

MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 17 February 2021
URUNGA LIBRARY MEETING ROOM, Urunga NSW

PRESENT:

Bellingen Shire Council
 Jill Haynes Bellingen Shire Librarian
 Alison Pattinson – Manager Community Wellbeing
 Cllr Toni Wright-Turner
 Roweena Sierant - Library

Clarence Valley Council
 Cllr Karen Toms
 Cllr Peter Ellem (Chair)
 Des Schroder (Executive Officer)
 Kathryn Breward Regional Librarian
 Christi Brown Management Accountant Coordinator

Meeting opened at 10:00am

1. Acknowledgement of Traditional Custodians

Cllr Peter Ellem

2. APOLOGIES

Victoria Keane

NOTE: Christi Brown was present for discussion of financial reports via Microsoft Teams

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – 12 November 2020

Moved: Jill Haynes

Second: Cllr Karen Toms

Adopted

NOTE: Items 5.1 & 8.5 discussed first so Christi could leave the meeting afterwards.

5. Business arising from the Minutes – Meeting held 12 November 2020

5.1 REVIEW OF CRL BUDGET AND RESERVE FORECAST

Questions on notice from Alison Pattinson were addressed in the discussion of this report.

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

Discussion covered the additional forecast options provided prior to the meeting and the needs of each council library service. Modelling for the recommendation will be provided for information of the CRL Committee. Consideration of the CRL Funding Formula will be discussed when the new Agreement is due to be prepared in 2022.

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

8.5 QUARTERLY INCOME AND EXPENDITURE SHEETS

Christi Brown left the meeting after this item was Adopted.

In discussion it was noted that higher expenditure rates of budgeted items at this quarter was a result of timing of payments for services and subscriptions.

Recommendation

That:

- The Report on the 2nd Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee.

Moved: Cllr Peter Ellem

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

Second: Cllr Toni Wright-Turner

Adopted

5.2 CLARENCE REGIONAL REVIEW

Recommendation

That the Committee

1. Does not endorse a review of library services at this time.
2. The decision will be reviewed in line with the new Regional Library Agreement

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

6. Correspondence

In-coming: Nil

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

7. Executive Officer's Reports – Nil

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

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



8. Regional Library Reports -

8.1 CRL MARKETING PLAN

Discussion covered who was creating the Media Releases for the region, and whether all Committee members received a copy of the CRL digital Newsletter.

Recommendation

That CRL Committee:

- Endorse the Draft CRL Marketing Plan in preparation for the completion of the Marketing Action Plan.
- Note the Marketing Action Plan will be prepared for the May CRL C meeting.
- All receive a digital copy of the CRL Newsletter when it is available.

Moved: Cllr Peter Ellem
Second: Cllr Toni Wright-Turner

Adopted

8.2 IMPLEMENTATION OF LOCAL STUDIES PLAN

Clarification was provided on how the CRL was able to source and acquire the Duncan Miller Collection.

Recommendation

That the Committee:

1. Note the progress of the Local Studies Strategic Plan to date.

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

Adopted

8.3 ABORIGINAL RESOURCES

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



Recommendation

That the committee note the Aboriginal Resource collection acquisitions.

Moved: Cllr Toni Wright-Turner

Second: Cllr Karen Toms

Adopted

8.4 GET CONNECTED PROGRAM UTILISING CRL COMPUTER RESERVE

Discussion around the use for the Computer Reserve and its origins.

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*.
- Bellingen Shire Libraries to consider suitable projects to also be funded from the Computer Reserve.

Moved: Cllr Peter Ellem

Second: Cllr Toni Wright-Turner

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:

May – Friday 14/5/2021 GRAFTON

August - Friday 13/8/2021 BELLINGEN

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

November - Monday 8/11/2021 GRAFTON
(Tentative depending on new committee)

11. Items for next meeting

11.1 Digital collection

11.2 Our literacy focus

Meeting Closed: 11:52 am

Next meeting: Friday 14 May 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 **11 February 2021** at the **URUNGA LIBRARY, 32 Bonville Street URUNGA NSW.**

BUSINESS

1. Acknowledgement of Traditional Custodians
2. Apologies
3. Disclosure of Conflict of Interest
4. Confirmation of Minutes – 12 November 2020

5. Business arising from the Minutes – Meeting Held 12 November 2020
 - 5.1 Review of CRL Budget and Reserve forecast
 - 5.2 Regional Library Review

- 6 Correspondence
 - In-coming:
 - Out-going:
 - Media Releases:

CVC – 16/12/2020	Three things you should know about Clarence Valley Libraries
CRL – 30/11/2020	Beamafilm has arrived
CRL – 9/11/2020	Launching new Aboriginal Collection branding

- 7 Executive Officer's Reports -

- 8 Regional Library Reports –
 - 8.1 Marketing Plan

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

- 8.2 Implementation of Local Studies Strategic Plan
- 8.3 Aboriginal Resources
- 8.4 Get Connected program utilising CRL Computer Reserve
- 8.5 2nd Quarter Income and Expenditure spreadsheet

9 Items for Information

10 Additional Matters – discuss meeting dates

Clarence Regional Library scheduled Committee Meetings for 2021:

February -	11/2/2021
May –	13/5/2021
August -	12/8/2021
November -	4/11/2021 (Tentative depending on new committee)

11 Items for next meeting

- 11.1 Digital collection
- 11.2 Our literacy focus

Meeting Closed:

Next meeting:

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



**MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 12 November 2020
VIA MICROSOFT TEAMS**

PRESENT:

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

Clarence Valley Council
Cllr Karen Toms
Cllr Peter Ellem (Chair)
Des Schroder (Executive Officer)
Kathryn Breward Regional Librarian
Victoria Keane Team Leader (Regional Resources)
Christi Brown management Accountant Coordinator
Erin Brady Senior Library Officer (Digital Engagement)

Meeting opened at 10:00am

1. Acknowledgement of Traditional Custodians

Cllr Peter Ellem

2. APOLOGIES

Nil

NOTE: Alison Pattinson & Kathryn Breward will be in and out of meeting due to other meeting commitments

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – 13 August 2020

Moved: Cllr Karen Toms
Second: Jill Haynes

Adopted

5. Business arising from the Minutes – Meeting held 13 August 2020

5.1 CLARENCE REGIONAL LIBRARY MARKETING PLAN UPDATE

Erin Brady was asked to join the meeting for this discussion.

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

The discussion revolved around whether the number of target groups for the Marketing Plan needed to increase and whether seniors or families was more appropriate to target at this time.

Recommendation

That CRL Committee

- Confirm the progress of the CRL Marketing Plan 2020 and adopt the recommended four target markets to be included in the Marketing Plan 2020.
- Review after 12 months with the possibility of including families

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

ITEM 8.5 was moved up the agenda to accommodate Alison Pattinson's attendance at another meeting.

8.5 QUARTERLY INCOME AND EXPENDITURE SHEETS

Questions on notice from Alison Pattinson were addressed in the discussion of this report.

Christi Brown left the meeting after this item was Adopted.

Recommendation

That:

- The Report on the 1st Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee.
- The Final 4th quarter 2019/20 Report on the 2019/20 budget noted.
- Undertake a review for the next meeting to consider whether the adopted expenditures for the CRL Reserve remain viable and to consider any changes that need to be made.

Moved: Cllr Karen Toms

Second: Alison Pattinson

Adopted

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

5.2 REPLACEMENT OF RFID SECURITY GATES FOR GRAFTON LIBRARY

Recommendation

The Committee note the progress of the replacement of the RFID (Radio Frequency identification) security gates in the Sir Earle Page Library and Education Centre.

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

Adopted

5.3 POLICY REVIEW UPDATE – CRL COLLECTION DEVELOPMENT POLICY

Recommendation

That the Clarence Regional Library Committee:

- Note the Clarence Regional Library Collection Development Policy, was adopted by Clarence Valley Council.

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

Adopted

5.4 REGIONAL LIBRARY REVIEW

Recommendation

That the Committee

1. Defer undertaking a review of library services.

Moved: Cllr Peter Ellem
Second: Alison Pattinson

Adopted

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



6. Correspondence

In-coming: Nil

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

Alison Pattinson and Kathryn Breward Left the meeting at 11:07

7. Executive Officer's Reports – Nil

8. Regional Library Reports -

8.1 CRL STRATEGIC PLAN REVIEW

Recommendation

That the

1. Report of achievement of the Clarence Regional Library Strategic Plan 2012 – 2022 be endorsed, and reported to the Executive.
2. CRLC congratulates and thanks the librarians and all staff on these achievements.

Moved: Cllr Peter Ellem

Second: Cllr Toni Wright-Turner

Adopted

8.2 DIGITAL ENGAGEMENT POSITION

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

Recommendation

That the Committee:

1. Continue to monitor the role and defer decision until June 2021.

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

Adopted

8.3 CRL WORKPLANRecommendation

That the Draft Clarence Regional Library Committee Work Plan 2021-2024 be adopted by the Clarence Regional Library Committee to guide its operations over the next 12 months until the new Committee is formed after council elections in 2021.

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

Adopted

8.4 REVIEW OF CRL LOCAL STUDIES COLLECTION DEVELOPMENT POLICYRecommendation

That the:

- Committee endorse the draft Local Studies Collection Development Policy and its implementation across the Regional Library Service.

Moved: Cllr Peter Ellem
Second: Cllr Toni Wright-Turner

Adopted

9. Items for Information

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

9.1 NSWPLA SWITCH Public Library Conference 24-27 November 2020 – Albury - Cancelled

- due to Covid situation in Victoria as the Conference was being held in Albury NSW

10. Additional Matters

10.1 Clarence Regional Library scheduled Committee Meetings for 2021:

February - 11/2/2021

May – 13/5/2021

August - 12/8/2021

November - 4/11/2021 (Tentative depending on new committee)

10.2 That a copy of the revised CRL Reserve management figures be made available asap, not wait until the February meeting as there may be budget implications for Council's if the subsidies were not to remain within Council budget for FY 21/22

11. Items for next meeting

11.1 Marketing Plan

11.2 Implementation of Local Studies Strategic Plan

11.3 Aboriginal Resources

11.4 Revised CRL Reserve forecast – to be provided to the Committee prior to February 2021

Meeting Closed: 11:25 am

Next meeting: 11 February 2021

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



ITEM: 5.1 No. 1/21 – CRL BUDGET AND RESERVE FORECAST

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides information on the CRL Reserve and its forecasted income and expenditures for the following 10 years.

OFFICER RECOMMENDATION

That the CRL Committee agree to:

Returning State Library Subsidies to CRL from 2021/22 to preserve the CRL Reserve at a reasonable level and:

- Enable the CRL to more effectively cover potential redundancies in the event of a dissolution of the region or as a result of a restructure.
- Provide a Book Vote to maintain the library Collection at appropriate levels, age and quality.
- Provide funds to replace the identified items (laptops, iPads Mini tablets and RFID equipment) on the schedule.
- Provide funds for another two User/Non-user Surveys conducted by a contractor.

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

In 2018/19 it was agreed to return the State Subsidy funds to the Public Libraries for the short term (FY 2019/20 & 2020/21) in order to reduce the predicted considerable balance projected in the CRL Reserve. It was agreed at that time to review the reserve balance after 2 years with the prospect of returning the State Library funds to CRL for 2021/22, once the predicted reserve balance was brought back to a reasonable level. See below Minute Item from 16 May 2019.

CRL Committee Minutes 16 May 2019

8.1 State Library Funding 2019/20 overview

The overview of the State Funding for 2019/20 discussed the need for the state funding to be targeted for extended programs and services including extending hours.

Recommendation

That the Committee agree to commence the process outlined in *Item 17* of the Library Agreement to amend the Library Agreement at item 10.2 where it states:

Item 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.

The Committee endorses a decision to each financial year to keep the State Subsidy funds for local public library use for library services and infrastructure within each local council area until the end of this Agreement.

Moved: Cllr Toni Wright-Turner

Second: Cllr Karen Toms

Adopted

Further, on the 14 May 2020, it was minuted that the above decision would be extended until the new agreement was in place in July 2022. The CRL Agreement was extended due to the postponement of Local Government elections from September 2020 to September 2021.

CRL Committee Minutes 14 May 2020

8.6 QUARTERLY INCOME AND EXPENDITURE SHEETS

Details provided 4th quarter expenditure of the CRL and the draft 2019/20 Budget.

Recommendation

That:

1. The report on the Quarterly Income and Expenditure Sheet is noted by the Committee.
2. The Committee agrees to leave the State Library Subsidies with each Council's public library service until the end of the extended Regional Library Agreement due on 30 June 2022.
3. A review be prepared on the Senior Library Officer (Digital Engagement) position funding for the August Committee meeting.
4. The Finance section of CVC to clarify questions on notice.

Moved: Cllr Peter Ellem

Second: Alison Pattinson

Adopted

At the 12 November 2020 CRLC meeting the following was requested in item 10.2:

10.2 That a copy of the revised CRL Reserve management figures be made available asap, not wait until the February meeting as there may be budget implications for Council's if the subsidies were not to remain within Council budget for Financial Year 2021/22

This report provides the information requested.

KEY ISSUES

- All formulas have been checked for accuracy in the 10 year *CRL Reserve Expenditure Spreadsheet*
- 2 models have been prepared for the 10 year CRL Reserve forecast:
 1. *CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v1*
 2. *CRL Reserve Expenditure - Adopted March 2020 - including the State Library Subsidies – November 2020 v2*

CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v1

- Key revisions

- *Items have been removed that are already included in the current year (2020/21) Operational budget for the CRL for 2020/21.*
- Interest income has been adjusted down to 1% based on advice from Council's Finance Section.
 - This is only indicated for the next 3 years as it was advised that it was not useful to predict interest earned beyond this point.
- Redundancies have all been recalculated individually for each member of staff and year based on:
 - Award:
 - Clause 40 – Termination of Employment
 - Clause 42 – Termination of Employment and Redeployment Due to Redundancy
 - Period employed (incremental)
 - Currently the Regional service team have the following years of service:

Period of Employment (years) 2020/21
10
1
9
25
8
9
1

- Standard hours per week
- Amount of Leave entitlements (Annual & Long Service Leave) accrued by CRL Staff
- Current hourly rate for each
- 2% Award increase per year
- It will be essential to recalculate the individual redundancies annually in order to maintain accuracy of the calculation.

- *Operational Expenditure* taken from the *CRL Reserve* indicated at line 27 is now included in the Operational Budget.
- *Book vote* Expenditure from the *CRL Reserve* is now indicated at line 28
 - Current year *Book Vote* is \$345,000 the following years has been reduced to \$300,000
 - Based on the previous analysis prior to signing the last CRL Agreement, the Library Collection will remain within the current age and quality ranges if we reduce the *Book Vote* to \$300,000 from 2021/22.

CRL Reserve Expenditure - Adopted March 2020 - including the State Library Subsidies – November 2020 v2

In additional to the above changes, this spreadsheet has the *State Library Subsidies* added back, in line 29.

- State Subsidy Funding Formula is set to end 2022/23.
 - The 23/24 Subsidy amount indicated in the spreadsheet has been frozen to the previous year as future funding is currently unknown beyond 2022/23.

Conclusions

Scenario 1 - Leaving the State Subsidy going to Public Libraries from 2021/22 – will leave the CRL Reserve unable to fund redundancies, Book Vote or additional purchases after 2022/23.

Scenario 2 – Returning State Library Subsidies to CRL from 2021/22 will preserve the CRL Reserve at a reasonable level and:

- Enable the CRL to more effectively cover potential redundancies in the event of a dissolution of the region or as a result of a restructure.
- Provide a Book Vote to maintain the library Collection at appropriate levels, age and quality.
- Provide funds to replace the identified items (laptops, iPads Mini tablets and RFID equipment) on the schedule.
- Provide funds for another two User/Non-user Surveys conducted by a contractor.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	<ul style="list-style-type: none"> • CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v1 • CRL Reserve Expenditure - Adopted March 2020 - including the State Library Subsidies – November 2020 v2

ITEM: 5.2 No. 1/21 – REGIONAL LIBRARY REVIEW

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

In formulating this years budget Clarence Valley Council allocated funds to undertake a review of library services leading up to the new 2021/22

OFFICER RECOMMENDATION

That the Committee

1. Endorse undertaking a review of library services and provide \$35,000 towards the Review of Regional Library Services from the CRL Reserve
2. Provide a list of issues that should be included in the review

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 has been 3 years since the State Library of NSW undertook the last library review. It is proposed leading up to the new IP&R plans to be developed by the new Councils in 2021/22 that a review is undertaken again which would include both Clarence Valley libraries and the Regional Library. It is proposed that \$35,000 comes from the Clarence Valley Council budget and \$35,000 from the Regional Library budget.

KEY ISSUES

The following can be considered as the Terms of Reference for the Review. This will be provided as part of the consultant engagement process:

- Efficiency and effectiveness of the services as benchmarked against NSW figures and other jurisdictions.
 - What is the world trend?
- The efficiency and effectiveness of the current Regional Library service and staffing ratios.
- Are we supplying the right balance of services:
 - book stock v online
 - evidence we are purchasing the right stock.

- Are we meeting community needs across the whole spectrum e.g.:
 - Youth
 - Adult
 - Aboriginal
 - Disability
- How will the services need to adapt to COVID world and a post pandemic transformed world- e.g.:
 - More tertiary students studying online already the Country University at Grafton has 150 students.
 - Trend to home offices.
- What is the potential services that can be provided to the Clarence Correctional Centre?
 - Every prisoner has online access via an individual electronic device
- With the new mobile library the report adopted by Clarence Valley Council to fund it called for a progress review within two years of the service
- Hours of operation of branches

Attached is also a list of consultants initially provided by the State Library in 2011 and recently updated and annotated by the Regional Librarian. Three quotes will be obtained in order to progress the CVC procurement process for this Review.

Prepared by	Des Schroder / Kathryn Breward
Attachment	List of independent library Consultants updated 2021

ITEM: 8.1 No. 1/21 – CLARENCE REGIONAL LIBRARY MARKETING PLAN UPDATE

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

Report provides an overview of the process undertaken in developing the CRL Marketing Plan.

OFFICER RECOMMENDATION

That CRL Committee:

- Endorse the Draft CRL Marketing Plan in preparation for the completion of the Marketing Action Plan.
- Note the Marketing Action Plan will be prepared for the May CRL C meeting.

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 adopted minutes for the Clarence Regional Library 13 February 2020 meeting state:

Recommendation

The Committee endorse:

- 1. The creation of a Marketing plan for the Clarence Regional Library*
- 2. Endorse the expenditure of up to \$15,000 from the CRL Reserve to engage a suitable person to prepare a draft Marketing Plan for the Regional Library Service.*

Moved: Cllr Karen Toms

Second: Anna Joy

Adopted

The adopted Clarence Regional Library Strategic Plan 2012-2020 states:

Strategic item 1.3.1 Comprehensive marketing / promotional plan.

In the adopted Revised CRL Strategic Action Plan 2012-2022 sept 2019 reviewed:

item 1.3.1: Key Actions include:

- *Set context within member councils' strategic directions eg: management, social, cultural plans*
- *Identify priority target groups (now & future)*
- *Produce comprehensive marketing strategy*
- *Produce associated Action Plan*
- *Determine opportunities WER in CRL and LGAs with outcome including:*
- *Marketing plan and associated action plan*
- *A recognised local library identity*
- *Increased awareness and recognition of the range of library services*

A style guide for marketing collateral for CVC libraries was developed in 2013 and is used across the whole region, with great success (marketing awards from NSWPLA in 2014 and also a 2015 award from Government Communications Australia).

The Regional Library Service is one of council's most popular services and they provide a positive impression to our community that can be enhanced through well presented marketing. Our public libraries are social hubs for our communities, they provide an all-accessible cultural and learning space as well as being places for enabling economic development.

This strategic plan will provide current relevant strategic marketing direction that will support library services and collections across the Regional Library Service potentially improving the library usage and increase engagement with our services and collections.

Strategic direction provided by a Marketing Plan and an associated Strategic Action Plan will provide a framework for development of marketing for the Library's services and collections. It will provide benchmarks and direction for future marketing campaigns.

As part of the development of the CRL Marketing Plan the following has been undertaken:

- Four surveys were conducted between August – October 2020 to guide the preparation of the CRL Marketing Plan.
 - SWOT analysis - 15 responses from library staff in CV and BS libraries.
 - *Let's talk about your library* public survey – 644 digital responses, 26 paper responses. Almost 30% of respondents were BSC library users and 68% were CVC library users.
 - High school survey – 211 responses from students at McAuley Catholic College, Grafton.
 - Clarence Conversations (CVC engagement) – 44 digital responses.
- We engaged with 940 community members, including library and non-library members.
- The survey results data will be used in the marketing plan:
 - To determine the wants and needs of CRL communities and staff
 - Define 4 key target markets for the Marketing Plan 2020.
 - Define strategic Marketing Plan actions such as the delivery platforms and methods for CRL marketing, delivery of CRL services and event content and delivery.

KEY ISSUES

- Face-to-face focus groups were not possible due to COVID-19 restrictions.

- To maximise reach and engagement the surveys were delivered and promoted via multiple platforms including: CRL newsletter; social media; CVC Clarence Conversations Page; Survey Monkey; media release; local media; paper copies at all libraries; and, the English department at McAuley Catholic College in Grafton.
- Using feedback from surveys and staff SWOT, four target markets are being recommended for CRL Marketing Plan:
 - Young Adults
 - Aboriginal people
 - Retirees and Seniors
 - Local cultural tourists
- The Draft CRL Marketing Plan is attached. It will be formatted by a graphic designer once the Action Plan has been developed. This is the next and final stage and will be completed in consultation with staff across the region, and will include budget details/programming. The Action Plan will include a full schedule of marketing actions for CRL for the financial year Jul 2021 – Jul 2022.
- The Draft CRL Marketing Plan will be delivered to the ‘All Staff’ Staff Meeting on February 1, 2021, to begin internal consultation and engagement in the development of the Action Plan.
- The Action Plan will be completed February/March and then all will be formatted by a graphic designer ready for the May CRLC meeting.
- CRL will activate the CRL Marketing Plan 2021 and Actions on Jul 2021.

Prepared by	Erin Brady
Attachment	Draft CRL Marketing Plan 2021

ITEM: 8.2 No. 2/20 – IMPLEMENTATION OF LOCAL STUDIES PLAN

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	no	

REPORT SUMMARY

This report provides an update on the progress of the Local Studies Strategic Plan.

OFFICER RECOMMENDATION

That the progress of the implementation of the Local Studies Strategic Plan be noted.

