

MINUTES

CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE

15th February 2013

CLARENCE REGIONAL LIBRARY HEADQUARTERS, Spring Street, South Grafton.

PRESENT:

Bellingen Shire Council

Clr David Scott

Clr Mark Troy

Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council

Clr Karen Toms

Anne D'Arcy (Executive Officer)

Kathryn Breward (Regional Librarian)

Angela Clarke (Team Leader (Libraries East) CVC)

1. Acknowledgement of Traditional Custodians

Welcome:

Bellingen Shire's Deputy General Manager Corporate and Community, Michelle McFadyen

2. APOLOGIES

Clr Margaret McKenna

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 2nd November 2012

No issues with previous minutes.

Moved: Clr Troy

Second: Sharon Uthmann

Adopted

5. Business arising from the Minutes – Meeting held 2nd November 2012

Refer to reports listed for this meeting:

5.1. 10 year financial forecast – See item 7.1

5.2. Marketing Plan – See item 8.1

5.3. Update on library policies - See items 8.2 & 8.3

5.4. Draft Strategic Plan 2012-2022 - See item 8.4

5.5. Quarterly Income and Expenditure Sheet – See item 8.9

6. Correspondence

6.1 In-coming

5 December 2012 Nambucca Shire Council re distribution of assets and liabilities pertaining to the CRL Library Agreement (lapsed on 1 November 2011)

6.2 Out-going

18 December CVC reply to NSC correspondence of 5 December 2012 re Clarence Regional Library distribution of Assets and Liabilities Correspondence noted.

Phone calls have been exchanged regarding the content of these letters at the General Manager level, but no further details are available at this time.

NSC was provided with how the total figure was prepared and determined. Their concerns were only made clear when copies of their Council reports were sent to Clarence Valley Council along with the above letter.

Key issue for NSC is the use of terminology "Withdrawal" versus "Termination". NSC view the situation as a termination: CRL no longer exists in its previous form. Therefore all liabilities and assets for all previous members need to be determined, not just those for NSC.

The Executive Officer has not formally provided all that information as it was considered unnecessary given that the CRL entity is continuing and therefore only the impacts of the withdrawal of NSC needed to be considered. There is more work involved in that.

A copy of letter and break down of payment to NSC to be provided to Michelle McFadyen, Bellingen Shire's Deputy General Manager Corporate and Community (Executive Officer to facilitate).

Check last meeting attachments re NSC withdrawal financial breakdown and send to committee (Regional Librarian to facilitate).

State Library NSW is aware of situation but cannot confirm who may perform the function of arbitration in this situation.

Recommendation

Committee to be provided with comparison of two scenarios: current financial analysis; complete liabilities and assets for all members.

Moved: Clr Scott
Second: Clr Toms
Adopted

7. Executive Officer's Report No. 1/13

7.1 10 year Collection Forecast

In 2008 a spreadsheet was developed to forecast size and age of CRL Collections. The CRL was rated at the bottom of NSW in terms of size and age of collections according to the State Library's Public Library Statistics. As a result the CRL focused on collection age and size to improve its performance. A 10% increase per capita contribution had been introduced to address this issue. Following a review of the performance and consultation with the Mayors and General Managers as well as the Committee, to contribution was altered to a base level increase of 6% per annum with an additional variable component equivalent to the rate peg, and a minimum amount of 8% increase per annum. In 2012/13 the contribution increase was 9.6% from previous year.

A statistical comparison shows our collection: age to reflect the statewide average; size to also be similar to the statewide average; and we should reach the statewide average for collections per capita in the next 4 years. This is in advance of the 2008 forecast. The age and size of collection will remain at these levels if we maintain our current funding levels.

A key point to note is that the State Library have clearly indicated that in order for us to secure additional grant funding we need to be funding improvements ourselves, and this is evident in these statistics. Their role is to assist in funding improvements, not to be fully responsible for them.

Funding from the State Library will change largely as a result of accurate population data from the 2011 census. Estimates for our LGAs over the past five years have exceeded actual figures. Therefore it is predicted the CRL will receive \$36,000 - \$40,000 less from the State in the next financial year as a result of this adjustment.

Recommendation

That the Clarence Regional Library (CRL) Committee note the potential future size and age of its collection under specified funding arrangements.

