

**Report to General Manager**

Attachments:

1. Shorelink Committee Meeting Minutes - 4 March 2020
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SUBJECT: Shorelink Library Network Minutes - 4 March 2020**AUTHOR:** Rebecca Aukim, Manager Library Services**ENDORSED BY:** Martin Ellis, Director Community and Library Services**EXECUTIVE SUMMARY:**

The Minutes of the 181st meeting of the Shorelink Library Network held on 4 March 2020 are provided for Council's information.

FINANCIAL IMPLICATIONS:

The Shorelink Estimates for 2020/21 total \$306,402. This figure represents a savings of \$9,214 compared with the 2019/20 Estimates. North Sydney's individual contribution will be \$115,562 for 2020/21, a decrease of \$4,000 from the 2019/20 total figure.

RECOMMENDATION:

1. **THAT** the Minutes of the Shorelink Library Network meeting held on 4 March 2020 be adopted.
 2. **THAT** the Draft Operating and Capital Shorelink Library Network Estimates for 2020-21 be adopted.
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LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

- Direction: 4. Our Social Vitality
- Outcome: 4.3 North Sydney supports lifelong learning
4.4 North Sydney's history is preserved and recognised

BACKGROUND

The Shorelink Library Network was established in 1983 when five participating Councils signed a Deed of Agreement. In 2017-2018 Willoughby Council withdrew from Shorelink and Manly Library was incorporated into the Northern Beaches Library Service. Lane Cove, Mosman and North Sydney Councils signed a new Deed of Agreement in December 2017.

CONSULTATION REQUIREMENTS

Community engagement is not required.

SUSTAINABILITY STATEMENT

The sustainability implications were considered and reported on during the initiation phase of this project.

DETAIL

The 2020-21 Shorelink Draft estimates are presented here in accordance with the Shorelink Deed of Agreement, dated 18 December 2017.

The Estimates for 2020/21 show an expenditure of \$306,402 with contributions of \$305,402. The difference of \$1,000 is due to income for interest on investments. Compared to last years' budget there is a savings of \$9,214.

Savings

The biggest savings was in Special Projects – Salaries which was reduced by \$17,500. Network Communication Costs have been reduced as Stanton has discontinued their NBN lines as of March 2020 due to ongoing issues.

New Expenditure

Shorelink Project Costs: An additional \$2,500 has been added to cover costs relating to collaborative projects between the libraries such as the STEAM mobile Makerspace and 1,000 Books Before School.

Under application software licensing & maintenance a subscription for a product called Beanstack has been added. This app costs approximately \$2,000 annually and is used to run the 1000 Books Before School program.

Capital expenditure: \$1,800 to purchase a new laptop for the Shorelink Coordinator to replace the current laptop which is five years old.



SHORELINK LIBRARIES

Shorelink Office
Stanton Library
Level 2 234 Miller Street
North Sydney NSW 2060
02 8920 0577
02 8920 2101
contact@shorelink.nsw.gov.au
shorelink.nsw.gov.au

MINUTES

Chairperson Cr Stephen Barbour
North Sydney Council

Secretary Ms Jennifer Bice
Lane Cove Library
Barry O'Keefe Library
Library Walk Lane Cove NSW 2066
02 9911 3634
j.bice@lanecove.nsw.gov.au

Meeting Record of the 181st Meeting of the Shorelink Committee

Time Wednesday 4 March 2020, 6.00pm for 6.30pm

Venue Lane Cove Library

Attendance

Members

Lane Cove Jennifer Bice
Mosman Cr Libby Moline, Linda Horswell
North Sydney Cr Stephen Barbour, Rebecca Aukim

Present

Coreen Tan (North Sydney), Sara Mills (Lane Cove)

Items

1. Apologies

Cr Francis Vissel (Lane Cove), Martin Ellis (North Sydney)

2. Declarations of Interest

Nil

3. Minutes of the 180th Meeting held 13 November 2019

RESOLVED: 2020/21: 11

THAT the minutes be adopted

4. Matters arising from the previous Minutes

Nil

5. Mobile STEAM Makerspace Report (with demonstration of equipment)

The Mobile STEAM Makerspace: A Shorelink Project is the result of a successful \$50,000 Metropolitan Public Libraries Grant. A project team was formed to create a mobile solution where Science, Technology, Engineering,



Arts and Mathematics (STEAM) resources, training and staff expertise could be shared.

The Mobile STEAM Makerspace was launched at events held at all three Shorelink libraries November-December 2019. Shorelink Libraries held STEAM programs during the recent school holidays.

Funds for ongoing collection development, maintenance and staff training will be included in future Shorelink budgets.

RESOLVED: 2020/21: 12

THAT the report be received.

6. Shorelink Network Report

This report covers a period of approximately 4 months, from Nov 2019 to Feb 2020:

- **CollectionHQ:** This product was introduced in November 2019 and is being used to assist with collection management and collect statistics.
- **1000 Books before School and Beanstack:** The 1000 Books before School initiative encourages children, their parents and caregivers to read (at least) 1000 books during the five years between birth and commencing school. Participants register using Beanstack, an online software that monitors the progress of reading challenges and provides data.
- **SOLUS Library App:** Shorelink Libraries have launched library apps which can be downloaded onto an Apple or Android mobile device. Library users can search the catalogue, renew or reserve items and download eResources from their devices.
- **NBN comes to Greenwich Library:** After numerous delays, NBN is ready for installation at Greenwich Library.

RESOLVED: 2020/21: 13

THAT the report be received.

7. Shorelink Financial Statement March 2020

The Shorelink Library Network cost report for March 2020:

1. *Software Licensing:* The surplus of \$5,000 is due to delays with the completion of the Solus Library app. The surplus will be used to purchase eResources.
2. *Printing & Stationery:* The overspend is due to printing costs for the Shorelink Annual Report 2018/19.
3. *Network Priority Support:* This budget is used for any network emergencies and rolls over every financial year.
4. *Accumulated surplus (Reserve):* The reserve total is currently at \$30,372.

RESOLVED: 2020/21: 14

THAT the report be received.

**8. Draft Shorelink Estimates 2020-21**

The 2020-21 Shorelink Draft estimates are presented here in accordance with the Shorelink Deed of Agreement, dated 18 December 2017.

The Estimates for 2020/21 show an expenditure of \$306,402 with contributions of \$305,402. The difference of \$1,000 is due to income for interest on investments. Compared to last years' budget there is a savings of \$9,214.

RESOLVED: 2020/21: 15

THAT the Draft Operating and Capital Shorelink Library Network Estimates for 2020-21 to be adopted.

9. Shorelink Policies Manual 2020

In 2019 the Shorelink Policies Manual was extensively reviewed to reflect the revitalised nature of the Shorelink Library Network. In 2020 changes to the Manual document an increased level of cooperation and increased number of collaborative programs and activities.

RESOLVED: 2020/21: 16

THAT the updated Shorelink Policies Manual 2020 be adopted by the Committee.

10. Shorelink Delivery Plan 2019-2020 First Half Year Report

Each year the Shorelink Managers develop an annual Delivery Plan to ensure that the objectives of the Strategic Plan 2018-2021 are on track. Steady progress has been made on the actions and KPIs.

RESOLVED: 2020/21: 17

THAT: The First Half Year Report for the Shorelink Delivery Plan 2019-20 be received.

11. Correspondence

Sent: Letters to General Managers of Bayside Council, Hawkesbury Council, Hunter's Hill Council, City of Ryde Council and City of Sydney Council.

RESOLVED: 2020/2021: 18

THAT the information be received.

12. General business

Nil

13. Next meeting

Wednesday 4 November 2020, Mosman Council.

SHORELINK SUB ACCOUNT DESCRIPTION	SHORELINK ACCOUNT CODE	SHORELINK ACTIVITY ACCOUNT DETAILED DESCRIPTION	ESTIMATES 2019-20	ESTIMATES 2020-21
Employee Costs	90060.3025.001	Salaries	\$81,633.00	\$90,619.00
	90060.3025.237	Superannuation	\$8,580.00	\$9,525.00
	90060.3025.243	Fringe benefit tax	\$0.00	\$0.00
	90060.3025.264	Workers compensation insurance	\$1,000.00	\$2,000.00
	90060.0226.001	Annual Leave	\$6,947.00	\$7,712.00
	90060.1731.001	Long Service Leave	\$0.00	\$0.00
	90060.3031.001	Sick Leave	\$1,737.00	\$1,928.00
	90060.3025.252	Staff Training	\$1,000.00	\$0.00
	90060.3027.001	Special Projects - Salaries	\$18,700.00	\$1,200.00
			\$119,597.00	\$112,984.00
Application software licensing & maintenance	90060.0241.144	LMS- including SaaS support	\$74,930.00	\$77,170.00
	90060.0241.144	Workstation Anti Virus Software	\$2,500.00	\$0.00
	90060.0241.144	Trove Charges (formerly Library Australia)	\$6,250.00	\$6,874.00
	90060.0241.144	Internal Email Check (Rackspace)	\$500.00	\$500.00
	90060.0241.144	Shorelink Website Hosting	\$1,300.00	\$1,300.00
	90060.0241.144	Collection HQ	\$18,000.00	\$18,000.00
	90060.0241.144	SOLUS Library App + Beanstack subscription	\$11,850.00	\$13,067.00
				\$115,330.00
Communications & Hardware	90060.1401.144	Hardware maintenance	\$14,242.00	\$11,117.00
	90060.1401.144	Network Communication Costs	\$12,247.00	\$7,199.00
			\$26,489.00	\$18,316.00
Operating Expenses	90060.1109.144	E-Book Subscriptions	\$0.00	\$0.00
	90060.3025.005	Council administration charge	\$11,700.00	\$11,700.00
	90060.3025.017	Audit fees	\$4,000.00	\$5,000.00
	90060.3025.118	Network priority support	\$3,000.00	\$3,000.00
	90060.3025.081	Office equipment maintenance	\$300.00	\$300.00
	90060.3025.191	Public Liability Insurance	\$3,500.00	\$3,500.00
	90060.3025.106	Insurance - General	\$2,000.00	\$2,000.00
	90060.3025.165	Rental of office	\$5,000.00	\$5,000.00
	90060.3025.184	Communication Costs - Postage	\$0.00	\$0.00
	90060.3025.192	Printing and stationery	\$1,000.00	\$1,500.00
	90060.3025.235	Sundries	\$500.00	\$1,000.00
	90060.3025.244	Telephone charges for Shorelink Office	\$1,000.00	\$750.00
	90060.3025.253	Managers Vehicle expenses	\$0.00	\$0.00
	90060.3025.256	Managers Car Space Rental/Parking/e-tags	\$5,200.00	\$5,291.00
	90060.3025.257	Shorelink Courier Services	\$11,000.00	\$11,650.00
	90060.3027.143	Shorelink Project Costs - Contractor + training	\$5,000.00	\$7,500.00
				\$53,200.00
Transfers from Reserves			\$0.00	\$0.00
			\$0.00	\$0.00
		Transfers from Reserves	\$0.00	\$0.00
	TOTAL	Operating Expenditure	\$314,616.00	\$306,402.00
Operating Income		Interest on investments	-\$1,500.00	-\$1,000.00
	1503.22	Contribution - Lane Cove Council	-\$112,962.00	-\$111,363.00
	285.22	Contribution - Mosman Council	-\$80,447.00	-\$78,477.00
	403.22	Contribution - North Sydney Council	-\$119,707.00	-\$115,562.00
			-\$313,116.00	-\$305,402.00
Transfers from Reserves		Transfers from Reserves	\$0.00	\$0.00
		TOTAL	Operating Income	-\$314,616.00
NET OPERATING RESULT	TOTAL		\$0.00	\$0.00
Capital Expenditure		Shorelink Office laptop upgrade	\$0.00	\$1,800.00
		TOTAL	Capital Expenditure	\$0.00
Capital Income	1503.22	Contribution - Lane Cove Council (33.33%)	\$0.00	-\$600.00
	285.22	Contribution - Mosman Council (33.33%)	\$0.00	-\$600.00
	403.22	Contribution - North Sydney Council (33.34%)	\$0.00	-\$600.00

SHORELINK SUB ACCOUNT DESCRIPTION	SHORELINK ACCOUNT CODE	SHORELINK ACTIVITY ACCOUNT DETAILED DESCRIPTION	ESTIMATES 2019-20	ESTIMATES 2020-21
Transfers from Reserves				
		Transfers from Reserves		
	TOTAL	Capital Income	\$0.00	-\$1,800.00
NET CAPITAL RESULT	TOTAL		\$0.00	\$0.00

ATTACHMENT TO ITEM 11 - 23/03/2020

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01/07/20 - 30/06/21	Operating Circulation %	Contribution	Internet and Wireless	Network Maintnce	Rack space Internal Email (10)	TROV fees	Staff & Licences	%Allocation (New Deed)	Capital Contribution	Capital Expenditure	Total Cont New Deed of Agreement (Op & Cap)	Operating Transfer from Reserve	Capital Transfer from Reserve	Applications Licence Software 2020/21	Contrib. 2019/20
Contribution - Lane Cove Council	35.48%	111,363	2,904	5,917	166	2,059	67,041	33.33%	0	0	111,363	0	0	35.48%	35.48%
Contribution - Mosman Council	25.81%	78,477	1,266	3,350	166	720	48,769	33.33%	0	0	78,477	0	0	25.81%	25.81%
Contribution - North Sydney Council	38.71%	115,562	0	1,850	168	4,095	73,144	33.34%	0	0	115,562	0	0	38.71%	38.71%
	100.00%	305,402	4,170	11,117	500	6,874	188,954	100.00%	0	0	305,402	0	0	100.00%	100%
		93,787													
		4,170													
		11,117													
		500													
		6,874													
		188,954													
		305,402													