

## ITEM: 6.1 No. 4/16 – COMPREHENSIVE DATA HEALTH CHECK

Meeting: Clarence Regional Library Committee

9 December 2016

Reviewed By:

Attachment: No

### REPORT SUMMARY

This report seeks to provide detail to the Committee regarding the Comprehensive Data Health Check provided by Civica.

### OFFICER RECOMMENDATION

That the Committee approve the purchase of the Comprehensive Data Health Check provided by Civica.

### LINKAGE TO CVC COMMUNITY PLAN

Theme 1 Our Society

Objective 1.3 We will have a diverse and creative culture

Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

### 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

Comprehensive Data Health Check: - is a service offered by our LMS supplier, Civica and comes recommended now that some time has past since the removal of Nambucca Shire Council data from our catalogue, it has also been nearly 15 years since the last data health check was undertaken.

This check will identify any ongoing issues with the data in the catalogue and identifies items that need to be cleaned from our database.

Our regional library service depends greatly on the accuracy of the Spydus database. All library functions are influenced by the provision of timely and reliable information. These include:

- Library staff time: much time can be spent following up on items that are not where they should be. Whilst regular stocktakes update our records this does not clear up duplicate data.
- Currency: Ensuring all bibliographical records conform to current cataloguing standards ensures that the functionality of any LMS is maximised for all users (staff & borrowers).
- Reliability: cleaning up the database ensures that results can be trusted, saving time for our borrowers as well.

### What does it find?

The data health check is an analysis of MARC records in the Spydus database, and generates reports on the following:

- errors in MARC records - see attached 'Sample MARCCLEANRPT' for examples of the types of errors included in this report
- duplicate bib records – see attached 'Sample\_DuplicateBibs' (DEDUP tab) to see examples

- GMD (General Material Description) and Collection analysis which can be used to map as required to RDA (Resource Description & Access) fields – see Sample\_CodeMapping (GMD & Collections tabs) to see examples

Once you have the analysis reports on the above, you can then review and decide if you want to proceed with cleaning up the errors, merging duplicate records and adding RDA data to existing records.

**How much is it likely to find**

There is no way to determine this apart from doing the analysis.

**Benefits**

The main benefits are:

- Duplicate bib records (and associated holdings) can be merged – customers can see all holdings on one record instead of spread across duplicate or multiple records
- existing “pre-RDA” records can have the relevant RDA data added – this will result in searching being more exact for customers and staff
- Errors or missing MARC data can be fixed again resulting in more exact searching.
  - Costs for diagnosis - \$1,875.00 has been budgeted in the draft CRL 2016/17 Operational Budget.
  - Cost for cleanup will range from \$1,800 - \$4,500 depending on what the diagnosis reveals. This amount has as yet not been budget for. Once we have the health check completed and an approximate cost for the cleanup we can allocate budget in the next financial year to cover the cost.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Sample_CodeMapping_LIB Sample_DuplicateBibs Sample_MARCCLEANRPT

**ITEM: 6.2 No. 4/16 – BUILDING OPERATIONAL COST DISTRIBUTION FOR GRAFTON LIBRARY AND REGIONAL LIBRARY SERVICES**

**Meeting:** Clarence Regional Library Committee  
**Reviewed By:**  
**Attachment:** No

9 December 2016

**REPORT SUMMARY**

This report provides an update on the building costs attributed to the Clarence Regional Library as a proportion of the total building costs of the new Grafton Library.

**OFFICER RECOMMENDATION**

That the Committee note the update on the building costs for the Regional Library Services.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society  
Objective 1.3 We will have a diverse and creative culture  
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**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 Sir Earle Page Library and Education Centre facility was designed to house Regional Services, Grafton Library and the Mobile Library.

The proportional costing for building operational costs between the Regional Library Services and the Grafton Library Service was to be reviewed after 12months of the building's operations so that a clear understanding of the annual operational costs could be determined for each working team using the building, being, the Regional Services staff and the Grafton Library staff.

The reviewed proportional cost breakdown was forwarded to the CVC Executive Officers meeting for discussion and review prior to the last CRL Committee.

**KEY ISSUES**

In the budget for the new Financial Year 2016-17 the building costs are included in the ABC Distribution (Internal Expenses) through which administrative costs are recovered, this includes: everything from the GM's Office, Governance, Elected members Cost, IT, Records Management, Finance and Accounting, Management Accounting, Corporate Systems, Procurement and Building Costs (Rates, Waste, Water, Electricity etc). This cost is set at the beginning of the financial year and will not vary.

There will therefore be no separate item for building expenses.

The building costs for 2015-16 will be backdated to that year as they were not included in the ABC for that period and they will be apportioned on the same basis as has been determined for 2016-17.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil

**ITEM: 6.3 No. 4/16 – PUBLIC LIBRARIES NSW STATISTICAL COMPARISON 2014/15****Meeting:** Clarence Regional Library Committee

9 December 2016

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

This report provides an overview of the performance of the Clarence Regional Library (CRL) as reported in the Public Library Statistics 2013/14 Report.

**OFFICER RECOMMENDATION****LINKAGE TO CVC COMMUNITY PLAN**

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**BACKGROUND**

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

Data has been provided by member Councils of the CRL for the period July 2014 to June 2015 and provides a significant body of data to gauge the relative performance of all the public libraries across the State. A scale of 1 to 101 is used to rank performance against other public libraries where appropriate. This represents the total number of library services for 2014/15. In previous years there were 97 and 99. Many of these library services comprise regional library services or other joint operations making the total number of branches approximately 4 times the number of services.

The figures for the CRL for this period are the third to be reported without the inclusion of the Nambucca Shire Libraries data along with Clarence Valley Council and Bellingen Shire libraries.

**KEY ISSUES****State-wide Facts:**

- There are 101 library services including stand-alone libraries and regional or joint libraries where up to 13 local councils have entered into a written agreement to provide combined services.
- Many more access library resources without becoming members as they access reference collections, read newspapers and journals, use computers, research local history or access the internet. Physical visits to public libraries are significant and have increased over the past 16 years (over 35.3 million visits in 2014/15, up 24% in comparison with 2000).

- Loans of collection items are significant, 43.6 million loans in 2014/15.
- Virtual visits to public library websites grew by 2.1 million to 11.2 million between 2012/13 and 2014/15.
- Internet bookings in public libraries have increased from 5.4 million in 2012/13 to 9.6 million sessions in 2014/15. Wi-Fi bookings account for most of this growth.
- While eBook loans are not a high proportion of the 43.6 million above, they have increased by 62% from 2012/13 to 2014/15 (655,264 eBook loans in 2014/15).
- Local government expenditure on public libraries has grown from \$27M in 1980 to \$335M in 2014/15. State Government expenditure grew from \$8M to \$27.518M. This represents a significant drop in the State's proportion of the total funding over that period of time which is also true for the 2014/15 financial year. In 2014/15 the State funded approximately 7.8% of total public library funding. Funding by LGA's continues to grow in absolute terms.
- The number of programs offered by public libraries has grown significantly over the past six years (more than 58% increase), as has attendance at those events (approximately 66.6%).

### **CRL Facts:**

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

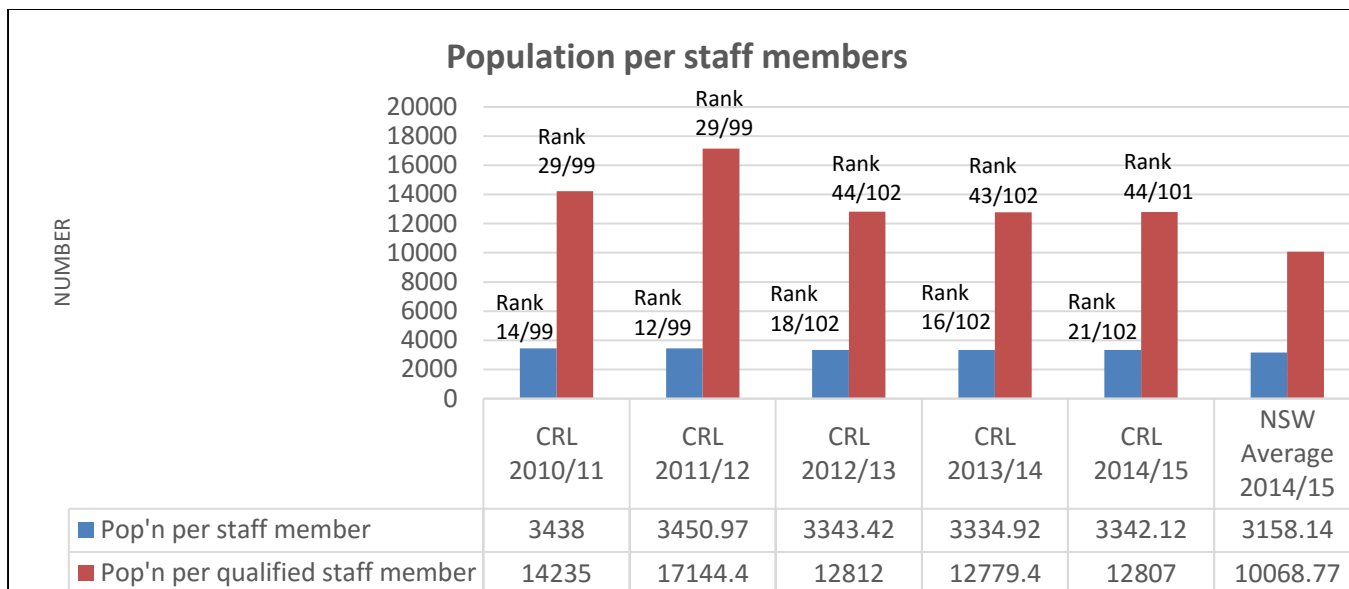
In summary, the data shows sound improvements across the CRL's collection development activities. It clearly demonstrates to the funding body that the CRL is in fact putting considerable effort into improvements, which is a key consideration when applications for grants are assessed. There is still considerable work involved in ensuring these improvements are maintained.

Staffing levels have remained static during this reporting period and therefore that data does not demonstrate improvement.

### **Population Comparisons:**

Population per staff member in the Clarence Valley Council and Bellingen Shires that make up the CRL is 6% above the NSW average. The population per staff member has risen since last reported, but the percentage difference with the state average has gone down from 7% to 6% (Graph 1). This still means a greater potential workload for each staff member.

### **Graph 1**

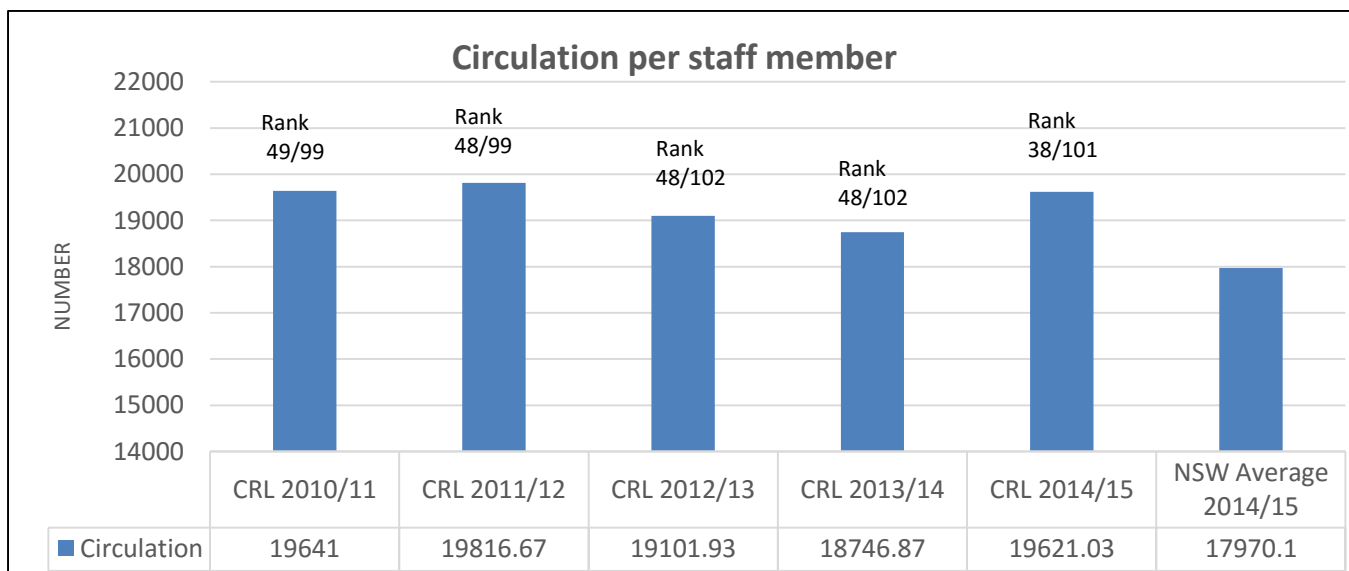


The population per qualified staff member is 27% higher than the state average but this has come down from 32% higher than the state average (Graph 1) in the last reporting period. This still places a potential workload on the small number of staff who have formal library qualifications far greater than what is experienced generally in public library services as evidenced in our relative ranking.