Moved: Clr Scott
Second: Sharon Uthmann
Adopted

7.2 Reserve Fund Allocation

The business case presented to the Executive Committee of the Executive Council for RFID was discussed. The Executive Council has initiated an assessment of the whole of life costing for any grant funding proposals prior to their submission in order to identify any on-going costs to Council, and CRL members in this instance. The Executive Committee approved the grant for submission given the operational cost savings to be realised and the fact that the accumulated reserve funds were able to fund recurrent costs for up to seven years (conservative estimate based on reduced interest rates).

An interest in pursuing RFID was declared by the Executive Officer as it is to be provided in the new Grafton Library and is only effective if the entire collection is managed by this system.

The potential for additional self check kiosks and security at smaller branches was also discussed.

Recommendation

That the Committee adopt the expenditure of the Reserve budget on implementation and maintenance of RFID, the four-yearly User and Non-User Survey, four-yearly replacement of laptops, four-yearly replacement of iPads, purchase and four-yearly replacement of eReaders and promotional activities

Moved: Clr Troy
Second: Clr Toms
Adopted

8. Regional Library Reports No. 4/12

8.1. Marketing Plan

Discussion of the different areas of potential expenditure for the remaining National Year of Reading funds 2012.

Recommendation

That the recommendations for expenditure of the remaining NYR2012 funds on events, marketing and collateral be endorsed by the committee.

Moved: Clr Scott
Second: Sharon Uthmann
Adopted

NOTE: Michelle McFadyen left the meeting at this point.

8.2. Volunteer Policy update

Recommendation

The Committee notes that the draft Volunteer Policy will be presented to Clarence Valley Council for adoption at the February 2013 meeting following its public exhibition during which no comments were received.

Moved: Clr Troy
Second: Anne D'Arcy
Adopted

8.3. Collection Development Policy update

Recommendation

The Committee notes that the draft Collection Development Policy will be presented to Clarence Valley Council for adoption at the February 2013 meeting following its public exhibition during which comments were received.

Moved: Anne D'Arcy
Second: Clr Scott
Adopted

SPECIAL Note: due to floods circumstances these 2 reports will now be presented to council at the March meeting.

8.4. Draft CRL Strategic Plan update

Recommendation

The Committee notes that the draft CRL Strategic Plan 2012-2022 was endorsed by the council for public exhibition and will be on display from 28 January – 25 February 2013.

Moved: Anne D'Arcy
Second: Sharon Uthmann
Adopted

8.5. RFID Grant Application overview

Recommendation

That the Committee note the Grant Application for \$97,550.00 for RFID was approved by the Executive Council for submission to the State Library under their Country Libraries Development Fund.

Moved: Clr Troy
Second: Sharon Uthmann
Adopted

8.6. Local Studies Strategic Plan review

Recommendation

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

Moved: Clr Troy
Second: Clr Scott
Adopted

8.7. Aboriginal Resources

Recommendation

That the progress of the purchase of Aboriginal resources be noted.

Moved: Anne D'Arcy
Second: Sharon Uthmann
Adopted

8.8. Annual Book Selection

Recommendation

That the committee note the intention to make the Community Book Selection an annual event in each of the local government areas (LGAs).

Moved: Sharon Uthmann
Second: Clr Toms
Adopted

8.9. Quarterly Balance Sheet provided before the meeting

Recommendation

That the report on the Quarterly Income and Expenditure Sheets for the 2nd quarter 2012/13 is accepted by the Committee.

Moved: Clr Troy
Second: Anne D'Arcy
Adopted

9. Items for Information

- New trainee for Bellingen 1 year full time to be used across the branches.
- New Grafton library commencement ceremony cancelled, new date could be early March, will keep committee informed. New building completion should be mid to end of November if no hold ups, with Public access early next year.
- Bequests - \$5,000 to Maclean Library – progress report on the expenditure provided by Team Leader (Libraries East)

10. Additional Matters

Staffing levels at CRL Headquarters were discussed in broad terms.

Concern was raised about the potential need to increase the number of hours for the grade 3 position (currently 14 hours per week) as the workload is not being achieved despite good practice. Staff are currently monitoring the situation and will report to the next meeting. Other areas in the workflow also under review to identify efficiencies.

11. Items for next meeting

Next meeting:

3rd May 2013 – Bellingham

Meeting Closed 12.20 pm

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian