats of recreational and informational materials that are offered.

The Clarence Regional Library introduced a DVD collection for loan in 2011/12, committing a portion of the collections budget to starting the collection with 2,060 titles.

The DVD collections continue to be popular with our community, in 2020/2021 we added 1,995 items to the collection to bring the total to 13069 items. There were 51,285 loans of DVD's over 2020/2021, a modest increase of 1297.

The *Standing Order* which was first established with a major DVD supplier in 2013 continues to ensure purchase of a balanced collection, with a monthly supply as follows:

Movie DVD New	16
Movie DVD Classic	4
World Film DVD	4
Childrens DVD	12
Lifestyle DVD	4
Documentary DVD	4
TV Series DVD	10
ABC/BBC/SBS	8
Anime	4
Seasonal	12 yearly

KEY ISSUES

Covid-19 continues to have some impact on the supply of titles. Due to the shutdown of the entertainment industry across the world in 2020, the availability of new titles decreased and classic titles became harder to obtain.

A slight decrease in the collections budget led to the decision to reduce the number of copies on in demand popular movies from four copies per title to three.

The community continue to utilise our *Suggestion for Purchase* service to request DVD titles. These requests are predominately for series that are only available through one of the subscription streaming services. At this time, these services are not releasing their exclusive content on DVD. Our supplier has indicated that over the next year this may change as the number of subscription services increases. Until this happens, we are unable to satisfy these requests.

Holdings and loans of R rated titles has slowly increased over the last year. Due to the change in the *CRL Collection Development Policy* Clarence Regional Library has been able to buy the complete series of *Game of Thrones* as well as Quentin Tarantino's movies and classics such as *Mad Max*. There are currently 34 R rated items in the collection and there were 38 loans in 2020/2021.

Combined with continued purchasing and the selection of quality DVD donations, the Clarence Regional Libraries continue to offer a regular supply of quality DVDs to borrowers. The service has established itself as a lender of a wide variety of DVDs including Movies, Childrens and Teens DVDs, Television series, documentaries, travel, cooking and Music DVDs, and is supplementing the standing order with selections of quality titles from supplier lists and donations.

Prepared by	Victoria Keane – Team Leader (Regional Resources)
Attachment	NIL

ITEM: 8.2 No. 3/21 – OUR LITERACY FOCUS

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	no	

REPORT SUMMARY

Report outlines the literacy resources and programs at Clarence Regional Libraries.

OFFICER RECOMMENDATION

That the CRL Committee note the literacy resources and programs currently available at Clarence Regional Libraries.

LINKAGE TO CVC COMMUNITY PLAN

Theme **1 Society**

Objective **1.3 We will have a diverse and creative culture**

Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing

- Objective:
- 1 Our children, youth and seniors are valued, involved and supported
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 - 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 - 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

Clarence Regional Library is committed to providing access to resources and delivering programs that promote lifelong learning and literacy. Literacy is identified as a key service and activity in the *CRL Strategic Plan 2012-2022*.

We do this in a number of ways:

Literacy Resources

Clarence Regional Libraries have a variety of resources to help support literacy and lifelong learning

- We currently have 4,160 Junior Fiction Readers and 1,169 Junior Non Fiction Readers in the collection.
- In 2019/2020 a collection of books in dyslexic font was purchased. We are continuing to grow this collection. At the end of the 2020/2021 financial year there were 402 titles in dyslexic font, 130 in the adult collections, 229 in the junior collection and 38 in the young adult collection.

We subscribe to a number of eResources that can assist people of all ages with literacy

- Storybox Library - is an educational website created for Australian children to view stories by Australian authors and illustrators, being read aloud by fantastic storytellers.
- Ziptales - aims to help kids improve their literacy and reading skills by making reading even more fun. This interactive site introduces kids to over 500 interactive stories, including Choose Your Own Adventures, those with voiceovers, animations and more. There are three different literacy levels to choose from: Preschool (for ages 2-5), Developing (for ages 5-8) and Extending (for ages 8-12).
- Mango Languages – is an interactive online resource providing audio tutorials to practice reading, listening, and speaking in over 70 different languages. It also has ESL courses for Arabic, Cantonese, Mandarin, French, German, Greek, Italian, Japanese, Korean, Brazilian Portuguese, Polish, Russian, Spanish, Turkish, and Vietnamese speakers.

Literacy programs run by Clarence Regional Libraries

Early Literacy

- Story time sessions for 0-5 year olds are held weekly at all locations.
- Baby Bounce programs at Clarence Valley Library locations. COVID -19 has meant that we have not been able to run these sessions in the last 15 months. Baby Bounce was developed for parents/carers and babies aged 0-18 months. They are interactive sessions of popular songs and rhymes.
- National Simultaneous Story Time - All locations have story times developed around National Simultaneous Story Time. These are either held on the day or are part of the weekly story time session.
- Children's Book Week - Libraries develop programs aimed at pre school age children to celebrate Children's Book Week and the shortlisted picture books and early childhood books.
- Pre School and School group tours – tours of Grafton Library for pre-school and school groups help promote library literacy.

Digital Literacy for seniors

Clarence Regional Libraries have been delivering various programs under our *Get Connected* banner to help the senior members of our community improve their digital literacy.

- *Tech Savvy Seniors* – Grant money from Telstra has enabled us to provide a number of workshops to assist seniors with using their phones or tablets.
- *Be Connected* – a federally funded program to help older Australians improve their digital literacy. This program originally started as a series of workshops held at CVC libraries to assist seniors with various aspects of technology, including devices, email, websites and software. The *Be Connected* program now helps fund a staff member to provide one on one help and small group sessions for two hours every Tuesday and Thursday at the Grafton Library
- *Youngster.co* – The partnership with Youngster.co enables us to provide one on one and small group technology assistance at all locations. Youngster.co provides young technology assistants to help our senior community members.

KEY ISSUES

There are a number of early literacy programs being run by Public Libraries in Australia that we have been investigating for implementation at Clarence Regional Library

1000 books before school

Gunnedah Library began their 1000 books before school program in 2014. The aim is as the title states to encourage 0-5 year olds and their parents and carer's to read 1000 books before school. They can read any book, it does not need to be a library book and if they read 3 books a day they will be finished in less than a year. There are certificates presented by the Mayor for reaching milestones at 50, 100, 250, 500, 750 and 1,000 books.

Since Gunnedah started this program it has been taken up by many other libraries across Australia.

This program is achievable at Clarence Regional Libraries with implementation in 2022/2023.

Australian Reading Hour

Australia Reads and The Reading Hour

The *Australian Reading Hour* began in 2017 as a partnership between ALIA (*Australian Library and Information Association*) and booksellers. Libraries found they could engage readers to set aside an hour to read on a nominated day. In 2020 it became *Australia Reads*, a two week extended period that incorporates *Australian Reading Hour*.

In 2020 *Australia Reads* and *The Reading Hour* was promoted through the CRL social media pages. We will continue to do this with a view to holding events at our libraries in the future.

Indigenous Literacy Day

Indigenous Literacy Day will take place on 1 September 2021. The acting Programs Officer is currently investigating how we can promote this.

Bookends Program

Gunnedah Library launched their Bookends program in 2018. This is an after school literacy program where seniors can be "borrowed" by participants for one-on-one reading assistance. Readers also become part of the 1000 books after school programs.

There are two major challenges to implementing this program. COVID-19 restrictions and reduced staff capacity to co-ordinate volunteers and participants.

Implementation of the programs above would depend on staffing levels and capacity.

Recommended Reading

https://www.sl.nsw.gov.au/sites/default/files/nsw_early_literacy_framework_public_libraries_accessible.pdf

Prepared by	Victoria Keane – Team Leader (Regional Resources)
Attachment	no

ITEM: 8.3 No. 3/21 – ANNUAL STATE LIBRARY STATISTICS COMPARISON 2019/20

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	no	

REPORT SUMMARY

This report provides an overview of the performance of the Clarence Regional Library (CRL) as reported in the Public Library Statistics 2019/20 Report.

OFFICER RECOMMENDATION

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

LINKAGE TO CVC COMMUNITY PLAN

Theme **1 Society**
 Objective **1.3 We will have a diverse and creative culture**
 Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing
 Objective:
 1 Our children, youth and seniors are valued, involved and supported
 2 We are a learning and creative community
 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

NSW public library statistics have been gathered and reported by the State Library of NSW since 1973.

Data is provided by member Councils of the CRL for the period July 2019 to June 2020 and provides a significant body of data to gauge the relative performance of all the public libraries across the State. A scale of 1 to 90 is used to rank performance against other public libraries where appropriate. This represents the total number of library services for 2019/20 and includes stand-alone libraries and regional or joint libraries where up to 10 local councils have entered into a written agreement to provide combined services.

KEY ISSUES**COVID-19**

Library usage figures for 2019/20 were significantly affected by COVID-19, with all library buildings ordered to close from 23 March to 1 June 2020. Onsite services for June were restricted due to COVID-19 Safety Plans, and many branches remained closed over that month.

Libraries quickly adapted over the period and implemented enhanced online services which were enthusiastically taken up by local communities. Other low-contact services such as "click and collect" and home delivery provided hard copy materials to readers. The State Library of NSW worked closely with Premier and Cabinet and NSW Health to develop a COVID-19 Safety Plan for Libraries which was regularly updated in line with Public Health Orders.

State-wide Facts:

- Physical visits to public libraries were 25.8 million in 2019/20.
- Loans of collection items are significant, 38.4 million in 2019/20.
- Virtual visits to public library websites were 12 million 2019/20.
- Internet bookings in public libraries including Wi-Fi were 8 million in 2019/20.
- There were 2 million eBook loans an increase of 500,000 on the previous year.
- Local government expenditure on public libraries has grown from \$90,854,826 in 1990 to \$391,629,293 in 2019/20. State Government expenditure grew from \$13,126,718 to \$36,478,000 in 2019/20 (with an additional \$5.3m through the Regional Cultural Fund). Funding by LGA's continues to grow in absolute terms.

CRL Facts:

A selection of criteria is to provide an overview of the change in performance of the CRL over previous years and with reference to the NSW average across all public libraries. The data reported, addresses not only the collection, which is the core responsibility of the CRL Committee, but also staff comparisons that will be of interest to each member Council.

In summary, the data shows where we have successfully maintained our middle ranking in key areas of the collection. It clearly demonstrates to the funding body that the CRL is effective in managing collection development improvements.

Staffing levels have remained static for Clarence Valley Council but have increased lightly for Bellingen Shire during this reporting period.

Population Comparisons:

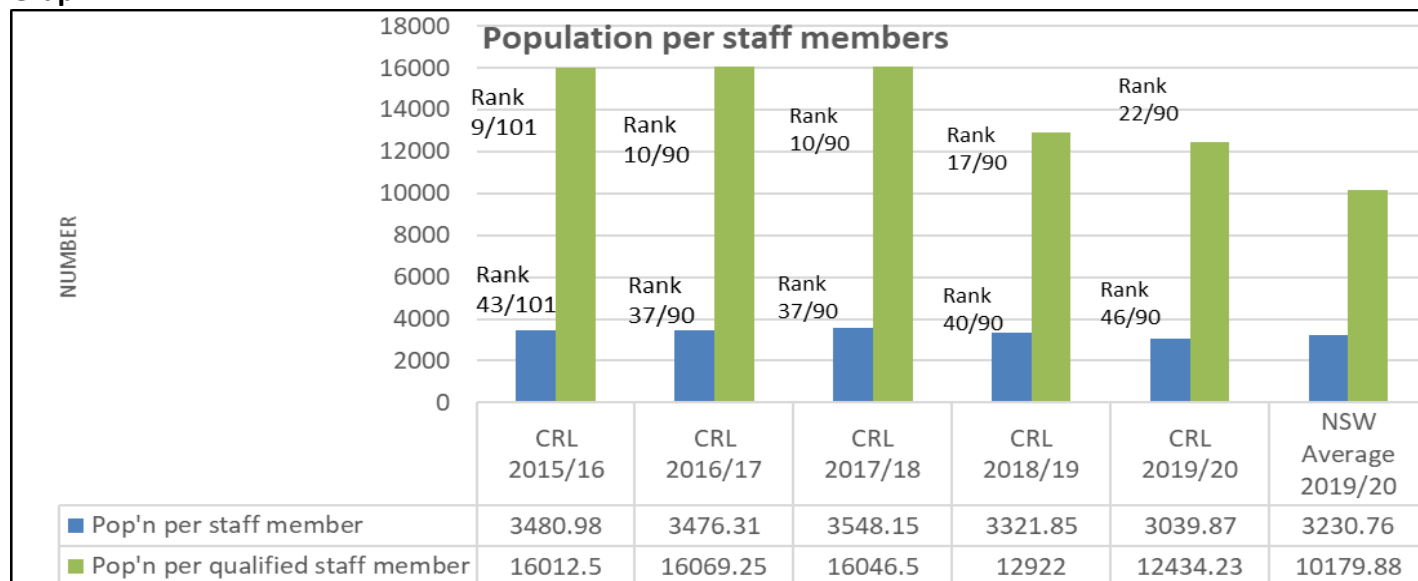
Please note: Covid-19 affected result

Population per staff member in the Clarence Valley Council and Bellingen Shires that make up the CRL is 6% below the State average this has decreased from the 2% above the NSW average for last year. In this result, the determining factor is the fluctuation in population for both LGAs over the 12 month period, an increase in casual staffing levels for all locations and the introduction of the temporary contract position in Regional Services in the latter half of the year.

The population per qualified staff member is 22% higher than the State average. This is a reduction from the previous high of 31% above the State, however this continues to place a potential workload on the small number of staff who have formal library qualifications far greater than what is experienced generally

in public library services across the state and is evidenced in our relative ranking (the higher the ranking the better in this instance).

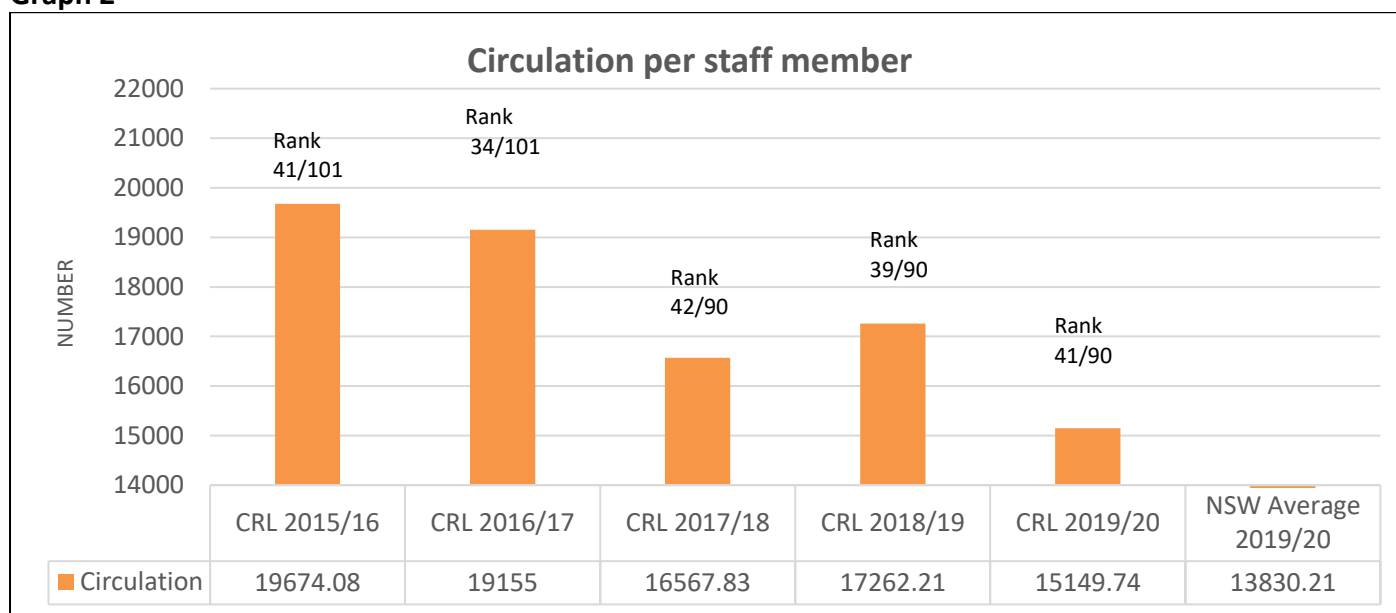
Graph 1



This information must be considered with respect to the actual amount of lending activity undertaken by staff.

Graph 2 indicates that the current amount of lending activity undertaken by our staff is 9.4% above the state average for the year, where many libraries closed their doors for extended periods during Covid lockdown. This result reflects the CRL determination to continue to support their communities by providing reading material during the crisis. This is a reduction from the 2018/19 and the 2017/18 result for CRL, however the added burden of no volunteers during Covid lockdown meant this result still increased the physical burden on individual staff, particularly those operating in single staffed locations.

Graph 2

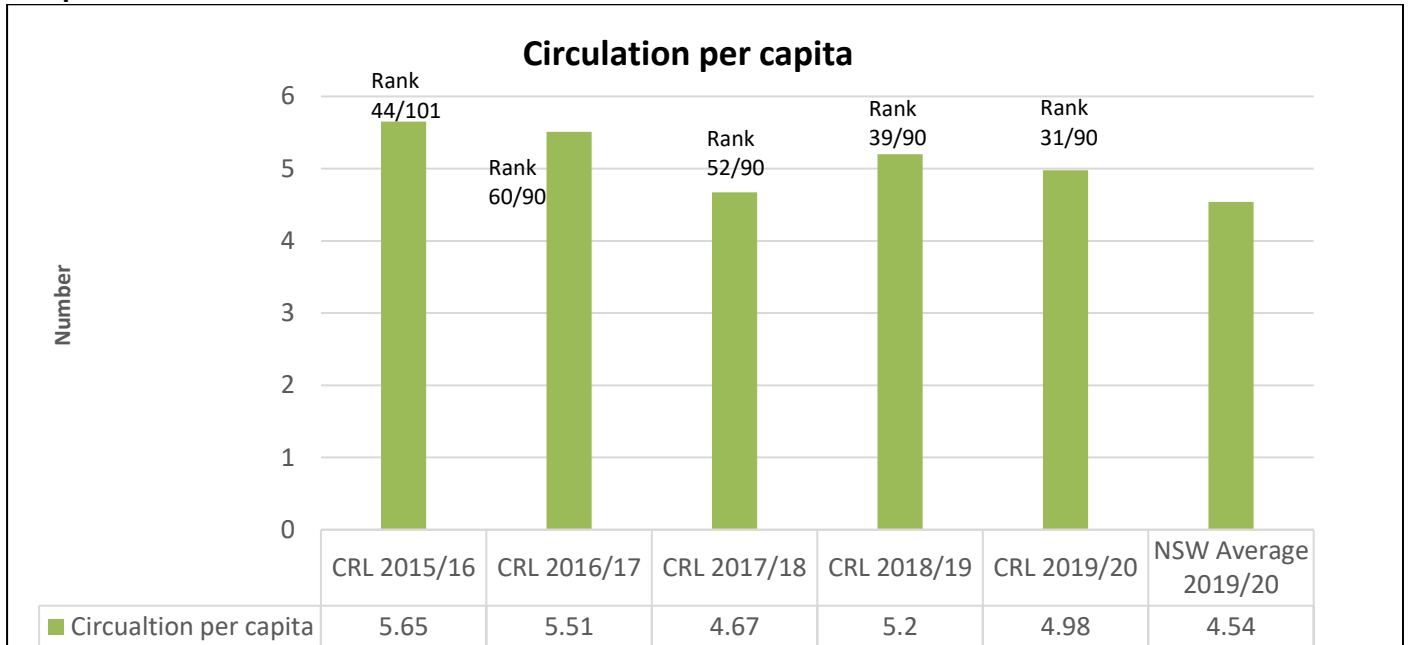


Circulation / Borrowing:

Please note: Covid-19 affected result.