This information must be considered with respect to the actual amount of lending activity undertaken by staff. Graph 2 indicates that the current amount of lending activity undertaken by our staff has climbed from 2% above average in the last report to more than 9% above the state average for the year. The overall implication of this is that activities other than lending will be limited if comparable workloads are considered. Our libraries are indeed increasing their additional activities where they can and the community is enjoying those benefits.

The new Grafton Library however, continues to result in considerably increased expectations of the community, with increased membership and increased circulation and attendance.

**Graph 2**

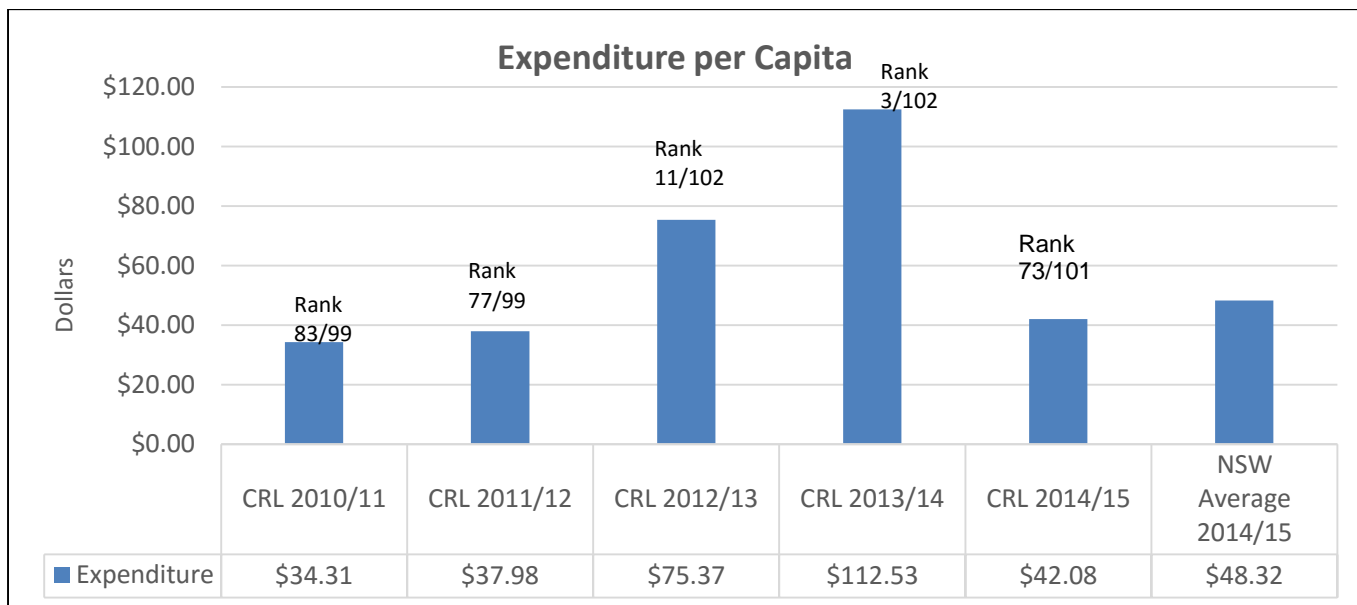


**Total Expenditure on Library Services:**

The total expenditure on library services per capita has come back to more normal levels now the building costs for the Grafton library no longer factor into the equation, as they did for the previous 2 years. Our total expenditure on library services per capita is 13% below the state average (Graph 3).

Expenditure on an operational level has not significantly changed and this is now reflected in the result for this period being only marginally better than back in 2011/12 prior to the construction of Grafton Library.

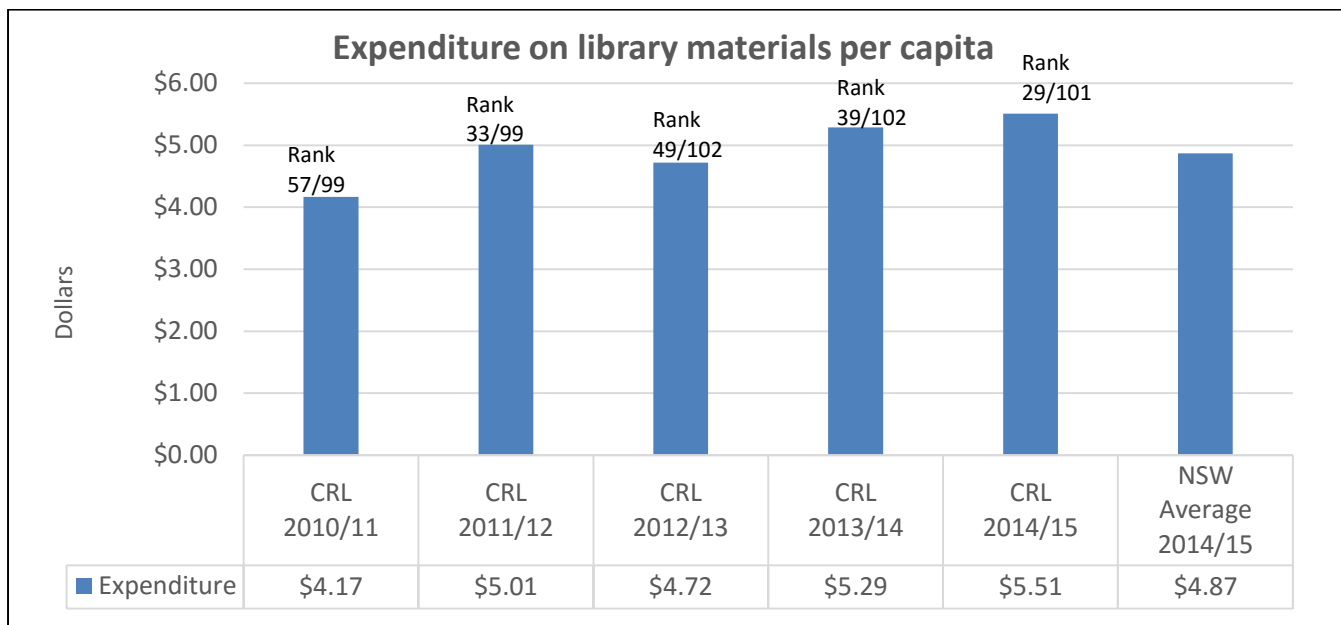
**Graph 3**



**Expenditure on Library Materials:**

Our expenditure on library materials per capita has increased again on the previous years results, as has our rank. We are above the State average in expenditure on library materials and have been for the last 2 years (Graph 4). We are now 13% above the State average. The improvement in previous year's expenditure on library materials was a result of spending funds that were not spent in the previous financial year. Therefore, this level of expenditure was not likely to continue. The CRL is now spending a higher percentage of book vote funds in the current year so rollover amounts have reduced.

**Graph 4**

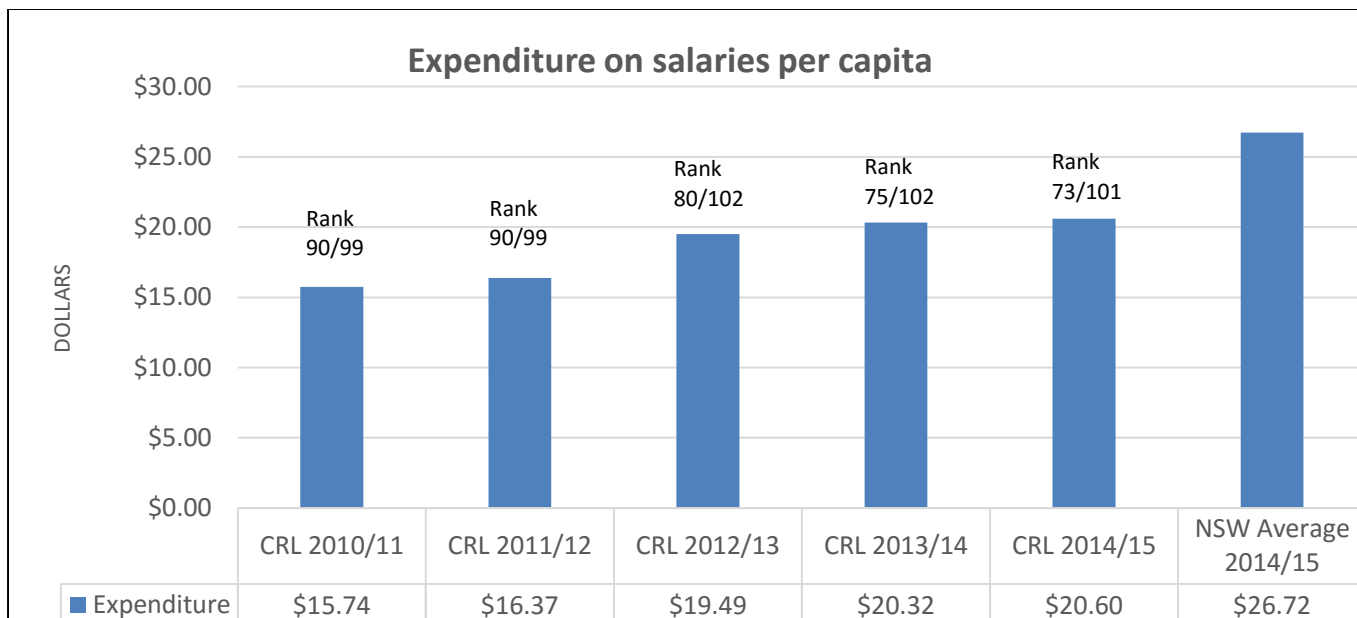


**Expenditure on Salaries:**

Our expenditure on salaries per capita has remained the same as last year at 23% behind the state average. This is still an improvement from the 26% behind the State average in 2012/13. The CRL ranking has also improved by 3 places (Graph 5). Any changes in this result are due to staff achieving competencies at higher steps in the salary structure.

**Graph 5**

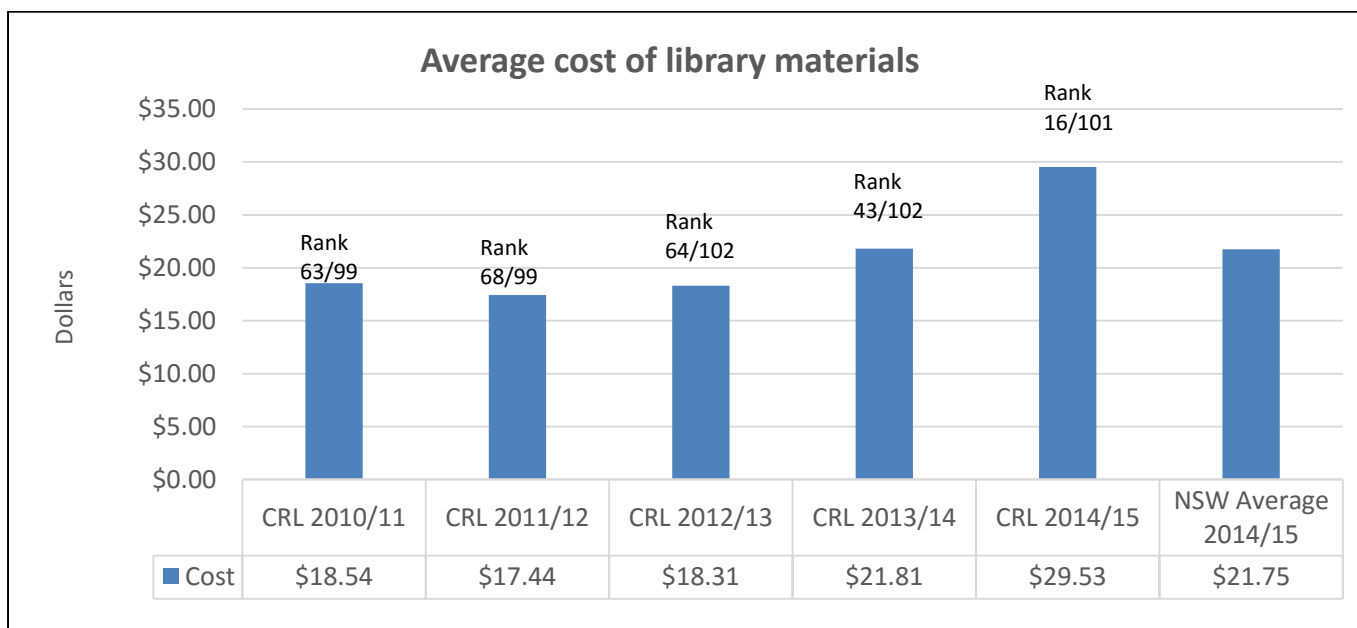




#### Cost of Library Materials:

The average cost of our library materials for this financial years is 35.77% higher then the average across the state. This is likely the result of a change in our financial reporting formula to the State Library for this period. There is also the impact of increased purchasing of more expensive collections such as large print, eBooks and DVDs as well as more identified aboriginal content materials which tend to be less commercial and therefore more expensive. This will continue to be monitored into the future.