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 Local Studies Strategic Plan was adopted by the Executive Council at the July 2012 council meeting.

The plan includes: a Collection Development Policy for Local Studies; a Draft Disaster Management Plan; the results of the Community Local Studies Survey Results Analysis; and an example "Memorandum of Understanding" template for establishing a local studies network.

Key actions to date

Gaps in the Local Studies Collection are being addressed through purchase of materials so that the Local Studies Collections held at each library will be similar and provide a wider access to resources across the community. Items identified and requested by the library team have been purchased on an ongoing basis, and the cataloguing of these items is currently progressing. Where the materials are relevant for more than one library location, multiple copies are purchased. Likewise, any donations relevant to local studies have been targeted for original cataloguing and additional copies have been purchased in line with our Collection Development policy.

In June 2020 the library acquired 151 local history photos from the Duncan Miller Gallery in the United States. The photos are part of the Sydney Morning Herald archive of news photos and cover locations in the region including Grafton Racecourse - 6 photographs ; Grafton Gaol - 46 photographs ; Bellingen - 38 photographs ; Urunga - 5

photographs ; Iluka - 7 photographs ; Maclean - 15 photographs ; Clarence River - 13 photographs ; Yamba - 21 photographs. They have been digitized and are being added to the archives module in Spydus.

The transcription of our collection of Oral Histories from the Grafton U3A (150 interviews) has been delayed due to Covid -19 restrictions in 2020.

To date there are:

10 initial transcriptions in progress
78 initial transcriptions completed
7 awaiting final edit.

Ancestry.com Library Edition was made available to the public from September 2012. In the last financial year there has been a total of 26,141 individual searches conducted, of these:

21143 citation images – 401% increase on last year
4998 text – 5.6% increase on last year

This is up from 2018/19 where:

4221 citation images
4732 Text

This increase is due to the Covid-19 situation, in response to the lockdowns across the world, *Ancestry Library edition* was made available to library members from home using their library card for the first time from the beginning of April 2020 and continues today.

This continues to be a popular database amongst our community members.

The donations from Nola Mackey (local Historian) of her extensive Local history and family history Archive has been delayed due to Covid-19 restrictions last year. The items for the Mackey Archive were only collected in March and November in 2020. The Regional Team plan to resume the scheduled transfer of digital records, books and maps to the Mackey Archive this year. The library Team are currently developing forms and procedures for the operation of the Mackey Archive Reading Room along with the continued integration of items and records into our Library Management System's (LMS) Archive Module.

Many of the items have already been digitised and catalogued to some extent. Staff will be involved in integrating these items into our catalogue and collections. This Archive is a treasure for the Clarence Valley community in terms of its Local content, it is also a wider treasure to the region as there are items in the family history section of the Archive that are not available anywhere else in Australia for family history research.

Workshops for 2020 were cancelled due to Covid-19.

Prepared by	Kathryn Breward – Regional Librarian
Attachment	CRL Local Studies Strategic Plan reviewed February 2021

ITEM: 8.3 No. 1/21 – ABORIGINAL RESOURCES**Meeting:** Clarence Regional Library Committee

11 February 2021

Reviewed By:**Attachment:** No**REPORT SUMMARY**

This report provides information on the Clarence Regional Library Aboriginal Resources collection.

OFFICER RECOMMENDATION

That the committee note the Aboriginal Resource collection acquisitions.

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

To ensure that a current and comprehensive collection of titles relevant to the local Aboriginal communities is maintained, a portion of the collections budget is allocated each financial year to this collection. For the current financial year an amount of \$2,000 has been allocated to the Aboriginal collection. The process of consultation that commenced 5 years ago is maintained and materials are being added on a regular basis.

Contacts are consulted both via phone and through their websites and include;

- Yarrawarra Cultural Centre.
- Muurbay Aboriginal Language and Culture Cooperative.
- Bellingen and Urunga Museums.
- Minjungbal Aboriginal Cultural Centre, South Tweed Heads

Suppliers and publishers catalogues are regularly consulted from both in print form and online, including CSIRO publications.

Online resources are also regularly consulted to identify titles relevant to Clarence Valley and Bellingen Shire. These included:

- Aboriginal Studies Press (ASP) - the publishing arm of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS).

- Ngija Institute of Indigenous Law Policy and Practice
- Jumbunna Indigenous House of Learning, University of Technology, Sydney
- State Library of NSW
- Trove (National Library of Australia)

Most of the titles identified through these sources are ordered via our major suppliers, as this provides discounts and efficient processing and delivery arrangements.

For further comprehensiveness, the supplier of our adult non-fiction standing order, Keith Ainsworth, provide a curated list of new titles for adults and children in May and November.

All Library Team Leaders have been encouraged to forward any information on Aboriginal titles relevant to the regions of their libraries. *Suggestions for Purchase* are received from libraries in the Clarence Regional Library service, as well as from members of the public through the *Suggestion for Purchase* process.

Where titles are only relevant to one council area sufficient copies are purchased for this area only. Titles relevant to both areas are purchased in sufficient quantities to supply all libraries.

The expenditure of allocated funds towards this collection is an ongoing process and the above sources are revisited on a regular basis. All Aboriginal relevant items are identified on shelves through placement of the aboriginal flag spine label during processing. This is also applied retrospectively to items found on library shelves during shelf tidying / weeding. A search of the subject headings identifies that there are currently 1648 titles of Aboriginal relevance on the CRL catalogue.

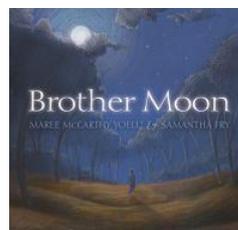
KEY ISSUES

The major issue is identifying recent titles of aboriginal relevance. Utilising a broad sweep approach with the above sources, in combination with *Suggestions for Purchase*, ensures that all relevant publications are identified and purchased.

83 new titles were added to the collection in 2020.

Titles of note new to the collection include:

Brother Moon / Maree McCarthy Yoelu ; illustrated by Samantha Fry.
[McCarthy Yoelu, Maree](#), author
[Fry, Samantha](#), illustrator
 Broome, WA : Magabala Books, 2020.



Coming home to Country / Bronwyn Bancroft.
[Bancroft, Bronwyn](#), author
 Richmond, Victoria : Little Hare Books, 2020.

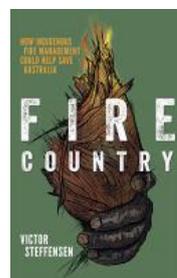


Emu runner
[Thomas, Imogen](#), film director, writer, producer
[Blizzard, Georgia](#), actor

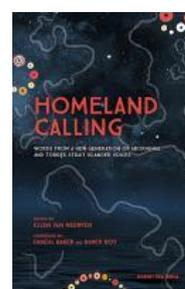


[Waites, Rhae-Kye](#), actor
[Blair, Wayne, 1971-](#), actor
[Screen Australia](#), presenter
 [Kew, Victoria] : Umbrella Entertainment [distributor], [2020]

Fire country : how indigenous fire management could help save Australia
[Steffensen, Victor](#), author
 Richmond, VIC : Hardie Grant Publishing, 2020.



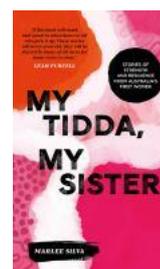
Homeland calling
[Neerven, Ellen van, 1990-](#), editor
[Baker, Danzal](#), writer of foreword
[Pitt, Lakkari](#), artist
[Desert Pea Media](#), presenter
 Richmond, Victoria : Hardie Grant Travel, 2020.



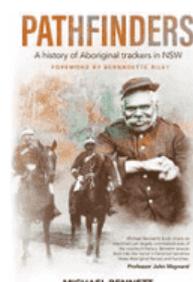
Lowitja : the authorised biography of Lowitja O'Donoghue
[Rintoul, Stuart](#), author
 Crows Nest, NSW : Allen & Unwin, 2020.



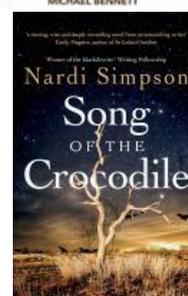
My tidda, my sister : stories of strength and resilience from Australia's First Women
[Silva, Marlee](#), author
[Sarra, Rachael](#), illustrator
[Purcell, Leah](#), writer of foreword
 Richmond, Victoria : Hardie Grant Publishing, 2020.



Pathfinders : a history of Aboriginal trackers in NSW
[Bennett, Michael](#), author
[Riley, Bernadette Yhi](#), writer of foreword
 Sydney, NSW : NewSouth Publishing, 2020.



Song of the crocodile / Nardi Simpson.
[Simpson, Nardi](#), author
 Sydney, NSW : Hachette Australia, 2020.



For a full list see attached Spydus 10 – Instant Report.

In 2020 Clarence Regional Library ran a competition seeking entries of artworks from the Bundjalung, Gumbaingirr and Yaegl communities to represent our Aboriginal Collection Promotional Material, the winning entry by Danielle Gorogo, has been used on DL flyers and pull up banners

Prepared by	Victoria Keane – Team Leader (Regional Resources)
Attachment	Spydus 10 – Instant report, Aboriginal Collection DL

ITEM: 8.4 No. 1/21 – GET CONNECTED PROGRAM UTILISING CRL COMPUTER RESERVE

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides information on the use of the CRL Computer Reserves to facilitate ongoing programming for the CRL *Get Connected* Program.

OFFICER 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*.

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 CRLC recommendation reported in the minutes of the 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

During 2020 the Clarence Regional Library was successful in obtaining Grant funds from the *Be Connected Network* that is provided jointly through the *Good Things Foundation* and the *Australian Government*.

The CRL was successful in receiving grants for the following:

- *Digital Devices* grant round 1 - \$5,500 – for the purchase of digital devices to loan out to older Australians aged 50+ who are socially isolated. See attached Project Summary and Budget Breakdown for the ‘iPad Lending Program’ project.
- *Community Engagement* grant round 6 - \$6,600 – see attached Project and Budget breakdown
- *Be Connected Building Digital Skills* grant Round 12 - \$2,750 – this grant was used in conjunction with the Digital Devices grant to provide the staffing for the help sessions.

KEY ISSUES

The Regional Library Team are requesting funds from the *CRL Computer Reserve* to facilitate the continuation of the *iPad Lending Project*.

The *CRL Computer Reserve* currently has a balance of \$30,656.74.

The *iPad lending Project 2020* enabled 25 people aged 50+ to borrow iPads from Grafton Library and the Mobile Library. The project fielded 46 calls to 25 people over the 5 months course of the project with calls ranging from a couple of minutes to an hour in duration.

Case study of one iPad borrower:

Lorina is a CRL member aged over 50. She lives alone and has used our iPad lending program to stay connected during the pandemic. Lorina does not have internet at home, limited data on her mobile phone, and very basic tech skills. She had never used an iPad before, but having our Be Connected facilitator Hayden there to guide her through the learning journey gave her the confidence to give it a go and continue to extend her digital skills and knowledge.

With regular phone assistance, as well as one-on-one sessions at the library with Hayden, Lorina has learnt to use the iPad, search on Google, use Zoom, access Clarence Regional Library eLibrary services and play games. Hayden has also helped Lorina set up her smartphone and back up her computer, all things that she can now do herself.

A *Be Connected* condition of funding to purchase the iPads for CRL’s *iPad Lending Program* in 2020 was to lend the digital devices only to borrowers from Grafton Library and the Mobile Library. Having completed the six month funding period, the iPads now belong to CRL and the lending program can be extended to all Clarence Valley Libraries in 2021 without any additional costs.

Based on the positive feedback from participants, it has been proposed to continue to run the project again in 2021. See the plan below:

What: Budget for iPad Lending Program January – June 2021

Duration: 25 weeks.

Details:

5 iPads in circulation in Clarence Valley including data.

Resetting iPads.

Weekly calls to lenders including tech help.

Additional IT help at Grafton Library twice a week for all members.

Costs:

Data

\$10 per month per ipad.

\$60 x 5 ipads

\$300

Cost of Facilitator (Hayden)	
6 hours per week X 25 = 150 hours.	
150hrs X \$32.65*	\$4,897.50
Total:	\$5,197.50

Once we have acquitted the grants above we can apply for more funding in order to continue to provide this type of assistance for our community members.

In the interim, we are seeking to utilize funds from the *CRL Computer Reserve* to kick-start this program in 2021.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Digital Devices Project Summary and Budget breakdown Community Engagement Project and Budget breakdown

ITEM: 8.5 No. 1/21 – 2ND QUARTER INCOME AND EXPENDITURE SHEET

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides information on the 2nd quarter for 2020/21.

OFFICER RECOMMENDATION

That:

- The Report on the 2nd 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:	<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

KEY ISSUES

Items of note in the 2nd Quarter Revenue and Expenditure include:

- This spreadsheet includes Actuals to 31/01/2021 so an additional month included in the calculations to provide the most recent data.
- The Revenue from CVC and BSC reflect the removal of the State Library Subsidies from each LGA as income for the Regional Library.
- *Lines 9 & 10 – CVC contributions* – this is paid monthly by CVC that is why the percentage appears different to BSC
- *Line 12 - Revenues from users* reflects the removal of overdue fees
- *Line 18 - Salaries & Employment* – tracking slightly under estimates
- *Line 26 - Computer System costs* - reflect the additional month included in the calculations
- *Line 27 - Subscriptions/ Databases* - reflect the additional month included in the calculations
- *Line 28 - Telephone* – this budget has been consolidated Organisation-wide - will be included as an allocated cost in future years.
- *Line 29 - Insurance* – this is based on the delivered purchase order only. The premiums went down across the Clarence Valley Council
- *Line 32 - Freight & Cartage* - reflect the additional month included in the calculations

- *Line 33 – Book Maintenance* – 40% of this has been spent is based on Purchase Orders delivered only
- *Line 37 - Admin/Operating*. Is low : the service hasn't needed to purchase borrower cards yet and the RFID tags have come from the *book maintenance* budget when they should have come from this budget (this will be rectified by the next quarter)
- *Line 58 - Book Stock* – is based on Purchase Orders delivered at time of the report, this is tracking on task as orders come in most days except during the holiday period.
- *Line 89 - expected Reserve* as at 1 July 2021 is currently tacking higher then the 10yr forecast is predicting (the 10 yr forecast is a conservative estimate of the CRL Reserve) this is currently only a snapshot of a point in time and may change either way by the end of this financial year. A review of the 10 yr forecast will be completed in the new financial year to include that actual CRL Reserve amount once the end of year financials are complete for CVC.

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 and is attached. 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	income and expenditure sheet as at 31 October 2020

CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v1

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	\$ 455,973.93	\$ 148,473.67	-\$ 156,312.80	-\$ 488,312.80	-\$ 790,312.80	-\$ 1,092,312.80	-\$ 1,394,312.80	-\$ 1,724,312.80
Restricted reserve									
Staff redundancies **	\$ 321,000.00	\$ 362,653.00	\$ 380,120.00	\$ 393,974.00	\$ 410,355.00	\$ 425,066.00	\$ 440,200.00	\$ 455,771.00	\$ 471,788.00
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	\$ 322,592.00	\$ 364,268.88	\$ 381,760.12	\$ 395,638.72	\$ 412,044.69	\$ 426,781.04	\$ 441,940.76	\$ 457,537.87	\$ 473,581.38
Sub total remaining for annual expenditure	\$ 472,441.59	\$ 91,705.05	-\$ 233,286.45	-\$ 551,951.52	-\$ 900,357.49	-\$ 1,217,093.83	-\$ 1,534,253.56	-\$ 1,851,850.67	-\$ 2,197,894.17
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 ***		\$ 10,000.00							
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	\$ 12,000.00	\$ 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	\$ 470,441.59	\$ 79,705.05	-\$ 239,526.45	-\$ 583,951.52	-\$ 902,357.49	-\$ 1,219,093.83	-\$ 1,536,253.56	-\$ 1,881,850.67	-\$ 2,199,894.17
Income Interest 1% *****	\$ 7,940.34	\$ 4,499.74	\$ 1,453.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Reserve Total	\$ 800,973.93	\$ 448,473.67	\$ 143,687.20	-\$ 188,312.80	-\$ 490,312.80	-\$ 792,312.80	-\$ 1,094,312.80	-\$ 1,424,312.80	-\$ 1,726,312.80
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
State Library Subsidies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FINAL Reserve balance if redundancies are not taken out	\$ 455,973.93	\$ 148,473.67	-\$ 156,312.80	-\$ 488,312.80	-\$ 790,312.80	-\$ 1,092,312.80	-\$ 1,394,312.80	-\$ 1,724,312.80	-\$ 2,026,312.80

32 * Expected reserve balance - Finance estimate
 33 ** Staff redundancies - annual adjustment and regular salary progression
 34 *** Equipment replacement estimated @ 4years but no evidence
 35 **** RFID equipment replacement -potential incidental items if necessary
 36 ***** Interest advised by Finance Section
 37 current financial year
 38 1.5% CPI increase
 39
 40 **based on no funds going back into Reserve**
 41

CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 - State Library Subsidies added v2

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	\$ 455,973.93	\$ 434,473.67	\$ 437,797.20	\$ 411,047.20	\$ 414,297.20	\$ 417,547.20	\$ 420,797.20	\$ 396,047.20
Restricted reserve									
Staff redundancies **	\$ 321,000.00	\$ 362,653.00	\$ 380,120.00	\$ 393,974.00	\$ 410,355.00	\$ 425,066.00	\$ 440,200.00	\$ 455,771.00	\$ 471,788.00
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	\$ 322,592.00	\$ 364,268.88	\$ 381,760.12	\$ 395,638.72	\$ 412,044.69	\$ 426,781.04	\$ 441,940.76	\$ 457,537.87	\$ 473,581.38
Sub total remaining for annual expenditure	\$ 472,441.59	\$ 91,705.05	\$ 52,713.55	\$ 42,158.48	-\$ 997.49	-\$ 12,483.83	-\$ 24,393.56	-\$ 36,740.67	-\$ 77,534.17
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 ***		\$ 10,000.00							
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	\$ 12,000.00	\$ 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	\$ 470,441.59	\$ 79,705.05	\$ 46,473.55	\$ 10,158.48	-\$ 2,997.49	-\$ 14,483.83	-\$ 26,393.56	-\$ 66,740.67	-\$ 79,534.17
Income Interest 1% *****	\$ 7,940.34	\$ 4,499.74	\$ 4,313.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Reserve Total	\$ 800,973.93	\$ 448,473.67	\$ 432,547.20	\$ 405,797.20	\$ 409,047.20	\$ 412,297.20	\$ 415,547.20	\$ 390,797.20	\$ 394,047.20
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
State Library Subsidies	\$ -	\$ 286,000.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00
FINAL Reserve balance if redundancies are not taken out	\$ 455,973.93	\$ 434,473.67	\$ 437,797.20	\$ 411,047.20	\$ 414,297.20	\$ 417,547.20	\$ 420,797.20	\$ 396,047.20	\$ 399,297.20

32 * Expected reserve balance - Finance estimate
 33 ** Staff redundancies - annual adjustment and regular salary progression
 34 *** Equipment replacement estimated @ 4years but no evidence
 35 **** RFID equipment replacement -potential incidental items if necessary
 36 ***** Interest advised by Finance Section
 37 current financial year
 38 1.5% CPI increase
 39
 40 **based on no funds going back into Reserve**
 41

BUDGET for Digital Engagement Grant \$6600

Costs:

Zoom Pro registration	\$209.90	PAID
Radio advertising – Be Connected	\$ 594	
Print advertising	\$2265	
Posters		
TOTAL	\$3068.90	

Hours for staff

Rate \$32.65 per hour

3 hours per session x 6	18
3 hours research per session x 6	18
Extra hours	15
Zoom Training	3
Project summary	3
staff total	\$1861.05
TOTAL FOR ZOOM ENGAGEMENT	\$4,636.10

Remainder of staff wages for digital devices project \$417.05

Total \$5,053.15

Leaves \$1549.985 to promote digital devices project and staffing. *

*Additional Zoom session – How to use your digital library (9 hours = \$292.85)

Advertising breakdown

5 x Zoom ¼ page ads in Independent (change ad weekly)

5 x \$297 = \$1485 (confirmed)

2 X Zoom/ipad ¼ page (banner) ads in The Northern Rivers Times

2 x \$390 = \$780

6 weeks radio advertising – Loving Life FM

\$594

\$2859 total.

Remaining: \$1257

Budget for Digital Devices Project - \$5500

Ipads	4	\$729	\$2916.00
36 month Product Care	4	\$175	\$ 700.00
Targus Case	4	\$ 54	\$ 216.00
Cygnett screen protector	4	\$ 49	\$ 196
HP 14 SLEEVE GOLD case	4	\$ 39.95	\$ 159.80
Data	4 x 6 months	\$ 60	\$ 240
Total:			\$4427.80
<i>ZOHO subscription</i>			<i>\$ 141</i>
Remaining			\$1,072.20

Purchasing another iPad.

Facilitator Budget

17 hours to set up = \$555.05

20 weeks from August 20 x 4hours = 80 hours

\$32.65 x 80 hours = \$2612

TOTAL: \$3167.05

Digital skills grant \$2750 (total budget)

Digital Engagement \$417.05 (partial budget)

TOTAL: \$3167.05

Community Engagement Online Sessions delivered on ZOOM.

30 minute session followed by Q&A

AIM: Host an event or activity that helps to promote our Be Connected program.

Starting 10 AUGUST

Monday 10:30 – 11:30

Can set up computers at Iluka, Yamba, Maclean, Grafton.

1st Session

10 AUGUST

Monday 10:30am – 11:30am

First time ZOOMer *might do this twice

Be Connected course link: More Online Skills

- How to use it
- How to log in.
- How to turn mic on/put hand up.
- How to comment.
- What to wear.
- Practice. Host can talk to each person.
- How to change background.
- Q&A

2nd Session

17 August

Monday 10:30 – 11:30

COVID

Be Connected course link: All about Apps / My Gov

- A COVID update on websites, apps, resources etc
- Accessing credible information and updates
- News aps
- Q&A

3st Session

24 August

Monday 10:30 – 11:30

Having fun online

Be Connected course link: Connecting to others / Games Centre

- Staying socially connected with family and friends
- Having fun
- Keeping the brain working with new challenges.
- Zoom dating. (break out rooms)
- Q&A

4th Session

31 August

Monday 10:30 – 11:30

Quiz Night

Be connected course link: General. (set homework on Be Connected portal for this)

- Quiz on ZOOM
- 5 categories – including news; covid; digital technology; geography; scam or real.
- Q&A

5rd Session

7 September

Monday 10:30 – 11:30

Gardening Online

Be Connected course link: Online Hobbies

- Workshop session – gardening
- Use gardening as a vehicle to explore how to use the internet/apps for information. Q&A session with gardening expert. Contact Ros Higgins, coordinator Yamba gardening group 6646 0235.