Our overall circulation (borrowing) of items per capita has decreased from last years CRL result (Graph 3) however we are now 10% above the State Average. This is a direct result of maintaining services during lockdown through our *eLibrary* and the *click/call & collect Service*. We will continue to monitor this. We are also reviewing the type of items purchased in light of changing reading patterns that have been noted in the industry over the last 2 years. Our Rank against the rest of the State has also improved.

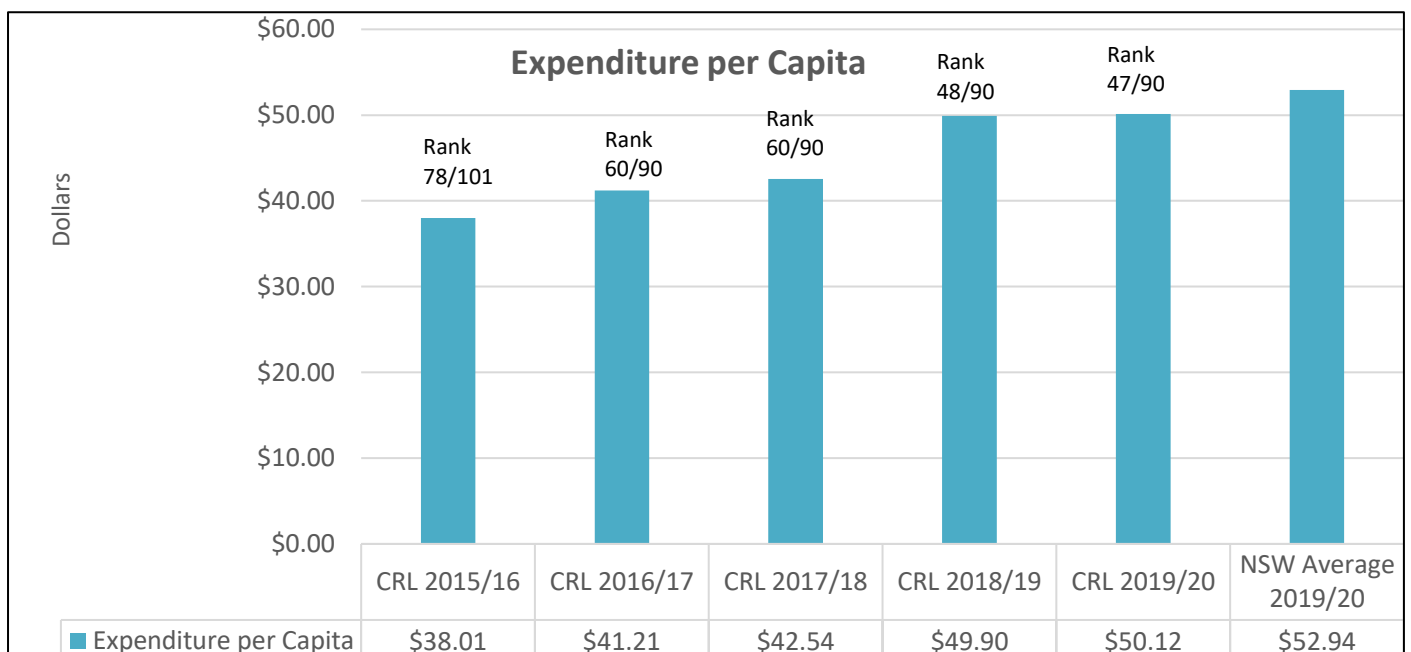
Graph 3



Total Expenditure on Library Services:

The total expenditure on library services per capita is 6% below the State Average (Graph 4). This is an improvement on the previous year's 14% and also on 2017/18 result of 16.4% below the State Average. This result comes from the CRL agreed funding formula increase for each year. Our ranking compared across the State has also improved.

Graph 4

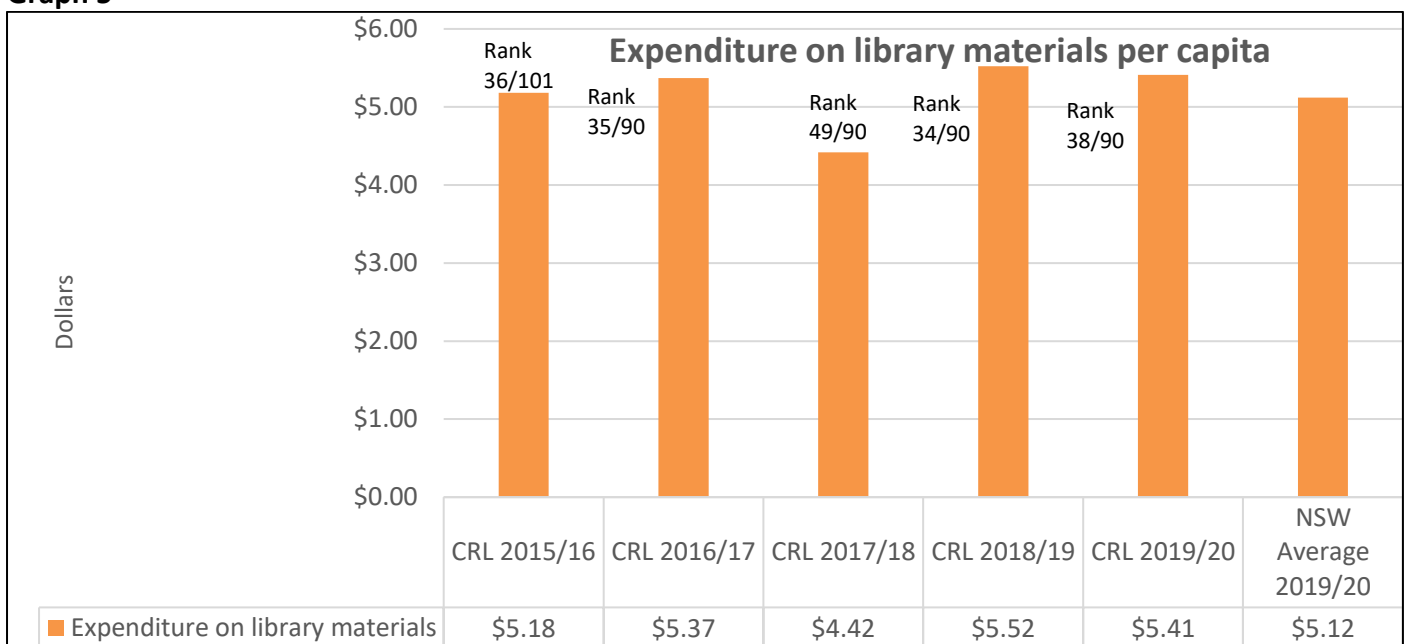


Expenditure on Library Materials:

Our expenditure on library materials per capita has decreased slightly on the previous years results, and our rank has improved against the State, we are 6% above the State Average in expenditure on library materials (Graph 5) this year. This was done as the physical spaces in our libraries were at capacity. The rollover of unspent funds from book vote needs to be reviewed each year in order to reflect the collection needs.

NOTE: Expenditure on library materials includes library materials - non-print resources (Capital); library materials – print resources (Capital); periodicals, newspapers, journals & magazines; non-book resources; licensed access to electronic resources – databases; licensed access to electronic resources – eBooks & eAudio books.

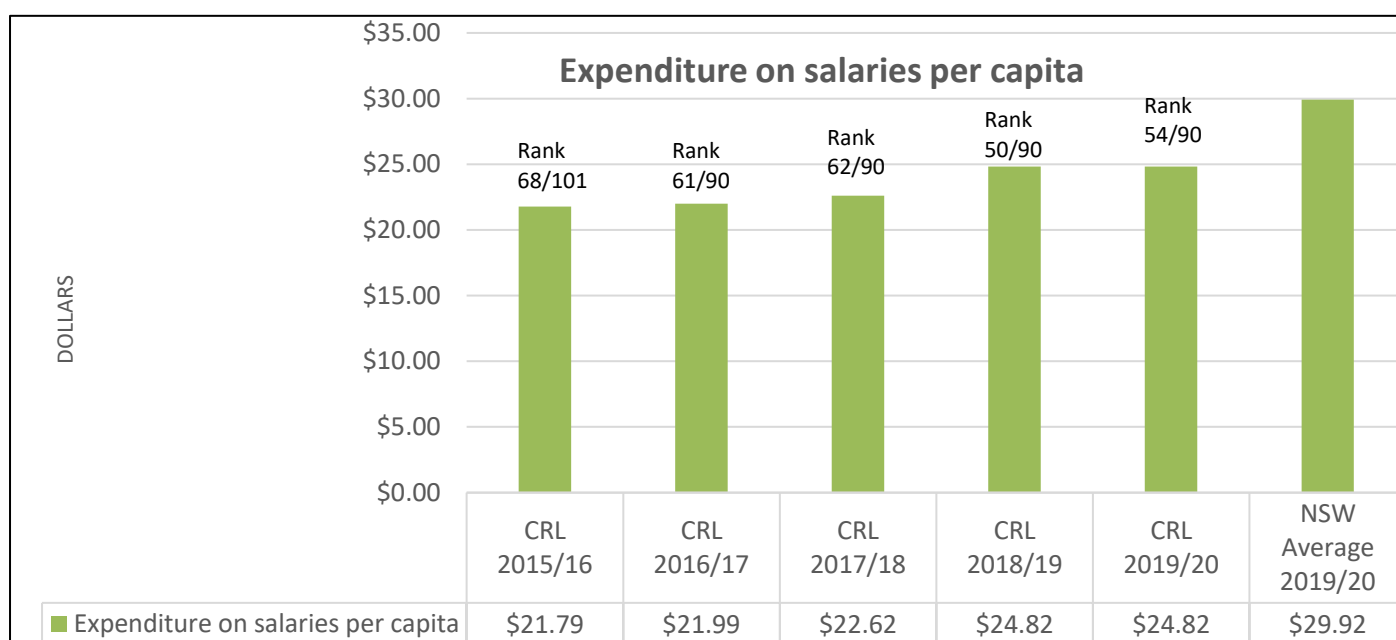
Graph 5



Expenditure on Salaries:

Our expenditure on salaries per capita remained the same as the previous year. At 17% behind the State Average, the CRL ranking has also decreased by 4 places on last year (the lower the rank the higher the expenditure) (Graph 6). Any changes in this result are due to staff achieving competencies at higher steps in the salary structure and CPI increases comparative across the state.

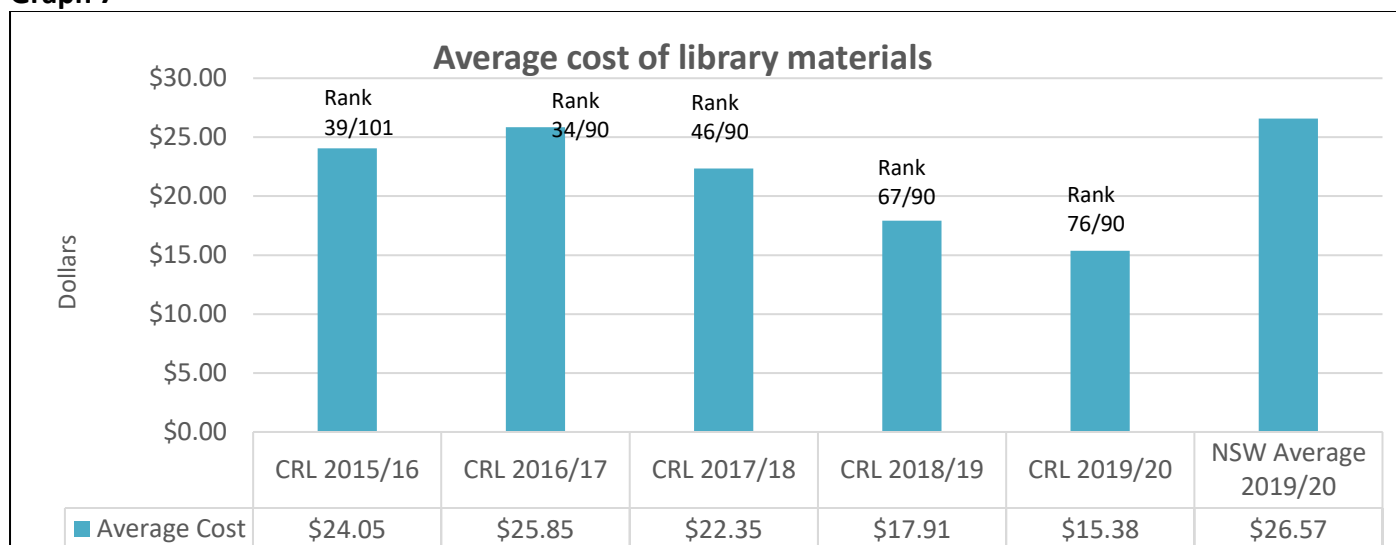
Graph 6



Cost of Library Materials:

The average cost of our library materials for this financial year is 42% lower than the average across the State. The Regional Library negotiates annually with our suppliers for the best possible discounts available, as well, our purchasing focus changes from year to year depending on which sections of the Collection needs focus on. This outcome will continue to be monitored into the future. There are elements of the collection which are more expensive on average to purchase than other areas i.e. audio reads, large print and Aboriginal items. For 2019/20 and 2020/21 financial years the focus has and will be on improving our Large Print and eAudio collections which may result in an increase in the average cost of library materials in these years.

Graph 7



Acquisitions and Discards:

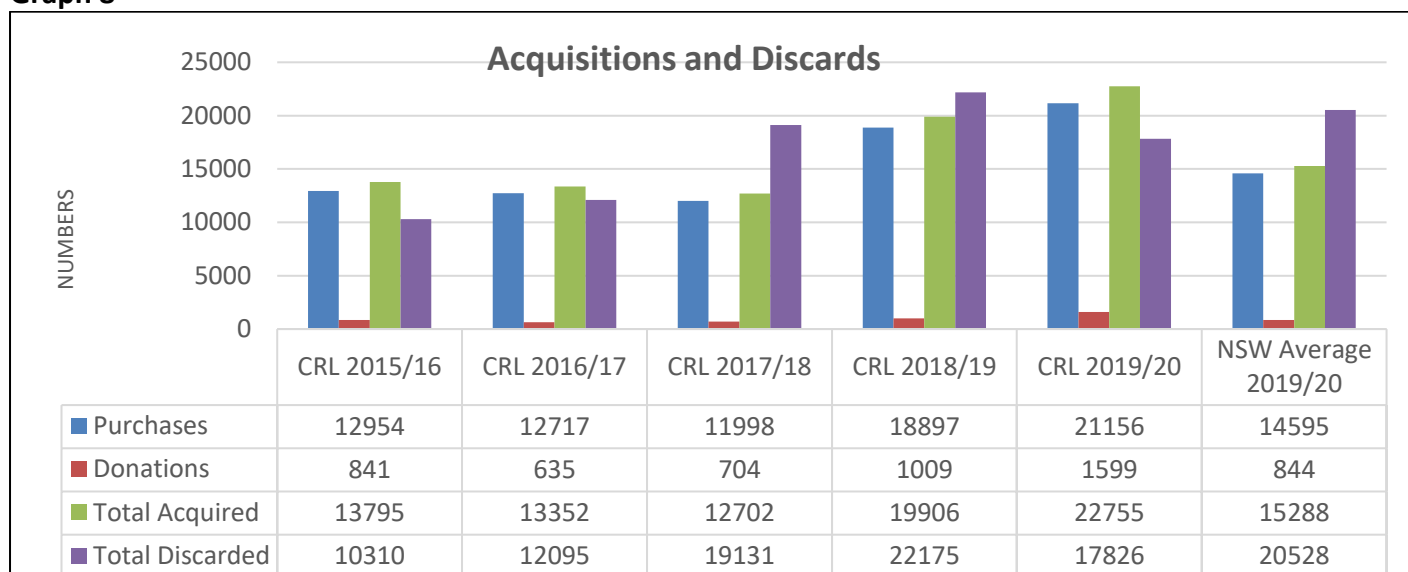
Please note: Covid-19 affected result

The total number of purchased items is 12% higher than last year; and is 45% higher than the State Average (Graph 8). We continue to maximise the book vote expenditure where possible, utilising standing orders and content profiling. The acquisitions here also do not account for the increased eBook, eAudio or

eMagazine purchases we have acquired digitally. This year the number discarded is lower than our purchases, it was not possible for Regional staff to conduct Deselection in person across the region due to Covid restrictions, without volunteer support at the libraries available and more intensive/time consuming service models for Covid, less deselection occurred.