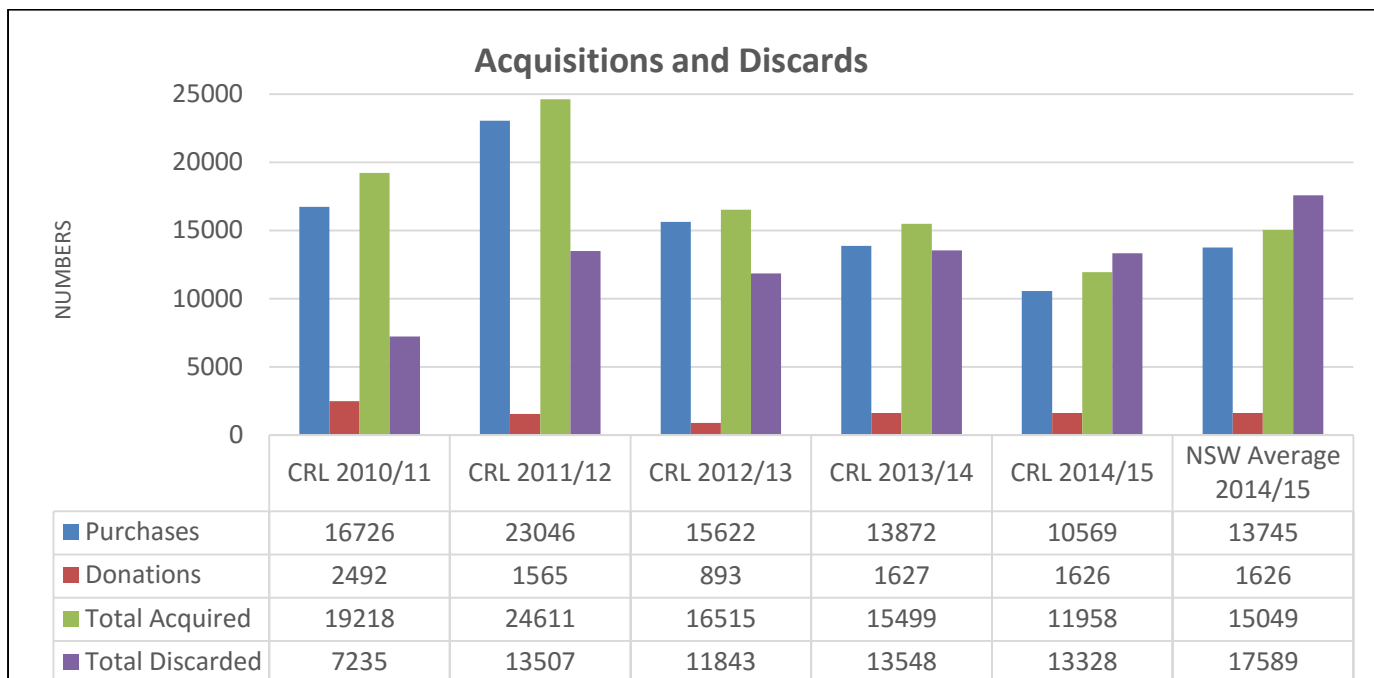
**Graph 6**



#### Acquisitions and Discards:

The total number of purchased items has reduced from the previous 2 years and is now below the average (Graph 7) this is due to the book vote being more fully spent from the previous year and only a small amount being rolled over to the new financial year's book vote. This rolled over amount has been decreasing each year as the CRL implements more effective purchasing regimes involving standing orders and content profiling. The acquisitions here also do not account for the increased eBook, eAudio or aMagazine purchases we have acquired digitally. The number discarded is slightly higher then our purchases as we have had to redress the under deselection of previous years in comparison to purchases, however we need to more closely match the total acquired figure with the total discarded figure if we are to successfully manage stock in each location. We do not have the floor space to significantly increase the size of our collections.

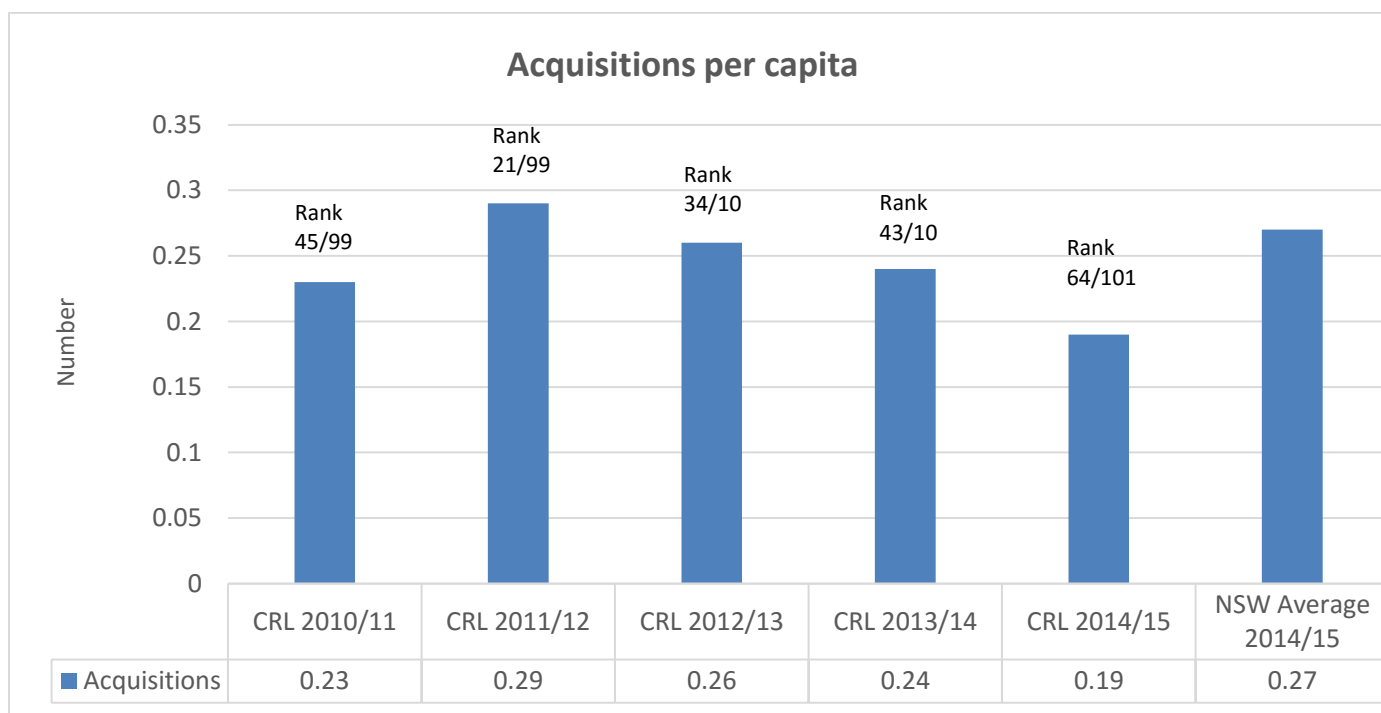
**Graph 7**



Our total acquisitions per capita is lower than the current State average which has increased from last year (0.25). Our rank as a result has also slipped from 43 to 64 out of 101. Once again this number does not account for the increased acquisition of eBook, eAudio or aMagazine purchases we have acquired digitally.

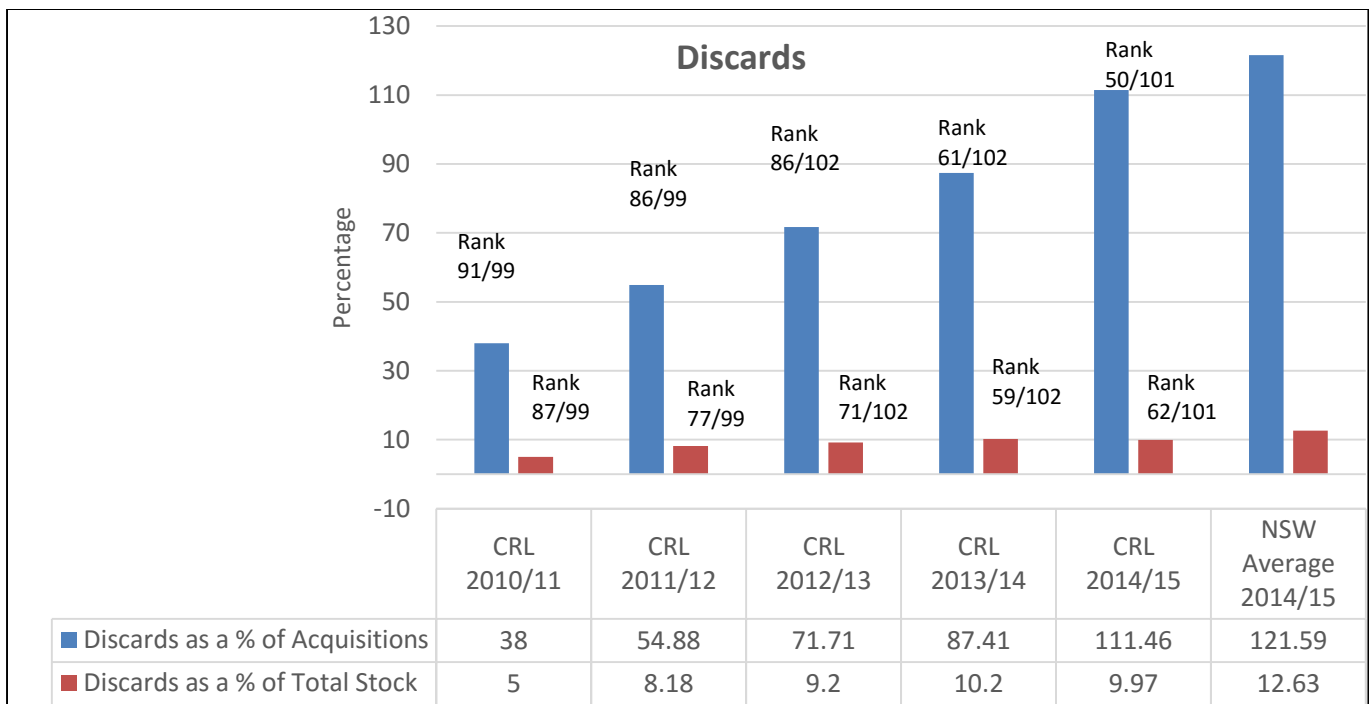
Discards should be equal to acquisitions to maintain stock levels.

**Graph 8**



Discarded stock represented 111.46% of our acquisitions (new stock for the 2014/15 year) which is a continuing improvement on last 2 year's results of 71.71% and 87.41%. This is still 9% behind the State average of 121.59% for 2013/14 (Graph 9). Our rank has continued to improve against *Discards as a % of Acquisitions* for this year however our ranking of *Discards as a % against Total Stock* has slipped this year when compared to the rest of the state. Again, these figures will need to be stabilised in the future.

