



MINUTES

Library Board Meeting

**Thursday 19 April 2007
5:00 pm
Terang Library**

**Agenda: Ordinary Meeting CRLC Board
19 April 2007 at Terang Library 5:00 pm**

Meeting opened at 5:05 pm

Attendance

Board Members

Cr. Peter Mercer	Colac Otway Shire
Mr Colin Hayman	Colac Otway Shire
Cr Jim O'Brien	Corangamite Shire
Mr. Trevor Greenberger	Corangamite Shire
Cr. Dianne Clanchy	Moyne Shire

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Ms. Lyndall Osborne	Moyne Shire
Cr. Adrian Jacobs	City of Warrnambool
Mr. Paul O'Brien	City of Warrnambool

Disclosure of Conflict of Interest

No member disclosed a conflict of interest

2. Confirmation of Minutes of Meeting 8 February 2007

Moved My Hayman seconded Cr Clanchy that the minutes of the meeting 8 February 2007 be confirmed.

CARRIED

3. Business arising from the Minutes

3.1 Mobile Library Closure

Members provided an update on arrangements in relation to the closure of the Mobile Library Service and setting up alternative services. Meetings have been held with Mobile Library staff in accordance with the redeployment, retraining and redundancy process as set out in the CRLC Certified Agreement No 3 – 2005.

3.2 Regional Library Agreement

The revised and updated Regional Library was distributed to officer members to take to their respective councils for discussion and comment. The CEO was requested to summarise the changes from the 2003 Agreement.

4. Use of Corporation Seal

No

5. Inwards Correspondence

1. 19 March 2007 Library Board of Victoria: Strategic Asset Audit of Victorian Public Libraries
2. 14 March 2007 Auditor General Victoria: presentation of the Libraries Financial Statements on the Web
3. 8 February 2007 MAV Application for phase 3 project grant from MAV/COTA Local Government Positive Ageing project

6. Financial Report

The Operating Statement for March 2007 is attached. Generally the budget is on track: areas to note:

- Branch services expenditure
- Mobile Library expenditure up due to maintenance
- Materials still showing under expenditure

Recommendation(s):

1. *That the Financial Report be noted.*

7. Service and Operations Report

7.1 Activity Statistics

Overall the January – March 2007 quarter has shown an excellent result. Following the December slump January circulation and visits peaked. March also shows another peak. All branches showed improved performance, particularly Colac, Warrnambool, Koroit, and Port Fairy.

Informational enquiries are up, new memberships and new Internet members both show an increase. Attendances at programs and pre school storytimes in February and March were steady.

The web page statistics over the quarter are pleasing: January visits show the highest peak for the year:

	Visits	Daily average	Total for Month
• January		423	13,128
• February		343	9,628
• March		347	10,779

Members discussed and noted the improved performance in circulation and visits.

7.2 Mortlake library upgrade

The Mortlake Library was closed from 17 – 29 March 2007 for renovations. New carpet, painting, installation of a new desk and collection re- arrangement were undertaken as part of the upgrade. Library staff, Moyne Shire staff and tradesmen all worked hard to ensure the library was ready for opening. Staff and public are delighted with the result.

7.3 BHP Billiton Library Local History Access Program

The BHP Billiton grant has been spent. Timboon has taken delivery of a new microfilm/ fiche reader. A microfilm/fiche reader printer will be delivered to Warrnambool Library at the end of the week – installation and training is to be scheduled.

7.4 Installation of duress alarms

The issue of staff working alone has been identified as part of CRLC's risk assessment. Pro-Alarms Geelong have installed duress alarms at the following single person branches – Cobden, Derrinallum, Koroit, Mortlake, Port Fairy Terang and Timboon.

7.5 Staff development and training

30 March 2007 CEO attended the MAV Positive Ageing seminar

20 March senior staff visited Portland and Heywood, Glenelg Libraries. The main purpose was to learn from Glenelg's experience with the Spydus upgrade implementation, which CRLC is planning for later in the year. The library at Heywood, co-located in the council service centre, has been refurbished and re-opened in March.

15 March three staff from Colac, Warrnambool and Port Fairy attended Conservation Workshops as part of the statewide Memory Victoria program.

6 March the CEO participated in a reporting session at the State Library on the Victorian public libraries statewide projects.

28 February senior staff Nicole Thompson and Leanne Bridgeman attended the VECCI Business writing course.

Recommendation(s)

1. That the Service Report be noted

8. Budget 2007- 08

As agreed at the last Board meeting, the CEO and the officer members met with Brendon Kane (Financial Manager , Colac Otway Shire) 22 March to consider the first draft of the 2007- 08 Budget.

The Draft incorporates

- Additional funding for Year 1 of the 4 year PC replacement strategy
- System development/Network upgrade and maintenance
- Staff development and training
- Renewal of the contract for Civica Managed Services from September 2007
- Website maintenance and development
- Maintaining materials expenditure (as Book Bonanza funding has finished)
- Staff costs increase to allow for EA 4% increase from July 1 2007 etc
- Continue to participate in the Nexus Regional Library Survey 2007
- Allocation for marketing

Members considered the Draft Budget. Mr Hayman noted that the direct Branch Services (Salaries) costs are more accurate.

Recommendation(s)

1. That member councils consider the Draft Budget 2007 - 08

9. Library Plan

Section 125 (7) of the Local Government Act requires that a regional library corporation at least once in each financial year must consider whether the current Library Plan, 2005-06 – 2008-09, requires any adjustment in respect to the remaining period of the Plan.

Further section 125 (10) requires that in the event an adjustment has been made, regional library corporations must, within 30 days of making the adjustment, advise the Minister of the adjustments to the Library Plan.

The Board may need to revise the Plan in relation to the closure of the Mobile Library Service and the changes to service delivery.

Recommendation (s)

1. That the Board considers if an adjustment is required in respect to the remaining period of the current Library Plan 2005-06 – 2008-09

10. Strategic Asset Audit of Victorian Public Libraries

A copy of the *Strategic Asset Audit of Victorian Public Libraries: and independent report for the Library Board of Victoria and Victorian public library network* July 2006 has finally been released. Feedback is sought on the findings and recommendations contained in this report from J.L. Management Services. This is an independent report and has not been endorsed either by the Library Board of Victoria or the Victorian public library network. Comments are due by 12 April 2007.

The Executive Summary will be tabled at the Board meeting.

The Strategic Asset Audit of Victorian Public Libraries is a significant report. The Audit profiles the current status of Victoria's public library collections and proposes a range of future renewal and maintenance strategies. The report's methodology comprises:

- Surveying all Victorian public libraries in January 2006
- 12 services selected for an in – depth audit structured to facilitate qualitative input
- Meetings with representatives from DVC, SLV and the Gulliver Steering Committee
- Benchmarking against other Australian states and territories and against a selection of international services

Trend analysis of key indicators over the five year period 1999 -2000 to 2003-04 shows

1. Improved infrastructure and accessibility as indicated by growth in public access floor space of 9.8% and hours open per week of 6.6%
2. A fall in staffing levels of 3.8%
3. Falls in membership of 5.1%, loans per visit of 10.5% and loans per capita of 1.7%
4. A fall in collection items per capita of 5.8% and a corresponding fall of 7.1% in real per capita expenditure on new library materials
5. Strong growth in the emerging area of audio –visual materials, but at the expense of growth in the established print collections (Executive Summary page i)

...there are serious implied casual relationships inherent in the findings. In particular, one must be concerned that collection funding has declined in real terms and that the fall in loans per capita may be an early indicator of a collection in decline.

The national bench marking comparison found that Victoria was an efficient provider of public library services...

However, other indicators raise questions as to Victoria's ability to remain functional. For example, items per capita are the second lowest nationally; expenditure per capita on new materials is in the lower tier; and the number of items acquired is considerably below the level required to achieve and maintain an adequately sized collection.
(Executive Summary page i)

A number of key messages emerge from the Collection Audit findings. It is apparent that the statewide collection is generally in poor condition. The collection is under-sized; excessively aged; has a significant proportion of obsolete material; and there is considerable inequity across library services. It is further apparent from the funding provided to procure new materials that these problems will grow rather than diminish and the collection will inevitably decline. ...these problems represent the crossroad at which the public library sector is positioned. Continuing with present strategies will result in the collection declining to 1.55 items per capita by 2013 -2014 and even if less obsolete items were discarded. Furthermore the collection mix will not be representative of demand.
(Executive Summary page iv)

To provide a detailed response by 12 April 2007 is impossible. I will send a letter making the following points:

- The Strategic Asset Audit is a significant piece of work and provides valuable data about the state of the collections in Victorian public libraries
- The scope of the Audit is wide ranging
- The report's key findings need further discussion in wider forums to develop long term strategies for collection development and upgrade
- Some data and assumptions needs to be better explained
- The recommendations range from strategic to minutiae – priorities need to be agreed upon.

Recommendation(s)

- 1. That the Board note the Strategic Asset Audit Report.***
- 2. That further consideration be given to relevant key findings***

Urgent Business

Next Meeting

The next meeting is scheduled for 10 May 2007: the Board may consider if this meeting is required.