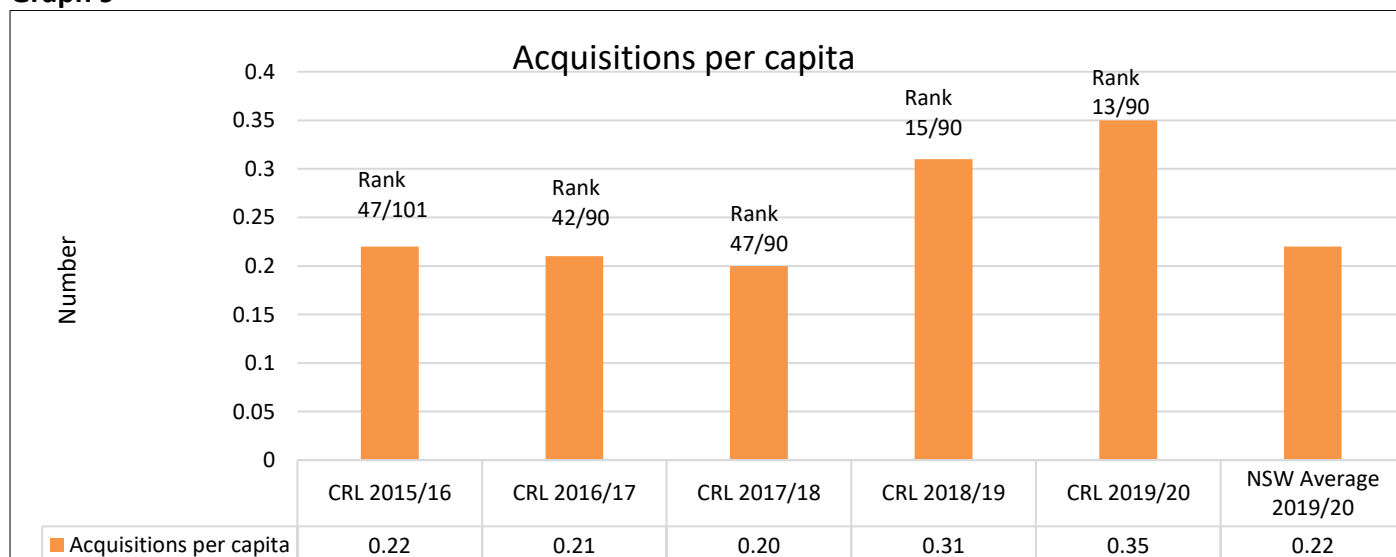
As we do not have the floor space to significantly increase the size of our collections, this is a constant juggle. A number of our library spaces are under the recommended floor space for our growing populations. Deselection of stock is a very labour intensive activity for staff and is a task that has to be prioritised around service desk responsibilities, programming and the acquisition processing of new stock. The ideal is to have similar amounts of new stock and deselected stock each year.

Graph 8



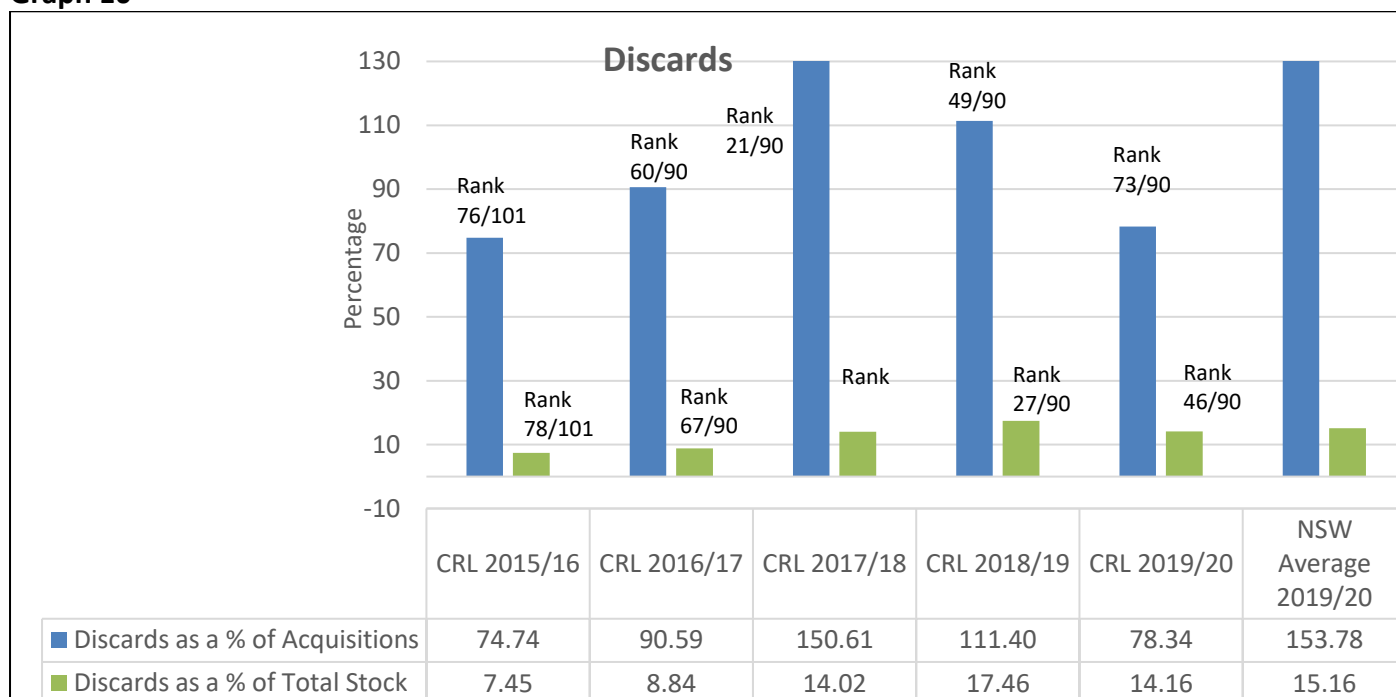
Our total acquisitions per capita is higher than the current State Average this year and our State Ranking has improved to 13 out of 90 (graph 9). This has redressed the lower figure from the previous years where we were 6% behind the State Average for the year. Once again this number does not account for the increased acquisition of eBook, eAudio or eMagazine purchases we have acquired digitally.

Graph 9



Discarded stock represented 78.34% (Graph 10) of our acquisitions (new stock for the 2019/20 year). This is 49% under the State Average for the year. This result reflects the effect of Covid on our deselection process this year. All static libraries had been reporting overstocked shelves and there was a continual need to manage this. Our rank has slipped for both measure this year: *Discards as a % of Acquisitions* and *Discards as a % against Total Stock* both affected by the Covid lockdown restrictions.

Graph 10

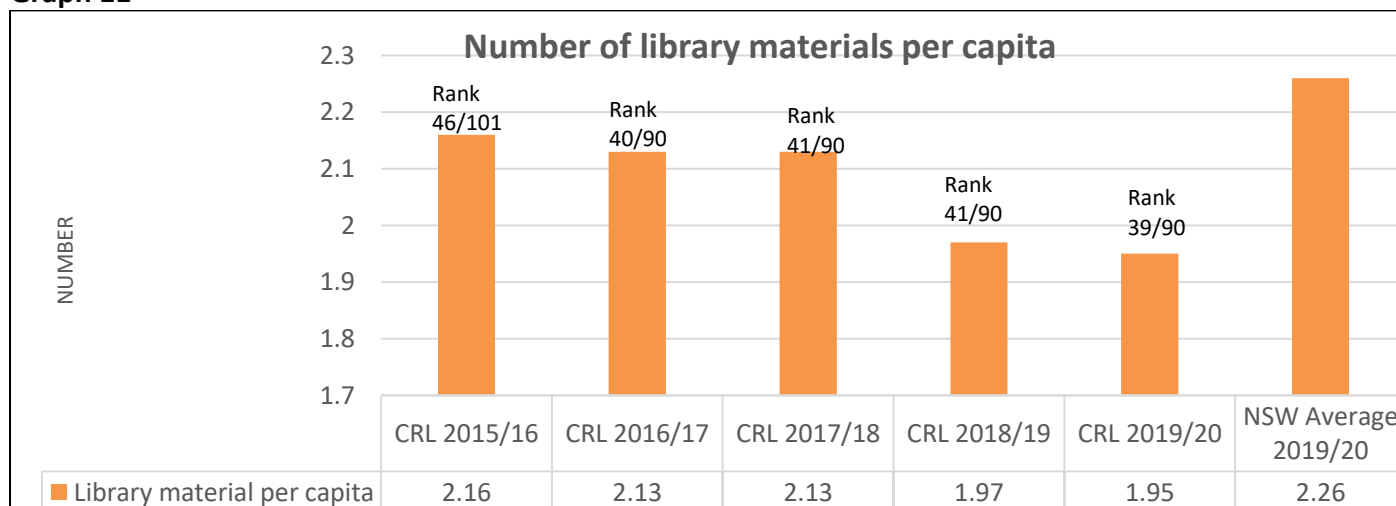


Library Materials:

The CRL's library materials per capita has gone down slightly this year and our ranking has improved one place on last year's result (Graph 11). We remain at 14% below the State Average.

The issue we are continuing to juggle with is overstocking in our smaller libraries at their current size, we need to continue to consider eResource alternatives for stock as they do not take up shelf space in our libraries. The expansion of Dorrigo library and the development of the new Yamba Library should see an easing of this overstocking situation for these libraries in the future.

Graph 11

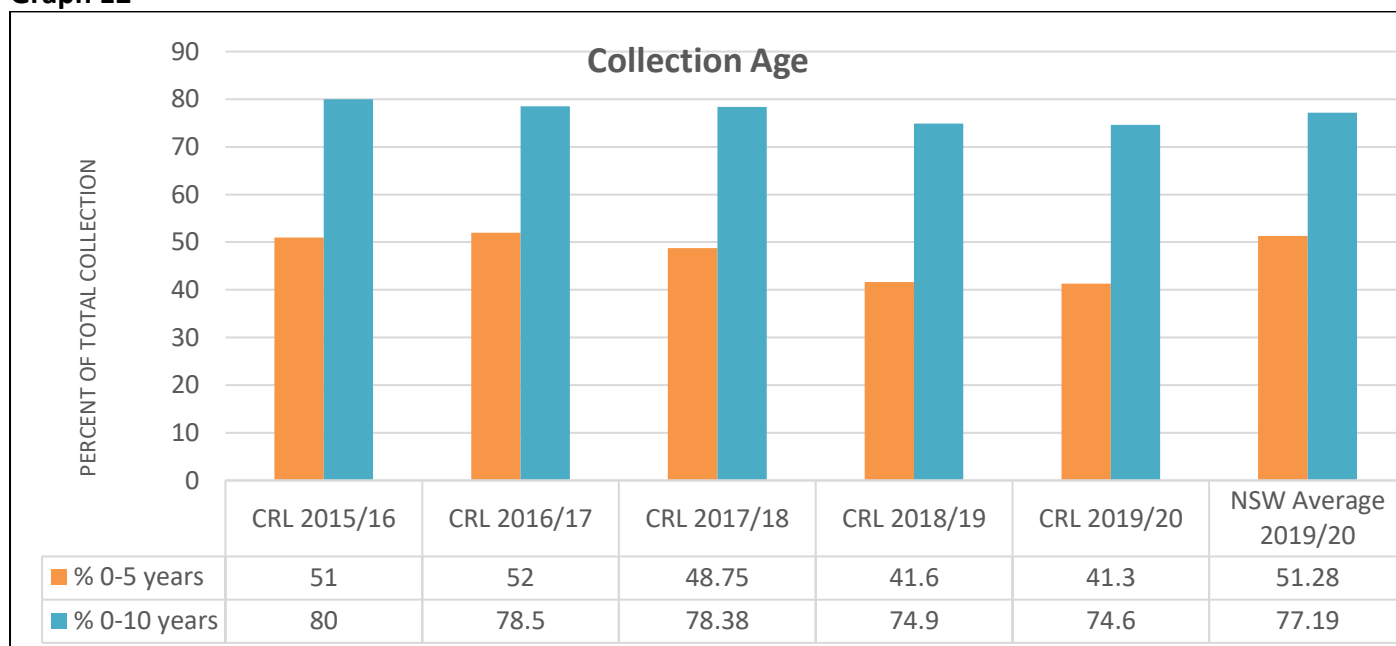


Collection Age:

Please note: Covid-19 affected result against the State averages

The age of our collection has shown the collective improvement of the investment in our book stock and targeted weeding program of older stock (Graph 12). We are 19.5% below the State Average for 0-5 yrs and a 3.4% below the State Average for 0-10 yrs. Continued deselection that reflect our acquisitions levels should maintain and improve these levels.

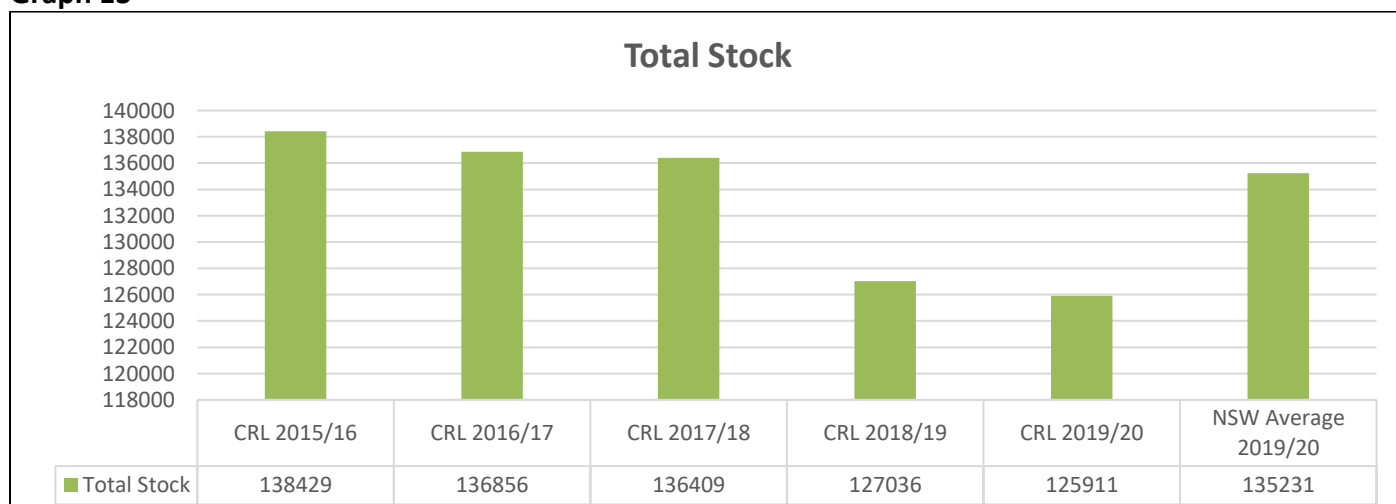
Graph 12



Total Stock:

Our collection size is regularly reviewed in terms of the space we have available, for some of our collections the space is restrictive: for example, YA Fiction and Audio books, deselection schedules are planned and regularly updated on advice from staff. It is in the eResources where our collections have potential to grow. These include eBooks, eAudio, eMagazines, local images catalogued and digitised into the collection etc. we continue to work at stock levels on our shelves in order to provide the best access to our community members. With the expansion of Dorriggo Library and the development of the new Yamba library increased stock in these locations will benefit the whole region.

Graph 13



Turnover of stock:

Please note: Covid-19 affected result

Note: This is obtained by dividing the total circulation by the total library lending stock to provide an indication of stock use. The lower the ranking number the higher the turnover compared to the State, we have improved in the ranking number, though the actual number is lower for the CRL than last year. We are 3.4% lower than the State Average. (see table 14)

Graph 14

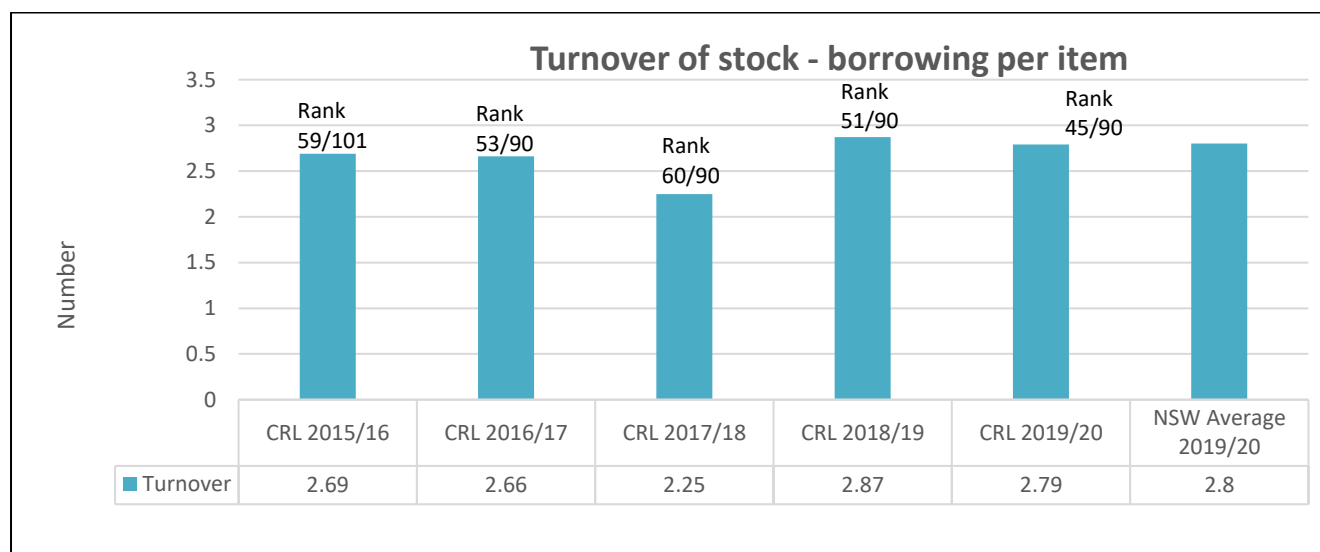
















Table 1: Summary of Performance 2019/20

Criteria	2019/20 compared to previous year	2019/20 compared to State- wide average	Comment
Population per staff member	✓	✓	The number of residents per staff member decreased against the previous year and is under the State Average.
Population per qualified staff member	✓	✗	The number of residents per qualified staff member decreased against the previous year but is still higher than the State Average.
Circulation per Staff member	✓	✓	Decreased against previous years result due to Covid still 9.4% above the State Average.
Circulation per capita	✗	✓	Decreased on last years result. Is 10% above State Average due to Covid.
Expenditure per Capita	✗	✓	Decreased on last year's results. 6% below the State Average this is also an improvement from 14%, our ranking compared with rest of State results has improved also.
Expenditure on Library materials per capita	✗	✓	Decreased slightly and now 6% above State Average.
Expenditure on salaries per capita	✓	✗	Same result as last year but now 17% behind State Average, rank fallen 4 places.
Average cost of library materials	✓	✓	Improving compared to State at 42% lower than State Average. Improved from previous year, costs lower than previous year.
Acquisitions per capita	✓	✓	Increased on last year and compared to State Average. We are spending more on eResources.
Discards as a % of Acquisitions	✗	✗	Lower this year and lower than the State Average. We still need to keep up with weeding regime in response to previous years where it has not been enough.
Discards as a % of Total Stock	✗	✗	Decreased this year in State Average. We need to increase discard regime, same as previous comment.

Number of Library materials per capita			Down slightly compared to last year. 14% below State Average. Improved 1 place in State Ranking.
Age of library Materials			Similar to State Averages but need to increase weeding levels so stock remains relevant.
Total stock	 	 	Total stock levels are down from previous year, however they need to further reduce as the shelves have ongoing congestion issues. Stock below the State average we do not have standard size libraries to accommodate our growing population needs, hence congestion. This will change with both the Dorrigo expansion and the new library development in Yamba.
stock turnover - (average number of borrowings per lending item)			Lower compared to last year, due to Covid. However, we are only 3.4% below State Average and our Ranking has improved m6 places.
Library visits	 	 	22% behind the state average for this year & 18% behind the CRL result from 2018/19. Considering Covid, a mixed result.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil

ITEM: 8.4 No. 3/21 – CONTRIBUTIONS FOR 2021/22 FINANCIAL YEAR

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides the per capita contribution for member Councils to the Clarence Regional Library budget for the 2021/22 financial year.

OFFICER RECOMMENDATION

That member Councils note their per capita contribution for the 2021/22 financial year as per the decision to continue the Library Agreement and funding formula for an additional 12 months.

BACKGROUND

14 May 2020 CRLC Minutes:

Recommendation

That the committee endorse the extension of the Clarence Regional Library Agreement until 1 July 2022.

Moved: Cllr Toni Wright-Turner
Second: Cllr Karen Toms

Adopted

13 August 2020 Minutes:

Recommendation

That the Committee:

- Acknowledge the Clarence Valley Council adoption on the 23 June of the extension of the Clarence Regional Library Agreement until July 2022.
- And acknowledge the adoption of the extension by Bellingen Shire Council on the 24 June 2020.

Moved: Cllr Karen Toms
Second: Jill Haynes

Adopted

The Library Service Agreement sets the per capita contributions of members as follows.

Item 10.3 An agreed formula shall be used to determine the budget Contribution for each Member Council which shall be based on a per capita rate contribution.

Contribution = Population x Per Capita Rate

Item 10.3.1 Specified amount of Contribution from each Member will be provided when the population figures are released by the Australian Bureau of Statistics (ABS), generally in March of each year. The population is determined by the ABS report 3218.0 Regional Population Growth, Australia Table 1. Estimated Resident Population, Local Government Areas, New South Wales.

The annual increase for this contribution is based on the following formula:

Item 10.6 The annual level of increase in the Per Capita Rate for member Contributions is set at:

Per capita increase = Rate peg + X% = 4% rate per year

The agreement also makes provision for the agreed changes to the staffing arrangements which require 20% of the Regional Librarian's time being allocated to CVC library business. Therefore a reduction of 20% of the wage costs of the Regional Librarian are to be subtracted from Bellingen Shire Council's (BSC) contribution and paid for by Clarence Valley Council (CVC).

ISSUES

The rate peg determined for 2021/22 is 2% (See Rate Peg media release attached) the additional percentage contribution will therefore be 2%.

Bellingen Shire Council's (BSC) Estimated Resident Population as at 30 June 2020 (released by the ABS 30 March 2021) is 13,141. Clarence Valley Council's (CVC) Estimated Resident Population as at 30 June 2020 (released by the ABS 30 March 2021) is 51,730.

Total per capita contribution for 2021/22 for each council is as follows:

- CVC of \$996,899.18 and
- BSC of \$253,242.84

Clarence Valley Council will further contribute \$26,790.89 towards the Regional Librarian's wage to cover time spent administering CVC Public Libraries. (This is based on 20% of the current wage costs for the Regional Librarian).

Prepared by	Kathryn Breward – Regional Librarian
Attachment	CRLC media-release-2021-22-rate-peg-for-nsw-local- councils-8-september-2020

ITEM: 8.5 No. 3/21 – 4TH QUARTER INCOME AND EXPENDITURE SHEET

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	Yes	

REPORT SUMMARY

This report provides information on the 4th quarter for 2020/21.

OFFICER RECOMMENDATION

That:

- The Report on the 4th Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee.

LINKAGE TO CVC COMMUNITY PLAN

Theme	1 Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Support arts, learning, cultural services, community events and festivals

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 We are connected, safe and healthy with a strong sense of community

Items of note in the 4th Quarter Revenue and Expenditure include:

- *Line 12 - Grant Library (State)* – this indicates the *Vintage Film Club Grant* as revenue received in the 4th quarter - NSW Communities & Justice - Combating Social Isolation for Seniors Grant. Project 997438 - Your *Vintage Film Club*, received June 2021.
- *Line 22 - Leave Accruals* Year end transaction posting for this line item still to occur. Assume budgeted amount at a minimum.
- *Line 23 Workers Compensation* - Reflects lower costs for the organisation (CVC) as a whole for 2020-21 (85% organisation wide).
- *Line 28 – Subscriptions & Databases* – each year we review how our subscriptions and databases are used by our community and endeavour to source additional subscriptions as they reach the market. For example, we are currently reviewing a new streaming kid's radio service – *Kinderling* this as an approximate annual cost depending on population of around \$2,000. This budget gives flexibility to be able to subscribe to new services as they become available.
- *Line 29 – Telephone* Budget has been consolidated Organisation-wide - will be included as an allocated cost in future years.
- *Line 33 – Freight & Cartage* is high due to the extra boxing sent as a result of Covid restrictions last financial year.
- *Line 34 – Book Maintenance* – is a result of supply chain issues relating to Covid and less stock being processed by our suppliers. Our Book maintenance supplies are purchased in bulk and this means one year we spend more than the next to refresh these supplies.

- *Line 38 – Admin/Operating* - Purchases lower than anticipated. Postage lower by 15% (\$1,429); Printing & Stationery lower by 29% (\$2,611) – includes \$14,416 *Vintage Film Club* budget items that have not been spent at the time of this report. The remaining \$5,198 is the *Get Connected* programme funding from the *CRL Computer Reserve*. Will need to review to ensure it is being costed correctly via the timesheet system.
- *Line 60 – furniture & equipment* – includes replacement RFID Security Gates for Grafton, a replacement circ. assist and other equipment, including: DVD Spinners sneeze guards, tension barriers, ipads for digital devices grant.
- *Line 88 – interest estimate as per Budget* – Year-end transaction posting for this line item still to occur. Interest will be possibly lower due to declining investment returns.
- *Line 90 – Estimated balance as at 30/6/2021* – CRL Reserve \$738,960.22 the actual *Leave Accruals* have to be calculated and included in this figure. At a minimum \$46,478.00 should be taken from this amount once the calculation is complete for the organisation.

NOTE: The *Public Libraries in NSW Financial Reporting Manual* says it depends on whether the econtent is owned or leased. If it is owned in perpetuity it is capital. If it is licensed/leased it is operational. Page 12 of the report has the most information. Currently when completing the annual financial reporting for the State Library our finance section depreciates our eResources along with all other capital. As they are assets that CRL owns and are treated in the same as other book purchases.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	4th Quarter income and expenditure sheet as at 30 June 2021

ITEM: 8.6 No. 3/21 – ANNUAL BUDGET

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	Yes	

REPORT SUMMARY

This report provides information on the 2021/22 Clarence regional Library Budget.

OFFICER RECOMMENDATION

That:

- The Report on the Clarence Regional Library Budget for 2021/22 is endorsed by the Committee.

LINKAGE TO CVC COMMUNITY PLAN

Theme	1 Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Support arts, learning, cultural services, community events and festivals

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	<ol style="list-style-type: none"> 1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 We are connected, safe and healthy with a strong sense of community

Items of note in the 2021/22 Annual CRL Budget include:

- *Line 38 – Admin/Operating* – this will need to be updated to include additional expenses from the remaining funds to be carried over from the previous year for the *Vintage Film Club Grant* as revenue received in the 4th quarter from NSW Communities & Justice - Combating Social Isolation for Seniors Grant.
- *Note* - also an additional line needs to be added to include *State Library subsidies* received from each LGA as per the minute 17 February 2021:

Recommendation

That the CRL Committee agree to:

Returning 25% of the State Library Subsidies to CRL from 2021/22 and 50% in 2022/23 to preserve the CRL Reserve at a reasonable level and:

- Endorse a figure of \$200,000 as an estimated base rate for effectively covering potential redundancies.
- Provide a Book Vote to maintain the library Collection at appropriate levels, age and quality.

- Provide funds for another two User/Non-user Surveys conducted by a contractor over the next 10yrs.

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

- There will also need to be a budget variation for CVC once the final amount is indicated by the State Library (usually March the following year i.e. 2022)
- *Line 59 – Book Stock* – set at \$300,000 as agreed
- *Line 76 – Opening Balance* of the CRL Reserve as at 1/7/2021 is \$560,032.59 this is based the *Revised Budgeted* amount from the 2020/21 4th quarter spreadsheet and is correct at the time of preparing the budget for 2021/22.
- *Line 90 – Estimated balance as at 30/6/2021* – CRL Reserve \$511,445.59 is the *Budgeted* amount based on the original figure in *line 76* above. Once final year-end calculations are complete, the *Actual* amount can be added to the quarterly spreadsheets.

Note: The *Public Libraries in NSW Financial Reporting Manual* says it depends on whether the econtent is owned or leased. If it is owned in perpetuity it is capital. If it is licensed/leased it is operational. Page 12 of the report has the most information. Currently when completing the annual financial reporting for the State Library our finance section depreciates our eResources along with all other capital. As they are assets that CRL owns and are treated in the same as other book purchases.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	CRL Annual Budget 2021/22

ITEM: 10.1 No. 3/21 – RAMIFICATIONS OF DELAY IN COUNCILLOR ELECTIONS

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides points to consider as a result in the delay until 4 December of the Local Government Council Elections on the new CRL Committee, the signing of the New Library Agreement, and the CRL Strategic Plan and Action Plan that is also due in 2022.

OFFICER RECOMMENDATION

That the CRL Committee:

- Note the change in date for the Local Government Elections
- Confirm the date of the next Committee meeting as: 4 November 2021
- At 4 November meeting :
 - Confirm final 4th quarter expenditure
 - Confirm final Annual Budget
- Endorse the process for the signing of the new CRL Agreement

LINKAGE TO CVC COMMUNITY PLAN

Theme **1 Society**
 Objective **1.3 We will have a diverse and creative culture**
 Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing
 Objective: 1 Our children, youth and seniors are valued, involved and supported
 2 We are a learning and creative community
 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

On Sunday 25 July the NSW Government today announced that a new date for the Local Government elections has been set for Saturday 4 December 2021 in response to the Covid-19 crisis.

KEY ISSUES

- The final CRL Committee meeting for the 2021 is set for Thursday 4 November 2021.

- (See 11 February 2021 CRLC meeting minutes – CRLC meeting 4/11/2021 (Tentative depending on new committee))
- Does this meeting go ahead with current committee members?
 - What should be considered at this meeting?
- The new CRL Committee induction will be tentatively – Thursday 11 February 2022
 - This will leave only 4 months and one scheduled CRL Committee meeting in May 2022 to process and negotiate the new *Clarence Regional Library Agreement* including the funding formula which is due for signing on 1 July 2022
 - Is this timeframe achievable?
 - Should an alternate timeframe be considered?

CRL Agreement - process followed:

- Executive Officer and Regional Librarian review other Regional Library agreements to consider what should be included as best practice in line with the legislation
- a draft Agreement is developed based on the above
- a report is prepared for the CRL Committee outlining changes to the Agreement to be endorsed by the CRL Committee
 - This is then sent to the Councils for adoption and is signed by the General Managers of each Council

Funding Formula

In conjunction to the *CRL Agreement* process a report on various options for the funding formula is developed.

- the CRL Committee endorse the preferred funding formula
 - this is then added to the CRL Agreement then both Councils are asked to Adopt

The *CRL Strategic Plan 2022-2032* and the *CRL Strategic Action Plan 2022-2032* is also due to be completed in 2022. The Regional Librarian would advise this should be undertaken once both Councils have signed the new CRL Agreement.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	CRLC Work plan CRL Agreement

ITEM: 10.2 No. 3/21 – RFID RETURN CHUTE FOR URUNGA LIBRARY USING CRL COMPUTER RESERVE

Meeting:	Clarence Regional Library Committee	13 August 2021
Reviewed By:		
Attachment:	Yes	

REPORT SUMMARY

This report provides information on the use of the CRL Computer Reserves to provide additional RFID functionality and security at Urunga Library.

OFFICER RECOMMENDATION

That the Committee:

- Endorse the use of the *CRL Computer Reserve* to facilitate the purchase of an RFID returns chute for Urunga Library as per item 8.2 15 February 2018 minutes for the CRLC
- Endorse the transfer from the *CRL Computer Reserve* of \$4,085 to facilitate this one off purchase

LINKAGE TO CVC COMMUNITY PLAN

Theme	1 Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Support arts, learning, cultural services, community events and festivals

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

The CRLC recommendation reported in the minutes of 15 February 2018 stated:

*Item 8.2**Recommendation*

1. *That both the CRL Reserve and the CRL Computer Reserve not be consolidated into the one surplus reserve (known as the CRL Reserve).*
2. *That the CRL Computer Reserve funds are to be used to support the provision of technology programs and/or equipment for the Regional Service.*

Moved: Cllr Karen Toms

Second: Surinder Kaur

Adopted

The CRLC recommendation reported in the minutes of 17 February 2021 stated:

Item 8.4

Recommendation:

That the Committee:

- *Endorse the use of the CRL Computer Reserve to facilitate ongoing Get Connected programming as per item 8.2 15 February 2018 minutes for the CRLC*
- *Endorse the transfer from the CRL Computer Reserve of \$5,197.50 to facilitate the first 6 months programming of the iPad Lending Project*
- *Bellinghen Shire Libraries to consider suitable projects to also be funded from the Computer Reserve*

Moved: Cllr Peter Ellem

Second: Cllr Toni Wright-Turner

Adopted

KEY ISSUES

The Urunga Library and surrounding area have been hit by a spate of vandalism attacks over the past few months. The scale of this problem seems to be intensifying and are now including arson attacks. Fires have attempted to be lit in the adjoining toilets and under the library.

A Crime Prevention Officer from Coffs Harbour Police advised the library to take a number of steps to try to prevent further damage. The implemented steps include a locked solid gate in the crawl space under the building and closing of the after hours returns chute; turning off the Wi-Fi after hours and moving a bench that was placed outside the front door of the library. Closing the return chute and turning off the Wi-Fi after hours are negatively affecting a number of regular library users.

A new returns chute that is only opened by scanning the RFID tag on a book or DVD will enable the permanent reopening of the after hours return chute. This functionality made possible by using the technology of the RFID tags will keep the library and the collection safe, and reduce the amount of unwanted material put through the chute.

This project is proposed to be funded from the *CRL Computer Reserve* as per the recommendation from the 17th February meeting mentioned above.

The cost of the returns chute including graphics is \$4,085. If CRL are able to fund this cost from the *CRL Computer Reserve*, Bellinghen Shire Council will cover the cost of delivery and installation.

There is currently \$25, 548.74 remaining in this Reserve.

Prepared by	Jill Haynes, Bellinghen Shire Librarian
Attachment	QLS quote and photo

CRL Reserve Expenditure - August 2021

CRL RESERVE MANAGEMENT -

	2020/21	2021/22	2022/23	2023/24	2024/2025	2025/2026	2026/27	2027/28	2028/29	
Contribution										
*opening balance for financial year	\$ 795,033.59	\$ 490,973.93	\$ 266,330.42	\$ 107,636.02	\$ 65,463.02	\$ 53,290.02	\$ 41,117.02	\$ 28,944.02	-\$ 11,228.98	add the \$35000 taken for CRL Review back into CRL Reserve
Restricted reserve										
Staff redundancies **	\$ 200,000.00	\$ 203,000.00	\$ 206,045.00	\$ 209,135.68	\$ 212,272.71	\$ 215,456.80	\$ 218,688.65	\$ 221,968.98	\$ 225,298.52	1.5% increase per year
LMS - separation of members	\$ 1,592.00	\$ 1,615.88	\$ 1,640.12	\$ 1,664.72	\$ 1,689.69	\$ 1,715.04	\$ 1,740.76	\$ 1,766.87	\$ 1,793.38	
Total Restricted Amount	\$ 201,592.00	\$ 204,615.88	\$ 207,685.12	\$ 210,800.39	\$ 213,962.40	\$ 217,171.84	\$ 220,429.41	\$ 223,735.86	\$ 227,091.89	
Sub total remaining for annual expenditure	\$ 593,441.59	\$ 286,358.05	\$ 58,645.30	-\$ 103,164.38	-\$ 148,499.38	-\$ 163,881.82	-\$ 179,312.40	-\$ 194,791.84	-\$ 238,320.87	
Expenditure Items										
RFID - establishment										
RFID - establishment community training catering										
RFID - equipment replacement ****	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Laptop replacement ***										laptop purchase is removed
iPad replacement ***				\$ 5,000.00						
mini tablets ***			\$ 4,240.00							
User and Non-User Survey				\$ 25,000.00				\$ 28,000.00		
Sub total expenditure	\$ 2,000.00	\$ 2,000.00	\$ 6,240.00	\$ 32,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 30,000.00	\$ 2,000.00	
Total remaining Reserve if all redundancies are paid out	\$ 591,441.59	\$ 284,358.05	\$ 52,405.30	-\$ 135,164.38	-\$ 150,499.38	-\$ 165,881.82	-\$ 181,312.40	-\$ 224,791.84	-\$ 240,320.87	
Income Interest 1% *****	\$ 7,940.34	\$ 4,899.74	\$ 2,632.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
New Reserve Total	\$ 800,973.93	\$ 493,873.67	\$ 262,722.52	\$ 75,636.02	\$ 63,463.02	\$ 51,290.02	\$ 39,117.02	-\$ 1,055.98	-\$ 13,228.98	
Operational Expenditure		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Book Vote	\$ 345,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	
increase in reserve as at March 2021 CVC meeting	\$ 35,000.00									
State Library Subsidies	\$ -	\$ 72,456.75	\$ 144,913.50	\$ 289,827.00	\$ 289,827.00	\$ 289,827.00	\$ 289,827.00	\$ 289,827.00	\$ 289,827.00	subsidies calculated on20/21 amount @50%
FINAL Reserve balance if redundancies are not taken out	\$ 490,973.93	\$ 266,330.42	\$ 107,636.02	\$ 65,463.02	\$ 53,290.02	\$ 41,117.02	\$ 28,944.02	-\$ 11,228.98	-\$ 23,401.98	

* Expected reserve balance - Finance estimate

** Staff redundancies - annual adjustment and regular salary progression

*** Equipment replacement estimated @ 4years but no evidence

**** RFID equipment replacement -potential incidental items if necessary

***** Interest advised by Finance Section

current financial year

1.5% CPI increase

based on no funds going back into Reserve

Percentage provided to Councils	100%	25%	50%
State Library Subsidies BSC	\$ 93,659.00	\$ 23,414.75	\$ 46,829.50
State Library Subsidies CVC	\$ 196,168.00	\$ 49,042.00	\$ 98,084.00
TOTAL Subsidies	\$ 289,827.00	\$ 72,456.75	\$ 144,913.50

ROTARY CLUB OF MACLEAN Inc.