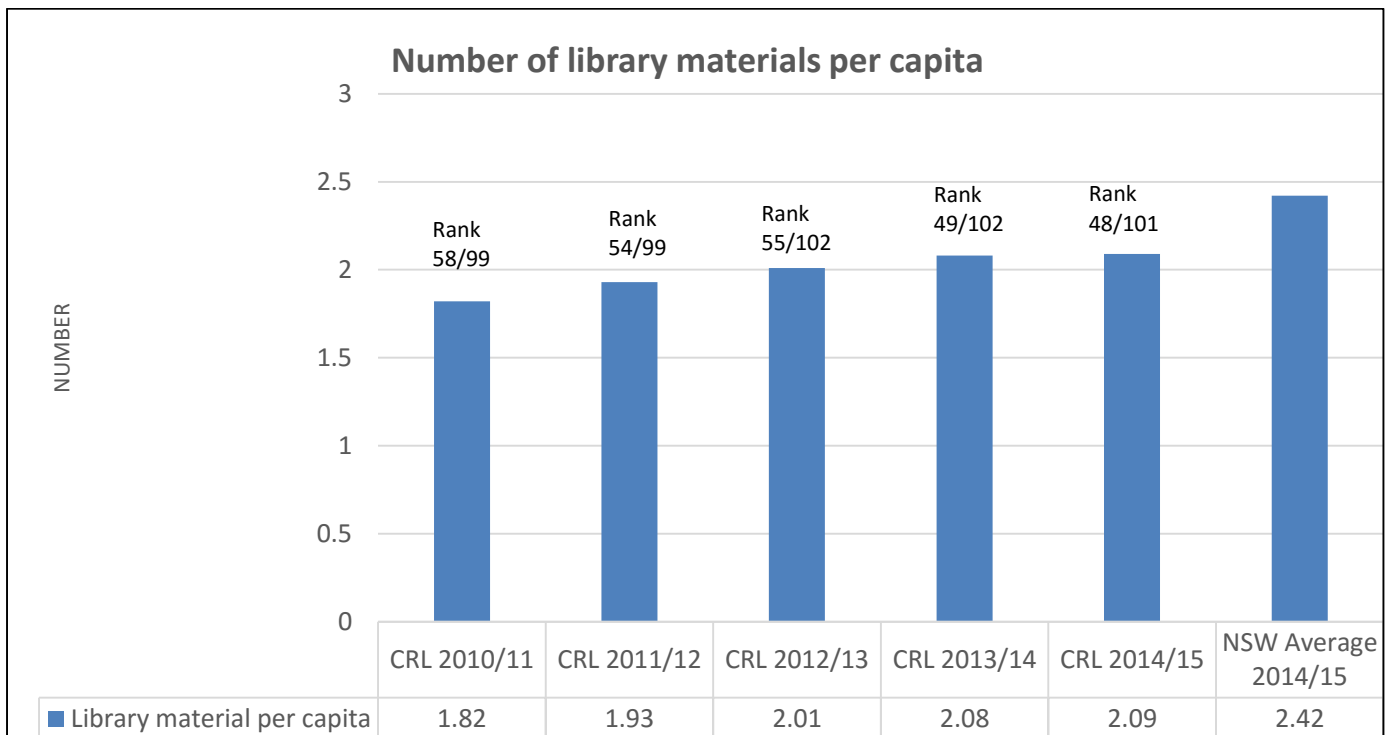
**Graph 9**



### Library Materials:

The CRL's library materials per capita has continued to improve, resulting in a further improvement in our ranking again (Graph 10). This means we have marginally more items for individuals to access. However, we remain 15.8% below the average which means we have had a 1% improvement on each year for the last 2 years. Prior to the increase in Contributions the CRL library service was at the lower end of the ranking, improvements have occurred as a result of the increased funding levels.

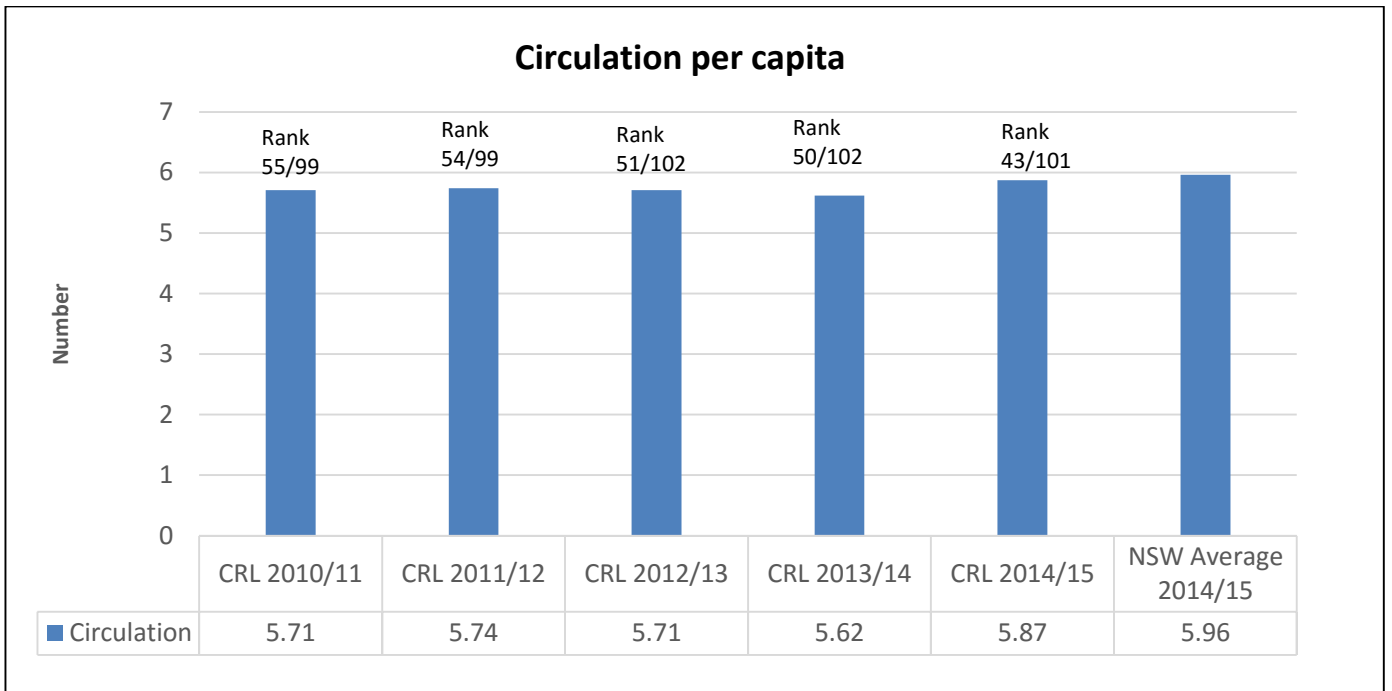
**Graph 10**



### Circulation / Borrowing:

Our overall circulation (borrowing) of items per capita has halted its fall from the previous 2 years (Graph 11) we are only 1.5% behind the State Average. This is likely to be the result of the new Grafton Library opening in 2014 and may actually come back down to lower levels in the future. We will continue to monitor as the trend across the state is for lower circulation figures but higher visitations.

**Graph 11**

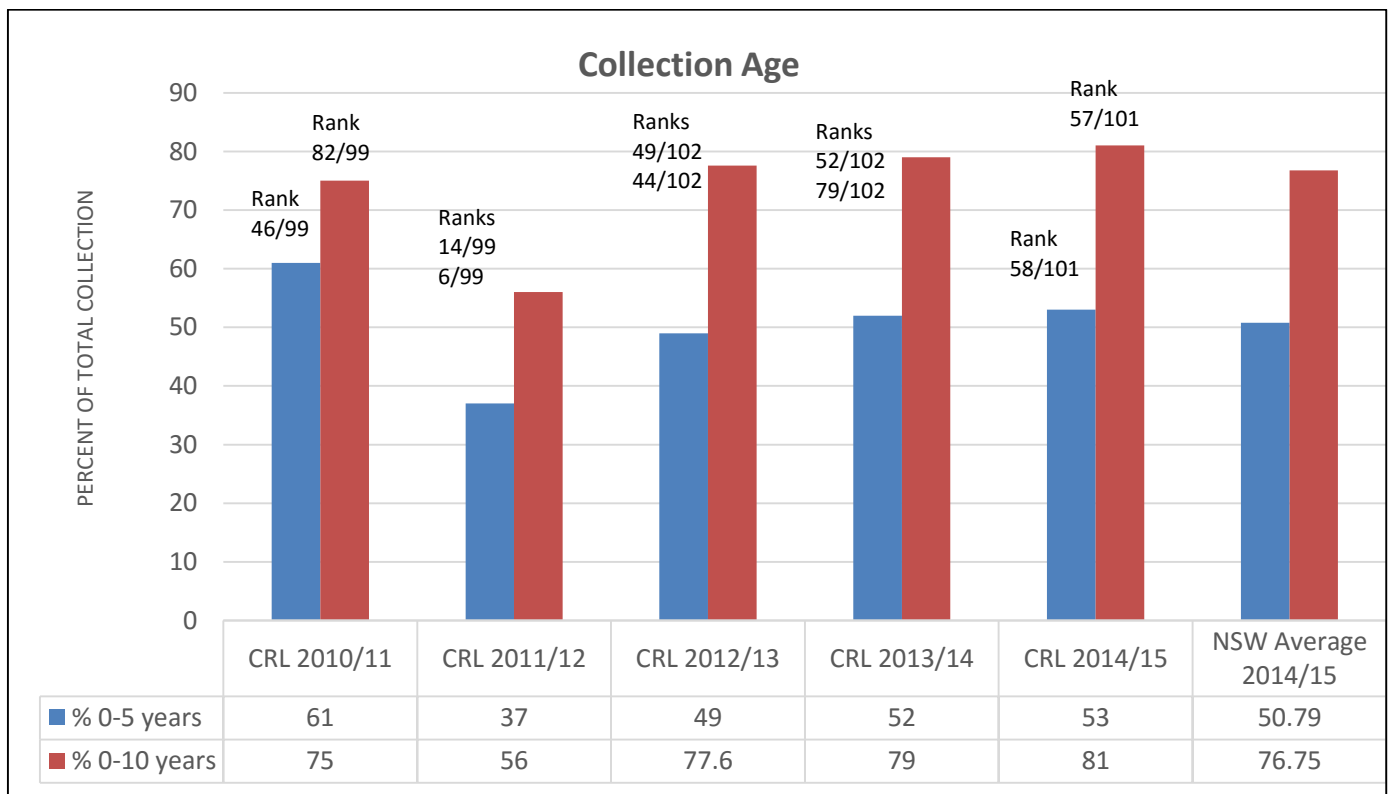


**Collection Age:**

The age of our collection has shown the collective improvement of the increased investment in our book stock and targeted weeding program of older stock (Graph 12). We are only 4.2% above the State average for 0-5 yrs and a 5.3% above the State average for 0-10 yrs. Continued weeding at current levels should continue to improve this along with our levels of acquisitions.

Note: the 2011/12 results were based on an inaccurate formula.

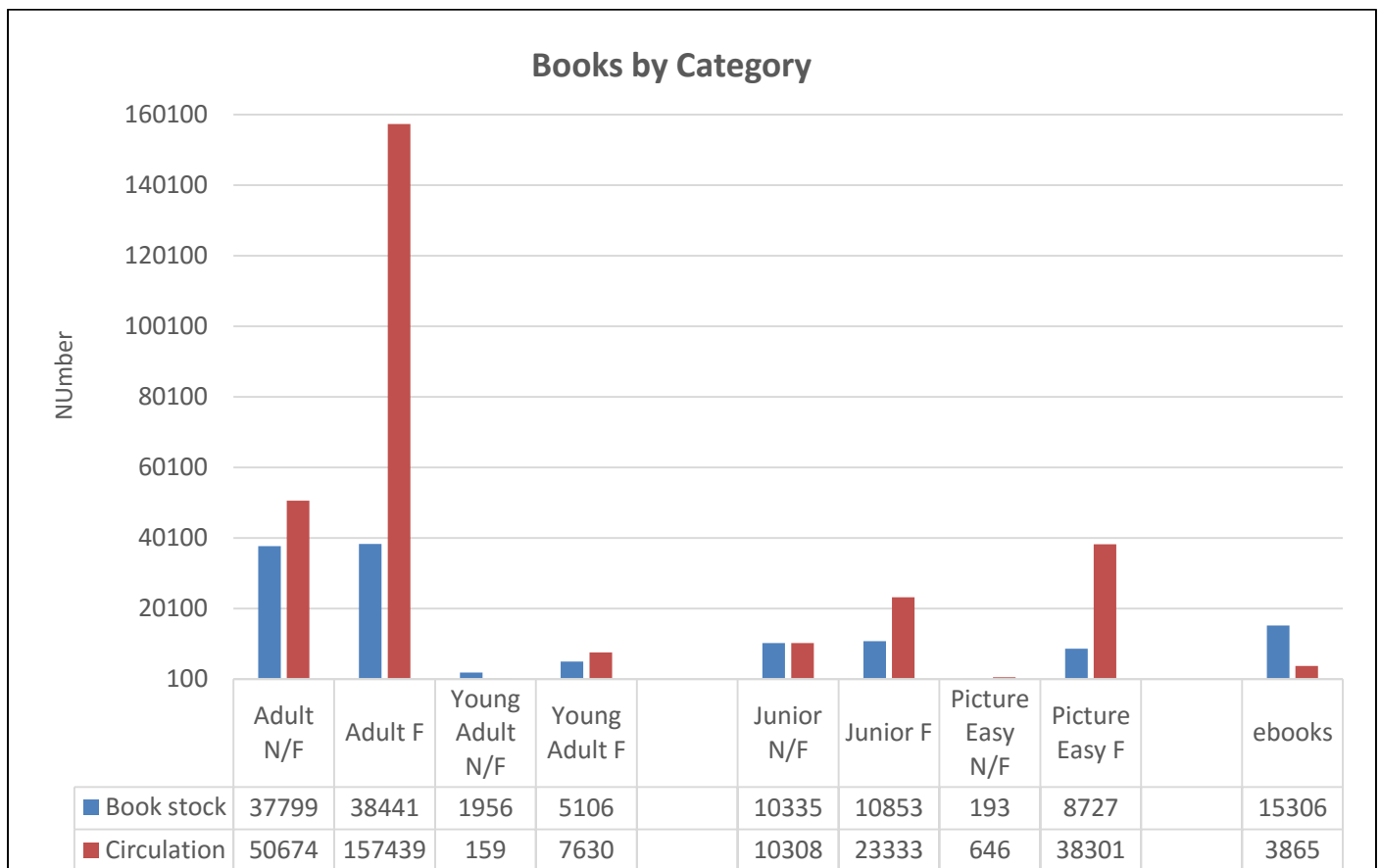
**Graph 12**



**Book Categories:**

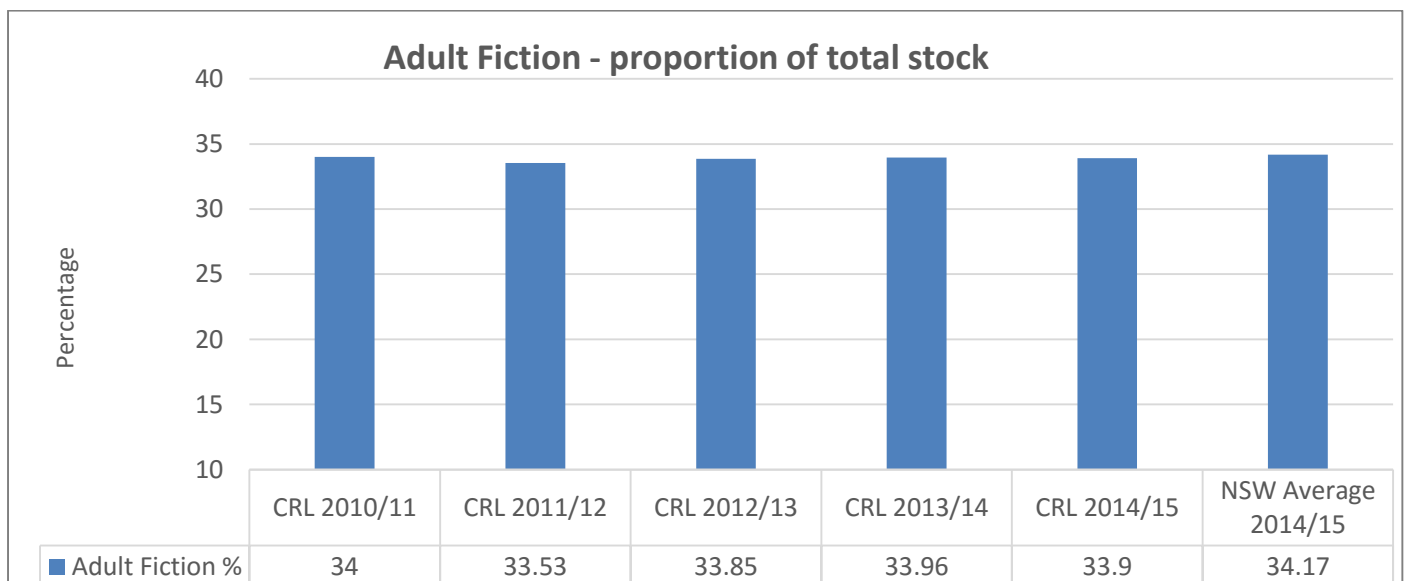
The adult collections are the largest portion of our book stock and have correspondingly high rates of circulation/borrowing (Graph 13). Adult Fiction items are in the highest demand.

**Graph 13**



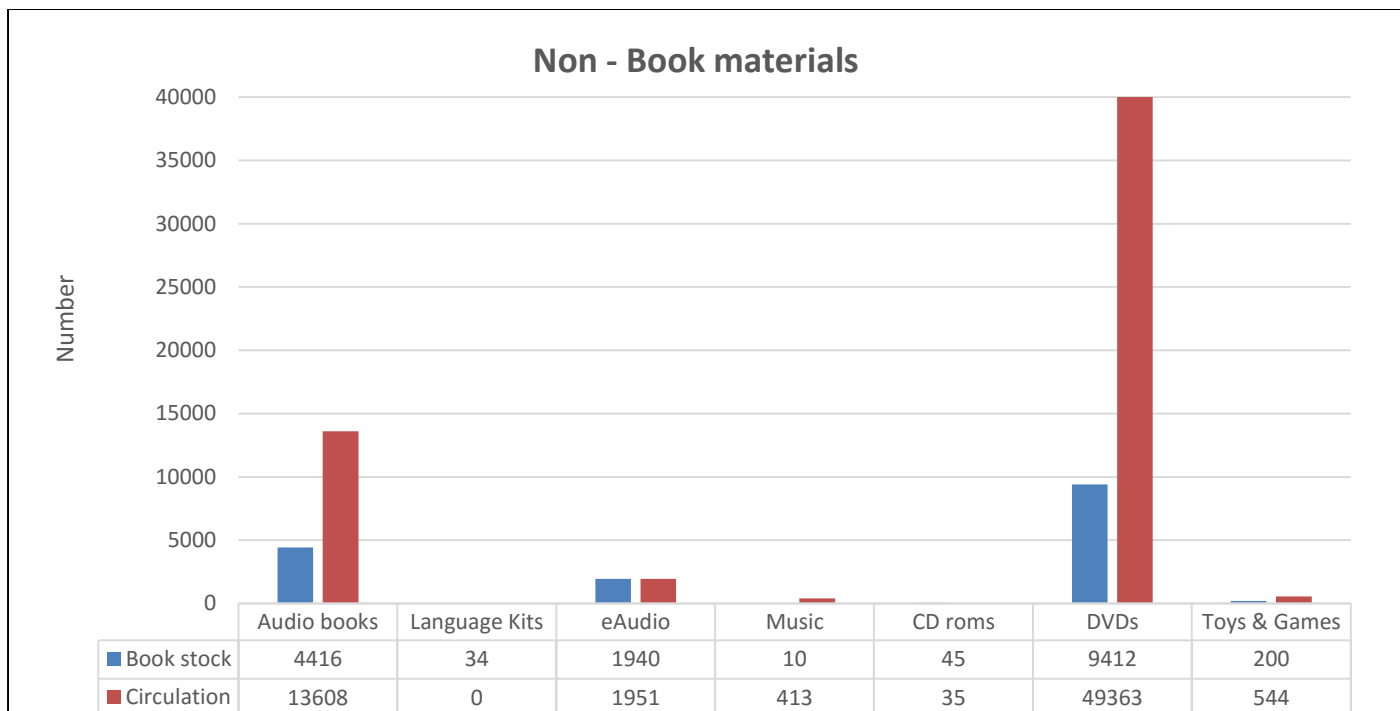
The proportion of our stock which is Adult Fiction is also slightly lower than the State average (Graph 14). While this probably reflects our local demand, it also provides a warning about managing other categories.

**Graph 14**



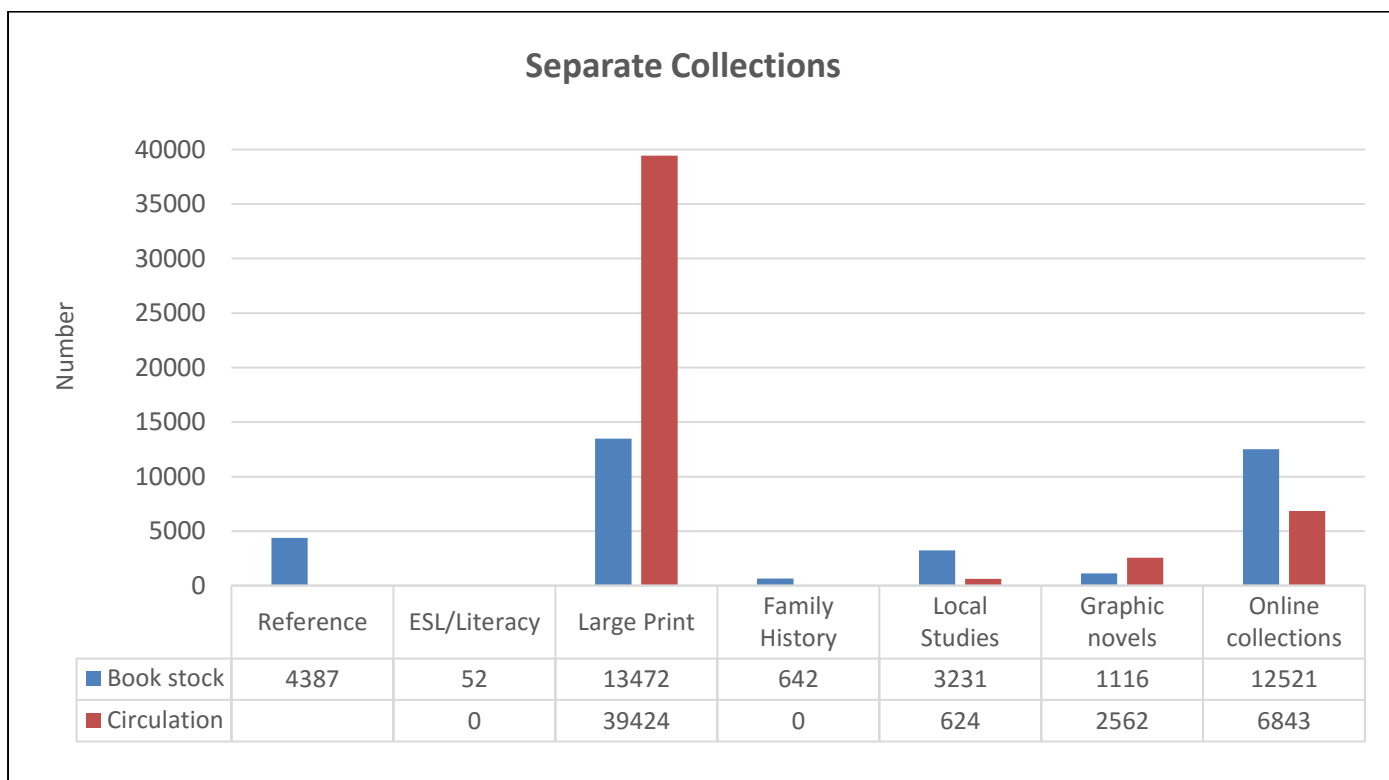
Graph 15 demonstrates the popularity of audio books and our DVD collection and the emerging eBook collection.

**Graph 15**



Similarly Graph 16 demonstrates the popularity of the large print collection, this is anticipated to continue growing in the future. For the ESL/Literacy and Family History collections we currently have no way of capturing their individual circulation data.

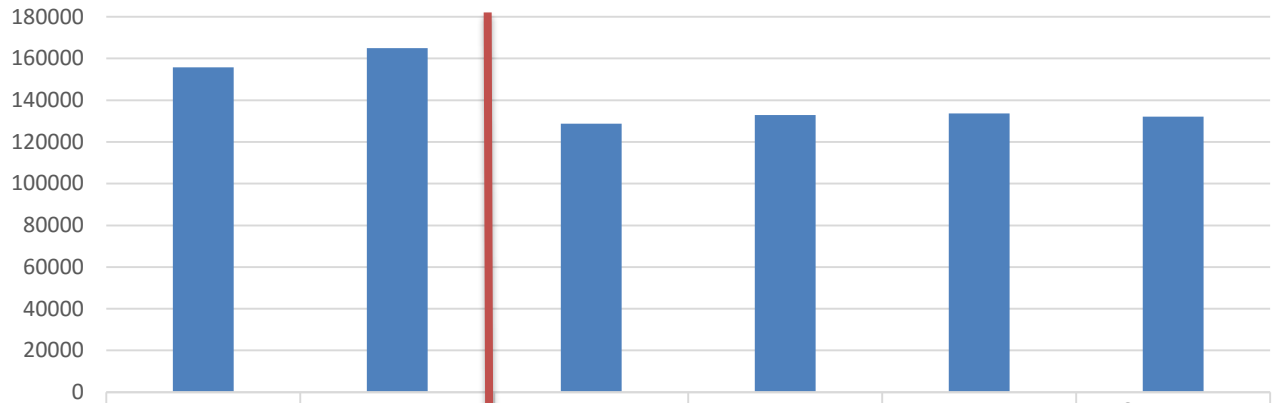
**Graph 16**



The red line on Graph 17 denotes the year when our stock was reduced by Nambucca Shire leaving the Regional Service. Our collection size is regularly reviewed in terms of the space we have available, for some of our collections the space is restrictive for additional titles: for example, YA Fiction, deselection schedules are planned and regularly updated on advice from staff. It is in the eResources where our collections have potential to grow in the future. These include eBooks, eMagazines, streaming music options, local images catalogued and digitised into the collection etc.

**Graph 17**

### Total Stock



	CRL 2010/11	CRL 2011/12	CRL 2012/13	CRL 2013/14	CRL 2014/15	NSW Average 2014/15
Total Stock	155754	165041	128704	132814	133726	132072

**Table 1: Summary of Performance 2014/15**

Criteria	2014/15 compared to previous year	2014/15 compared to State-wide average	Comment
Population per staff member	✓	✘	The number of residents per staff member increased and is still higher than the State average.
Population per qualified staff member	✘	✘	The number of residents per qualified staff member increased against the State average
Circulation per Staff member	✘	✘	Increased as a result of the new library in Grafton.
Circulation per capita	✓	✓	Increasing on the State average likely as a result of the new Grafton Library.
Expenditure per Capita	✘	✘	13% below the State Average.
Expenditure on Library materials per capita	✓	✓	Improving, 13% above the state average.
Expenditure on salaries per capita	✓	✓	Remain the same compared to last year with a slight improvement compared to State Average.
Library material per capita	✓	✓	Improving, now 15.8% below State Average.
Average cost of library materials	✘	✘	Increasing, 35.77% above State average. Due partly in change in funding calculations for State Library.
Acquisitions per capita	✘	✘	Decreased on last year and compared to State Average. We are spending more on eResources.
Discards as a % of Acquisitions	✓	✘	Overall good outcome behind in State average but has improved on previous years.9% behind State Average.
Discards as a % of Total Stock	✓	✘	Overall good outcome behind in State Average but has improved on previous years.
Number of library materials per capita	✘	✘	Continued to improve, but we remain 15.8% below the average which means we have had a 1% improvement on each year for the last 2 years.
Age of library Materials	✘	✘	Close to State Averages but need to increase weeding levels.
Total stock	✓	✓	Total stock is up from previous year and also above the State Average.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil



**ITEM: 6.4 No. 4/16 – CLARENCE REGIONAL LIBRARY DRAFT REVISED STRATEGIC ACTION PLAN 2012-2022**

**Meeting:** Clarence Regional Library Committee

9 December 2016

**Reviewed By:**

**Attachment:** Yes

## **REPORT SUMMARY**

This report refers to the draft revised Clarence Regional Library Service Strategic Action Plan 2012 – 2022 developed in workshops with Staff and the Clarence Regional Library (CRL) Committee which will be used to guide the new Committee to be established following Council elections in September 2016. A review of the achievements of the current Clarence Regional Library Service Strategic Action Plan 2012 – 2022 is also included as a reference.

## **OFFICER RECOMMENDATION**

That the

1. Report of achievement of the Clarence Regional Library Strategic Plan 2012 – 2022 be endorsed, and reported to the Executive.
2. Draft Revised Clarence Regional Library Strategic Action Plan 2012 – 2022 be endorsed by the new Clarence Regional Library Committee to guide its operations over its four-year term.

## **LINKAGE TO CVC COMMUNITY PLAN**

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## **LINKAGE TO BSC COMMUNITY VISION 2030**

Theme 2: Community Wellbeing

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## **BACKGROUND**

The Clarence Regional Library Strategic Plan 2012 – 2022 was developed in consultation with library staff, the CRL Committee and in consideration of the results of the User and Non-User Surveys 2008 and 2012. The associated Action Plan has been used to guide the agenda for the quarterly meeting of the CRL Committee. Each year, the committee is provided with an update on progress against the Action Plan.

The Strategic Plan and its Action Plan deal with the full range of library services and therefore go beyond the scope of the Committee's responsibilities. The committee is generally limited to the services provided by the Regional Library staff which focus on the collection and associated policies. However, staffing, customer service and facilities are captured in the plans. Some elements of service delivery are influenced by the CRL, by individual LGAs or by individual libraries or some combinations thereof. The Action Plan endeavours to identify the responsible entities to bring some clarity to roles.

A CRL Committee Work Plan is developed in conjunction with the CRL Strategic Plan and Action Plan and is the focus of a further report. The CRLC Work Plan reflects the elements in the CRL Strategic Plan that require the committee's input and recommendations.

## **KEY ISSUES**

Overall the achievements over the past four years have been substantial (Refer Attachment 1: CRL Strategic Plan 2012 – 2022 Progress report - April 2016). These include:

### **Key Achievements:**

#### **CRL:**

- The random User and Non-User Survey which provides good insights into what we are getting right and where we need to focus more energy
- Review of Library Management System
- RFID implementation across all locations (successful grant funding)
- Targeted outreach services developed for Home Library Service, Story time, and HSC – Food for Thought evenings
- Website upgrade
- Themed and targeted eNewsletters developed
- Enhanced collection management through introduction of RFID and CollectioHQ
- Collection arrangement incorporating best practice, integration of collections, separating Local Studies
- Improved wireless internet services
- Development of digital collections – introduction of eMagazines, eAudio, eBooks
- Introduction of a DVD Collection
- Further databases – ancestry.com, FindMyPast, ComicsPlus,
- Expansion of Aboriginal resources and targeted marketing
- Visible library identity produced
- Process streamlining
- Policy review and development
- Customer Service Charter developed and procedures implemented
- Strategic direction for the CRL
- Community Book Selection activities developed
- Social networking – Facebook, YouTube, Pinterest, Flickr developed
- Educational & recreational programs and activities – Preservation workshops, Tech Savvy Seniors & Tech Time
- Deductible Gift Recipient Status achieved for regional Library
- CRL Staff integrated into new Grafton Library

#### **Libraries:**

- Mobile library service operations reviewed, grant success for revamp
- Greater range of activities and events
- Partnerships with other services to promote libraries and their role in the community
- Delivery of Home Library Services
- Staff professional development
- Book Clubs meeting in libraries

### **Key activities that have progressed to some extent include:**

#### **CRL:**

- The ongoing implementation of the Local studies Strategy
- Marketing and promotion
- Targeted public consultations
- Volunteering base increased across all services
- Increasing income
- Budget management
- Disaster planning

#### **Libraries:**

- Library hours review

- Improvements to collection arrangements
- Continuation of local community surveys
- Library signage and identity
- Marketing and promotional plan activities
- Friends of the Libraries - Friends of Grafton Library established
- Book Clubs
- Disaster planning
- Staffing levels
- Future infrastructure plans and development

**New Initiatives in Revised Action Plan include:**

- Investigate emerging trends in inventory management
- Explore cross promotional opportunities with museums and local historical societies
- Monitor emerging technologies ie) streaming video, streaming audio
- Provide a range of new technologies for community to experience
- Investigate lending objects as part of the “makerspace” movement in libraries internationally
- Develop a literacy focus, investigate best practice in libraries
- Develop aboriginal resources and services
- Develop a business outreach service
- Obtain eSmart library status
- Develop a Corporate Library Service

Staff have reviewed the elements of the Strategic Action Plan and have identified actions for modification, deletion and addition to revise the Plan. That input was presented to the CRL Committee at its workshop on the 26<sup>th</sup> July for review.

The attached draft revised CRL Strategic Action Plan 2012-2022 captures input from both staff and the Committee.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	CRL Strategic Action Plan 2012-2022 progress report – April 2016 CRL Draft Revised Strategic Action Plan 2012-2022 2016 v4

**ITEM: 6.5 No. 4/16 – CONTRIBUTION TO CRL FOR 2016/17 FINANCIAL YEAR**

**Meeting:** Clarence Regional Library Committee

9 December 2016

**Reviewed By:**

**Attachment:** Yes

**REPORT SUMMARY**

This report provides the per capita contribution for member Councils to the Clarence Regional Library budget for the 2016/17 financial year.

**OFFICER RECOMMENDATION**

That member Councils note their per capita contribution for the 2016/17 financial year.

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**BACKGROUND**

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

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

*Contribution = Population x Per Capita Rate*

*10.3.1 Prior to Councils' budget preparations an estimated range for the Contribution will be provided to each Member Council. That estimate range will be based on the previous year's population, adjusted:*

- 1) For the previous year's population growth; and*
- 2) The Average of the growth rate for the previous 5 years.*

*Estimated Contribution Range =*

*Between: (Previous Year's population +  
Previous Year's Population Growth Rate) x Per  
Capita Rate*

*and: (Previous Year's population + Average of  
the 5 Previous Year's Population Growth Rate) x Per  
Capita Rate*

*10.3.2 A specified amount of Contribution from each Member will be provided when the actual population figures are released by the Australian Bureau of Statistics (ABS), generally in March of each year.*

10.5 The annual level of increase in the Per Capita Rate for member Contributions is set at:  
Rate peg + 6% with a minimum of 8%

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

**KEY ISSUES**

The rate peg determined for 2016/17 is 1.8% resulting in a per capita contribution rate of 8% for the 2016/17 financial year. Last financial year it was 8.4%. This takes the amount from \$14.12 per resident to \$15.25 per resident for 2016/17.

Bellingen Shire Council's (BSC) Estimated Resident Population as at 30 June 2015 (released by the ABS 30 March 2016) is 13,010. This represents a growth rate of 0.7% from the previous year. Clarence Valley Council's (CVC) Estimated Resident Population as at 30 June 2015 (released by the ABS 30 March 2016) is 51040. This represents a growth rate of 0.1% from the previous year.