Clea working 3 x Wednesdays at Grafton Library from August 22 to get this program written and ready to go. Sitting in desk beside Jane.

Costs:

Zoom Pro registration	\$209.90
Radio advertising – Be Connected	\$1782
Print advertising	\$1805
Posters	\$

Hours for Clea

Rate \$32.65 per hour

3 hours per session x 5	15
3 hours research per session x 5	15
Zoom Training	3
Project summary	3
Clea total	\$1175.40
TOTAL FOR ZOOM ENGAGEMENT	\$4972.30

Leaves \$1627.70 to promote digital devices project and staffing.

Digital Devices Project Summary

WHAT:

Provide 4 iPads to loan out to older Australians aged 50+ who are socially isolated.

Each loan period will be for 3 weeks and will include 12GB of prepaid data. Each iPad will be secured in a 'tough' case, with screen protection and a carry case to minimise damage to device.

Each time the device is returned to the library it will be cleaned and factory reset - as per Clarence Regional Library's 'Volunteers - Procedures for setting up Lending Tablets for Branches' instructions.

HOW:

We have planned for devices to be on loan for 3 weeks and then 1 week set aside each month for maintenance, cleaning, factory resetting and pre-loading the device with data and appropriate apps. NB: Due to the fortnightly delivery schedule of the mobile library, the loan period will be 2 weeks.

All borrowers will need to be Clarence Regional Library members, and will be required to sign a 'CRL Tablet Loan Agreement' document before receiving the device.

Loan Check List

· Tablet · Charger and USB power cord · Protective Cover · Sleeve Zipper Bag · Discover how to ... User Guide · Loan Agreement.

The User Guide will include operating instructions and what to do if the device is damaged or lost. In the event of damage the device will be returned to the library immediately. Borrowers will be asked not to try to fix or clean the device themselves. In the event of major damage, care and warranty procedures will be followed up with supplier.

PICK UP:

Devices can be collected from Grafton Library. A 30 minute appointment will be made with person collecting to talk them through agreement, basic instructions, and to sign them up for Be Connected program. For the device being offered to Mobile Library members, the iPad will be delivered to the borrower's usual mobile library stop, and then picked up two weeks later.

WHY:

Isolation and lack of access to the internet are ongoing issues for our seniors and remote communities, leaving many elderly vulnerable and alone. This is an opportunity to connect seniors in our community with digital devices and data so they can access the internet safely from home. They will also be connected to our Get Connected team member who will call them weekly to help them learn to use their device. Three devices will be loaned to library members who would usually rely on free library computers to stay digitally connected. Senior members need access to online health information, email, government online services, and information and library services, contact and socialisation. We have a list of our regular computer users so we can reach out to those over 50 and offer this free digital device service to them.

MOBILE LIBRARY:

We will also offer one device for loan on the mobile library service that travels across the Clarence Valley LGA every week to service remote communities. We are very familiar with our library members who use this mobile library service and had planned to run remote Be Connected classes

through this service. This loan device will give us the opportunity to offer digital connection and education to our senior members in these regions so they can stay connected. Our team member who operates this service has identified a number of members who would benefit from a loaned device with data.

Facilitator

Each loaned device will be pre-set and customised for users, including data, apps and shortcuts uploaded. Borrowers will be contacted beforehand by phone to ask how they'd like to use the device, what services they'd like to access, what they'd like to learn and if they'd like any specific apps or shortcuts to webpages added to the desktop.

Our Be Connected Facilitator will also call borrowers on the phone each week to offer one on one digital assistance. The facilitator will also connect users with the Be Connected program and set up the Clarence Regional Library app on these devices, with the borrowers membership details entered. This way users can learn to access library services while they loan the iPad, and therefore learn to access their eLibrary, knowledge, information and entertainment when their library is closed.

BACKGROUND:

Libraries and Treelands Community Centre are the only access points in the Clarence Valley with free access for everyone to computers and wifi. During the recent bushfires this access was crucial to connect community to digital resources, including emergency funding and information on where fires were. This was extended during COVID-19. Not everyone has digital access at home and at times of crisis access to internet becomes vital. This project is a way of connecting vulnerable members of our community to digital technology from home, while also providing them with the support to increase their digital know-how. This opportunity also allows Clarence Regional Library to purchase 4 ipads, at no cost to us, that can be used into the future to connect community with digital technology from home.

Council is responsible for this concept because as libraries we provide access to community with information, knowledge and services. This is an extension to council's provision to provide community with access to WiFi and computers, particularly members in our community who do not have digital access at home.

FUTURE:

After this year's loan period these iPads will be used in our Be Connected programs across all four of our libraries. We currently ask people to bring their own devices along to tablet and iPad Be Connected sessions so it will enable us to offer devices for people to use and trial to see if the technology is for them. We can offer more advanced iPad Be Connected courses teaching people a bit more than the basics. They can also borrow them to practise at home. We can also use these iPads for Be Connected courses on the Mobile Library. Because there is no WiFi at mobile library stops, these cellular iPads will enable us to finally hold online Be Connected courses in remote areas across our region. This is super exciting as a number of stops have a large number of First Nations people (eg Baryulgil) so to be able to provide Be Connected courses in their community will be valuable. We would also see this project as a trial for potentially purchasing more devices for loan to enable school children to borrow devices with data so they can do homework at home online.

Media Release

30 November 2010

Free on-demand films and documentaries for Clarence Valley library members

WHY pay money to watch on-demand films and documentaries when you can stream them for free with your library card.

Clarence Valley library members have been given an early Christmas present – FREE access to [Beamafilm](#) – an online streaming service with over 1100 local, international and independent films and documentaries.

‘We’re excited to add Beamafilm to our eLibrary services,’ Regional Librarian Kathryn Breward said.

‘Not only are we providing a free streaming service to our members, but we’re also giving our community access to a catalogue of stories and voices that are not readily available on the mainstream streaming services like Netflix,’ Mrs Breward said.

Beamafilm has something for everyone. Genres include: Australian, Indigenous, children and family, LGBTQ+, drama, comedy, nature, Sundance Film Festival, Oscar nominated, women directors, war, sports, media, New Zealand and so much more.

‘There’s a whole catalogue of classic Australian films on there including [BMX Bandits](#) and [Jedda](#) that take you on a journey through the history of film in this country.’

Since Beamafilm was added to Clarence Regional Library’s eLibrary two weeks ago, almost 500 films and documentaries have been viewed.

The most watched film this week in the Clarence Valley is [‘The Third Wife’](#), the story of a 14-year-old girl who becomes the third wife to a landowner in rural northern Vietnam.

To access Beamafilm follow this link <http://clarence.beamafilm.com/> and sign up with your library card. If you’re not a library member, no problem. It’s free to join. Visit <https://www.crl.nsw.gov.au/about/become-member/> or pop in to your local library.

You can also download the Beamafilm app and watch films on your device, anywhere, anytime.

Three things you should know about Clarence Valley libraries over summer

Library Closures

Clarence Valley Libraries close for Christmas next week so don't forget to pop into your local library and stock up on books.

[Library Closures:](#)

Insert PDF

Summer Reading Club

To keep Clarence kids reading over summer the library has launched it's Summer Reading Club with 40 reading challenges in 40 days for children of all ages. This year's theme explores myths, fairy tales, legends and books that inspire wonder.

Pick up a reading challenge poster at your local library or download and print our [electronic version](#). There are fantastic prizes to be won.

School Holiday Activities

We have some exciting FREE activities planned for Clarence Valley kids at the library including baking, puppet shows, clay craft, storytime, mystery LEGO, and a free film screening. Explore WHAT'S ON at your local library and register at www.crl.nsw.gov.au.

Insert PDF

NAIDOC WEEK MEDIA RELEASE

For immediate release

9 November. 2020

YOU'RE INVITED TO CELEBRATE NAIDOC WEEK AT YOUR LIBRARY

This NAIDOC week Clarence Regional Library is proud to launch a new look for the library's Aboriginal Collection featuring the work 'Islands of Breimba' by local Bundjalung/Gumbaynggirr artist Danielle Gorogo.

'Islands of Breimba' was the winning entry in Clarence Regional Library's call to local Aboriginal artists to design a new image to reflect its Aboriginal collection. The competition was launched on Close the Gap Day in March.

Everyone, including the media, is invited to join Ms Gorogo and the library team at Grafton Library on Thursday at 11:00am to launch the new Aboriginal Collection branding, celebrate NAIDOC week and what the theme of *Always Was, Always Will Be* means to our region. Tea, coffee and refreshments will be available.

"'Islands of Breimba' is about the Mighty Clarence River which is the path the spirit Ancestors took from the mountains down to the ocean and the islands that were created during that journey," Ms Gorogo said.

'The Clarence River, the largest river on the eastern seaboard, starts from the Queensland border, flowing south and north-east until it reaches the Pacific Ocean at Yamba/Iluka. The river system includes a number of river islands. The Breimba river flows through the lands of the three nations; Bundjalung to the northwest, Gumbaynggirr to the southeast and Yaegl towards the mouth of the river,' Ms Gorogo said.

Regional Librarian, Kathryn Breward said, 'We are thrilled to have our Aboriginal Collection represented by this artwork that reflects our Aboriginal community.'

'We encourage people to explore our Aboriginal Collection, not only during NAIDOC week, but all year round,' Mrs Breward said. 'It's a diverse collection including fiction, non fiction, oral history, local history, and children's stories, and is available at your local library.'

How Clarence Valley libraries are celebrating NAIDOC week:

- We have newly installed Acknowledgement of Country signage at all libraries.
- Films are playing at all libraries featuring: Clarence Valley students talking about NAIDOC Week and the theme, *Always Was, Always Will Be*; and, a Dreamtime Storytime filmed on Yaegl Country with Kahlua Charlton.
- These films are also available to watch on [Clarence Regional Library's YouTube channel](#).
- Colouring in, 3d printing and cultural crafts.
- Storytime with Kahlua Charlton at Grafton Library, Thursday 10:30am.
- Official launch of Aboriginal Collection branding with artist, Danielle Gorogo, Thursday 11:15pm.

Aboriginal collection

Aboriginal resources are available through your clarence regional libraries. the collection ranges from artworks, photographs, printed books (including junior fiction and non-fiction) as well as local studies.

oh and don't forget the Koori Mail, the 100% Aboriginal-owned and self-funded national indigenous newspaper.

clarence regional library acknowledges the Bundjalung, Gumbaynggirr & Yaegl peoples as the traditional custodians.



Aboriginal culture, history, language & art in your library's deadly collection

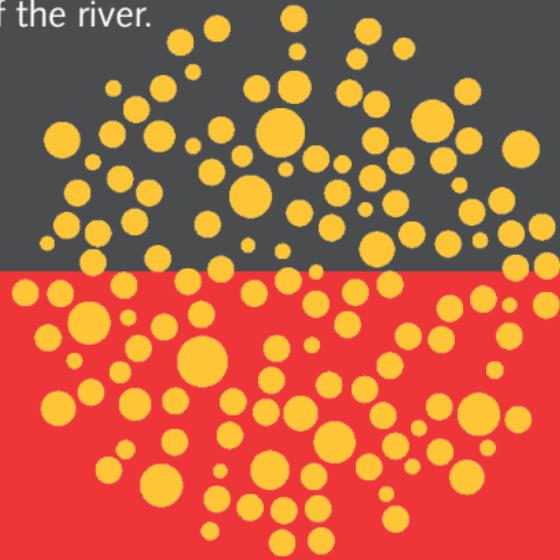


look for me

'Islands of Breimba' by Danielle Gorogo

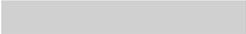
is about the Mighty Clarence River which is the path the spirit Ancestors took from the mountains down to the ocean and the islands that were created during that journey.