ABN 51 130 192 239

2020-2021

PRESIDENT: Leigh Barrington

SECRETARY: Glenn Brown

ADDRESS: P.O. Box 75,
MACLEAN NSW 2463

Email: macleanrotarysecretary@gmail.com

Telephone: 02 66460291

Rotary



**Rotary Opens
Opportunities**

17 June 2021

The Senior Librarian
Clarence Regional Library
Locked Bag 23
GRAFTON NSW 2460

The Rotary Club of Maclean remains grateful to Clarence Regional Library for supplying us with excess books, which enable us to put the books out into the community whilst raising valuable funds for the benefit of the community and world-wide Rotary charities.

We are pleased to be able to donate to you in recognition of your valuable service and your assistance.

Please find **enclosed** our donation cheque for \$1,000.00, payable to Clarence Valley Council

Yours in Rotary Service,


Holly Schilling
Treasurer

Kathryn Breward

From: Kathryn Breward
Sent: Wednesday, 28 July 2021 9:24 AM
To: macleandroarysecretary@gmail.com
Subject: re donation letter

Dear Holly, many thanks for your letter and donation to the Clarence Regional Library service. The Library appreciates the continuing partnership with Maclean Rotary Club. The arrangement for us to be able to provide you with our deselected stock and excess donations is a highly valued service for us, it ensures we are providing a local sustainable service that benefits our community, and the wider community also.

Your donation will go towards our regular purchase of new stock for the library collections.

Regards

Kathryn Breward
Regional Librarian
Clarence Valley Council
Locked Bag 23 GRAFTON NSW 2460
P: (02) 6641 0112
M: 0428 676 064
www.clarence.nsw.gov.au

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Discover your library on the road

Keep an eye out for the 'Discover Your Library' bus cruising between Yamba, Maclean and Grafton over the next few months. The bus, promoting Clarence Valley libraries, stars local library members. If you see the bus, take a photo and send it to libraryevents@clarence.nsw.gov.au . Spot prizes are up for grabs.

Celebrating Home Library Service volunteers

For some people in our communities, a trip to the library is no longer possible. But thanks to a small army of volunteers, the Clarence Valley Home Library Service delivers books to house-bound library members at their homes once a fortnight.

Kerry Newsom and her husband Jeff (known locally as the Butcher) volunteer for the Home Library Service at Grafton Library. Kerry selects books using information collected from each home borrower to decide what they'd like to read. Books are then processed and packed into bags ready for Jeff to deliver.

Once a fortnight Grafton resident, Patricia Fanning waits on her balcony for the volunteers to deliver her books. The combination of Covid-19 and glaucoma has left Patricia housebound. Patricia said she's really grateful for the regular delivery of books to keep her entertained, especially since she can no longer knit due to her deteriorating eyesight.

Patricia herself was a life-long volunteer until the age of 82. Now, aged 90 Patricia said she's grateful for the volunteers giving up their time to help her.

Clarence Valley libraries offer a free fortnightly selection and delivery service to housebound residents of Grafton, South Grafton, Yamba, Maclean and Iluka. Residents in outlying areas can apply to access the service via the Mobile Library. For more information contact the CV Home Library Officer by calling 6641 0100.

Media Release
3 June 2021

Two exciting Australian writers are visiting Clarence Valley libraries in June for free author events – Dr Jonica Newby and Christine Sykes.

Remember Dr Jonica Newby from ABC TV's Catalyst?

On 10 June you can meet her in person at Grafton Library from 6pm – 7pm to discuss her latest book *Beyond Climate Grief: a journey of love, snow, fire and an enchanted beer can*.

This book stemmed partly from Jonica's visit to Nymboida during the 2019 fires and presents a story of rare honesty and intimacy. *Beyond Climate Grief* charts her struggles navigating the emotional turmoil of climate change, and provides guidance and emotional sustenance to help us all face the uncertainties ahead. Guaranteed laughs, tears surprising stories and food for the soul as Jonica talks about what propelled her to write the book, and her quest for answers during the apocalyptic summer of 2019 / 2020.

Also visiting in June is Christine Sykes who delivered a sold out author talk at Grafton Library last year to promote her book *Changing Rooms*.

Christine Sykes is back, this time at Yamba Library on June 18 from 2pm – 3pm, with her recently published memoir, *Gough and Me: My journey from Cabramatta to China and beyond*.

When Gough Whitlam moves into her street in Cabramatta in 1957, eight-year-old Christine has little idea how her new neighbour, one of the most visionary and polarising political leaders of Australia, would shape the direction of her life.

Listed in the Sydney Morning Herald as one of the most 'anticipated books for 2021', *Gough and Me* is a nostalgic and deeply personal memoir of social mobility, cultural diversity, and the unprecedented opportunities that the Whitlam era gave one Australian working-class woman.

You can book a seat at one or both of these free events by visiting www.crl.nsw.gov.au or give your local library a call. You can also reserve tickets on the Clarence Regional Library app.

Media Release

17 June 2021

For Immediate Release

FREE THEATRE PRODUCTION IS COMING TO THE CLARENCE VALLEY FOR SCHOOL HOLIDAYS

Kids in the Clarence are in for a magical treat these school holidays. Clarence Valley libraries are bringing the award winning theatre production of *Urza and The Song in the Dark* to Maclean and Grafton and tickets are FREE!

Urza and The Song in the Dark, performed by Matriark Theatre, is a brand-new children's story set in a subterranean wonderland of complex caves, underground lakes and fantastical creatures.

In the show, a mysterious song leads a young girl named Urza on an adventure in the depths of the earth. Along the way she befriends a lost explorer, gets pursued by a mysterious, dark force and finds herself caught up in a primeval story of mythic proportions.

This story is brought to life through a combination of shadow puppetry, live music and physical theatre and has been designed for non-traditional performance spaces like libraries and halls.

"Tender and whimsical, offbeat and a little bit scary, this is an award-winning show that appeals to young and old," Regional Librarian Kathryn Breward said. "This show is perfect for children ages 7+ but will appeal to anyone with a wild imagination."

The Maclean performance of the show will be extra special with a local connection. Matriark Theatre performer Kathryn Roberts Parker grew up in Maclean and is excited to be bringing this show home.

"I got my start being taught by Gwen Berman, Sister Anne Gallagher and Connie de Dassel in Maclean," Kathryn said. "I remember my first time playing violin for a local musical theatre production of *Oliver Twist* at the Maclean Civic Hall. It feels surreal and really exciting to be returning and performing in that same hall all these years later and I hope that young performers like myself can be inspired."

Show times:

Grafton Library
July 7
10:30am

Maclean Civic Hall
July 7
4:30pm

<https://clarence.spydus.com/cgi-bin/spydus.exe/ENQ/WPAC/EVSESENQ>

Book your free tickets to these shows now! They are Matriark's only shows in the Clarence Valley as part of their NSW tour. Group bookings are also available. Contact your library for more information.

Matriark Theatre is a Sydney based theatre company creating original theatre works that draw together diverse audiences through shared visual-storytelling experiences. This project is supported by the NSW state government through Create NSW.

For more information or to interview Matriark Theatre performers please contact Jane Kreis libraryevents@clarence.nsw.gov.au 6641 0121.

Media Release

8 September 2020

IPART has set the 2021-22 rate peg for NSW councils at 2.0%

Councils will be able to increase the revenue they can collect from rates by a maximum of 2.0% in 2021-22, under the rate peg announced today by the Independent Pricing and Regulatory Tribunal (IPART).

Tribunal Member Deborah Cope said that in setting the rate peg for 2021-22, IPART has recognised that councils face higher costs for their 2021 local government elections.

“We have included an adjustment of 0.2% for election costs based on the expected costs for the average council in NSW. This allows councils to collect additional revenue in 2021-22 to meet the costs of the 2021 local government elections.

“The adjustment will be reversed through the 2022-23 rate peg, to ensure that ratepayers are not overcharged in subsequent, non-election years,” Ms Cope said.

IPART’s rate peg is based on the annual change in the Local Government Cost Index (LGCI), which measures the average costs faced by NSW councils. The rate peg reflects moderate price inflation over the previous year for most cost categories.

“The rate peg for 2021-22 is lower than recent years, which is a positive outcome for NSW ratepayers,” Ms Cope said.

The rate peg represents the maximum percentage amount by which a council may increase its general income. For almost all councils, general income consists entirely of revenue from rates. Councils have discretion to increase general income by the rate peg, less than the rate peg, or not at all.


The rate peg applies to each council’s general income in total, not to individual ratepayers’ rates. Councils may increase categories of rates by more than, or less than the rate peg, as long as the total increase in general income remains within the rate peg. Individual ratepayers’ rates are also impacted by land values set by the Valuer General NSW.

IPART also announced that it will not set a limit on percentage variations for annual domestic waste charges made by councils for 2021-22.

However, IPART is currently seeking feedback on its recently released Discussion Paper on these charges which may impact future decisions. Fact sheets on the rate peg and domestic waste charges are available on IPART's [website](#).

IPART's Discussion Paper on domestic waste charges, and opportunities to have your say are available on IPART's [website](#). Submissions to IPART are due by 6 October 2020.

Media Contact: Adrian Flood

 **0427 105 865**

 **media@ipart.nsw.gov.au**

CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
4th Quarter - 2020/21 Revenue and Expenditure - OPERATIONAL

	Original Budget 2020/21	Revised Budget as at 30/06/2021	Actuals to 30/06/2021	% Actual vs Revised Budget
Revenue				
Contributions CVC Pub Library	920,110.00	957,442.00	957,442.00	100%
Contributions CVC Pub Lib (Regional Lib Wage)	23,000.00	26,346.00	26,346.00	100%
Contributions BSC Pub Library	230,940.00	240,852.00	240,932.70	100%
Grant Library (State)	0.00	0.00	31,395.00	0%
Revenues from users	0.00	0.00	896.11	0%
Sundry Revenues	0.00	0.00	2,327.04	0%
Total Revenue	1,174,050.00	1,224,640.00	1,259,338.85	103%
Expenditure				
<u>Workforce related</u>				
Salaries & Employment	460,585.00	456,130.00	407,729.98	89%
Public Holidays	18,173.00	17,991.00	12,575.84	70%
Superannuation	44,891.00	44,442.00	42,866.77	96%
Leave Accruals	46,948.00	46,478.00	0.00	0% Still to be calculated
Workers Compensation	12,287.00	12,165.00	10,350.59	85%
Motor vehicle costs	7,500.00	7,500.00	7,500.00	100%
	590,384.00	584,706.00	481,023.18	
<u>Site & Equipment costs</u>				
Computer system costs	128,709.00	128,709.00	126,705.69	98%
Subscriptions/Databases	126,666.00	126,666.00	104,274.42	82%
Telephone	0.00	0.00	219.43	0%
Insurance	1,725.00	1,933.00	1,928.34	100%
	257,100.00	257,308.00	233,127.88	
<u>Direct Collection costs</u>				
Freight & cartage	19,500.00	19,500.00	24,036.43	123%
Book Maintenance	65,000.00	65,000.00	48,737.70	75%
	84,500.00	84,500.00	72,774.13	
<u>Overhead costs</u>				
Admin and Management (ABC Cost Distribution)	120,250.00	120,250.00	120,250.08	100%
Admin/Operating	29,200.00	48,814.00	29,591.08	61%
Promotional expenses	20,000.00	20,000.00	19,556.31	98%
	169,450.00	189,064.00	169,397.47	90%
Total Expenditure	1,101,434.00	1,115,578.00	956,322.66	86%
Excess / (Shortfall)	72,616.00	109,062.00	303,016.19	

49	2020/21 Revenue and Expenditure - CAPITAL			
50				
51		Original Budget	Revised Budget as	Actuals to
52		2020/21	at 30/06/2021	30/06/2021
53				% Actual vs
54	Revenue			Revised Budget
55	Asset Disposal	0.00	0.00	0.00
56	Total Revenue	0.00	0.00	0.00
57				
58	Expenditure			
59	<u>Recurrent</u>			
60	Bookstock	345,000.00	363,869.00	327,720.17
61	Furniture & Equipment	0.00	0.00	31,369.39
62		345,000.00	363,869.00	359,089.56
63	<u>Non-Recurrent</u>			
64	Nil at this stage	0.00	0.00	0.00
65	Nil at this stage	0.00	0.00	0.00
66		0.00	0.00	0.00
67	Total Expenditure	345,000.00	363,869.00	359,089.56
68				
69				
70	Excess / (Shortfall)	-345,000.00	-363,869.00	-359,089.56
71				
72				
73				

The shortfall is the amount to be transferred from the CRL reserve and has a direct correlation with the net operating result

74	Balance of CRL Reserve	Based on Original	Based on Revised	Based on
75		budget figures	budget figures	Estimated Actual
76	Opening Balance as at 1/7/20	\$795,033.59	\$795,033.59	\$795,033.59
77	Less transfers from reserve:			
78	Capital expenditure incl books	\$345,000.00	\$363,869.00	\$359,089.56
79	Prior year book vote c/fwd	\$0.00	\$0.00	\$0.00
80				
81				
82	Add:			
83	Estimated operating transfer to reserve	\$72,616.00	\$109,062.00	\$303,016.19
84	Other Capital Revenue		\$0.00	\$0.00
85				
86	Balance of reserve net of interest	\$522,649.59	\$540,226.59	\$738,960.22
87				
88	Interest estimate as per Budget	-\$19,806.00	-\$19,806.00	\$0.00
89				
90	Estimated balance as at 30/6/21	\$542,455.59	\$560,032.59	\$738,960.22
91				
92				

Still to be calculated

CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
Budget - 2021/22 Revenue and Expenditure - OPERATIONAL

**Original Budget
2021/22**

Revenue

Contributions CVC Pub Library	1,026,956.00
Contributions CVC Pub Lib (Regional Lib Wage)	39,112.00
Contributions BSC Pub Library	257,015.00
Grant Library (State)	0.00
Revenues from users	0.00
Sundry Revenues	0.00
Total Revenue	1,323,083.00

Expenditure

Workforce related

Salaries & Employment	439,162.00
Public Holidays	19,019.00
Superannuation	49,476.00
Leave Accruals	50,425.00
Workers Compensation	12,861.00
Motor vehicle costs	7,500.00
	578,443.00

Site & Equipment costs

Computer system costs	128,709.00
Subscriptions/Databases	126,666.00
Telephone	0.00
Insurance	2,222.00
	257,597.00

Direct Collection costs

Freight & cartage	19,500.00
Book Maintenance	65,000.00
	84,500.00

Overhead costs

Admin and Management (ABC Cost Distribution)	120,250.00
Admin/Operating	29,200.00
Promotional expenses	20,000.00
	169,450.00
Total Expenditure	1,089,990.00

Excess / (Shortfall) **233,093.00**

49	Budget - 2021/22 Revenue and Expenditure - CAPITAL		
50			
51		Original Budget	
52		2021/22	
53	Revenue		
54	Asset Disposal	0.00	
55	Total Revenue	0.00	
56			
57	Expenditure		
58	<u>Recurrent</u>		
59	Bookstock	300,000.00	
60	Furniture & Equipment	0.00	
61		300,000.00	
62	<u>Non-Recurrent</u>		
63	Nil at this stage	0.00	
64	Nil at this stage	0.00	
65		0.00	
66			
67	Total Expenditure	300,000.00	
68			
69			
70	Excess / (Shortfall)	-300,000.00	The shortfall is the amount to be transferred from the CRL reserve and has a direct correlation with the net operating result
71			
72			
73			

74	Balance of CRL Reserve	Based on Original budget figures
75		
76	Opening Balance as at 1/7/21	\$560,032.59
77	Less transfers from reserve:	
78	Capital expenditure incl books	\$300,000.00
79	Prior year book vote c/fwd	\$0.00
80		
81		
82	Add:	
83	Estimated operating transfer to reserve	\$233,093.00
84	Other Capital Revenue	\$0.00
85		
86	Balance of reserve net of interest	\$493,125.59
87		
88	Interest estimate as per Budget	-\$18,320.00
89		
90	Estimated balance as at 30/6/21	\$511,445.59
91		
92		

CLARENCE REGIONAL LIBRARY SERVICE AGREEMENT

This Agreement made the first day of July 2018

BETWEEN

CLARENCE VALLEY COUNCIL of 2 Prince St, Grafton 2460

AND

BELLINGEN SHIRE COUNCIL of Hyde St, Bellingen 2454

WHEREAS:

- A. The Councils who are parties to this agreement have adopted the Library Act 1939 ('the Act') pursuant to section 8 of the Act.
- B. Councils which have adopted the Act must comply with and observe the requirements of Part 3, Division 2 of the Act (attached as Schedule 1). In general terms, these requirements relate to the provision, control and management of library services to the community.
- C. Bellingen Shire Council seeks to delegate certain of its powers and duties relating to the provision, control and management of libraries, library services and information services to Clarence Valley Council. This delegation is made pursuant to s.12 of the Act.
- D. Clarence Valley Council has agreed to accept the delegation and provide these library services to the Delegating Council on the terms and conditions set out in this agreement.
- E. The parties have recorded the terms on which Clarence Valley Council will provide the Services to the Delegating Councils in this agreement.

NOW THIS AGREEMENT WITNESSES:

1. DEFINITIONS

'CRL' means Clarence Regional Library

'CRL Service' means Clarence Regional Library Service

'Delegating Councils' means Bellingen Shire Council

'Committee' means the CRL Committee

'Executive Council' means Clarence Valley Council

'Executive Officer' means the Executive Council's Director of Environment, Planning & Community.

‘IPR’ means local government integrated planning and reporting

‘Member Councils’ means Clarence Valley Council and Bellingen Shire Council

‘Regional Librarian’ means the person appointed by the Executive Council as the senior staff member in the CRL

RFID” means Radio Frequency Identification ‘Services’ means the Library Services set out in Schedule 2.

2. CLARENCE REGIONAL LIBRARY SERVICE

2.1 The CRL Service aims to provide: a contemporary, welcoming, responsive, sustainable and inclusive service for the communities of Clarence Valley and Bellingen Shire.

2.2 Our Vision:

The vision of the CRL is to be:

“A recognised and valued provider of services, facilities, collections and programs that help build community cohesion, capacity and connection. “

A regional library service that:

- *Facilitates and provides targeted and relevant life long learning opportunities*
- *Connects the community with the past, the present and the future*
- *Is committed to the free flow of information and ideas to inform and inspire*
- *Is a trusted and valued source of information*
- *Is an investment in the well-being of the community*
- *Focuses on social inclusion of individuals including target groups*
- *Builds and strengthens partnerships to enhance service delivery and engage the community*
- *Supports technological trends and makes them available to the community*

(Clarence Regional Library Strategic Action Plan 2012 -2022 v4)

3. DELEGATIONS

3.1 For the purposes of s.12(1) of the Act, the Delegating Councils hereby delegates to the Executive Council such of its powers and duties relating to the provision, control and management of libraries, library services and information services as are necessary for the Executive Council to perform the Services.

3.2 In consideration of these delegations and the terms of this Agreement, the Executive Council hereby agrees to provide the Services to the Delegating Councils.

4. RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

4.1 The Executive Council hereby undertakes to:

- (a) Provide, control and manage the Services pursuant to s.12 of the Act on the terms and conditions and to the extent set out in this Agreement;
- (b) engage professional librarians and support staff to undertake required duties;
- (c) Appoint the CRL staff within an approved organisational structure and determine the desirable qualifications and grading of such staff;
- (d) provide all services associated with the employment of staff to run the CRL Services, including payroll, workers compensation, taxes, leave entitlements and superannuation, expenses for attendance at conferences and training;
- (e) Insure, on behalf of the CRL Service, the property acquired on behalf of the CRL, including so much of the book stock in each branch library that has been acquired by the CRL Service;
- (f) Shall arrange public liability and workers compensation insurance for the CRL staff;
- (g) Keep and audit all records and accounts in accordance with all relevant legislation;
- (h) Constitute a library committee in accordance with s.11 of the Act, which shall be known as the Clarence Regional Library Committee;
- (i) prepare agendas and business papers for the Committee meetings, keep minutes of the meetings and consider all decisions of the Committee;
- (j) Appoint its Director of Environment, Planning & Community as the Executive Officer of the CRL;
- (k) lodge all relevant accountability documents and sign contracts relating to the CRL Services; and
- (l) set and manage the employment conditions of CRL staff.

5. RESPONSIBILITY OF MEMBER COUNCILS

- 5.1 Member Councils aim to conduct public library and public information services at a standard no less than that recommended from time to time by the Library Council of New South Wales.
- 5.2 The Member Councils shall provide the following facilities and services within their local government areas:
- The public library buildings, complete with the necessary fittings and furnishings required:
 - The management of those library buildings, including:
 - all maintenance costs
 - all service costs
 - all insurances
 - Public library staff and volunteers, including all services associated with their employment including salaries, workers compensation, taxes, leave entitlements and superannuation, membership of professional associations, expenses for attendance at conferences and training.
 - All IT hardware, software and services relating to all computers located in branch libraries (other than the provision of a Library Management System (library catalogue)).
- 5.3 The number of Public Library locations to be serviced under the agreement shall be limited to those approved by the Committee from time to time.
- 5.4 Should any Member Council require an additional Public Library facility that Member Council shall, at its own expense and after consultation with the Committee, provide a suitable Public Library building within its council area complete with the necessary staff, fittings and furnishings, computer equipment and establishment collection at a standard agreed by the Committee. (Establishment stock is defined as a core collection of library material that is of a comparable quantity and standard to the collections held by other public libraries in the region of a similar size.) Such buildings, fittings and furnishings and establishment stock remain the property of the individual Member Council.
- 5.5 In planning new buildings for public libraries or the refurbishment of existing libraries, the Member Councils shall seek the advice of the Regional Librarian. The Regional Librarian is to be consulted on all library resourcing matters which relate to the service delivery responsibilities of the CRL.
- 5.6 Staff required at Public Libraries shall be employed by the Member Council concerned. The Member Councils each agree to confer with the Regional Librarian on matters concerning employment.
- 5.7 The Member Councils shall determine the opening hours of the Public Libraries in their areas in consultation with the Regional Librarian.

- 5.8 Mobile Libraries shall be provided and maintained by the Member Council in whose area the Mobile Library is located. Where a Mobile Library provides services to the communities of more than one Member Council, those Councils, in consultation with the Committee, shall provide, operate and maintain the Mobile Library Service. All costs for the mobile service shall be by those Member Councils receiving the service in proportion to the extent of service provided and agreed to for each Member Council as provided for in the funding formula. Mobile Library timetables will be established by negotiation.

6. RESPONSIBILITIES OF THE DELEGATING COUNCILS

- 6.1 To make the delegations set out in clause 3 above.
- 6.2 To pay contributions to the Executive Council in accordance with clause 10.
- 6.3 To appoint members to the Committee.
- 6.4 To arrange property, contents and public liability insurance for the library facilities and resources provided by each of them as well as all insurances applicable to volunteer staff engaged by them in their branch libraries.

7. RESPONSIBILITIES OF CLARENCE REGIONAL LIBRARY COMMITTEE

- 7.1 To conduct its meetings and business and to ensure its records and accounts are kept in accordance with the provisions of the Local Government Act and Regulations 1993, the Library Act and Regulations 1939 (as amended, the Library (Amendment) Act 1992) and of this Agreement.
- 7.2 To provide annually to member Councils the estimates of expenditure and income for the ensuing year and to provide quarterly balance sheet updates.
- 7.3 To provide Committee members with copies of the minutes of each meeting of the Committee. Committee members are to provide their respective Councils with copies of those minutes.
- 7.4 To submit to the Councils an annual statistical review which shall include details of the activities of the Regional Library and its comparative performance against public library services state-wide based on data collated and reported by Libraries NSW.
- 7.5 To make recommendations on matters pertaining to the provision of Library and Information Services.
- 7.6 To develop and, once adopted by the Executive Council, maintain and monitor the implementation and achievements of the Clarence Regional Library Strategic Plan.

- 7.7 To prepare policy statements on relevant aspects of service for adoption by all Member Councils and periodically review policies as recommended by the Regional Librarian and determined by the Committee in order to improve the provision of library services for users of the Clarence Regional Library service.
- 7.8 To use its best endeavours to obtain the full benefit of grants and maximum subsidies made available by the Commonwealth, the State and other respective instrumentalities and agencies for Libraries and Library Services.
- 7.9 To co-operate with libraries and library systems in the wider library network on such terms and conditions as may be agreed.
- 7.10 To pay the Executive Council each year an agreed administration fee to compensate for the accounting, financial, human resources, fleet management and any other agreed functions performed by the Executive Council. This amount to be included as part of the annual budget for the Clarence Regional Library.

8. MEMBERSHIP OF THE CLARENCE REGIONAL LIBRARY COMMITTEE

- 8.1 The Committee shall be constituted as follows:
 - (a) each of the Member Councils shall have the right to nominate three representatives for appointment to the Committee, at least one of whom should be a Councillor and the others may be staff members, and
 - (b) The Executive Officer shall be entitled to attend each meeting of the Committee and may also be nominated by the Executive Council as one of their staff representatives.
- 8.2 A Delegating Council which nominates a person for appointment to the Committee indemnifies and agrees to keep indemnified the Executive Council against all claims and liabilities of any description whatsoever which may be made at any time by the nominated person in connection with the performance of his/her role on the Committee. This indemnity shall include, but not be limited to:
 - provision of transport or reimbursement for transport expenses; and
 - Claims arising from injury to or death of the nominated person or any injury or damage caused by the nominated person when acting in their capacity as a member of the Committee.
- 8.3 Members shall hold office until the next Local Government elections.
- 8.4 Each delegate may be removed from office at any time by the resolution of the appointing Council.

- 8.5 The office of a delegate automatically becomes vacant if he or she is absent from three consecutive meetings without leave of absence being granted by the Committee.
- 8.6 Any vacancy occurring on the Committee, by death, resignation, and disqualification or otherwise shall be filled by the appointment of a new representative by the relevant Council.
- 8.7 Once in each calendar year, the Committee shall recommend a Chairperson and a Deputy Chairperson from among its Councillor members to the Executive Council for formal appointment by the Executive Council under s.11(4) of the Library Act. Both shall hold office for the ensuing twelve months and both are eligible for renewal for a further period. The Chairperson or nominated alternate' shall be the Committee's delegate to the NSW Public Libraries Association.

9. PROCEEDINGS OF THE CLARENCE REGIONAL LIBRARY COMMITTEE

- 9.1 The Committee will schedule to meet at intervals of not less than three months nor more than six months, with the venue of meetings to rotate among the parties, provided that the Chairperson or, in his/her absence, the Deputy Chair, is empowered to convene a Special Meeting at any time.
- 9.2 The meeting of the Committee immediately following the appointment of delegates by each of the Member Councils in Local Government Election years shall be the meeting for the election of Office Bearers for the ensuing twelve months and shall be known as the Annual General Meeting (AGM). The final meeting for the year will be the AGM in years between Local Government elections. The order of business to be conducted shall be as follows:
 - I. Election of Chairperson
 - II. Election of Deputy Chairperson
 - III. Any other business that is necessary for the due and proper conduct of the Clarence Regional Library.
 - IV. Meeting places and dates for the forthcoming year shall be decided
- 9.3 In addition to clause 9.1, the Executive Officer shall convene a Special Meeting of the Committee on receipt of a request for such a meeting by two Committee Members
- 9.4 The Committee is an advisory committee of the Executive Council and will operate in accordance with that Council's procedures for its advisory committees. It shall discuss matters of policy, strategic direction, achievements and outcomes concerning the CRL and may make recommendations to the Executive Council.
- 9.5 Each member of the Committee shall have one vote.
- 9.6 50% + 1 is the number of Committee members required for decisions to be made.

- 9.7 The Executive Council shall not implement any policy initiatives relating to the CRL Service without first consulting with the Committee.
- 9.8 A review of the Committee's operations and procedures will be undertaken annually.

10. FINANCES

- 10.1 The Executive Council shall prepare a draft budget for the CRL each year and submit that draft to the Committee for its consideration. The Committee may make recommendations to the Executive Council on changes it considers should be made to the draft and the Executive Council shall consider these recommendations when adopting that budget.
- 10.2 The Delegating Councils shall make a payment each year to the Executive Council for the CRL Service. The amount payable shall be determined in the annual budget for the CRL, and for the Delegating Council shall be calculated on a per capita basis plus the subsidy receivable from the State Government. The Executive Council shall also contribute toward the budget on a per capita basis plus the subsidy receivable from the State Government.
- 10.3 An agreed formula shall be used to determine the budget Contribution for each Member Council which shall be based on a per capita rate contribution.

$$\text{Contribution} = \text{Population} \times \text{Per Capita Rate}$$

- 10.3.1 Specified amount of Contribution from each Member will be provided when the population figures are released by the Australian Bureau of Statistics (ABS), generally in March of each year. The population is determined by the ABS report **3218.0 Regional Population Growth, Australia Table 1. Estimated Resident Population, Local Government Areas, New South Wales.**
- 10.4 During the period when the Regional Librarian is also overseeing the operations of the Clarence Valley Council Libraries, the Delegating Council's contribution will be amended to reflect the estimated proportion of time the Regional Librarian dedicates to the management and operations of the CRL service. Refer to Schedule 3 for an example.
- 10.5 Determining the Per Capita Rate of each member's contributions to the CRL is underpinned by the notion of Continuous Improvement in the library collection development and delivery as required to satisfy grant funding criteria.
- 10.5.1 Targets for improvement include:
- Collection Development – improved age, size, format, sub-collections, genres
 - Staff Training
 - Online Resources
 - 4 yearly User and Non-User Surveys
 - Technical upgrades to the Library Management System

- Technology
- CRL Website development
- Maintenance of RFID
- Services to special interest groups: children, youth, aged, special needs etc.

Efficiencies in workflow

10.6 The annual level of increase in the Per Capita Rate for member Contributions is set at:

$$\text{Per capita increase} = \text{Rate peg} + X\% = 4\% \text{ rate per year}$$

- 10.7 A Member Council may contribute additional funding to that payable under clause 10.3 in consultation with the CRLC and in agreement with the Executive Council for specified services.
- 10.8 The Executive Council shall issue a tax invoice each quarter to the Delegating Councils for its proportion of that budget and the Delegating Councils agree to pay that invoice within 28 days of receipt.
- 10.9 The CRL Service will reimburse the Executive Council for the cost of the insurance premiums incurred in providing insurance cover for the CRL and its staff. This cost will be captured in the members' annual contributions.

11. ASSETS

- 11.1 The Executive Council shall own the assets acquired by the CRL Services' budget subject to the 'reimbursement rights' held by the Delegating Councils as provided in this clause.
- 11.2 The Executive Council shall maintain an asset register which records the assets acquired from the CRL Services' budget.
- 11.3 Upon the termination of this Agreement, a proportion of the assets identified in the asset register shall be distributed to the Member Councils. The method for determining the asset distribution to each Member Council is specified in clause 15 of this Agreement.

12. CLARENCE REGIONAL LIBRARY MANAGEMENT AND ADMINISTRATION

12.1 A Regional Librarian shall be appointed by the Executive Council.

12.2.1 The Regional Librarian shall be a qualified Librarian in accordance with provisions set by the Australian Library and Information Association.

12.2.2 The Regional Librarian shall be responsible to the Executive Officer for the administration of the library services as well as supervision and control of CRL staff employed by the Executive Council.

12.2.3 The Regional Librarian shall provide administrative services and support to the Committee.

12.2.4 The Regional Librarian shall attend meetings of the Committee, but is not entitled to vote.

13. FUNCTIONS OF THE CLARENCE REGIONAL LIBRARIAN

13.1 Plan and manage all aspects of the CRL Service including:

- (a) Consult with the Member Councils regarding their library service provided in partnership with the CRL.
- (b) Provide advice about current and future trends in the delivery of contemporary public library services and operations.
- (c) Report on the relative performance of the CRL against other library services and make recommendations for improving/maintaining performance in the future.
- (d) Monitor and report progress in delivering the CRL's Strategic Plan and associated Action Plan to the Committee and the Member Councils
- (e) Develop and manage the CRL Services including preparing and reviewing all relevant Policy and Procedures.
- (f) Manage and develop the CRL Computer Library Management System.
- (g) Provide an electronic catalogue of all CRL materials held by the Member Councils.
- (h) Review, adopt and maintain service systems and technologies that ensure efficient cost-effective service delivery and enhance client satisfaction with CRL services.
- (i) Develop the collections for the CRL through effective and efficient purchasing and disposal of library materials.
- (j) Establish, develop and monitor systems and databases necessary for the daily and long-term management of the CRL Service.
- (k) Monitor trends in client usage and interests through loan data, client requests and engaging with clients to provide feedback and suggestions to determine modifications in service delivery.
- (l) Prepare the annual resource budget for the CRL, review and control commitments and expenditure.
- (m) Prepare long-term budget options for the Committee that identify the future outcomes for service delivery and clients for consideration of the Member Councils
- (n) Develop and grow the CRL website presence on the Internet or other methods of electronic marketing
- (o) Provide professional advice on library development, local staffing, buildings, grant applications, library trends and other matters relating to CRL services,
- (p) Advise and source training of CRL and public library staff in various areas of relevance to Member Councils and clients.

- (q) Provide resource exchange and delivery services of library materials to, and between, the CRL public libraries as well as from libraries outside the CRL Service.
- (r) Provide a reference service to members of the public and CRL members.
- (s) Initiate and encourage regional and local library promotion in conjunction with the Member Councils.
- (t) Develop effective communication procedures between member branches.
- (u) Provide minutes of all meetings of the Committee and an Annual Report of the CRL Service including statistics relating to each public library.
- (v) Represent the CRL in professional networks.

14. STRATEGIC PLAN

- 14.1 The Committee recommended the adoption of a Strategic Plan, the review of which aligns with the Local Government Integrated Planning and Reporting (IPR) requirements.
- 14.2 Implementation of the Strategic Plan is achieved by the implementation of an Action Plan as adopted by the Committee and the Executive Council.
- 14.3 The Strategic Plan and Action Plan capture the entirety of the Library service and clearly identifies strategies which are the core responsibility of the Member Councils.
- 14.4 Progress of the Strategic Plan is monitored annually.
- 14.5 The Strategic Plan is to be reviewed in the last term of the incumbent Committee and confirmed by the new Committee.
- 14.6 A new Strategic Plan is prepared every 10 years in line with the Community Strategic Plan for the Executive Council.

15. ENTRY AND EXIT OF PARTIES

- 15.1 This Agreement shall remain in force in accordance with Integrated Planning and Reporting requirements, until 30 June 2021 (at the latest) unless earlier terminated by the withdrawal of one party from it in accordance with this clause.
- 15.2 Future Agreements will remain in force for a period of 4 years aligning generally with the Delivery Plans under the Integrated Planning and Reporting and Local Government Elections.
- 15.3 This Agreement supersedes in all aspects all preceding agreements relating to the provision of library services between the Member Councils.
- 15.4 In the event of any future Council amalgamations the Executive Council, in consultation with the Committee, will review the Agreement and provide a report recommending necessary actions for the continuance or otherwise of the CRL.

- 15.5 A Council which is not a party to this Agreement may, by supplementary agreement with the Member Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Member Councils. The amount payable by the new Council for admission to membership in the CRL shall be as recommended by the Committee and resolved by the Executive Council.
- 15.6 A Member Council may, by twelve months notice in writing, notify the Committee and the Executive Council that it intends to withdraw from the CRL Service and to terminate its obligations under this Agreement.
- 15.7 In such event, the Council so terminating shall be entitled to receive a distribution of the net assets, after payment of all liabilities, apportioned among the Member Councils in the ratio of the respective contributions paid by them over the current life of the Agreement, provided that the Executive Council shall have the right to acquire any of these assets by payment to the terminating Council of the current pro rata value thereof, in lieu of distributing that asset to the terminating Council.
- 15.8 In the event that a Member Council fails to sign a new Agreement prior to its termination with the intent of withdrawing from the CRL, that Member Council will continue to participate in the CRL for a period of time to be negotiated with the Executive Council, but not less than 6 months and not before the end of the current financial year. During that time the withdrawing Council will:
- 15.8.1 Work collaboratively with the Executive Council and the CRL Committee to develop an agreed Withdrawal Plan which includes
 - a specified termination date
 - operational tasks to be addressed
 - timeframes for completion of each task
 - responsibilities of each party
 - 15.8.2 Be liable for the full contribution costs that would be paid if it continued its membership, for the period until the termination date
 - 15.8.3 Be entitled to its share on any accumulated financial reserves, of which a proportion may be accessed in advance of its departure with consideration given to potential liabilities at the time of termination as determined by the Executive Council.
- 15.9 A Member Council that withdraws from this Agreement shall be liable for a portion of the liabilities including contingent liabilities, of the CRL as at the date of its withdrawal from the Agreement. These may include, but are not limited to: standing orders for stock, software licence fees, the financial costs arising from impacts on CRL staff such as redundancies or redeployments, memberships and subscriptions or overtime payments accrued by staff facilitating the withdrawal and other contingent liabilities.

- 15.10 The decision of the Executive Council shall be final and binding in respect of the method of valuation and assessment of the net assets and liabilities of the Committee at any time and the books and /or other assets or cash to be apportioned or paid to a Member Council upon termination, withdrawal or expulsion pursuant to this Agreement.
- 15.11 Where book stock is to be redistributed as a result of a Member Council terminating the Agreement, the stock is to be distributed according to:
- % of financial contributions of the exiting member; and
 - The age, genre and format of the collection.
- 15.12 The redistribution of the assets will exclude any bequests which are made to a specified member or library.
- 15.13 If the fund, authority or institution is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient for the operation of the fund, authority or institution is revoked, any surplus assets of the fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution associated with each CRL member Council to which income tax deductible gifts can be made.

16. STANDARDS OF SERVICE

- 16.1 The services that the CRL will provide are set out in Schedule 2 of the Agreement.
- 16.2 The standard of library service to be provided shall be reviewed annually, particularly with regard to expenditures on library resources and staff, with a view to raising the standard by stages as described in the approved Strategic Plan.
- 16.3 The CRL may progressively establish Service Level Agreements with Member Councils to ensure services are being provided to agreed standards and targets. These Agreements may include: Collection Development, provision of information services, technical services and systems development, training programs, the rotation and delivery of stock and the provision of library programs.

17. AMENDMENT OF THIS AGREEMENT

- 17.1 Any notice of motion recommending amendment of this Agreement by the Committee shall be given in writing by the Member Councils at least one month before the meeting of the Committee at which the motion is to be discussed
- 17.2 No amendment shall be considered to this Agreement unless the proposal for the amendment has the support of all Member Councils

- 17.3 No amendment shall be made to it unless all Member Councils agree to such amendment in writing.

18. DISPUTE RESOLUTION

- 18.1 If a dispute between Member Councils arises out of or relates to this Agreement, or a breach, termination, validity or subject matter thereof, the parties to the dispute shall use their best endeavours to resolve the dispute between themselves.
- 18.2 In the event that the dispute cannot be resolved in this manner, the parties agree to submit the dispute to arbitration on the request of any of the parties.
- 18.3 The parties agree to submit the dispute to the Library Council of NSW for mediation and advice as prescribed under section 12(5) of the Library Act 1939 as amended.

12 (5) It shall be a term of every agreement made under this section, whether the agreement is made before or after the day appointed and notified under section 2 (2) of the Library (Amendment) Act 1977, that any dispute arising under the agreement shall, be settled by arbitration by an arbitrator appointed by the Council.


- 18.4 All costs associated with the arbitration (other than the costs that are personal to the parties), including the arbitrator's fees, shall be borne equally by the parties to the dispute.
- 18.5 The decision of the arbitrator shall be final and binding on all parties to this Agreement.


IN WITNESS WHEREOF the parties to this agreement have signed below

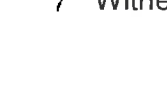
**SIGNED on behalf of
CLARENCE VALLEY COUNCIL**

by the

in the presence of:

 Ashley Lindsay
General Manager

 Kathryn Breward
Regional Librarian

 Witness

**SIGNED on behalf of
BELLINGEN SHIRE COUNCIL**

by the

in the presence of:

 (MATT FANNING) A/General manager

 (JULIE SPOKES)

 Witness

SCHEDULE 1

LIBRARY ACT 1939

9 Application of Division

This Division shall apply to and in respect of local authorities who have adopted this Act.

10 Requirements as to services to be provided by local libraries

(1) A [local authority](#) must comply with and observe the following requirements in relation to any [local library](#) that is provided, controlled or managed by the [local authority](#) (either directly or under an agreement or other arrangement to which it is a party):

- (a) Any person who is a resident of the [area](#) of the [local authority](#) or a ratepayer of the [local authority](#) is entitled to [membership](#) of the library free of [charge](#).
- (b) Any person (whether or not a [member](#) of the library) is entitled free of [charge](#) to access any [library material](#) of the library and any information forming part of the [information service](#) of the library (other than information excepted from free access by guidelines issued by the [Council](#)) for use on the library premises.
- (c) Any person who is a [member](#) of the library is entitled to borrow free of [charge](#) from the library for use away from the library premises any [library material](#) of the library which has been classified by the librarian of the library as being of literary, informative or educational value or as being fiction.
- (d) No [charge](#) is to be made for the delivery to a [member](#) of the library of any [library material](#) or information that the [member](#) is entitled to borrow free of [charge](#) if the [member](#) for reasons of ill health or disability cannot reasonably be expected to attend the library in person.
- (e) Any person who is a [member](#) of the library is entitled to be provided free of [charge](#) with basic reference services (being any service classified by guidelines issued by the [Council](#) as a basic reference service), including assistance in locating information and sources of information.
- (f) Any subsidy paid to the [local authority](#) under this Act must be expended in providing the services that are required by this section to be provided free of [charge](#).

(2) An entitlement under this section to borrow [library material](#) from a library for use away from the library premises does not apply to any [library material](#) that is classified by the librarian of the library as reference material.

(3) If two or more local authorities have entered into arrangements for conferring reciprocal library entitlements on the residents and ratepayers of their [areas](#), a resident or ratepayer of any of the [areas](#) concerned is for the purposes of this section to be considered to be a resident or ratepayer of each of the other [areas](#) concerned also.

(4) In this section

"charge" means any [charge](#) made directly or indirectly on a person but does not include a [prescribed](#) fee for the late return of [library material](#) or a [charge](#) made for the loss of or damage to [library material](#).

(5) The [Council](#) may issue guidelines to local authorities for the purposes of this section.

10A Restrictions on borrowing entitlements and other matters

- (1) Section 10 does not affect the operation of any regulation or by-law relating to the library to the extent that it is not inconsistent with a requirement of section 10 that an entitlement be provided free of charge.
- (2) Section 10 does not prevent a [local authority](#) from determining:
 - (a) the maximum number of items of [library material](#) or the maximum number of items of [library material](#) of a particular class of [library material](#) that a person may borrow at any one time from the library for use on or away from the library premises, or
 - (b) the limitations, restrictions and conditions which may apply to the availability of any particular item of [library material](#) or class of [library material](#) for use on or away from the library premises.
- (3) A determination under subsection (2):
 - (a) must be consistent with the requirements of section 10 that an entitlement be provided free of charge, and
 - (b) must not differ, or have effect so as to differ, in its operation between [members](#) and non-members of the library (except as regards the payment of a charge by non-members).

11 Library committee

- (1) A [local authority](#) may from time to time constitute a library committee and may delegate to the library committee all or any of the powers and duties of the [local authority](#) in relation to the provision, control and management of libraries, library services and [information services](#), except a power to borrow money, to make or levy a rate, to execute a deed or contract or an agreement under this Act, or to institute proceedings at law or in equity on behalf of the [local authority](#).
- (2) The [members](#) of the library committee shall be appointed by the [local authority](#) but need not be [members](#) of the [local authority](#).
- (3) A library committee shall exercise and perform its powers and duties subject to the control and direction of the [local authority](#).
- (4) The [local authority](#) may appoint any [member](#) of the committee to be the chairperson thereof and may from time to time remove such [member](#) from the [member's](#) office as chairperson and appoint another [member](#) in the [member's](#) place.
- (5) The [local authority](#) may at any time dissolve a library committee or may, from time to time, reconstitute the library committee or revoke, amend or vary any delegation to a library committee.
- (6) The [local authority](#) shall from time to time determine the number of [members](#) of the library committee which shall constitute a quorum at meetings of the library committee.
- (7) The procedure for the calling of meetings of a library committee and for the conduct of business at such meetings shall, subject to any regulation made in relation thereto, be as determined by the library committee.

12 Agreements relating to local libraries

- (1)
 - (a) Two or more local authorities may enter into an agreement whereby the [local authority](#) of one [area](#) undertakes the function of providing, controlling and managing libraries, library services or [information services](#) within the [area](#) or [areas](#) of the other [local authority](#) or local authorities.
 - (b) Any such agreement shall specify the terms and conditions upon which the libraries, library services or [information services](#) shall be so provided, controlled and managed.
 - (c) The [local authority](#) undertaking the function of providing, controlling and managing libraries, library services or [information services](#) pursuant to an agreement under this subsection shall have, in relation to the [area](#) or [areas](#) of the other contracting [local authority](#) or contracting local authorities, such of the powers and duties of a [local authority](#) relating to the provision, control and management of libraries, library services and [information services](#) as may be delegated to it by the agreement.
- (2)
 - (a) Two or more local authorities may enter into an agreement whereby the [local authority](#) of one [area](#) undertakes to exercise, for and on behalf of the [local authority](#) or local authorities of any other [area](#) or [areas](#), within such other [area](#) or [areas](#), any specified power or duty of a [local authority](#) in relation to the provision, control and management of libraries, library services and [information services](#).
 - (b) Any such agreement shall specify the terms and conditions upon which such power or duty shall be so exercised.
- (3) Any agreement made under this section shall be made to have effect for a period to be specified therein.
- (4) An agreement made under this section may provide that on termination of the agreement an adjustment shall be made of the interests of the several local authorities which are parties thereto in any property to the provision of which they have contributed and as to the mode in which the adjustment shall be arrived at.
- (5) It shall be a term of every agreement made under this section, whether the agreement is made before or after the day appointed and notified under section 2 (2) of the *Library (Amendment) Act 1977*, that any dispute arising under the agreement shall, on the application to the [Council](#) of a party to that agreement, be settled by arbitration by an arbitrator appointed by the [Council](#).

12A Other arrangements relating to local libraries

- (1) Without limiting section 12, 2 or more local authorities may, with the approval of the Minister, enter into an arrangement for the provision, control and management of any library, library service or [information service](#) in the [area](#) of any [local authority](#) that is a party to the arrangement.
- (2) The Minister is not to approve such an arrangement without the agreement of the Minister for Local Government.

13 Subsidy

(1) A [local authority](#) within whose [area](#) a library, library service or [information service](#) is provided, controlled and managed in accordance with this Act shall, subject to this Act, be entitled to subsidy under this section.

(2) A [local authority](#) shall be eligible for subsidy under this section if during the year for which the subsidy is payable it expends out of rate income upon the provision, control and management of libraries, library services and [information services](#) in its [area](#), not less than the larger of the following amounts, namely:

- (a) An amount equivalent to the product of a rate upon the unimproved capital value of all rateable land within its [area](#):
 - (i) in the case of an [area](#) that (immediately before the commencement of the [Local Government Act 1993](#)) was a municipality-of one-tenth of one cent in the dollar,
 - (ii) in the case of an [area](#) that (immediately before the commencement of the [Local Government Act 1993](#)) was a shire-of one twenty-fifth of one cent in the dollar.
- (b) An amount equivalent to the sum of ten cents for each person resident within the [area](#) of the [local authority](#): Provided that in any case where the amount referred to in paragraph (a) is greater than an amount equivalent to the sum of fifteen cents for each person resident within the [area](#) of the [local authority](#), the [local authority](#) shall be eligible for subsidy if it so expends not less than the last-mentioned amount.

(3) A [local authority](#) shall not be eligible for subsidy under this section unless the library, library service or [information service](#) so provided, controlled and managed is in the opinion of the [Council](#) reasonably capable of meeting the requirements of the persons resident in its [area](#).

(3A) Where a [local authority](#) has failed to comply with the requirements of sections 10 and 10A during the year preceding the day on which it lodges an application for subsidy with the [Council](#) under section 14, the [local authority](#) shall not be eligible for subsidy for the year to which the application relates if the Minister so directs by order in writing served on the [local authority](#).

(4) Where a [local authority](#) is eligible for subsidy under this section the subsidy payable to the [local authority](#) in respect of any year shall be:

- (a) an amount equal to one-half of the total amount expended by the [local authority](#) on libraries, library services and [information services](#) in that year from:
 - (i) rate income, and
 - (ii) any advance against subsidy made by the Minister to the [local authority](#) in respect of that year, or
- (b) an amount equivalent to the [prescribed](#) amount for each person resident within the [area](#) of the [local authority](#),
whichever is the less.

(5) An advance against subsidy may be made by the Minister to a [local authority](#) in any year in respect of which the Minister considers the [local authority](#) would, on the basis of the [local authority](#)'s estimated expenditure on libraries, library services and

[information services](#) in that year from rate income, be eligible for subsidy under this section.

(5A) An advance against subsidy is payable subject to such conditions and at such times as the Minister may determine.

(6) The [regulations](#) shall prescribe the manner in which the number of persons resident within the [area](#) of a [local authority](#) is to be ascertained for the purposes of this section.

14 Subsidy-how payable

(1) A [local authority](#) which claims to be entitled to subsidy under section 13 may lodge with the [Council](#) an application for payment of such subsidy.

(2) The [Council](#) shall consider such application and forward the same to the Minister together with its report and recommendation.

(3) Subsidy shall be payable out of moneys provided by Parliament.

SCHEDULE 2**Services of the CRL**

COLLECTION DEVELOPMENT

- Selection and purchase of Resources
- Process purchases and donations
- Catalogue – provision and management
- Repair Resources
- Regular stocktaking at all branches
- Undertake regular weeding of stock at all locations

OPERATIONS

- Stock movement between branches
- Website development and maintenance
- Management of the Library Management System
- Statistics and Reports
- Financial Management
- Policy and Procedure development and review
- Management of CRL Staff: employment, training and Professional Development, workplace and equipment.

SERVICES

- Reference support
- Readers Advisory
- Reciprocal support of Inter Library Loans Services
- Resource development for target groups and needs – children, Young Adults, older persons, disability, cultural diversity.
- Development and maintenance of a Local Studies and Family History/Genealogy collection
- Promotion and marketing of local library services to community
- Research and implementation of new initiatives for example: eResources, digitization of local content

Schedule 3

Formula example for the Regional Librarian's costs

- 10.4.1 The estimated proportion of time that the Regional Librarian will dedicate to the CRL operations is 80%. This will be monitored and reviewed to ensure equity and fairness in the contributions of Bellingen Shire Council.
- 10.4.2 In determining the amended contribution of Bellingen Shire Council the wages plus on-costs for the Regional Librarian will be used.
- 10.4.3 Bellingen Shire Council will contribute towards the 80% wages and on-costs of the Regional Librarian in proportion to its population's representation of the total population serviced by the CRL.
- 10.4.4 If Bellingen Shire Council's proportional population representation of the CRL is 20%, then the following formula will apply to determining its share of the Regional Librarian's wages and on-costs.

BSC share of Regional Librarian's wages and on-costs = 20% of (80% of Regional Librarian wages and on-costs)

- 10.4.5 If Bellingen Shire Council is only liable for its proportional population representation of the Regional Librarian's wages and on-costs then the following formula will apply to determining its share of the costs total contribution to the CRL:

BSC Total Contribution = BSC Per Capita Contribution less the difference between its 20% of the total Regional Librarian wages and on-costs, and its 20% of the Regional Librarian wages and on-costs dedicated to the CRL.

BSC Total Contribution = BSC Per Capita Contribution – (20% of the Regional Librarian wages and on-costs – (20% of (80% of the Regional Librarian wages and on-costs))).

WORKPLAN FOR THE CRLC 2021

				2020	2021				2022				2023				2024		
STRATEGIES				4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr
PRIORITY	1	Community Service Delivery: collections, programs facilities and activities, service delivery and charters, marketing, promotion community information, community identified needs and access																	
	1.1.	Maximise community access to library services																	
L		1.1.1.	Conduct a User and Non-User Survey				√												
H-M		1.1.7	Support access to collection by improved inventory management								√								√
	1.2	Well managed, relevant and timely and up-to-date collections that meet community needs and demands																	
H		1.2.1	Regional Collection Management Pan										√						
H-M		1.2.2	Community Collection needs Survey								√					√			
H-M		1.2.4	Implement Local Studies and Family Strategy						√				√				√		
M		1.2.5	Develop and promote comprehensive digital collection resources			√				√				√				√	
H		1.2.6	Develop a DVD Collection				√				√				√				√
H		1.2.7	Review eResources for relevance					√				√				√			
M		1.2.8	New technologies					√				√				√			
L		1.2.9	Investigate lending Objects																√
M		1.2.10	Develop a Corporate Library Collection/Service										√				√		
H-M		1.2.11	Develop a Literacy Focus			√				√				√				√	
	1.3	Relevant and contemporary targeted services, programs and activities																	
M		1.3.1	Marketing/Promotional Plan	√				√				√				√			√
M		1.3.2	Develop a visible library identity									√				√			√
H		1.3.5	Develop Aboriginal resources and services		√				√				√				√		
H_M		1.3.6	Develop a business outreach service												√				√
	1.4	Optimum, recognised and transparent customer standards and practice																	
		1.4.1	Library Customer Service Charter						√								√		
	1.5	Engaged and supported community																	
H-M		1.5.1	targeted public consultations							√								√	
M		1.5.4	Annual Community Book Selection		√				√				√				√		
	3	Business Systems, Management and Resourcing: standards, policies, procedures, guidelines, communication tools and organisational structure. Libraries are well resourced & sustainable.																	
	3.1	A library service that meets contemporary operational standards																	
H		3.1.1	Review policies, procedures	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
L		3.1.4	Review Library Management System																
M-H		3.1.5	Maintain effective work practices between Regional Services staff and																
	3.2	Responsible and accountable financial/resource management																	
H		3.2.1	Budget informed by strategic objectives	√				√				√				√			
H		3.2.2	Annual budget workshops	√				√				√				√			
H		3.2.3	Increased library income				√				√				√				√
H		4.1.4	Library Stock appropriately insured																
M		4.1.5	Staffing levels																
			Budget Balance sheet - quarterly report	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
			Review - CRL workplan - annually	√				√				√				√			

 not reportable within this period

QLS RFID CHUTE



Gelcoated Fibreglass Outer Shell with RFID activated opening for the book chute. Can be used in walls, indoors, or outdoors built into returns units. (see page 4)

Any book with an RFID tag will activate the door (low voltage power for safety).

The outer shell of the chute is 600mm x 600mm and the chute itself is 400mm W x 100mm H.

Standard colours are Black and Light Gray. Signage can be supplied.

Kathryn Breward

From: Doug Stewart <D.Stewart@quantumlibraries.com.au>
Sent: Thursday, 29 July 2021 1:47 PM
To: Jill Haynes
Subject: FW: returns chute
Attachments: Returns Solutions 2021.pdf

Hello Jill,

The att. brochure has information on returns. The small RFID chute [Lismore] is a controlled access chute – if your library is working with RFID any book with a tag will open the chute ie. When they present the book the door slides up and after a minute in slides down [should anybody stick their hand in it will immediately reverse so nobody can get caught] . Cost for this chute is \$3,900:00 – Graphics if required = \$185:00.

If you want controlled access and you are not on RFID you will need the large chute DE1050 – This one will open with a barcode or an RFID tag – it is a bit more sophisticated – in as much it will only open for books from your library or library network. It can open and close automatically at prescribed times – including holidays [it is self programmable with a touch pad] [Lismore has this one in their main Library]. It also has screen that prompts the client if they do something wrong – also says closed or open and can display community messages . Of course it's more expensive \$9,600:00 – Both chutes only need to be fixed into the wall and plugged in.

I hope the above helps – if you have any questions please don't hesitate to contact me.

Regards,
Doug Stewart



This email (including any attachments) is intended only for the use of the individual or entity named above and may contain information that is confidential, proprietary or privileged. If you are not the intended recipient, please notify Council immediately by return email and then delete the email, destroy any printed copy and do not disclose or use the information in it. Before opening any attachments, please check them for viruses and defects. Neither the sender nor Bellingen Shire Council accepts liability for any viruses, errors or omissions in the contents of this message or attachment, which arise as a result of email transmission.

QUANTUM LIBRARY SUPPLIES

LIBRARY RETURNS *with a difference*

RETURNS
24 hours



Returns



LIBRARY RETURNS 2021

1/135 Ingleston Road, Wakerley QLD 4154

Phone: 1800 773 374 Fax: 1800 068 944

Email: info@quantumlibraries.com.au

www.quantumlibraries.com.au

Manual Chutes

FB4204 - EXTERNAL 24 HOUR RETURN CHUTE WITH KEY LOCK



Lockable Manually operated book chute with liquid trap and 2 door security.

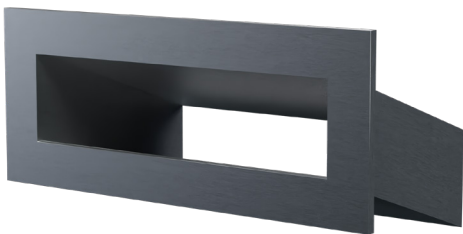
Dimensions are:

External - 500mm W x 280 mm H

Internal - 500mm W x 230 mm H

Overall dimensions are 600mm W x 280mm H x 450mm D

FB4207 - INTERNAL RETURNS CHUTE



Stainless steel fascia with angled chute to accommodate the height of the book bin. This style has no flap for installations for through desk or wall chute.

Overall dimensions are 500mm W x 200mm H x 280mm D with a 400mm W x 100mm H chute

FB4209 - INTERNAL NEEDLE ROLLER CHUTE



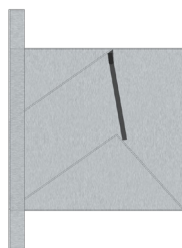
Manually operated book chute with flap and needle rollers.

500mm W x 200mm H x 300mm D with 400mm W x 100mm H chute.

Signage optional extra.

Also available without flap - FB4213

FB4301 - STANDARD INTERNAL/EXTERNAL CHUTE (NO FLAP)

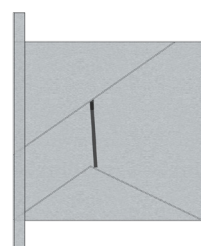


Brushed aluminium chute with no flap.

Inside design prevents foreign objects from being easily inserted.

500mm W x 300mm H x 200mm D with 400mm W x 100mm H chute.

FB4302 - LARGE INTERNAL/EXTERNAL CHUTE (NO FLAP)



Brushed aluminium chute with no flap.

Inside design prevents foreign objects from being easily inserted.

500mm W x 400mm H x 300mm D with 400mm W x 100mm H chute.

Electronic Chutes

ELECTRIC LOCK-OFF CHUTE



The chute displays a green light to say it's open for use - or a red light to indicate that it is closed. Opened by a switch on the inside.

QLS RFID CHUTE



Gelcoated Fibreglass Outer Shell with RFID activated opening for the book chute. Can be used in walls, indoors, or outdoors built into returns units. (see page 4)

Any book with an RFID tag will activate the door (low voltage power for safety).

The outer shell of the chute is 600mm x 600mm and the chute itself is 400mm W x 100mm H.

Standard colours are Black and Light Gray. Signage can be supplied.

If you need to replace a QLS FB4204, a Wharlington chute, or an FE RFID chute - this chute will fit the opening.

DE1050 - CONTROLLED ACCESS



This chute with a gel-coated fibreglass outer shell is designed so that only library patrons from your library or Library Network can open the chute. Models include a barcode version or RFID access. Standard colours are Black and Light Gray. Signage can be supplied.

Dimensions: 670mm W x 645mm H

Barcode: Door opens when correct barcode is scanned, (borrower's code or Item barcode). Barcode model can be retro-fitted with RFID reader for access.

RFID: The RFID controlled door opens up when the book is presented.

Features:

- LCD display gives instructions or displays a custom message: E.g. 'scan correct barcode' or 'chute closed, please return books inside'.
- Self Programming: Touch pad with screen prompt, allows you to change times, messages, look at log and add barcodes.

RFID ACTIVATED OUTSIDE RETURNS BIN



Signage can be supplied.
Other models include

The Outdoor Bin is 1650mm H x 800mm W x 980mm D and utilises the QLS RFID Chute (Refer to page 3).

This unit can be custom made to suit any type of trolley. Mobile EBins, shown below, are one such option for use with this outdoor bin.

Mobile EBins (DE1080) are a recommended option for use with this outdoor unit. Other models include the TR2600 or TR2601 - see page 5.



MINI OUTDOOR RETURNS BIN



Mini outdoor bins for when you are short on space. Book trolley is locked inside and can be opened to be removed when needed. Multiple chute designs work for this design. Signage can be supplied.

Dimensions: 1000mm H (950mm at back) x 600mm W x 500mm D

Dump Trolley shown below is used in the Mini Outdoor returns unit.

Trolley Dimensions:
450mm W x 450mm D
x 700mm H



Outdoor Bins

LARGE OUTDOOR RETURNS BIN



Large capacity returns unit. Enables a larger book bin to be stored within that can be removed when needing to transport returned books. Trolley door can be mounted front, sides or back with left or right hinge positions.

Enclosure is: 1600mm H x 900mm W x 1200mm D

Colour is powder-coated as requested.

Large Dump Trolley TR2600 - Sold separately

Used with these large outdoor bins. Black only. The platform is depressible.

Dimensions: 1050mm L x 750mm W x 670mm H +100mm handle.



SMALL OUTDOOR RETURNS BIN



Smaller capacity returns unit. Book trolley is locked inside and can be opened to be removed when needed. Trolley door can be left or right hinge position.

Enclosure: 1450mm H x 750mm W x 750mm D

Colour is powder-coated as requested.

Small Metal Dump Trolley TR2601 - Sold Separately

Black only. The platform is depressible.

Trolley Dimensions: 650mm D x 600mm W x 800mm H



Returns Bins

FC1100 - LOCKABLE DUMP TROLLEY CUPBOARD



Small returns bin for indoor use with a cupboard to lock the bin within for a tidy look.

1108mm H x 802mm W x 650mm D

For use with TR1100 - Sold separately.

Range of colours available.

CIRCULATION DESK RETURNS USING TR1100 TROLLEY



TR1101 BIN WITH LOCKABLE LID



Using the TR1100 trolley, returns are possible to integrate with your circulation desk or as a standalone unit. Has a depressible platform.

Dimensions:

775mm H (at back),
675mmH (at front), x
600mm W x 560mm D



Small returns bin with a lockable flip top lid.

Dimensions: 600mm W x 560mm D x 950mm H
Has a depressible platform.

The EBin - Electronic Returns Bin



DE1081

The EBin has an Automatic Self Levelling Platform with a working height platform of 905mm for fast clearing, however custom heights are available.

The clearing for removing books can be on either the end or the side. This design addresses workplace health and safety issues and avoids bending or lifting when removing collection.

There is an audible alert when the bin is full, with the option of an email alert also available.

The static EBin is available in two models:
End Clearing: 930mm L x 730mm W min.
Side Clearing: 1030mm L x 630mm W min.

The standard height is 950mm with the floor height of the bin to be at 905mm.

Custom sizes can be made on request.

Custom built sorting benches, including height adjustable options, can also be supplied.

The EBin is also available as a **mobile unit**, with heavy duty castors and a steel frame, shown below left.

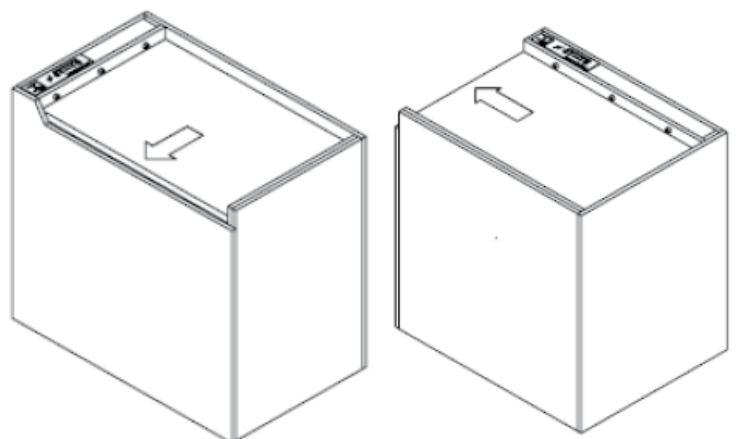
Size: 1030mm L
580mm W
1000mm H - 900mm Platform Limit

Side Clearing only.



DE1080

Steel - DE1080 - Mobile
Joinery - DE1081 - Static or
Mobile



Clearing can be on any side of the EBin.

LibRetto Return and Sorting Unit



Single Return | 5 Bin Capacity



Double Return | 7 Bin Capacity

One or multiple client return options and one or multiple bin options.



Internal



External

For use with the automated sorting, these fascias are available as chutes.

The Quantum Library Supplies suite of LibRetto Returns and Sorting Systems is simply the best on the market, and the ideal choice for libraries that require a self-sufficient returns option with sorter that is truly automatic, requiring no staff intervention.

Several key features contribute to our success and make our product stand out from that of our competitors, including:

- Roller and Belt item transport
- Variety of Feed In/Return Point Options
- Variety of Bin/Trolley Options
- A real reduction in staff handling activities and associated RSI
- Bin Full Email Alert

This system will reduce item handling in the office and enable patrons to return items at any time and borrow again immediately.

Multiple configurations available.

Various bins can be used with this system. The recommended option is the EBin electronic dump bin (DE1080) for large capacity sorting.

Other bin options include the TR1100, TR2601 and TR2600.



TR1100

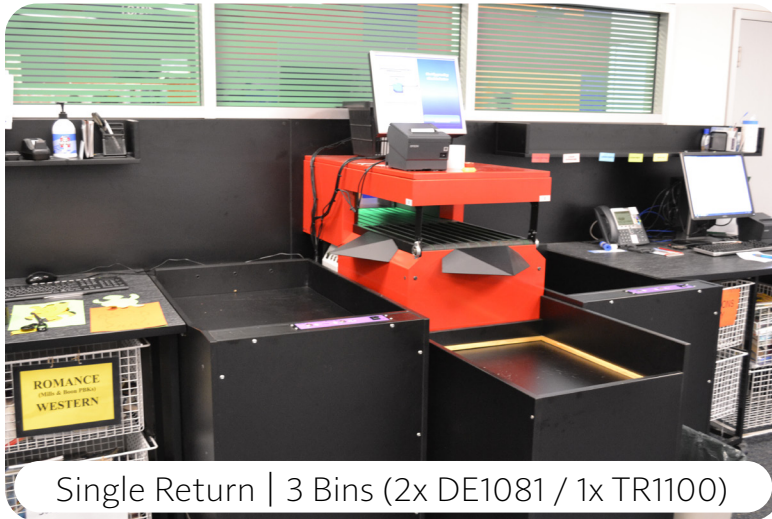


TR2600



TR2601

Compact Supersorter



The most space saving and efficient sorting unit. This is a lower cost option for a library to have an automated return unit. The low power consumption, superior efficiency and ease of implementation will bring significant benefits to the library and its customers.

SuperSorter's efficiency is not only technical, but with lower costs, it gives opportunity for smaller libraries to buy an automated return unit.

The design of the SuperSorter has taken into account stylish design and size.

SuperSorter's low power consumption, superior efficiency and ease of implementation will bring significant benefits for the library and its customers.

SuperSorter's very small footprint serves small and large libraries space requirements and can be installed in public areas or behind staff circulation desks or a separate room. The footprint can be as small as 1312mm x 1400mm plus the surrounding workspace. Extra sorting modules can be added to extend the capabilities to a maximum of 5 bins.



SuperSorter uses Libretto 2 software as the user interface. This gives new dimensions in the software versatility and features, which offers a long lifetime using Libretto 2 in the library. The Libretto 2 software has all the features required by today's market and has a fully modifiable user interface.

The Libretto 2 software includes inbuilt centralized information management system which allows the staff to adjust the settings and features in all the units. The reporting tool in the system gives user statistics and error messages in real time.

For book bins, TR1100, TR2601, TR2600, DE1080 and other variants can be used.



For use with the automated sorting, these fascias are available as chutes.

LibCabinet



Custom unit built with joinery fascia to suit architecture.

- Can be placed in any location
- Check out and check in
- No staff needed
- Very easy to use
- Low maintenance
- With relatively small investment you can extend the library's reach.

TECHNICAL INFORMATION:

- Capacity: Ca. 175 books, 5 shelves
- Screen size: 12" touch screen
- Printer: 80 mm thermal printer
- Input Voltage: 100-240 V
- Dimensions: 510 D x 1410 W x 2100 H mm
- Colors: Quote

COMPACT LIBRARY FOR CHECK OUT AND CHECK IN

With the LibCabinet you now can have your own small library on location. Your customers can have access to your books 24/7. With a combined check in and checkout function, you can offer an independent library at an indoor location of your choice. All you need is a network cable and power outlet. This way you can, in these times of reduced budgets, maintain or even extend the library's reach significantly.

Its transparent doors which are equipped with an electronic lock that can easily be opened by presenting a patron card to a badge reader. The patron takes the books he or she wants and just closes the door again. After closing the door, the LibCabinet prints out a receipt which tells the customer exactly which books he or she has taken and when they need to be returned. Returning a book is equally simple: present the card — open the door — return the book.

The intuitive user interface gives your customers all the information they need. An integrated thermal printer provides the patron

a receipt of all transactions that have taken place so they can always check what they have returned to or have checked out from the library.

The LibCabinet communicates over the industry protocol SIR. This means that all lending traffic is fed back to your library management system.

The LibCabinet software has a maintenance mode with full of features. While in maintenance mode you can for example perform a full inventory and print out inventory result with a printer. LibCabinet can be connected to P.V. Supa centralized management software which will give you all reporting and remote control functionalities that are familiar from other software made by P.V. Supa.

RFID Intelligent Returns or Holds Shelf



- Books can be returned or borrowed and a receipt produced.
- Very easy to use
- Fast check in/check out
- Alarm activation/deactivation
- Multiple items simultaneous return/loan
- Books immediately available for check out

TECHNICAL INFORMATION:

- Capacity: approx. 120/160 items
- Screen: 15" or 17" touch screen
- Printer: 80mm Thermal paper
- Shelf dimensions: 109 L x 71 W x 175 H cm
- Terminal dimensions: (L x W x H)
- 54 x 39 x 142 cm
- Color: white, lime, red, blue, orange

RFID INTELLIGENT SHELF FOR CHECK IN

Shelves that include RFID antennas are specially designed for checking in/out the materials and are meant to be placed near the library's entrance. Every time a patron returns/loans an item to/from the shelf, it sends the information directly to the library system and registers the material as returned/loaned.

Returning materials does not take more than just placing the item on the shelf. Anywhere. That's it. No more queues, no more waiting in line.

For all materials that are returned in the Intelligent shelf, security is automatically switched on. If a patron attempts to remove returned materials from the library without first checking them out, the alarm at the security gates will be activated.

Movable intelligent trolleys with wheels are connected to a info terminal. A simple click mechanism enables you to detach full trolleys and attach an empty one in a split second.

Libraries that move their full trolleys to a 'just returned' section, see that over 25 % of all books returned are checked-out on the same day. The materials are instantly available to customer and this decreases dramatically the workload of library personnel.

There are two different sizes of these trolleys, one with three shelves and one with four shelves. The 3-shelf model takes about 120 items and then 4-shelf model about 160 items.

Trolleys

FLAT SHELF TROLLEY

All Quantum Trolleys have an engineered steel section welded into the tube to accept a 10mm bolt. Wheels are fitted with Loctite and locking washers.



Armidale Flat Shelf

TR2011

1110mm H
500mm W
500mm D



Metal Flat Shelf

TR2010

1100mm H
850mm W
500mm D



Brisbane Flat Shelf

TR2012

1110mm H
650mm W
500mm D

SLOPING SHELF TROLLEY



Armidale Sloping Shelf

TR2021

1110mm H
500mm W
500mm D



Metal Sloping Shelf

TR2020

1110mm H
850mm W
500mm D



Brisbane Sloping Shelf

TR2013

1110mm H
650mm W
500mm D

OTHER TROLLEYS



Single Sided Two Shelf

TR2015

1110mm H
650mm W
400mm D



Single Sided

TR2060

1110mm H
850mm W
400mm D



Cataloguing Trolley

TR2030

1110mm H
450mm W
570mm D



Gravity Fed Book Trolley
TRGFTB

1200mm H
900mm L
Shelf: 700mm



Shelf Divider
TRSDIV

Alternate colours are available for trolleys.