As indicated in Table 1 below this has resulted in a contribution from:

- CVC of \$778,360.00 and
- BSC of \$198,402.50

**Table 1:**

	Est Resident Pop'n (ABS 30 June 2014)	Growth Rate 2013/14	Contrib'n @ \$14.12 per capita (8.4% increase)	Actual Contrib'n 2015/2016	CENSUS POP'N 30 JUNE 2011	Est Resident Pop'n (ABS 30 June 2015)	Growth Rate 2014/15	Contrib'n @ \$15.25 per capita (8% increase)
CVC	51,003	-0.10%	\$720,162	\$724,899.48	51,252	51,040	0.10%	\$778,360.00
BSC	13,032	1.40%	\$184,012	\$179,274.72	12,886	13010	0.70%	\$198,402.50
<b>TOTAL</b>	<b>64,035</b>		<b>\$904,174</b>		<b>64,138</b>	<b>64,050</b>		<b>\$976,762.50</b>

A further reduction in the contribution made by BSC is required to reflect the 20% of the Regional Librarian's time being dedicated to CVC branch library operations. Bellingen's population represents 20% of the total population of the CRL. Therefore if the Regional Librarian's time was totally devoted to CRL business, BSC's contribution would pay for 20% of her time. However, of that amount of time, one fifth is expected to be dedicated to CVC business and therefore BSC's contribution to her wage (and on-costs) will reduce by one fifth. This amounts to a reduction of \$4,742.56 for the 2016/17 financial year.

Therefore the total annual per capita contribution for both Councils is:

- CVC: \$783,102.56
- BSC: \$193,659.94

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil

**ITEM: 6.6 No. 4/16 – COLLECTION ALLOCATION 2016/17 BUDGET**

**Meeting:** Clarence Regional Library Committee  
**Reviewed By:**  
**Attachment:** No

9 December 2016

**REPORT SUMMARY**

This report provides an overview of the Draft Book Vote for the 2016/17 financial year.

**OFFICER RECOMMENDATION**

That the report of the Draft Collection Allocation for 2016/17 be endorsed.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society  
Objective 1.3 We will have a diverse and creative culture  
Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**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 annual budget for the CRL is developed each year by the Executive Council in accordance with its standard procedures adopted in developing budgets across all activity areas.

Annual increases are determined, in most part, by the CPI increase adopted by the Department of Local Government. The current rate peg is 1.8%, with a per capita contribution rate of 8% for the 2016/17 financial year.

The total income is allocated firstly to the estimated operating expenses with the remaining amount being allocated to the book vote.

**KEY ISSUES**

The total anticipated budget for the 2016/17 financial year is approximately \$1,159,389.00 (excluding project grants).

Programmed expenditure on book stock at this stage is approximately \$282,979 and a further \$10,500 in committed funds from 2015/16 will be rolled over from the CRL Reserve fund to pay for stock on order from 2015/16 financial year to boost this year's expenditure.

So there will be a an approximate total Collection Allocation of \$282,979 for the 2016/17 financial year

Due to the nature of book stock ordering there will always be an amount of funds at the end of a financial year that is 'committed' for expenditure but is not technically spent while awaiting receipt of that ordered stock. Purchases of items through standing orders with suppliers often include pre-published items for which we must await publication. These orders will generally be fulfilled in the new financial year and the committed funds will be used from the previous year's budget.

*Allocations to collections are determined through review of loan figures and customer surveys, including the 2014/15 Collection Needs Survey.*

*EResources that are purchased as annual subscriptions are purchased from the database subscription budget line. These include Zinio eMagazines and OneClick digital eAudio books.*

The Draft 2016/17 Collection allocations are as follows, this will be adjusted once the final figures are known:

**Note - Book Maintenance** - book maintenance costs vary between collections due to supplier variations and additional requirements for collections with rapid shelf-readiness required - ie Adult Fiction is received processed and catalogued and therefore close to 'shelf ready'.

Description	Materials Budget Allocation	# approx. titles	processing per title	total processing cost
Adult Fiction	\$68,000.00	3400	\$5.37	\$18,258.00
Adult Non Fiction	\$43,500.00	2175	\$3.52	\$7,656.00
Junior Easies	\$10,000.00	500	\$3.19	\$1,595.00
Junior Fiction	\$10,000.00	500	\$4.06	\$2,030.00
Junior Non Fiction	\$10,000.00	500	\$4.06	\$2,030.00
Young Adult Fiction	\$10,000.00	500	\$4.06	\$2,030.00
Large Print	\$39,081.00	1954	\$4.00	\$7,816.00
Adult Talking Book	\$25,898.00	1295	\$5.00	\$6474.50
Junior Talking Book on CD	\$0.00			
Young Adult Talking Book on CD	\$0.00			
Local Studies/family history	\$2,000.00	100	\$3.52	\$352.00
Adult & Junior reference	\$5,500.00	275	\$3.52	\$968.00
Magazines - Adult	\$13,000.00	650	\$0.00	\$0.00
Magazines - Junior	\$700.00	35	\$0.00	\$0.00
Magazine - Young Adult	\$1,300.00	65	\$0.00	\$0.00
eBooks	\$8,000.00	500	\$0.00	\$0.00
aboriginal resources (include program/resource development)	\$15,000.00	150	\$3.52	\$528.00
DVDs	\$21,000.00	1100	\$0.00	\$0.00
<b>Total</b>	<b>\$282,979.00</b>	<b>14149</b>		<b>\$49,737.50</b>

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil

**ITEM: 9.1 No. 4/16 – OVERVIEW OF CLARENCE REGIONAL LIBRARY COMMITTEE**

<b>Meeting:</b>	Clarence Regional Library Committee	9 December 2016
<b>Reviewed By:</b>		
<b>Attachment:</b>	yes	

**REPORT SUMMARY**

This report provides an introduction to the Clarence Regional Library (CRL) Committee for the new Committee members.

**OFFICER RECOMMENDATION**

That the:

1. New members of the Clarence Regional Library Committee are welcomed formally to the Committee and the elected Chair and Deputy Chair are reported to the Executive Council in the Minutes of this meeting; and
2. Scope and operations of the Clarence Regional Library Committee be noted by members.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme	1 Our Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**LINKAGE TO BSC COMMUNITY VISION 2030**

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

**BACKGROUND**

Public Library operations are broadly governed by the *Library Act 1939*. The Clarence Regional Library (CRL) Committee is established under that Act. A formal Agreement details the relationship between the members of the regional service as per the Act (See Attachment). Public Libraries are funded to a certain extent by the State via the State Library NSW, with the majority of funding coming from Local Councils. Library Development grants are available each year for a limited range of projects on an increasingly limited funding allocation.

The Clarence Regional Library (CRL) Committee has been in operation for over 20 years. Membership has varied over that time. The CRL Committee is guided by the Clarence Regional Library Service Agreement which was executed on 1 November 2011. It was amended following the withdrawal of Nambucca Shire Council and signed by the remaining two members, Bellingen Shire Council and Clarence Valley Council, in July 2012.

**KEY ISSUES**

**The *Library Act 1939*** (extract in Schedule 1 of the Agreement)



The Act requires that Local Authorities provide library access to residents free of charge. It addresses library committees, arrangements between LGAs for library services and subsidy funding for the local authority.

### **The CRL Service**

The Clarence Regional Library Service management and operations have been undergoing extensive change following an assessment of its operations in 2006 (requested by Clarence Valley Council and delivered by the State Library NSW). The 46 actions that were recommended in that report have informed current operations of both the CRL and public library operations. One of the key actions was the development of a strategic plan to guide the future directions of the service at both the regional and local levels.

### **The CRL Model**

There are 102 public library services across the State. These include a mix of service models - standalone libraries which provide all of their library services independently, regional libraries with formal arrangements where the Executive Council provides all of the services, or partnerships between libraries for specified service delivery. The CRL is hybrid which has elements of both a regional model and a partnership model.

The CRL model has been thoroughly investigated by the Committee over a period of more than two years and it remains largely unchanged. While there are inherent difficulties in operating on a hybrid model, it was the preference for the majority of the Committee.

### **The Library Agreement**

While the model of operation has not changed, the Agreement has had a major overhaul. The result is a much more detailed document providing greater clarity to members about roles and responsibilities. This document was approved by the State Library of NSW which is the main funding body of public libraries across the State. The Agreement remains in place until 2017. **A further review of the agreement will be undertaken prior to the signing off of a new agreement in 2017.**

The Agreement recognises that specific powers and responsibilities related to library services of Bellingen Shire Council are delegated to Clarence Valley Council which has in turn accepted responsibility for those delegations.

The Agreement has a stated aim and vision which was taken from the Strategic Action Plan 2012 – 2022. While the vision in the current Strategic Plan has been slightly amended, the spirit of the vision is largely the same and is not considered necessary to again amend the Agreement.

The Agreement addresses:

- Responsibilities of the Executive Council, Member Councils, Delegating Councils and the CRL Committee
- Membership and proceedings of the CRL Committee
- Finances
- Assets
- Library management
- The role of the Regional Librarian
- The Strategic Plan
- Entry and exit of Members
- Standards of Service
- Amendments to the Agreement
- Dispute Resolution
- Schedule 1 contains relevant sections of the *Library Act 1939*
- Schedule 2 lists the Key Service of the CRL
- Schedule 3 explains how the costs of the Regional Librarian are apportioned between the members

The CRL Committee:

- is an advisory (not S.355) committee which makes recommendations to the Executive Council for its consideration;
- deals only with the primary role of the CRL which is development of the collection and its management; and
- has a strategic role in guiding the future of the collection and its management, not an operational role.

In brief, the CRL manages the collection and associated policies, some programs, statistical reporting, its staff, its accommodation and the library management system. Member councils manage their facilities, public library staff and programs. The CRL Committee oversees the collection, policies and programs.

The Agreement also includes identified target areas for continued improvement which include: collection development; staff training; on-line resources; user and non-user surveys; technical upgrades to the library management system; website development; RFID; Services for target groups; and Efficiencies in workflow.

The Agreement also requires that a Chair and Deputy Chair of the Committee be recommended to the Executive Council each year. These positions are to be filled by Councillors.

### **Library Funding**

The State Government provides a per capita subsidy of \$1.85 for each library service each year based on ABS data. The population of the CRL is approximately 64,035. A grant amount is also provided based on disability and geographic location. For Clarence Valley it is around \$104,000 and for Bellingen about \$25,000. Library Development Grants are provided annually on a competitive basis and total up to \$2M depending on the year and budget allocation. We have been successful in securing a small number in recent years. It should be noted that development grants are provided to help those services that are helping themselves, they are not allocated as the primary means of service improvement.

Member Councils pay \$15.25 per capita to the Regional Library Service. The contribution has been growing at a percent rate above the Rate Peg and CPI for the last five years. This has been considered necessary to bring the collection to a standard more typical of public libraries across the State. It has proved very effective. The Agreement addresses this increasing contribution and annual library statistical reports enable monitoring of our performance on a State-wide basis, while we track our performance from that data over time.

Based on population, Clarence Valley Council accounts for 80% of the total population serviced by the CRL and Bellingen 20%. Contributions are therefore aligned to that.

### **CRL Services provided to member councils**

The CRL's primary role is the development and management of the collection. That includes purchasing, processing, distribution, repairing, weeding (removal of items) and stocktaking. While the CRL is responsible and leads this aspect of a library service, it requires support, cooperation and collaboration with the public libraries.

The CRL also is responsible for the Library Management System (data on all stock), reporting data to the State Library, financial management, website development, policy development and maintenance and staff of the CRL.

The CRL provides professional advice, reference support to public libraries, reader advisory services to the public, develops programs where resources permit, ensures that target groups and collections are developed in accordance with need, undertakes marketing and promotion and keeps up-to-date with current library developments.

The CRL is located in the Sir Earle Page Library and Education Centre in Grafton and the contribution of members includes costs associated with this.

The CRL is not responsible for public library infrastructure, equipment or staff.

### **Recommendations of the CRL Committee**

As the Committee is advisory, its discussions will culminate in recommendations to the Executive Council. The Executive Council has the responsibility for making the final decision. In the past the Executive had endorsed all of the recommendations of the Committee.

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Prepared by	Kathryn Breward - Regional Librarian
Attachment	DRAFT Clarence Regional Library Service Agreement

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**ITEM: 9.2 No. 4/16 – CRL COMMITTEE PROCEDURES**

<b>Meeting:</b>	Clarence Regional Library Committee	9 December 2016
<b>Reviewed By:</b>		
<b>Attachment:</b>	No	

**REPORT SUMMARY**

This report provides information on the CRLC procedures including dates, times, distribution of reports, conduct of the meeting and processes.

**OFFICER RECOMMENDATION**

That the Committee note and continue with the current procedures for the operation of the committee.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society  
Objective 1.3 We will have a diverse and creative culture  
Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**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 Committee has been meeting each quarter on the first Friday of the month in February, May, August, and November. The day has been determined by Committee members as most suitable with them. The months have been determined to align with financial timeframes of Councils. Additional special meetings are able to be called and have been called as necessary to deal with specific topics/projects.