The Breimba river flows through the lands of the three nations; Bundjalung to the northwest, Gumbayngirr to the southeast and Yaegl towards the mouth of the river.



your library - your place
your Aboriginal collection

Independent consultants list 2021

<p>AECgroup Ltd (surveys; market research; strategic reviews)</p>	<p>Contact: Web: www.aecgrouppltd.com</p> <p>Brisbane</p> <p>AEC Group Pty Ltd Level 5, 131 Leichhardt Street Spring Hill QLD 4000 Australia</p> <p>T: 1300 799 343</p> <p>E: reception@aecgrouppltd.com</p> <p>Sydney</p> <p>AEC Group Pty Ltd Level 14, 25 Bligh Street, Sydney NSW 2000 Australia</p> <p>T: 1300 799 343</p> <p>E: reception@aecgrouppltd.com</p>	<p>venderpanel</p>
<p>IEA (Information Enterprise Australia Pty Ltd)</p> <ul style="list-style-type: none"> • Strategic planning for information and knowledge use and management; • Assessment of information management usage; • Building information management models and tools; • Development of policies, procedures and guidelines for information and knowledge management; and • Management of information to comply with legislative and compliance requirements. 	<p>PO Box 1505, Melville South, WA 6156</p> <p>Tel: 08 9335 2533</p>	
<p>https://librariesalive.com.au/ Ian McCallum General reviews Strategic plans, resource allocation New library specification Operational audits, reviews and benchmarking Staff establishment reviews Community consultation Customer needs analysis</p>	<p>Phone 02 6257 9177 (International: +61 2 6257 9177) Email ian@librariesalive.com.au sherrey@librariesalive.com.au info@librariesalive.com.au Mail PO Box 4057, Ainslie ACT 2602</p>	

Value analysis Marketing & business development Library standards & guidelines	Australia	
Project SISU Annie Talve Managing change Strategic plans	web: www.projectsisu.com phone: 61 297164550 mobile: 0414511593 twitter: ProjectSisu	(Big Sky Libraries used for their strategic plan 2020)
Roger Henshaw Consultancy Services (Experience and expertise includes: <ul style="list-style-type: none"> • Strategic and marketing planning • Organisational review • Staff, customer and community engagement / consultation • Cultural services management, including public libraries, archives etc. • Managing the implementation of a shared services i.e. IT, Finance, Human Resources, WH&S, and Risk Management etc. • Financial, technology and human resource management • Training in strategic and marketing planning • Cultural change management and facilitation • Survey design and analysis • Recruitment 	Contact: Roger Henshaw 0414 190 133 roger@rhcs.com.au www.rhcs.com.au PO Box 730 Woy Woy NSW 2256 Victoria L. Anderson 0425 240 895 victoria@rhcs.com.au	(RTRL used for strategic Plan 2020) CRL has used for Local studies Strategic Plan 2011, CVC used for CVL Branch Infrastructure Review 2009 Also quoted for CVC infrastructure review in 2020 Proposed budget Jan2020 \$18,500ex gst
BBC Consulting Planners Pty Ltd (urban and regional planning)	Contact: Daniel Brindle 22-36 Mountain Street/PO Box 438 BROADWAY NSW 2007 Ph: 02 9211 4099 Fax: 02 9211 2740 Email: bbc@bbcplanners.com.au Web: www.bbcplanners.com.au	
Economic Strategies Pty Ltd (cultural and ecological planning/economics)	Contact: Hans Guldberg 'Bilagal', Whiteley Road OBERON NSW 2787 Ph: 02 6336 0239 Fax: 02 6336 0241	

	<p>Email: esi@lisp.com Web: http://economicstrategies.wordpress.com/public-libraries/</p>	
<p>FIELDWORX (arts, youth, community, facilitation, planning)</p>	<p>Contact: Sandra Fields P.O.Box 7033, East Brisbane Qld 4169 hello@fieldworx.com.au (07) 3217 3747 https://www.fieldworx.com.au/</p>	
<p>Hunter Research Foundation Centre (research and analysis)</p>	<p>General enquiries: hrfc@newcastle.edu.au Media, events, sponsorship enquiries: Maree Campbell, Manager Engagement, Outreach & Operations - email or call +61 2 4985 4311 Olivia Wyborn, Communications and Engagement Officer - email or call +61 2 4033 9457 Address: Level 8, 409 Hunter Street, Newcastle NSW 2300 Australia Mailing Address: The University of Newcastle, University Drive, Callaghan NSW 2308 Australia http://www.hrf.com.au/</p>	
<p>J L Management Services Pty Ltd (management and planning consultancy)</p>	<p>Contact: John A Liddle 17 Loyola Court WATSONIA Vic 3087 Ph: 03 9434 3010 Mob: 0411207187 Email: jlms@optusnet.com.au</p>	
<p>99 Consulting (community and social planning)</p>	<p>Contact: Jon Eastgate, Helen Wallace & Judith Hunter 9 Victoria Street FAIRFIELD QLD 4103 Mob: Call Jon on 0401 031 053</p>	

Independent Library Consultants

	<p>Email: info@99consulting.com.au Web: www.99consulting.com.au</p>	
<p>Seven Consulting (management consulting)</p>	<p>Suite 3, Level 13/179 Elizabeth St, Sydney, NSW 2000 Phone: +6 1 (0) 2 8267 5000</p> <p>https://www.sevenconsulting.com/</p>	
<p>Taverner Research (Note: March 2019 bought Jetty Research – Coffs Harbour) (market and social research)</p>	<p>Level 2, 88 Foveaux St, Surry Hills NSW 2010 Phone: (02) 9212 2900 Fax: (02) 9212 3920 Email: research@taverner.com.au Web: https://www.taverner.com.au</p>	

Last updated January 2021

Clarence Regional Library Local Studies Strategy – progress report February 2021

Planning Hierarchy

- ★ Goal: The overall aim (in the particular area of strategic focus)
- ★ Objectives: the various components that need to be achieved to reach your goals
- ★ Strategies: how you will achieve any given objectives (with time-frame).
- ★ Actions/Activities: more specific detail on how each strategy will be achieved

Progress of items are indicated in **RED**.

Objectives	Strategies	Actions/Activities	Responsibility	Timing
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Area of Strategic Focus: Partnerships and Collaboration
Goal: A collaborative local studies network for the Clarence Region (Clarence Valley & Bellingen Shire)
Description: <i>Working collaboratively with other individuals, groups and organizations' with commitment to the ongoing research, collection and exhibition of local studies material and information</i>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. A regional Local Studies Network (LSN) is established	A regional local studies network is formally established	First meeting for CVC Network held 18 November 2013. Meetings to be held annually on the first Monday of June. This has since been changed to bi annually and meetings are scheduled for June and November each year.	CRL / Stakeholders	12/13 Completed and discontinued 2018
2. CRL participation in the NSW Public Libraries Local Studies Working Group ¹ (this group operates under the umbrella of the Reference and Information Services Group (RISG))	CRL seeks membership of the NSW Public Libraries Local Studies Working Group	BSC Shire Librarian on Listserv. Will look to attend any meetings in 2014 where possible Team Leader (Regional Resources) has signed on to the listserv will follow up on issues. Attended November 2020 LSWG meeting via Zoom	CRL / LGA reps	March 2014 2020

¹ The NSW Public Library Local Studies Working Group meets twice per year – see:

<http://referenceandinformationservices.wetpaint.com/page/Local+Studies+Meetings> (accessed August 2011)

Objectives	Strategies	Actions/Activities	Responsibility	Timing
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Area of Strategic Focus: Collection Management
Goal: Well-developed, managed and accessible local studies collections that meet national public library local studies guidelines [i.e. G13]
Description: <i>The ongoing management, development and preservation of library local studies collections and information</i>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Local Studies collections are up to date	Local studies cataloguing backlog is eliminated	Note: <ul style="list-style-type: none"> - There's also a need to review how some LS material has been catalogued in the past i.e. to re-catalogue to a more accessible standard - Identification of catalogue records where needed better details - Cataloguing backlog is being worked on regularly and is becoming minimal. - Library Technician (local studies) to receive Cataloguing training – to help with backlog and for professional development. Due to staffing issues in Grafton Library this has not progressed. 	CRL HQ	ongoing
2. Local Studies collection gaps i.e. subjects/topics are identified	<ul style="list-style-type: none"> - Each branch to review current local studies collection subject / information coverage to identify gaps and develop their individual local studies profile; and for inclusion in a regional local studies collection profile (this could be done in consultation with local members of the proposed LSN) - Ongoing collection and documentation of 'unanswered' local studies enquiries received at each branch, for regional collation and review 	Note: <ul style="list-style-type: none"> - Each branch to develop a list of LS topics (collection profile) that are missing from their collections. This will inform the LS collection development policy - Gaps in the collection are being filled with additional copies being purchased - List of Bellingen Historical Society publications obtained and HQ organised purchasing copies for BSC libraries - Bellingen - Publications purchased and Regional Services notified of any new publications as they become available. 	CRL / Branches	ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
		<ul style="list-style-type: none"> - CVC - form developed for recording LS enquiries - Local Studies items are being actively sourced by CVC Library Technician 		
3. 'At risk' local studies collection material is identified for preservation purposes	<ul style="list-style-type: none"> - 'At risk' local studies collection materials are identified - An 'At risk' preservation schedule is developed - Preservation strategies are developed for 'at risk' items e.g. digitization, withdrawal for archival storage etc - Information and learning regarding the identification and preservation of at risk materials is shared with the proposed LSN 	<p>Note:</p> <ul style="list-style-type: none"> - This project could be grant funded and involve the use of volunteers - Senior Technical Services Officer is progressing this in coordination with libraries. - Preservation materials being sourced - Preservation workshops for community undertaken in CVC and Bellingham. - Branch staff will receive basic training in the handling of 'at risk' materials. - Acid free materials used for processing. - Processing methods vary according to item. Training includes care of the collection. 	CRL to coordinate	Ongoing ongoing
4. A comprehensive Local Studies Collection Development Policy	A comprehensive Local Studies Collection Development Policy is developed, agreed and implemented	Local Studies Collection Development Policy Adopted May 2015. It is due for reviewed in November and adopted in December 2020. Next due 2024.	CRL to coordinate	May 2015 Dec 2020
5. A comprehensive Local Studies Disaster Prevention and Management Plan	<ul style="list-style-type: none"> - A comprehensive Local Studies Disaster Prevention and Management Plan is developed, agreed, and implemented, and 	<p>Notes:</p> <ul style="list-style-type: none"> - A central registry needs to be kept for insurance purposes (insurance for the region is managed by CVC) - Each branch will need to be responsible for the provision of own data for the plan - Senior Library Officer (Technical Services) is progressing this in coordination with libraries. 	CRL to lead and coordinate	June 2016

Objectives	Strategies	Actions/Activities	Responsibility	Timing
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Area of Strategic Focus: Learning
Goal: Skilled and informed library staff, community and key stakeholders
Description: <i>Local studies based learning (formal and informal) for library staff, the community and key stakeholders</i>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Library staff local studies training plans	<p>Staff training plans are developed that include, but are not limited to, the areas of:</p> <ul style="list-style-type: none"> - Basic preservation - Disaster prevention and control (DPAC) - Local studies research assistance - Research skills (targeted training around the various online tools available to assist with local and family history research) - Copyright (particularly the management of digital and online copyright) - Digitization techniques <p>Note: consider inviting interested LSN members to some of these training opportunities to strengthen collaboration and insight into the needs of each participant etc – see the next strategy; members of the LSN could also be utilized to pass on their skills, experience and knowledge)</p>	<p>Notes: Staff responsible for the various areas:</p> <ul style="list-style-type: none"> - Senior Library Officer (Technical Services) - Senior Library Officer (Technical Services) - Team Leader (Regional Resources) - Team Leader (Regional Resources) - Team Leader (Regional Resources) - Library Officer (Library Systems)/ Team Leader (Regional Resources) / Senior Library Officer (Technical Services) - Basic preservation training outlines developed and continuing – DPAC in development - Oral history training from slnsw undertaken by CVC staff 2018 & BSC staff in 2019 - 	CRL to coordinate	2014 and ongoing
2. Local studies training / learning opportunities for Community and key stakeholders (formal and informal)	Facilitate and host local studies based learning opportunities for interested community members and/or groups e.g. schools, volunteers (including members of the LSN). For example, learning opportunities	<p>Staff responsible where appropriate:</p> <ul style="list-style-type: none"> - Senior Library Officer (Technical Services) - Team Leader (Regional Resources) - BSC shire librarian provided a presentation to Camp Creative genealogy 	CRL to coordinate	13/14 and ongoing

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	<p>could include but are not limited to, the areas of:</p> <ul style="list-style-type: none"> - Preservation e.g. digital images, community / home archives, photographs etc - Digitization e.g. how to, cataloguing and storage etc - Disaster prevention and management basics - Research skills e.g. how to use www.ancestry.com.au, and other online resources / tools available via the Internet 	<p>workshop held in Jan 2015 on physical and online resources available.</p> <ul style="list-style-type: none"> - CVC - Introductory talks (held at all branches except Yamba) in using Ancestry.com Library Edition and Trove digitised newspapers for Family History research held for Family History month (August 2013) - Training to be provided to members of the CVLSN during each annual meeting. (subject of training to be agreed upon by members of the network) - Preservation and book binding workshops have been conducted each year by Senior Library Officer (Technical Services) in various locations across the region . 		
<p>3. Local studies activities and events for Community and key stakeholders (formal and informal)</p>	<p>(Optional) Local studies based events and activities plan is developed. For example, this could include planning for activities and events such as:</p> <ul style="list-style-type: none"> - Guest speakers e.g. on local and family history topics - Conference / seminars (as above but on a larger scale) - Workshops e.g. recording oral histories; family history research (less formal than training) 	<p>Note:</p> <ul style="list-style-type: none"> - A developmental project - Indigenous Family History research workshop - done - Jacaranda Festival Talks - Jacaranda photo identification project - WW1 Centenary project in cooperation with CVC museums network - Researching the history of your house or building (2016) – history week sept 2016 - Tree walks and talk 	<p>CRL to coordinate</p> <p>CVC LT (Local studies) 2015</p> <p>CVC LT (Local Studies) 2014</p> <p>CVC In planning CVC 2016 BSC Shire Librarian 2015</p>	<p>16/17</p>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
		<ul style="list-style-type: none"> - Coffs Harbour Family History Group provided workshops to the public in Bellingen and Dorrigo Library's during History Week 		

Objectives	Strategies	Actions/Activities	Responsibility	Timing
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Area of Strategic Focus: Service Development and Delivery
Goal: Local studies services that meet national public library local studies guidelines [i.e. G13]
Description: <i>How services will be delivered throughout the region and beyond the region</i>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
1. Local studies area collections for each of regional local government area i.e. holders of main collections and services for the area	<p>Create two main area local studies collections* within the regional network i.e. LGA based:</p> <ol style="list-style-type: none"> Grafton Library (area collection for Yamba, Maclean and Iluka) Bellingen Library (area collection for Urunga and Dorrigo) <p>* These libraries would hold the principle collections for each LGA, while each individual branch would hold the material etc relevant to their branch catchment area</p>	<p>Notes:</p> <ul style="list-style-type: none"> Completed ahead of schedule 	CRL / Each LGA	14/15
2. A well-equipped local studies service	<p>Scope and cost local studies equipment needs, including:</p> <ul style="list-style-type: none"> Microfilm reader printer (CRL HQ)* Analogue to digital audio and video conversion hardware and software Document scanners (A4 and A3) Digital camera (with video function) / digital document camera mounting Digital recording device (for oral history recordings) 	<p>Note:</p> <ul style="list-style-type: none"> Completed Library Systems and Technology Officer to investigate Completed Completed for CVC/ Bellingen to do Sound dome purchased for new Grafton Library. Oral histories will be access digitally through the sound dome at the touch of a screen. 2x digital sound recorders purchased for oral history recording 2015. Microfilm reader/printer purchased for Bellingen library 2019. 	<p>LGA</p> <p>CRL to coordinate i.e. to ensure equipment /software compatibility between LGA's</p>	Rolling program commencing 13/14

Objectives	Strategies	Actions/Activities	Responsibility	Timing
		<ul style="list-style-type: none"> - Microfilm storage cabinet purchased for Bellingen library 2019. - Light box purchased 2019. - Surface table (for viewing photos etc) purchased for Grafton Library 2019 - BSC libraries received oral history recording kits from the State Library in 2019. 		
3. A local studies service that meets archival standards	<p>Scope and cost archival quality storage materials, equipment and furniture (as required) e.g.</p> <ul style="list-style-type: none"> - Archive storage boxes and folders - Archival quality paper - Polyester film sleeves (e.g. Mylar) for photographs and single documents - Polyester film sealing equipment (heat sealer) - Fire rated storage (if required i.e. to house rare and irreplaceable items) 	<p>Notes:</p> <ul style="list-style-type: none"> - Need to review current practice, and identify materials that would benefit from better archival storage (materials to be purchased by CRL i.e. from stationery budget on behalf of the region) - Equipment (capital expenditure) is the responsibility of each LGA - Senior Library Officer (Technical Services) to assist in identification of material etc and source suppliers. - Alternative materials in use ie) PP sleeves - CVC fire rated storage included in new Grafton Library 	<p>CRL</p> <p>LGA</p> <p>done</p>	<p>12/13</p> <p>14/15</p> <p>Ongoing</p>
4. Public access to a quality range of online resources	<ul style="list-style-type: none"> - Purchase regional subscription /licenses to www.ancestry.com.au for initial product pilot - Train staff and public on how to use www.ancestry.com.au (See also Learning section above) 	<p>Note:</p> <ul style="list-style-type: none"> - Completed - Completed 	<p>CRL to coordinate</p>	<p>12/13</p>
5. A Regional Library Local Studies Website	<p>Further develop the CRL website to include more local studies content; and easier access to content*</p>	<p>In progress – as part of website review and update undertaken 2013/14</p>	<p>CRL with input from each LGA and the LSN</p>	<p>2013/14 ongoing</p>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	<p>* Example sites are provided in this document, and as a guide include blog entries, document libraries, access to photos, audio and video files, answers to frequently asked questions, links to key resources (with how to guides) and to other local groups and organisations, moderated input mechanisms that allow users to make contributions e.g. add information, make comments etc, database access, publications for download and/or sale etc</p>			
<p>6. Development and publication of local studies topical fact sheets</p>	<ul style="list-style-type: none"> - Capture frequently asked questions with and without answers for collation and where applicable, for further research by the library, and in collaboration with the LSN - Publish frequently asked question fact sheets – in print, and online (text and audio) 	<p>In progress in CVC - Library Technician (Local Studies) to develop specific resources for CVC.</p> <ul style="list-style-type: none"> - Guide to local newspapers on microfilm. - Guide to family history websites <p>In development, complete by end June, - - - planning Houses FAQ for Sept, need to update 2 existing (CVC orgs, collection resources) due to changes in library structure and the Mackey Archive acquisition process, this has been delayed to date.</p> <p>Note:</p> <ul style="list-style-type: none"> - Fact sheet development could be project based and involve the use of volunteers and the LSN <p>Wikipedia project</p>	<p>CRL to coordinate with each LGA</p>	<p>12/13 and ongoing</p>
<p>7. Community input into local studies collections</p>	<p>Engage the community in local studies collection development For example:</p>	<p>Note</p> <ul style="list-style-type: none"> - Transcription of CVC oral histories has begun utilising Volunteers. 	<p>CRL / LGA</p>	<p>2014/15 and ongoing</p>

Objectives	Strategies	Actions/Activities	Responsibility	Timing
	<ul style="list-style-type: none"> - Engaging the community to help fill information / knowledge gaps in the library's collection e.g. to help answer 'unanswered questions' - Holding open days where people can bring in their 'historic' or locally significant photos for copying and/or donation e.g. during heritage week - Contributing stories and other items (e.g. photos) via the proposed website - Engaging schools and other educational institutions to contribute to any given local studies research projects 	<ul style="list-style-type: none"> - BSC Council planning staff had Heritage photos day in April 2015 asking members of the community to bring in photos – disc of photos will be provided to BSC libraries once produced. . Photos stored on network drive, unsure how to retrieve them due to limited access to the network. 		
8. A regional local studies operational and capital budget planning	<p>Pending the outcomes of the costing associated with the above service delivery and development initiatives / objectives, develop a:</p> <ul style="list-style-type: none"> - 3 to 4 year financial plan that includes phase up of operational budgets, capital budget (bids with business cases) - A grant application strategy, that includes but is not limited to State Library of NSW service development grants, NSW Heritage grants², including joint applications with other organisations / agencies - Sponsorship / in-kind opportunities i.e. through approach to local businesses, educational institutions etc 	<p>Note:</p> <ul style="list-style-type: none"> - Need to align the financial plan with the current length of the CRL agreement - Each member Council has DGR status 	CRL	2014/15

² Information regarding NSW heritage Grants can be found at: http://www.heritage.nsw.gov.au/02_subnav_01.htm (accessed August 2011)

Objectives	Strategies	Actions/Activities	Responsibility	Timing
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Objectives	Strategies	Actions/Activities	Responsibility	Timing
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	<p>studies based competitions such as submitting the best local photo; utilize Facebook to issue invitations to 'friends' to events and activities; provide links to CRL local studies website an visa versa</p> <ul style="list-style-type: none"> - Evaluate other social media such as Twitter to communicate activities events, and to gather information e.g. twitter comments on local events such as flooding 		CRL	
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Terms of Reference for 2017 State Library Review of CRL:

- assess the current performance of the Library using the Living Learning Libraries standards and guidelines
- recommend how the Library can best respond to changing community needs
- review current opening hours and library spaces
- assess staffing structures and staff skills sets to best serve the community
- evaluate the performance of the collection against standards and guidelines
- provide recommendations on the most effective collection development and procurement model

Potential terms of reference for 2021 CRL review:

- Efficiency and effectiveness of the services as benchmarked against NSW figures and other jurisdictions.
 - What is the world trend?
- The efficiency and effectiveness of the current Regional Library service and staffing ratios.
- Are we supplying the right balance of services:
 - book stock v online
 - evidence we are purchasing the right stock.
- Are we meeting community needs across the whole spectrum e.g.:
 - Youth
 - Adult
 - Aboriginal
 - Disability
- How will the services need to adapt to COVID world and a post pandemic transformed world-e.g.:
 - More tertiary students studying online already the Country University at Grafton has 150 students.
 - Trend to home offices.
- What is the potential services that can be provided to the Clarence Correctional Centre?
 - Every prisoner has online access via an individual electronic device
- With the new mobile library the report adopted by Clarence Valley Council to fund it called for a progress review within two years of the service
- Hours of operation of branches

ITEM: 5.1a No. 1/21 – CRL BUDGET AND RESERVE FORECAST – additional notes

Meeting:	Clarence Regional Library Committee	11 February 2021
Reviewed By:		
Attachment:	yes	

ADDITIONAL NOTES

- *CRL Reserve Expenditure – Adopted March 2020 – revised November 2020 v3*
 - The \$35,000 taken from the CRL Reserve has been added back in to the total in *line 7 2020/21*
 - Staff redundancies have been reduced to \$200,000 with a 1.5% CPI increase per year only added to this base rate.
- *CRL Reserve Expenditure – Adopted March 2020 – revised November 2020 – State Library Subsidies added v4*
 - The \$35,000 taken from the CRL Reserve has been added back in to the total in *line 7 2020/21*
 - Staff redundancies have been reduced to \$200,000 with a 1.5% CPI increase per year only added to this base rate.
- *CRL Reserve Expenditure – Adopted March 2020 – revised November 2020 v5*
 - The \$35,000 taken from the CRL Reserve has been added back in to the total in *line 7 2020/21*
 - Staff redundancies have been reduced to \$200,000 with a 1.5% CPI increase per year only added to this base rate.
 - *State Library Subsidies* have been added in *line 29* from 2022/23 financial year

Prepared by	Kathryn Breward - Regional Librarian
Attachment	<ul style="list-style-type: none"> • CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v3 • CRL Reserve Expenditure - Adopted March 2020 - including the State Library Subsidies – November 2020 v4 • <i>CRL Reserve Expenditure – Adopted March 2020 – revised November 2020 v5</i>

CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 - State Library Subsidies added v4

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	\$ 830,033.59	\$ 491,323.93	\$ 470,177.17	\$ 473,857.74	\$ 447,107.74	\$ 450,357.74	\$ 453,607.74	\$ 456,857.74	\$ 432,107.74
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
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	\$ 628,441.59	\$ 286,708.05	\$ 262,492.05	\$ 263,057.34	\$ 233,145.34	\$ 233,185.90	\$ 233,178.32	\$ 233,121.88	\$ 205,015.84
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 ***		\$ 10,000.00							
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	\$ 12,000.00	\$ 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	\$ 626,441.59	\$ 274,708.05	\$ 256,252.05	\$ 231,057.34	\$ 231,145.34	\$ 231,185.90	\$ 231,178.32	\$ 203,121.88	\$ 203,015.84
Income Interest 1% *****	\$ 8,290.34	\$ 4,853.24	\$ 4,670.57	\$ -					
New Reserve Total	\$ 836,323.93	\$ 484,177.17	\$ 468,607.74	\$ 441,857.74	\$ 445,107.74	\$ 448,357.74	\$ 451,607.74	\$ 426,857.74	\$ 430,107.74
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
State Library Subsidies	\$ -	\$ 286,000.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00
FINAL Reserve balance if redundancies are not taken out	\$ 491,323.93	\$ 470,177.17	\$ 473,857.74	\$ 447,107.74	\$ 450,357.74	\$ 453,607.74	\$ 456,857.74	\$ 432,107.74	\$ 435,357.74

add the \$35000 taken for CRL Review back into CRL Reserve

1.5% increase per year

* 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

CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v3

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	\$ 830,033.59	\$ 491,323.93	\$ 184,177.17	-\$ 120,252.26	-\$ 452,252.26	-\$ 754,252.26	-\$ 1,056,252.26	-\$ 1,358,252.26	-\$ 1,688,252.26
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
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	\$ 628,441.59	\$ 286,708.05	-\$ 23,507.95	-\$ 331,052.66	-\$ 666,214.66	-\$ 971,424.10	-\$ 1,276,681.68	-\$ 1,581,988.12	-\$ 1,915,344.16
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 ***		\$ 10,000.00							
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	\$ 12,000.00	\$ 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	\$ 626,441.59	\$ 274,708.05	-\$ 29,747.95	-\$ 363,052.66	-\$ 668,214.66	-\$ 973,424.10	-\$ 1,278,681.68	-\$ 1,611,988.12	-\$ 1,917,344.16
Income Interest 1% *****	\$ 8,290.34	\$ 4,853.24	\$ 1,810.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Reserve Total	\$ 836,323.93	\$ 484,177.17	\$ 179,747.74	-\$ 152,252.26	-\$ 454,252.26	-\$ 756,252.26	-\$ 1,058,252.26	-\$ 1,388,252.26	-\$ 1,690,252.26
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
State Library Subsidies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FINAL Reserve balance if redundancies are not taken out	\$ 491,323.93	\$ 184,177.17	-\$ 120,252.26	-\$ 452,252.26	-\$ 754,252.26	-\$ 1,056,252.26	-\$ 1,358,252.26	-\$ 1,688,252.26	-\$ 1,990,252.26

add the \$35000 taken for CRL Review back into CRL Reserve

1.5% increase per year

* 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

CRL Reserve Expenditure - Adopted March 2020 - revised November 2020 v5

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	\$ 830,033.59	\$ 491,323.93	\$ 184,177.17	\$ 184,997.74	\$ 158,247.74	\$ 161,497.74	\$ 164,747.74	\$ 167,997.74	\$ 143,247.74
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
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	\$ 628,441.59	\$ 286,708.05	-\$ 23,507.95	-\$ 25,802.66	-\$ 55,714.66	-\$ 55,674.10	-\$ 55,681.68	-\$ 55,738.12	-\$ 83,844.16
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 ***		\$ 10,000.00							
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	\$ 12,000.00	\$ 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	\$ 626,441.59	\$ 274,708.05	-\$ 29,747.95	-\$ 57,802.66	-\$ 57,714.66	-\$ 57,674.10	-\$ 57,681.68	-\$ 85,738.12	-\$ 85,844.16
Income Interest 1% *****	\$ 8,290.34	\$ 4,853.24	\$ 1,810.57	\$ -					
New Reserve Total	\$ 836,323.93	\$ 484,177.17	\$ 179,747.74	\$ 152,997.74	\$ 156,247.74	\$ 159,497.74	\$ 162,747.74	\$ 137,997.74	\$ 141,247.74
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
State Library Subsidies	\$ -	\$ -	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00	\$ 305,250.00
FINAL Reserve balance if redundancies are not taken out	\$ 491,323.93	\$ 184,177.17	\$ 184,997.74	\$ 158,247.74	\$ 161,497.74	\$ 164,747.74	\$ 167,997.74	\$ 143,247.74	\$ 146,497.74

add the \$35000 taken for CRL Review back into CRL Reserve

1.5% increase per year

* 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

CB Version Includes calculation for the Actuals to Date (Reserve Balance - bottom of page) This is left off the CRL version
 Report Version is a copy without formulas or commentary

CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
2nd Quarter - 2020/21 Revenue and Expenditure - OPERATIONAL

	Original Budget 2020/21	Revised Budget as at 31/01/21	Actuals to 31/01/21	% Actual vs Revised Budget
Revenue				
Contributions CVC Pub Library	920,110.00	957,442.00	558,507.83	58%
Contributions CVC Pub Lib (Regional Lib Wage)	23,000.00	26,346.00	15,368.50	58%
Contributions BSC Pub Library	230,940.00	240,852.00	180,644.19	75%
Revenues from users	0.00	0.00	383.79	0%
Sundry Revenues	0.00	0.00	1,820.85	0%
Total Revenue	1,174,050.00	1,224,640.00	756,725.16	
Expenditure				
<u>Workforce related</u>				
Salaries & Employment	460,585.00	456,130.00	214,055.18	47%
Public Holidays	18,173.00	17,991.00	6,909.59	38%
Superannuation	44,891.00	44,442.00	25,924.50	58%
Leave Accruals	46,948.00	46,478.00	23,474.04	51%
Workers Compensation	12,287.00	12,165.00	5,323.73	44%
Motor vehicle costs	7,500.00	7,500.00	3,750.00	50%
	590,384.00	584,706.00	279,437.04	
<u>Site & Equipment costs</u>				
Computer system costs	128,709.00	128,709.00	72,080.84	56%
Subscriptions/Databases	126,666.00	126,666.00	73,650.95	58%
Telephone	0.00	0.00	-1,683.87	0%
Insurance	1,725.00	1,933.00	0.00	0%
	257,100.00	257,308.00	144,047.92	
<u>Direct Collection costs</u>				
Freight & cartage	19,500.00	19,500.00	11,547.28	59%
Book Maintenance	65,000.00	65,000.00	26,098.66	40%
	84,500.00	84,500.00	37,645.94	
<u>Overhead costs</u>				
Admin and Management (ABC Cost Distribution)	120,250.00	120,250.00	60,125.04	50%
Admin/Operating	29,200.00	43,616.00	11,915.65	27%
Promotional expenses	20,000.00	20,000.00	8,658.45	43%
	169,450.00	183,866.00	80,699.14	
Total Expenditure	1,101,434.00	1,110,380.00	541,830.04	
Excess / (Shortfall)	72,616.00	114,260.00	214,895.12	188%

**CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
2019/20 Revenue and Expenditure - CAPITAL**

	Original Budget 2020/21	Revised Budget as at 31/01/21	Actuals to 31/01/21	% Actual vs Revised Budget
Revenue				
Asset Disposal	0.00	0.00	-2,120.97	0%
Total Revenue	0.00	0.00	-2,120.97	
Expenditure				
<u>Recurrent</u>				
Bookstock	345,000.00	363,869.00	174,448.60	48%
Furniture & Equipment	0.00	0.00	32,016.40	0%
	345,000.00	363,869.00	206,465.00	
<u>Non-Recurrent</u>				
Nil at this stage	0.00	0.00	0.00	0%
Nil at this stage	0.00	0.00	0.00	0%
	0.00	0.00	0.00	
Total Expenditure	345,000.00	363,869.00	206,465.00	57%
Excess / (Shortfall)	-345,000.00	-363,869.00	204,344.03	-56% The shortfall is the amount to be transferred from the CRL reserve and has a direct correlation with the net operating result

	Based on Original budget figures	Based on Revised budget figures
Balance of CRL Reserve		
Opening Balance as at 1/7/20	\$795,033.59	\$795,033.59
Less transfers from reserve:		
Capital expenditure incl books	\$345,000.00	\$363,869.00
Prior year book vote c/fwd	\$0.00	\$0.00
Add:		
Estimated operating transfer to reserve	\$72,616.00	\$114,260.00
Other Capital Revenue		\$0.00
Balance of reserve net of interest	\$522,649.59	\$545,424.59
Interest estimate as per Budget	-\$22,430.00	-\$22,430.00
Estimated balance as at 30/6/21	\$545,079.59	\$567,854.59