

## MINUTES OF THE SOUTH COAST COOPERATIVE LIBRARY SERVICE

**Meeting Date:** Monday, 29 October 2018  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 10.08am

The following members were present:

Clr John Wells – Shoalhaven City Council  
Clr Amanda Findley – Shoalhaven City Council  
Clr Kathy Rice – Kiama Municipal Council  
Linda Davis – Director Environmental Services, Kiama  
Michelle Hudson – Manager Library Services, Kiama  
Jane Lewis – Recreation Community & Culture Manager, Shoalhaven  
Sarah Taylor – Manager Library Services, Shoalhaven

### Apologies / Leave of Absence

Nil

### LS18.2 Election of Chairperson

**RESOLVED** (By consent)

That Councillor John Wells be appointed as the Chairperson for the meeting of the South Coast Cooperative Libraries on Monday 29 October 2018.

CARRIED

### Confirmation of the Minutes

**RESOLVED** (Clr Findley / Clr Rice)

That the Minutes of the South Coast Cooperative Library Service held on Monday 23 October 2017 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

### LS18.1 South Coast Libraries Annual Report 2017-2018

**HPERM Ref:  
D18/369759**

Sarah Taylor (Manager Library Services, Shoalhaven) provided highlights of the 2017-18 Annual Report. She emphasised the libraries' function now as civic spaces, which people use to access information, no longer only to borrow books. Digital access is also an important function.

The number of loans of materials overall has decreased slightly, but there has been an increase in loans of junior nonfiction and of magazines. The largest increase has been in the usage of e-audio – these have doubled. Borrowbox has gained usage as a quality, Australia-based, easy to use resource. Sarah reported that the field of e-resources is changing, and is an interesting area of library work.

The libraries have increased their available stock, with some 21,000 items added in the last financial year. The South Coast Cooperative Library Service Collection Development Policy has been reviewed to establish parameters around self-published materials and ebooks/e-resources. For example, the libraries own the licences for their ebooks, but this may not be the case for e-audio resources.

Cataloguing has traditionally been carried out in-house, but possible outsourcing is being investigated. Libero continues to work well, facilitating the running of reports to assess the collection, and next year it is to be hosted in the Cloud, with anticipated improvements in updating and efficiency. This is an additional cost of \$30,000 per annum which is budgeted for.

#### **RESOLVED** (Clr Wells / Clr Rice)

That the Annual Report 2017-2018 be received for information and discussion.

CARRIED

### LS18.3 Additional Item - Kiama Library Services Report

Michelle Hudson (Manager Library Services, Kiama) reported it had been a very interesting year at Kiama Library Services. The Paws 'n' Tales program, bringing together children and a pet therapy dog and owner, was introduced in January. In November Kiama launched Ken Donnellan's book *Names on the Wall*, documenting Gerringong soldiers in the Great War. There will be an annual event based on the book.

A Street Library was launched during the year in Gerringong, providing 24/7 access to books.

Some 360 people attended the Kiama Readers Festival in May. This was a two-day Festival – the opening event sold out, with 120 attending. Eight authors, including local writers, gave parallel sessions during the weekend. The budget was about \$13k, with seed funding from Friends of Kiama Library. This year the Festival broke even.

The Friends of Kiama Library scheme has passed the 25 year milestone. Friends of Libraries Australia is the overarching group. 'Friends' groups take different approaches, some adopting the function of a Board, but the Kiama group focuses on running events, holding book sales, and sponsoring programs for the library. This helps to provide extra activities and programs that the Library has no budget for.

Sarah Taylor explained that Shoalhaven has a specific Friends of Milton Library group, not a group for Shoalhaven Libraries overall. The Milton group is a Section 355 management committee, which provides volunteer staff to assist the opening hours of the Library.

Kathy reported on the recent South East Zone libraries meeting, at which the Friends of the National Library of Australia had given a presentation. They number 2000 Friends, a remarkable amount of volunteerism.

**RESOLVED** (Clr Wells / Clr Rice)

That Council accept the Report of Kiama Library Services.

CARRIED

**LS18.4 Additional Item - Shoalhaven Library Services Report**

Sarah Taylor reported on Shoalhaven Libraries. Uniforms have now been introduced for library staff; following some initial reluctance this is working well. They have introduced some new collections: a junior and youth dyslexia-friendly collection that uses a specially designed typeface; and a pedometer-based resource with partner Grant Pacific Health. PressReader (news media) and Kanopy (movies) resources have also been added.

A new mobile library to serve southern areas is to be launched at the start of next year. The intention is to split the service to spend more time down south and also conduct outreach and popup activities, and extend and promote the home library service.

All the branches continue to thrive. Milton Library has expanded its opening hours, and is to be closed briefly for refurbishment. Nowra Library's refurbishment is complete. The shelving is now on castors so that the collection can be moved to make space for events. The new library for the Bay & Basin is being worked on. Ulladulla Library is part of a vibrant community hub.

Some 12,000 attendances have been recorded for over 830 events across all libraries.

Digital access and assistance remain a focus. Shoalhaven runs a popular digital program in partnership with Nowra High School, GenConnect, in which students assist older library users with using their technology. The program was Highly Commended in the Local Government Excellence Awards. GenConnect will now be expanded to Ulladulla.

Clr Findley asked whether other literary events in the Shoalhaven, such as those linked to See Change Arts and Escape Arts, are connected to the library services. Sarah clarified the libraries have not been approached, but happy to partner or promote such events.

**RESOLVED** (Clr Wells / Clr Rice)

That Council accept the report of Shoalhaven Library Services.

CARRIED

**GENERAL BUSINESS****Donation of decommissioned stock to community libraries**

Clr Wells asked whether decommissioned library stock might be offered to groups such as the Community Library at Berry, the Tardis at Shoalhaven Heads, and other 'postbox' library services in the area. Sarah Taylor explained they do receive donations, as does Shoalhaven Libraries. Shoalhaven Libraries will add suitable donations to its collections – others may be offered to charities – and at the end of their lifespan will be recycled through booksales. However, they can also be passed on to these small libraries if they wish to have them.

**State funding for libraries**

Clr Wells noted the \$60M State funding that was recently announced for NSW public libraries, and asked if this is tied to any conditions. Sarah Taylor advised the details are not yet clarified. The

NSW Public Libraries Association is asking for double the funding and for it to be indexed, and also for the legislation to change so that the funding is guaranteed to be ongoing.

### **ISJO and procurement**

Clr Wells asked whether any procurement collaborations with Shellharbour and Wollongong, in the context of the Illawarra Shoalhaven Joint Organisation (ISJO). Michelle Hanson reported that Kiama had been visited by an ISJO representative investigating what the libraries presently do in terms of procurement, and any deals libraries have been able to arrange.

Shoalhaven and Kiama are part of the South East Zone of 13 libraries. It has been possible to combine funds among Zone libraries to put towards e-resources such as Borrowbox. Sarah agreed we are always exploring possible efficiencies and economies of scale in the Zone. Meetings have been held with Wollongong and Shellharbour to discuss opportunities presented by ISJO.

The meeting discussed the ideal of having one library card to cover all libraries in the Zone, or across NSW, but such an initiative has to be driven by State Library. Having one card for all is not a Public Libraries Association policy.

There being no further business, the meeting concluded, the time being 10.47am.

Clr John Wells  
CHAIRPERSON