Agenda, reports and attachments are emailed to Committee members two weeks prior to the meeting date at the request of previous members. Copies are also mailed out at the same time to save on paper for members.

Meetings are held alternately between Bellingen Shire Library and the Sir Earle Page Library and Education Centre, or more recently in the last 12 months meetings have been video conferenced from both these locations.

The Regional Librarian takes the minutes of the meeting and finalises them in consultation with other staff in attendance. These draft minutes are forwarded to the Committee within the next week for changes, edits and additions. A copy is also sent with the next meeting's agenda and business papers for final review and adoption.

All minutes of meetings are reported to the Executive Council for noting. Any recommendations arising from meetings are reported to the Executive Council for its endorsement/approval/adoption.

Only the specified Committee Members are able to vote on Committee business. Additional library staff are generally present at meetings for the purpose of seeking advice regarding operational implications of potential strategic decisions the Committee may recommend. This has proved quite valuable in the past.

Draft policy documents are reviewed/drafted by the Regional Librarian in consultation with staff and presented to the Committee for discussion, feedback and endorsement. Committee endorsed Draft Policies are considered by the Executive Council's Executive Committee and forwarded to the Council for approval to be placed on public exhibition for 28 days after which it considers any feedback and endorses/rejects the policy. Upon adoption copies of the Policy are forwarded to Bellingen Shire Librarian, placed on the staff wiki, added to Clarence Valley Council and the Clarence Regional Library webpages.

The Chair of the Committee is also its delegate to NSW Public Library Association.

## KEY ISSUES

The meeting day has been determined based on preferences by previous members and may be adjusted to suit this new Committee.

No formal process has been adopted for the inclusion of items onto the agenda by Committee Members, excepting the standing item on the agenda which calls for items for the next meeting. However, this has not precluded items going onto the agenda in advance that we are aware of.

Some discussion has occurred as to changing the venue of future meetings to Coffs Harbour so that travel time is reduced for all parties. This would incur some additional costs in terms of hiring a meeting space as well as the provision of lunch and morning tea refreshments. This arrangement is also outside the parameters of the agreement that states in section 9.1: "*the venue of meetings to rotate around the parties*".

The minutes of each Committee meeting are reported to the Executive Council prior to their final endorsement of the Committee with any amendments being recognised in the minutes of the next meeting reported to the Executive Council.

Minutes of meetings are not sent to Member Councils for inclusion in their committee reports. It is expected that the representatives from each Council will undertake this task, in accordance with their own internal processes, of ensuring that their respective Councils are aware of the business of the CRL Committee.

Draft policies may also be placed on exhibition in the Member Council's areas for additional feedback. This practice has varied with each policy.

The opportunity to formally review Committee procedures is available each year. However, this does not preclude changes being made at any other time in response to requests and support by the Committee Members. Changes in the past have arisen outside the formal review time and been acted on. No further changes were raised at the last formal review.

The number of representatives from each member has increased to better facilitate decision making when members are unable to attend. Proxy votes are not permitted as is the case with Council meetings. The specification of two Councillors on the Committee is intended to ensure solid representation of regional library issues in both Councils' meeting deliberations as matters arise.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil

**ITEM: 9.3 No. 4/16 – DRAFT COMMITTEE WORK PLAN 2016-2020**

**Meeting:** Clarence Regional Library Committee 9 December 2016  
**Reviewed By:**  
**Attachment:** Yes

**REPORT SUMMARY**

This report proposes a draft Clarence Regional Library (CRL) Committee 2016 – 2020 Work Plan developed from the CRL revised Strategic Action Plan 2012-2022.

**OFFICER RECOMMENDATION**

That the Draft Clarence Regional Library Committee Work Plan 2016 – 2020 be adopted by the Clarence Regional Library Committee to guide its operations over its four-year term.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society  
Objective 1.3 We will have a diverse and creative culture  
Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**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**

When the CRL's Strategic Plan was developed an Action Plan was also developed to guide the achievement of the priorities within the Strategic Plan. As the CRL has the responsibility for overseeing the delivery of the Strategic Plan, a Work Plan has also been developed to guide issues to be addressed at each meeting over the life of the Committee.

**KEY ISSUES**

The Strategic Plan can only be systematically and consistently implemented by all members of the CRL through the delivery of the Action Plan. The Action Plan contains a list of 52 comprehensive strategies to be progressively implemented over the next ten years. However, only a subset (24) of these will be directly pursued by the Committee as identified in the Work Plan. While timeframes and priorities have been identified, the best form of management is considered to be the timely scheduling of those actions within the meeting timeframe of the CRL Committee.

In effect, this will form the Work Plan for the CRL Committee will provide a context for the committee. It will also provide the reference for reviewing achievements of the CRL Committee against its stated goals.

A review is scheduled to monitor progress and make amendments as appropriate.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Clarence Regional Library Committee Work Plan 2012-2022

**ITEM: 9.4 No. 4/16 – DRAFT REGIONAL LIBRARY AGREEMENT****Meeting:** Clarence Regional Library Committee

9 December 2016

**Reviewed By:****Attachment:** yes**REPORT SUMMARY**

This report provides information on the Regional Library Agreement that is due to expire on the 30 June 2017.

**OFFICER RECOMMENDATION**

That in the report on the Regional Library Agreement:

1. Minor edits and amendments are accepted which include:
  - a. Item 7.9
  - b. Item 7.10
  - c. Item 8.1 (b)
  - d. Item 9.2
  - e. Item 12.2.3
  - f. Item 17.1
2. The committee recommends an extension of the library agreement for a further 12 months to 1 July 2018 in order to fulfil the time frame whilst deliberating the funding formula etc.
3. The outstanding items to be further discussed include:
  - a. Item 10.3
  - b. item 10.6
  - c. Item 15.1

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society

Objective 1.3 We will have a diverse and creative culture

Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**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 Regional Library Agreement is set to expire on 30 June 2017. In order to plan a way forward the Regional Librarian has completed a preliminary review of the current Library Agreement Document and recommends the following minor changes:

A number of minor format and typo corrections have been made to the Attached Agreement and can be seen in the tracked changes, including the addition of page numbers for easier referencing.

Item 7.9 has been added to more effectively reflect this aspect of the library service and the links with the NSW Public Library Association and specifically the North East Zone of this Association.

Item 7.10 has been added to reflect the ABC contribution to the Executive Council that is part of the CRL budget.

Item 8.1 (b) has been included to reflect the current minuted practice to include the Executive Officer as the nominated staff representative for the Executive Council.

Item 9.2 has been amended to capture the process of the AGM and the election of the Chair and Deputy Chair each year.

Item 12.2.3 has been included to reflect the administrative support the Regional Librarian provides to the Library Committee.

Item 17.1 has been added and the numbering amended to better reflect the intention of this item. It provides the member councils flexibility to amend the agreement by giving one month written notice to discuss any change.

The following items have been highlighted in Green to draw attention to the need for further discussion:

Items 10.3 and 10.6 have been highlighted to flag the need for the Committee, their Mayors and General Manager's to meet to discuss the ongoing funding formula for the Clarence Regional Library. The current formula for the funding level was determined prior to the signing of the current agreement at an extraordinary meeting of the Mayors and GMs of all members of the Regional Library Service.

Items 15.1 and 15.6 are highlighted to draw attention to the expiry date of the current Library Agreement and the provision that 12 months notice in writing is required if a member council intends to withdraw from this agreement. Given item 15.6, it is recommended that the agreement be extended for a further 6 – 12 months in order to provide the appropriate amount of time to consider all aspects of the Regional Library Agreement.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Draft Clarence Regional Library Agreement 2017

**ITEM: 9.5 No. 4/16 – CRL SCHEDULE OF FEES AND CHARGES 2016/17****Meeting:** Clarence Regional Library Committee

9 December 2016

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

This report provides an update on the CRL Fees and Charges for 2016/17.

**OFFICER RECOMMENDATION**

That the CRL Fees and Charges for 2016/17 are endorsed by the Committee.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society

Objective 1.3 We will have a diverse and creative culture

Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**LINKAGE TO BSC COMMUNITY VISION 2030**

Theme 2: Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported

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**BACKGROUND**

The CRL Fees and Charges are reviewed each year in November as part of the Executive Councils fees and charges review process. Staff are requested to provide input on the pricing and costing for the various items on the CRL Fees and Charges Schedule. The aim of our set fees and charges is to recover costs incurred in the administration of various aspects of our service.

These fees and charges are then adopted by the Executive Council for implementation from July of the following year.

**KEY ISSUES**

Overdue Fines per item per day	0.10	This amount accumulates until it reaches \$10.00 per item maximum. At which point the membership privileges are with drawn until the amount owing is below the \$10.00.
Inter Library Loan Request per Title (outside Clarence Regional Library Service)	\$5.50	This fee is a search fee and is the median charge of all 37 libraries canvassed when reviewing this figure.
Temporary Borrower per year	\$30.00	(There is a \$20.00 refund on cancellation of temporary membership)
Replacement of Lost Membership Card	\$3.00	We apply cost (\$1.00) plus admin charge (\$2.00).



Lost/Damaged Books	\$Cost+GST+6.00	This is based on what our costs are for processing a lost or damaged item.
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Prepared by	Kathryn Breward - Regional Librarian
Attachment	CRL Fees and Charges Schedule

**ITEM: 9.6 No. 4/16 – QUARTERLY INCOME AND EXPENDITURE SHEETS****Meeting:** Clarence Regional Library Committee

9 December 2016

**Reviewed By:****Attachment:** yes**REPORT SUMMARY**

This report provides information on the progress of the Budget for the year to date and an indication of unspent monies and the projected amount that will go into Reserve at the end of the Financial Year.

**OFFICER RECOMMENDATION**

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society

Objective 1.3 We will have a diverse and creative culture

Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**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**

Items of note in the 4<sup>th</sup> Quarter expenditure sheet include:

- The CVC and BSC contributions are a result of the budgets being incorrect but do include the refunds back to each council as requested in the July meeting.
- Anticipated revenue from users is down on expected result.
- Motor vehicle costs are over as the incorrect vehicle was costed to this line, this has been adjusted in the new budget (in fact due new lease agreements being negotiated, the new budget amount is substantially lower then previously at \$7,500)
- Subscriptions and databases is lower then expected as we did not renew a couple of non performing databases this year and did not source any suitable replacements.
- Freight and cartage remains over budget slightly, we will continue to monitor this year with a view to varying the budget later in the year.
- Book maintenance is lower then expected and is likely the result of not expending the book vote fully this financial year and also to some degree to renegotiated agreements with suppliers that were lower then expected.
- Admin and operating is lower then expected as a result of lower charges for the photocopier lease and postage costs.

Items of note in the 2016/17 budget:

- Budgets are estimates only at this stage
- The refund to each council for the adjusted per capita contributions has been delivered.

- As previously noted, the reduction in MV budget for the New Year is substantial.
- Budget does not include Collection HQ and a budget variation is needed to accommodate this expense.
- Variations to budget may still need to be made to the Freight & cartage and also the Book Maintenance budgets to better reflect actual expenditure.
- Book vote expenditure is an estimate at this point and may need to be varied.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	4 <sup>th</sup> Quarter income and expenditure sheet 2015/16 1 <sup>st</sup> Quarter income and expenditure sheet 2016/17

**ITEM: 10.1 No. 4/16 – CRL LOCAL STUDIES DISASTER MANAGEMENT AND RECOVERY PLAN**

**Meeting:** Clarence Regional Library Committee

9 December 2016

**Reviewed By:**

**Attachment:** No

**REPORT SUMMARY**

This report provides an update on the progress of the CRL Local Studies Disaster Management and Recovery Plan.

**OFFICER RECOMMENDATION**

That the progress of the CRL Local Studies Disaster Management and Recovery Plan is noted.

**LINKAGE TO CVC COMMUNITY PLAN**

Theme 1 Our Society

Objective 1.3 We will have a diverse and creative culture

Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

**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 CRL Local Studies Disaster Management and Recovery Plan was endorsed by the Clarence Regional Library Committee and is to be considered for adoption by the Executive Council.

The CRL Local Studies Disaster Management and Recovery Plan will be considered by the CVC Executive at its December 2016 meeting and, following approval, placed on public display for a 28 day period. A report will then be prepared for Council's consideration.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil