

MINUTES OF THE SOUTH COAST COOPERATIVE LIBRARY SERVICE

Meeting Date: Monday, 28 October 2019
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 10.08am

The following members were present:

Clr Kathy Rice – Kiama Municipal Council
Michelle Hudson – Manager Library Services, Kiama
Sarah Taylor – Manager Library Services, Shoalhaven
Coralie Bell - Acting Section Manager, Recreation Community & Culture

Also present:

Clr John Wells
Clr Amanda Findley

Election of Chairperson

RESOLVED (Clr Rice / Clr Findley)

That Clr John Wells be appointed as the Acting Chairperson for the meeting of the South Coast Cooperative Libraries on Monday 28 October 2019.

CARRIED

Apologies / Leave of Absence

Apologies were received from Clr Patricia White, Shoalhaven City Council, and Brendan Leo, Acting Director Environmental Services, Kiama Municipal Council.

Confirmation of the Minutes

RESOLVED (Clr Rice / Clr Findley)

That the Minutes of the South Coast Cooperative Library Service held on Monday 29 October 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

LS19.1 Annual Report 2018-2019

**HPERM Ref:
D19/357205**

Clr Wells thanked the staff of both library services for their excellent Annual Report. Sarah Taylor (Manager Library Services, Shoalhaven) summarised some of the findings in the 2018-19 Report:

- All branches have experienced increases in visitation and loans.
- Total stock held is now more than 279,000 items – both physical and digital. 21,500 items have been added in the last financial year. Collections of eBooks and audiobooks are increasing in line with demand.
- Loans – the year has seen growth in non-book categories, especially eAudio. A decrease in non-fiction loans is noted, perhaps due to the availability of alternate sources of information.
- Library membership at Kiama has increased, while at Shoalhaven numbers have slightly decreased. Digital membership in both areas has increased. Digital membership is more accessible as it is activated online without ID requirements.
- Library visits have risen by 9%. Internet access has increased by 9.5%, indicating its continuing importance, and information requests have also risen – much of this increase is attributable to provision of technical assistance, but there are still many reference and local heritage queries.

A significant behind-the-scenes change at Shoalhaven Libraries is the move of the Library Management System to external hosting. This should result in more timely upgrades and reduce the maintenance burden on IT staff.

Sarah provided a brief update on cataloguing, which had been raised at last year's meeting. The majority is still carried out in-house, but the outsourcing option is being tested. The cataloguer in the Shoalhaven has retired and a new officer has commenced.

RESOLVED (Clr Findley / Clr Rice)

That the South Coast Cooperative Libraries Annual Report 2018-2019 be received for information.

CARRIED

LS19.2 Additional Item - Kiama Library Services Report

Michelle Hudson (Manager Library Services, Kiama) reported there has been an increase in participation in programs at Kiama – being 90% booked out week to week. Among activities for young people relating to STEM projects, Kiama has introduced Sphero Robots to enhance learning about coding and technology. Information sessions on robotics, RoboClub and other after-school activities are attracting great interest.

Local studies remain a major component. The large tree in front of the library was used for a children's writing activity. Other events included the Kiama-Bomaderry rail link project, exhibitions and local heritage.

Clr Wells noted the Lego Robotics competition, in which the Shoalhaven team participated successfully this past year. Michelle advised Kiama has a team in the competition, a school team, and library staff have been working with them. Sarah Taylor advised that Shoalhaven Libraries are seeking grant funding for a pop-up maker/technology space, and this might be used for popular activities such as robotics and coding clubs. It was also suggested that mentoring assistance could be sought from technically-minded Council staff members.

Clr Findley noted a project that formed part of the recent International Cities, Town Centres and Communities (ICTC) conference in Townsville, in which data collection was used to map the city for e.g. weather and temperature.

RESOLVED (Clr Findley / Clr Rice)

That the Kiama Library Annual Report 2018-2019 be received for information.

CARRIED

LS19.3 Additional Item - Shoalhaven Library Services Report

Sarah Taylor described the improvements made to Nowra Library –the illumination of the mural and trees outside, and refurbishment of the children’s area.

Ulladulla Civic Centre continues to grow in usage across the library, VIC and function centre.

Sanctuary Point Library continues to provide services well beyond its size, but the stage has now been reached to request direction on detail design for the new library.

Milton Library has also been refurbished, using grant funds from the Friends of Milton Library.

The Local Heritage Strategic Plan, which is looking at accessibility matters such as digitization, and the Library Marketing Plan are being finalised.

There has been good attendance at more than 670 events. The inaugural Shoalhaven Readers and Writers Festival was held and will be continuing in the future.

Partnerships with service providers are continuing: the Pathfinders program; GenConnect which has expanded to Ulladulla; Paws & Tales pet therapy dogs now available in all three branches. Tech Tuesdays and other sessions for technical assistance are ongoing.

The new Library Technician role at Ulladulla has been activated.

RESOLVED (Clr Rice / Clr Findley)

That the Shoalhaven Libraries Annual Report 2018-2019 be received for information.

CARRIED

GENERAL BUSINESS

Additional State funding for libraries

Clr Wells wished to ensure that councils do not rely upon the additional State funding as a reason to reduce their own library funding.

Sarah Taylor noted Shoalhaven has received an additional \$58,753 this financial year, which she will check is included in the income budget line. This financial year Shoalhaven Libraries received \$316,229 in State Government funding.

Michelle Hudson advised the funding has allowed Kiama to open for an additional evening and to extend the children’s program. She noted there is a requirement to report what the money is used for. It is important to ensure this funding is embedded in legislation, and is not a one-off.

The public library infrastructure grant application does ask how the applicant is using the State funding – it must be passed on.

Coralie Bell (Acting Section Manager, Recreation Community & Culture) will communicate these concerns about funds to Jane Lewis (Acting Director, Finance Corporate & Community Services, Shoalhaven) and Stephen Dunshea (CEO, Shoalhaven).

Donation of decommissioned stock to community libraries

Sarah Taylor has been keeping in touch with local street libraries and community libraries, but advised the process should be formalised. Other ideas for disposal were discussed. For example, materials could be donated via NGOs to neighbouring Pacific countries who are in the process of newly establishing public libraries, such as Tonga.

Southern Cross Community Housing might be able to use materials. Retirement villages are another option. Lifeline will take decommissioned stock for their book sales.

Michelle Hudson noted there is a marketing opportunity in attaching stickers to old magazines stating that current editions are available at the library.

Clr Findley added that local high schools will take food-related magazines for Food Technology. She suggested the Lions Club second hand bookshop in Ulladulla as another potential recipient.

Sarah Taylor will seek to include indicative statistics on where decommissioned stock is placed for next year's Annual Report.

There being no further business, the meeting concluded, the time being 10.46am.

Clr John Wells
CHAIRPERSON