8.13. Shorelink Libraries Annual Report and Financial Statements 2019-20

AUTHOR: Kate Stewart, Acting Manager Library Services

ENDORSED BY: Rebecca Aukim, Acting Director Community and Library Services

ATTACHMENTS:

1.   Shorelink Annual Report 2019-20 [**8.13.1** - 44 pages]
2.   Shorelink Special Purpose Financial Report 2020 (unaudited) [**8.13.2** - 17 pages]
3.   Minutes of the Shorelink Committee - November 2020 [**8.13.3** - 4 pages]

PURPOSE:

To report on the Shorelink Libraries 2019-20 financial statements and annual report.

EXECUTIVE SUMMARY:

The 182nd meeting of the Shorelink Libraries Committee was held on 4 November 2020 at which the Network's 2019-20 financial statements were tabled, in addition to the Annual Report.

The Shorelink Library Network is comprised of North Sydney (Stanton), Lane Cove and Mosman Libraries.

Despite a ten week closure due to COVID-19 Public Health Orders, Shorelink Libraries continued to deliver services to the community throughout this period via online platforms or home delivery services.

Shorelink Libraries issued 1,203,716 items, a fall of only 8.6% compared to the previous year.

eResources performed even better, with 149,716 items borrowed, an increase of 25,000 over figures for 2018-19.

FINANCIAL IMPLICATIONS:

The network ended the 2019-20 year with a surplus of $29,673. This was largely attributable to additional mid-year contributions from the member Councils for eResources, to be expended in 2020-21.

RECOMMENDATION:
 1. THAT the minutes of the Shorelink Library Network meeting held on 4 November 2020 be adopted.
2. THAT the Shorelink Libraries Annual Report 2019-20 be adopted.

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

4. Our Social Vitality
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 2017-18 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.

DETAIL

Despite a ten week closure due to COVID-19 Public Health Orders (representing 19.2% of the year), Shorelink Libraries continued to deliver excellent services to their communities in 2019-20.

1,203,716 items were issued, a fall of only 8.6% compared to the previous year. eResources performed even better, with 149,716 items borrowed, an increase of 25,000 over figures for 2018-19. Visitor numbers unsurprisingly kept pace with the closure: 953,319 visits (a fall of 20.5%).

97% of inter-library loan requests were satisfied within the Network and the daily courier service transported 85,442 items between the three libraries. The *News from the Libraries* section of the Shorelink Annual Report details the wide range and variety of services, programs and events provided by the Shorelink Libraries in 2019-20.

In May 2019 Lane Cove Council was awarded a $50,000 Metropolitan Public Libraries Grant to deliver a mobile STEAM Makerspace, which allowed for the purchase of Science, Technology, Engineering, Arts and Mathematics (STEAM) resources for use in programming and training activities across the Shorelink Libraries. The resources were launched in November 2019, and the equipment has been used to deliver educational and play-based activities to adults and children in each of the libraries.

Shorelink Libraries participated in the 1000 Books Before School early literacy program, encouraging children and their parents/carers to read 1000 books in the five years between birth and the child commencing their first year of school. The program was launched in February 2020, with more than 300 children joining across the network.

The arrival of the COVID-19 saw the closure of Libraries to the public in March 2020. This necessitated some quick adjustments to the Library Management System parameters to accommodate changes in circumstances for borrowers. The launch of the Stanton Library app in early 2020 was well-timed to assist customers in navigating eResources, managing loans and keeping up to date with service changes in the libraries. Additional budget contributions were channeled into the provision of increased eBook and eAudiobook content for borrowers, and the online learning platform *Niche Academy* was purchased to provide guidance to borrowers on using eResources and databases.
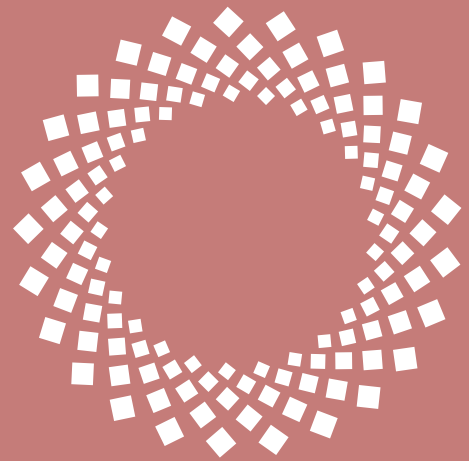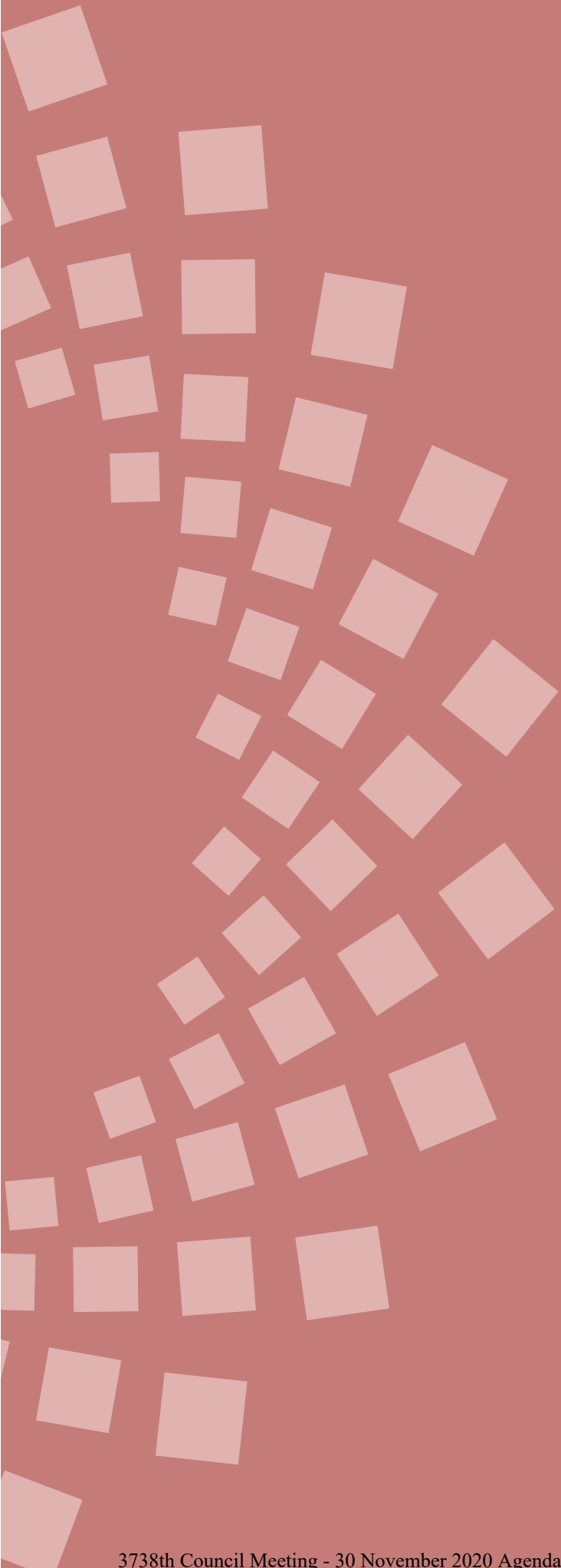
SHORELINK
LIBRARIES

ANNUAL REPORT
2019–2020

SH❂RELINK
LIBRARIES

CONTENTS

Mosman COUNCIL

SHORELINK

In this section

Shorelink Committee and Staff

Our Commitment

Shorelink Library Network

2019–2020: Year in Review

1.1
SHORELINK COMMITTEE AND STAFF

Chairperson	Clr S. Barbour
Deputy Chairperson	Clr L. Moline
Secretary	Ms L. Horswell
Minute Secretary	Agent Librarian, North Sydney Library

Committee Members

Lane Cove	Clr F. Vissel
	Ms J. Bice, Manager Library Services
Mosman	Clr L. Moline
	Ms L. Horswell, Manager Library Services
North Sydney	Clr S. Barbour
	Ms R. Aukim, Manager Library Services

Shorelink Staff

Shorelink Coordinator	Ms C. Tan

1.2
OUR COMMITMENT

OUR VISION

To be recognised as a best practice library consortia supporting innovation, growth and equitable access.

OUR MISSION

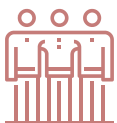We will do this by:

- Fostering excellent customer experience
- Providing free services to our customers
- Leveraging on shared resources while maintaining individual identities
- Promoting equal access to our resources
- Empowering our customers

OUR VALUES

Respect and inclusiveness

Co-operation, collaboration and sharing

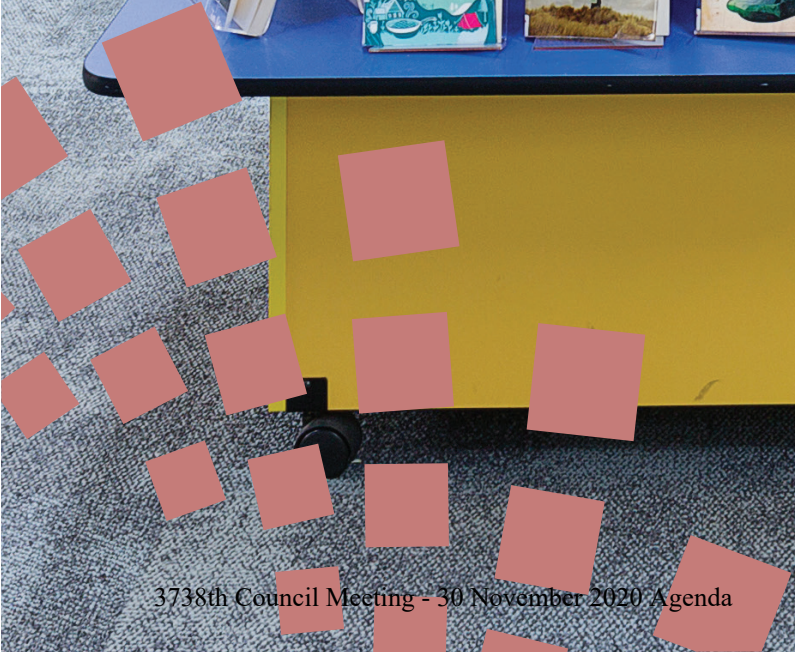Flexibility, responsiveness and innovation

Accessibility and usability

1.3
SHORELINK LIBRARY NETWORK

SHORELINK

The Shorelink Library Network was established in 1983 and Lane Cove, Mosman and North Sydney Councils signed a new Deed of Agreement in December 2017.

Shorelink Libraries link the three Lower North Shore Council Libraries of Lane Cove, Mosman and Stanton (North Sydney). A Shorelink Library card entitles members to borrow from the three libraries. The online catalogue (Montage) offers a choice of local (site specific) or network wide data. The libraries also provide access to a range of online databases and eResources.

The member Councils demonstrate their commitment to the Network through their financial support, acknowledging that co-operation delivers both economic benefits and quality services.

Shorelink is renowned for innovation and excellence in the provision of library information technology and is recognised as an outstanding example of local government co-operation.

ADMINISTRATION

Shorelink is managed by a joint committee operating under Section 355 of the Local Government Act. The Shorelink Committee consists of Councillor and Library Manager representatives. Shorelink's policies are documented in the Shorelink Deed of Agreement and the Shorelink Policies Manual.

The Agent Council, currently North Sydney, administers the budget with financial contributions from all participating Councils.

The Agent Council Librarian directs the operations of the Network office, including staff, in accordance with the Shorelink Committee and the Library Managers Committee. Individual Councils meet their own on-site costs including telecommunication infrastructure and maintenance of equipment.

NETWORK DESCRIPTION

The Library Management System (LMS) is delivered as a SaaS product (Software as a Service) by AIT. It is housed on AIT Servers at Rackspace Data Centre in Erskine Park in Sydney.

OS Name	Microsoft Windows Server 2016 Standard
OS Manufacturer	Microsoft Corporation
System Manufacturer	Dell Inc.
System Model	PowerEdge R740xd
System Type	x64-based PC
Processor	Intel(R) Xeon(R) Gold 5122 CPU @ 3.60GHz, 3592 Mhz, 4 Core(s), 8 Logical Processor(s)
Processor	Intel(R) Xeon(R) Gold 5122 CPU @ 3.60GHz, 3592 Mhz, 4 Core(s), 8 Logical Processor(s)
Installed Physical Memory (RAM)	192 GB
Operating system	64bit
	The relational database is Microsoft SQL Server 2016

1.4
2019–2020:
YEAR IN REVIEW

Despite a 10-week closure, due to COVID-19 Public Health Orders, Shorelink Libraries continued to deliver excellent services to their communities in 2019-2020. 1,353,428 items were borrowed (including eResources), 97% of Inter-Library Loan requests were satisfied within the Network and the daily courier service transported 85,442 items between the three Libraries. The *News from the Libraries* section of this report details the wide range and variety of services, programs and events provided by the Shorelink libraries during 2019-2020.

In the first half of 2019-2020, work continued across the network in preparation for the November launch of CollectionHQ, a fully hosted web-based collection improvement software solution. It is used by many public libraries to help manage and improve their collection performance. Training sessions were held for collections staff leading up to and following the launch of the application. CollectionHQ has allowed the Shorelink Libraries to make evidence-based decisions about their collection management.

Stanton Library moved internet services from the NBN to a fibre-based solution, organised by the North Sydney IT Department. The high-speed fibre option offered Stanton Library a more reliable, stable and faster internet service than the NBN. Until March 2020 (when the NBN contract expired) NBN services were used as a back-up service for redundancy purposes. In mid-July, Lane Cove Library installed a naked DSL service to replace an existing ADSL2+ service that had been using a discontinued PACnet line. A new NBN service was installed at Greenwich Library in March 2020 and the existing ADSL2+ service is being used as a backup service for redundancy purposes. Wireless and Internet usage across the network remains high and demand for internet services continue to grow. Lane Cove Library and Mosman Library are expecting the NBN to become available to their area sometime in late 2020 or early 2021.

In May 2019 Lane Cove Council was awarded a $50,000 Metropolitan Public Libraries Grant for *Mobile STEAM Makerspace: A Shorelink Project*. The grant paid for the purchase of Science, Technology, Engineering, Arts and Mathematics (STEAM) resources - programmable humanoid robots, ozobots, dash robots, digital microscopes, educational software, computer building kits, mobile film studio equipment, animations kits, podcasting equipment and coding resources e.g. Makey Makey and Raspberry Pi. A Shorelink Working Group managed the project, and this led to more network cooperation and shared expertise between the libraries.

In November 2019 Clr Pam Palmer, Mayor of Lane Cove launched Shorelink's Mobile STEAM Makerspace at Lane Cove Library. Over 60 guests attended the launch including representatives from the State Library of NSW and the three Shorelink Councils. After the launch the STEAM technology was available for guests to "play". The other Shorelink libraries also held launches and highlighted their technology programs. Mosman Library launched a Science Club and Stanton Library launched a Discovery collection. All Shorelink libraries are excited about the opportunities offered by STEAM technology and plan further collaboration.

In November 2019, Shorelink introduced two new automated email messages across the network to be used as a value-added service to library patrons, i.e. the Welcome email and the Membership Renewal Reminder email. A "Welcome" message is sent to all new library borrowers when they joined any of the Shorelink libraries. The welcome message also provides an introductory overview of library services. The libraries recognise that life can get quite hectic, so the Membership Renewal reminder email aims to encourage library users to renew their library membership before it expires; to show that a renewal can be easily done and does not take long. All the new email templates incorporate the new Shorelink logo.

Shorelink libraries participated in the 1000 Books before School program that was organised by the NSWPLA Northern Sydney Zone and involved Hornsby, Kuring-gai, Northern Beaches, Ryde and Shorelink Libraries. The aim of this program is to encourage children and their parents/cares to read (at least) 1000 books during the five years between birth and the child commencing their first year of school. The program was launched in February 2020 at all the libraries – more than 300 children joined the program via Shorelink libraries. To facilitate the program Shorelink purchased Beanstack, an online software, designed to help librarians and educators run and monitor the progress of reading challenges, and to be able to engage more people and provide better data. Beanstack was used for 1000 Books Before School and the Summer Reading Program.

In early 2020, the Shorelink Libraries launched the Solus Library Application. The Solus Library App is customisable for each of the Shorelink Libraries and allows individual branding. The App can be downloaded onto an Apple or Android mobile device and is both attractive and easy to use. Library users can conveniently search the catalogue, renew or reserve items and download eResources from their devices. A considerable amount of work has gone into ensuring that this application interfaces smoothly with the Aurora Library Management System (LMS).

The Shorelink website has helped the Shorelink Libraries to promote events and programs across the network. Information about a selection of events including Storytelling and School Holiday activities, HSC workshops, and Shorelink wide collaborative projects continue to be uploaded to the Shorelink website.

The unexpected arrival of the COVID-19 global pandemic saw the unprecedented closure of Shorelink libraries to the public in March 2020. This necessitated adjusting the LMS parameters to accommodate changes in circumstances for borrowers due to COVID-19 restrictions. Adjustments were also made to the Shorelink Courier route. Shorelink was able to assist the Libraries to make services available via the Shorelink Digital Library and provided links to online storytelling programs that the libraries recorded.

In 2019-2020 Lane Cove, Mosman and Stanton members borrowed 149,712 items, an increase of 19.3% compared to the previous year. EResource usage has increased in recent years and the COVID-19 closures accelerated this growth. Extra contributions were channelled into the provision of more Bolinda digital content for Shorelink borrowers in response to the high demand for eBooks and eAudiobooks. Shorelink Libraries also added two new collections, IndyReads and RBDigital eBook & eAudiobooks. In April Shorelink Libraries introduced Niche Academy to help borrowers to use eResources and datababases without staff intervention.

Due to the closure of the libraries for more than two months, wireless and internet statistics reflect a significant drop in usage compared to this time last year. The Libraries re-opened to the public in early June but with some restrictions in place which will remain until further advice from NSW Health.
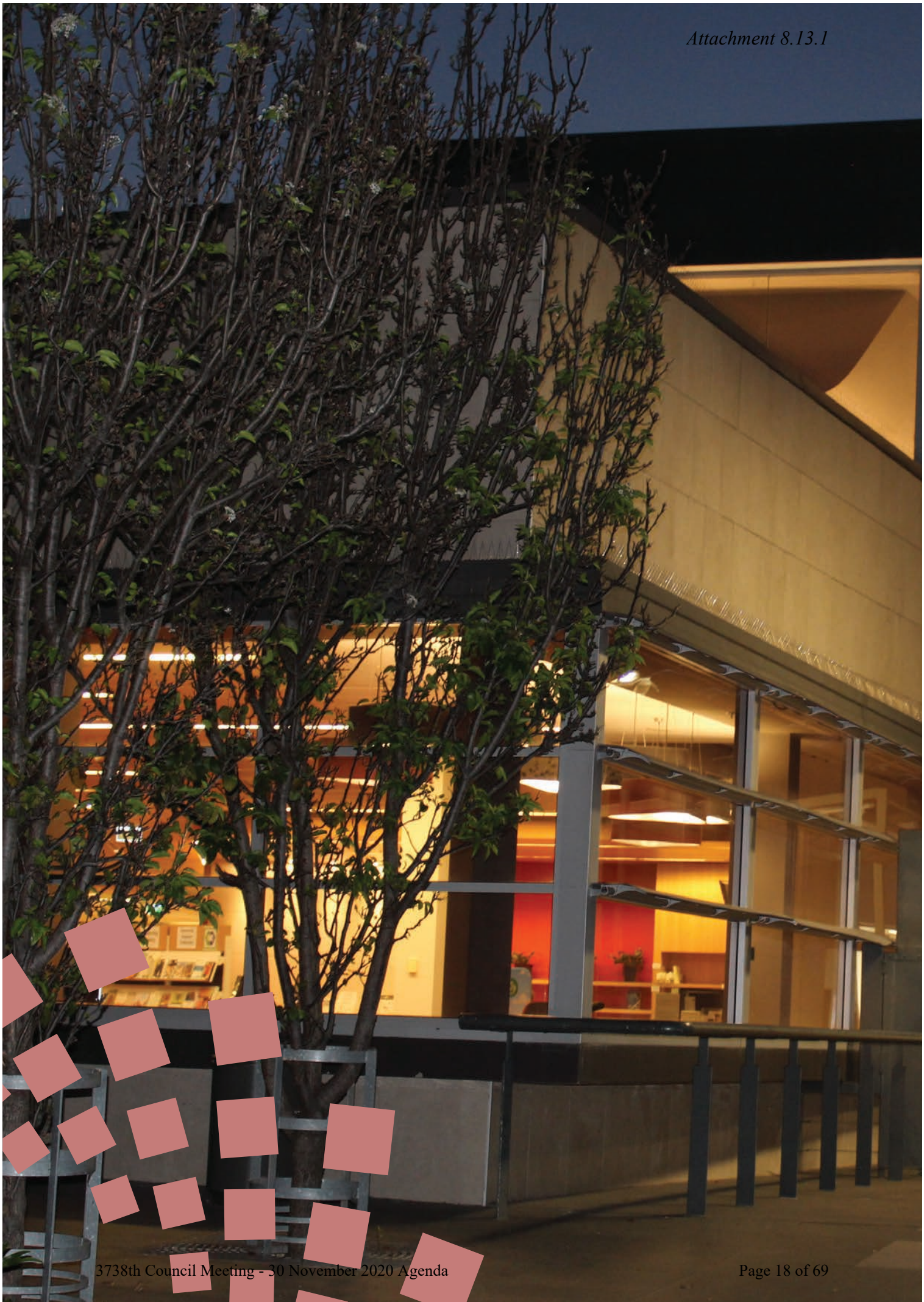
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NEWS FROM THE LIBRARIES

In this section
Lane Cove Library
Mosman (Barry O'Keefe) Library
North Sydney (Stanton) Library

LANE COVE LIBRARY

2.1
LANE COVE LIBRARY

The later part of 2019 was a busy year for Lane Cove Library with staff delivering a range of programs, introducing Library to Your Door (Australia's first seamless online-shopping style public library experience), launching a Library App, coordinating Shorelink's Mobile Makerspace and commencing planning for a new St Leonards Library.

Successful programs included Knit-ins, Crafternoon Tea, Thursday Tunes, BookChats, Australia's Lost Treasures talk, How to Run a Book Club workshop, two performances by the La Voce Community Choir, Christmas Crafts, Love Your Doll Collection talk, Library Lovers Day and a Women's Self Defence Seminar. Author Talks included Sue Liu, Homegrown Writers event, Clara Williams Roldan & Louise Williams, Mimi Scrivener, Liz Newton, Adrian Lee, Jan Latta, Simon Kennedy (Author for Fireys fundraiser), Cathy Wilcox & Sarah MacDonald, Louise Parks, Kerri Turner and Tea, Cats & Books by Belinda Alexandra – after presenting the talk Belinda was commissioned to write a book on this topic. Movies included *Stan & Olllie, Lego 2, POMs, 2040, Alita Battle Angel, Angry Birds 2, Ride Like a Girl* and a Sydney Indie Festival Documentary Showcase. The Library also hosted a Repair Workshop with the Repair Café for Adult Learners Week.

Local Studies activities included public talks and displays. The Military Series talk, in partnership with the Lane Cove RSL Sub Branch included talks about The War in Afghanistan, Agincourt 1415: The very first Battle of the Somme, The Western Desert Campaigns of World War II (Northern Africa) and Milne Bay. Other programs included an Indigenous Literary Day collection tour and Mayors in the Streets talk. Displays included Ferries of the Lane Cove River and the 125th Anniversary of the Incorporation of Lane Cove Council. As part of 125th Anniversary commemorations Local Studies organised digitisation of Council's first Minute Books.

As well as regular Storytime, Toddler Time and Baby Bounce the Junior Library organised a range of Literacy programs including the Summer Reading Program, Australian Reading Hour, Halloween Spooky Storytime, Christmas Storytime and participation in the 1000 Books Before Schools program. Craft programs included NAIDOC Week, Pom Pom, Science Craft, Lane Cove Festival Craft, Spring Crafting, Bookmaking, Christmas card making, Lighting of the Christmas Tree Craft, Summer Fun and Back to School Creations. The Library supported HSC students with Study Skills & Exam Preparation and Stress & Exam Taking workshops and two HSC Study Nights.

Technology programs for Seniors included Introduction to Email, Intermediate Email and Learn to Love Your Laptop. Monthly Digital Discoveries sessions allowed Seniors to book one-on-one sessions with staff who assisted them with a range of technologies. The Library hosted a special digital showcase for Seniors in February, Love Your Digital Life.

In November 2019 Lane Cove Library hosted the official launch of Shorelink's Mobile Space – after the official launch staff from all the Shorelink libraries demonstrated equipment and borrowers had a chance to "play". STEM programs throughout the year included Ozobot sessions, Scratch Coding for Parents, 3D Printing Basics, Osmo and Makey Makey Music.

Lane Cove Library offered a range of support to local writers. The Poets in Residence and the Writers in Residence met monthly and were given free use of a meeting room and related support. The Library organised writing workshops including Poetry Tips & Techniques, Travel Writing, Writing a Successful Short Story and Writing a Eulogy. The Lane Cove Literary Awards 2019 Presentation Ceremony was held in November 2019 however, publication of the anthology has been delayed due to COVID-19 public health measures. The Lane Cove Literary Awards will re-commence in 2021 as a bi-annual program.

In line with announcements from the Prime Minister about COVID-19 Lane Cove Library gradually reduced services and finally closed to the public on 25 March 2020. Until 1 June the Library offered the Library to Your Door service (introduced in October 2019) and the Home Library Service (extended to include any resident over 70 years of age). All Storytime programs moved online and were posted on Council's Facebook page and YouTube channel.

After months of negotiation Lane Cove Council signed a Shared Services Library Agreement with Hunters Hill Council. The new agreement will commence in July 2020 with Lane Cove providing library programs and services to Hunters Hill residents.

Barry
O'Keefe
LIBRARY

MOSMAN (BARRY O'KEEFE) LIBRARY

20

2.2
MOSMAN (BARRY O'KEEFE) LIBRARY

Mosman Library Service was heavily impacted, as were the other Shorelink Libraries, by the COVID-19 pandemic in the first half of 2020 with the suspension of Library programs and the closure of Barry O'Keefe Library in March. Up to March 2020 the Library hosted a wide variety of programs, events and activities for all ages. Following the Library closure some of our regular programs were offered online. From March 2020 to June 2020 our Children's Storytime sessions were streamed live on Facebook and together with Stanton and Lane Cove Children's Library staff, storytime videos were uploaded to the Shorelink website for anytime viewing. Mosman also streamed a workshop for HSC Students presenting the Library's online databases and eResources via Facebook Live on 1 April 2020.

Our popular author events held earlier in the year continued to be well attended. There was a full house of 150 people for the Author Evening with *Sydney Morning Herald* journalist Kate McClymont talking about her book *Dead man walking: the murky world of Michael McGurk and Ron Medich*. Crime writer Garry Disher came up from Melbourne for an evening talk in conversation with Catherine du Peloux Menage on his novel *Peace*.

Susannah Fullerton also presented a booked out 130 people morning talk on Anne Bronte. Noel Braun 'Walking the Camino' was so popular and inspirational earlier in the year at Monday Matters, we were treated to a repeat visit so we could accommodate the 100 plus interested people.

During July and August, in the lead up to the Sydney BAD Crime Writers Festival, Shorelink Libraries hosted the Homegrown Crime Writers event. Mosman hosted Duncan McNab with his non-fiction expose on the Northern Beaches serial killer, Christopher Wilder in *The Snapshot killer*.

For the Seniors Festival in February, the Library partnered with Mosman Council's Community Care Team to provide a full program of booked out activities. The program included an author talk, a book review writing workshop, Shakespeare for All, a Local Studies talk and two hands-on workshops featuring Ozobots and Coding for Seniors using equipment from the Shorelink Mobile MakerSpace Project collection. A video from the Coding Workshop was uploaded to the Shorelink Website.

The Local Studies Service introduced one-on-one House History Sessions House in November 2019 to meet a growing demand from local residents. This demand was reflected in the strong attendance at a House History workshop conducted by Local Studies staff during the Festival of Mosman in October 2019. Local Studies staff also curated two fascinating large local history displays – *Military Memories: Military Road: now and then*, and, *Mosman Families in Black & White*, which connected well with the local community.

The Library's Outreach Librarian worked with the Children's Library staff to present an AUSLAN Storytime for International Day of People with Disability. It was a welcome inclusion activity and was appreciated by the children and their carers.
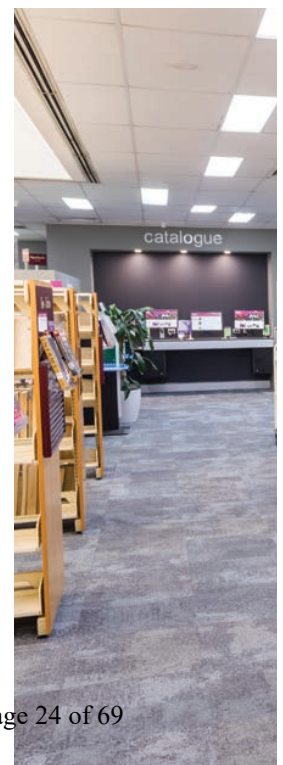
In the lead up to Christmas 2019, the Library ran a special Readers Advisory competition – The Twelve days of Bookmas: Mosman's Top Reads for 2019 on Instagram. Our customers gave us their top reads and the results were unveiled in our display cabinet each day by a different member of staff. The final video revealed the 12th book and recapped all of the titles, with staff wishing everyone "Merry Christmas" at the end. It was one of our most popular social media initiatives.

The Mosman launch for the Shorelink Mobile MakerSpace Project was held on Thursday 21 November 2019 to a large audience of school aged children, their parents and carers. The technologies used included: programmable humanoid robots, digital microscopes, a mobile film studio, animation kits and coding resources such as Makey Makey and Raspberry Pi.

The Children's Library rebranded its popular Treasure Trove Reading Program to the Summer Reading Club as a Shorelink collaboration online using Beanstack, Summer Reading Challenge. It was launched in December with over 70 children registering for the challenge. On 7 February 2020, the Mayor of Mosman, Councillor Carolyn Corrigan presented the prizes and certificates in a much anticipated ceremony.

Mosman Library Service, along with Lane Cove and Stanton Libraries, collaborated with the libraries of the NSW Public Libraries Association Northern Zone in the 1000 Books Before School Project launched in February 2020. The program will continue in 2020/21.

HSC support was offered to our local HSC students with evening study Lock-Ins and practice Exam Invigilation Sessions. Teen programming in January 2020 included the opportunity to journey through our solar system with Virtual Reality, a Dungeons and Dragons style role play session, and two special sessions on making a career through YouTube videos with up and coming content creator from Melbourne, JaWoodle.

The Library's Teen Zone had a makeover. The new furniture, purchased with funds from a Stronger Communities Grant, included bean bags and a high bench with stool seating making the space a more welcoming place for young people to hang out. New furniture and seating was added to the Library's study areas, also using funds from the grant.

The Library's MOSPLAN eLibrary Project saw the continuation of special STEAM programs for young people, the installation of a touch screen eKiosk in the Mosman Room and the purchase of two Storytime PODs and 2 Storytime PADs for the Children's Library. These digital devises provide stories on demand with supporting text and are available in a choice of 10 languages. They have proved popular with our CALD community and special needs children.

The Library upgraded the Self Check Kiosks in the Library Foyer in December 2019. The Kiosks have made a big improvement in customer service especially as Library members now have the convenience of being able to pay fees and charges at the kiosks in the same transaction as borrowing items.

Another customer service improvement for our members was the introduction of the Library App as part of a Shorelink collaborative project. The App offers a one stop shop for members to access Library services.

NORTH SYDNEY (STANTON)LIBRARY

2.3
NORTH SYDNEY (STANTON) LIBRARY

The *Tech-help for Seniors Program* continued to be in high demand, made possible with grant funding from the Be Connected program. Our youth volunteers delivered classes on tech topics such as using tablets, skype, Facebook and email, and one-on-one Digital Mentoring sessions gave seniors the opportunity to receive personal assistance with all kinds of tech issues.

Our World Philosophy Day event in November assembled a panel of philosophers and academics, for an engaging and stimulating Q &A session on Aristotle's ingredients for 'The Good Life'. The monthly Philosophy Discussion Groups and the annual World Philosophy Day event continue to be among our most popular and in-demand activities, attracting a diverse range of attendees.

Key regular programs delivered through the year included Mental Health Month, The Live Science Engagement Series, History Week, and the Seniors Festival.

In December Stanton launched the new Discovery Collection of S.T.E.A.M resources and equipment, with a range of take-home kits for exploration, creativity and learning. This popular collection was immediately in high demand, with very few items left sitting on the shelf at any time!

In the week leading up to Library Lovers Day in February, staff undertook a significant community engagement activity to seek feedback from library users. Under the banner of 'My Stanton', visitors to the library were asked to respond to simple questions about what they value most about the library, what they would like to see improved or changed, and what they would like for the future of North Sydney. The responses will feed into future planning of programs, collections and services.

The last quarter of the year was dominated by activities related to COVID-19, and the efforts to continue delivering library services when the library was closed at the end of March. A number of new resources and initiatives were introduced with great speed and focus shifted entirely to providing remote customer service by email and phone, increased investment in online resources, and developing and delivering programs such as 'Online Storytime'.

A new online membership category was implemented, allowing customers to join online and have access to our online resources and eBook collections. A small skeleton staff remained working onsite and at home to ensure that memberships were processed, cards sent and enquiries answered seven days a week. Among the additional online resources now available to Stanton members is the premium online learning services Lynda.com from LinkedIn Learning, giving access to a range of personal and professional development courses covering business, design, management, web development, IT, marketing and creative fields.

The year started with the excitement and energy of the annual Comic-Conversation Festival, with staff and local comic artists working together to deliver a two week program of events for a range of ages and interests. Creative activities, workshops and talks all celebrated comics and graphic novels, and gave attendees the opportunity to explore and develop their own ideas. A pop-up library stall in the North Sydney CBD was visited by Spider-Man, the Black Widow and two Ninja Assassins who delivered a special interactive show with action scenes, acrobatics and a chance for fans to snap a selfie with their favourite comic characters. This was the fourth year Stanton has participated in *Comic Con-versation*, which has created great opportunities to reach new audiences and build awareness of our graphic novel collection.

In July, our local history team launched a new collection of walking maps, introducing locals and visitors to the heritage of North Sydney. The ten 'circle' walks cover much of the LGA and explore a remarkable number of beautiful and interesting sites, and the many changes to the local landscape over the 20th century.

For Family History Month, staff invited the public to join an exclusive 'behind the scenes' tour of Council's dedicated archive facility, which stores the huge collection of rare and unique heritage items cared for by the Historical Services team. Visitors had the chance to view artworks, archaeological pieces, costumes, cooking equipment and artefacts that are rarely on public display.

While the library closure and COVID restrictions prevented the usual presentation night, the Young Writers Award winners were still celebrated with an announcement video released online. Families and friends were able to hear a special message from the Mayor, as well as feedback from our dedicated judges and readings by the winning young writers themselves. For the first time, Stanton published an eBook of the winning writing, which is now available to download from the Borrowbox eBook platform.

In early June, in the first week of the library re-opening to the public, we were finally able to complete the long-awaited installation of five new self-check borrowing terminals. The RFID machines allow for safe, quick, contactless transactions for customers, featuring touchscreens for lending and managing member accounts, as well as a built in EFTPOS payment terminal for paying library fees.

OPERATING STATISTICS

In this section

3.1
OPERATING COSTS

	2017–2018	2018–2019	2019–2020
Lane Cove	$127,183	$104,113	$112,962
Mosman	$70,430	$74,143	$80,447
North Sydney	$125,094	$110,824	$119,707
Total	$322,707	$289,080	$313,116

Operating Costs 2019–2020

36%	26%	38%

Operating Costs 3 Year Comparison

Lane Cove · Mosman · North Sydney
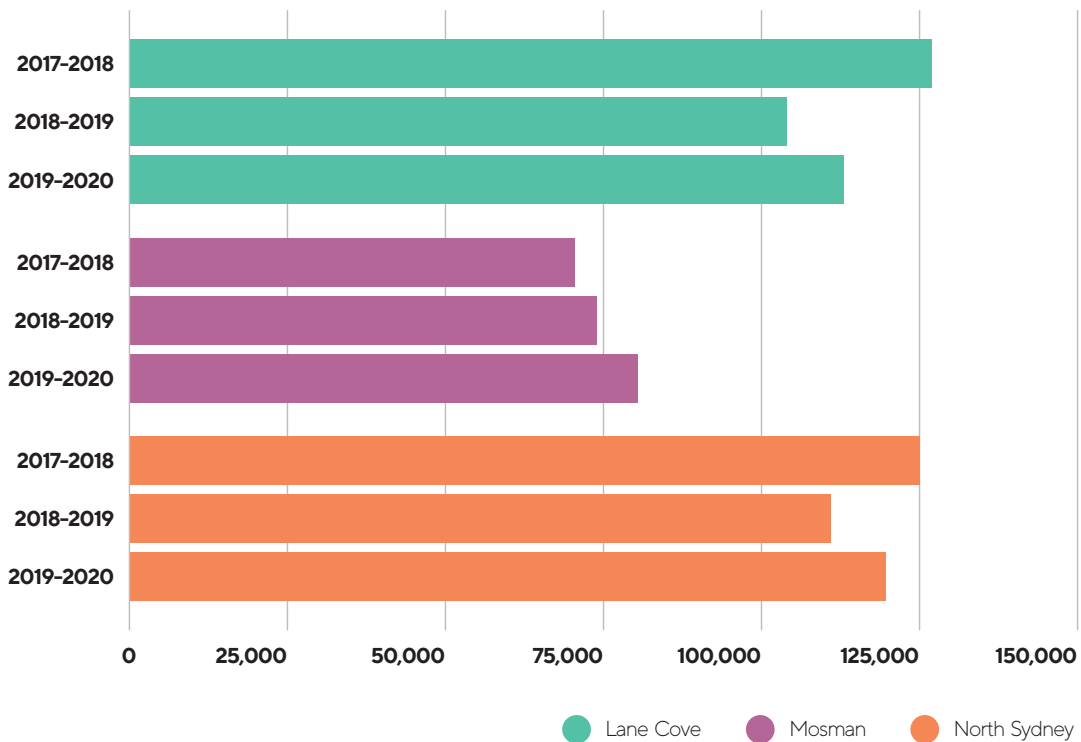
3.2
LOANS

	2017-2018	2018-2019	2019-2020
Lane Cove	500,383	535,523	482,386
Mosman	290,816	302,983	257,507
North Sydney	543,496	568,636	463,823
Total	1,334,695	1,407,142	1,203,716

* Shorelink Libraries were closed for 10 weeks due to COVID-19 health measures

Loans 2019–2020

40%	21%	39%

Loans 3 Year Comparison
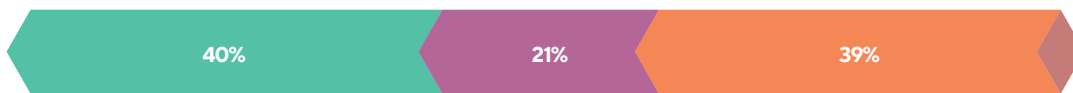
Lane Cove   Mosman   North Sydney
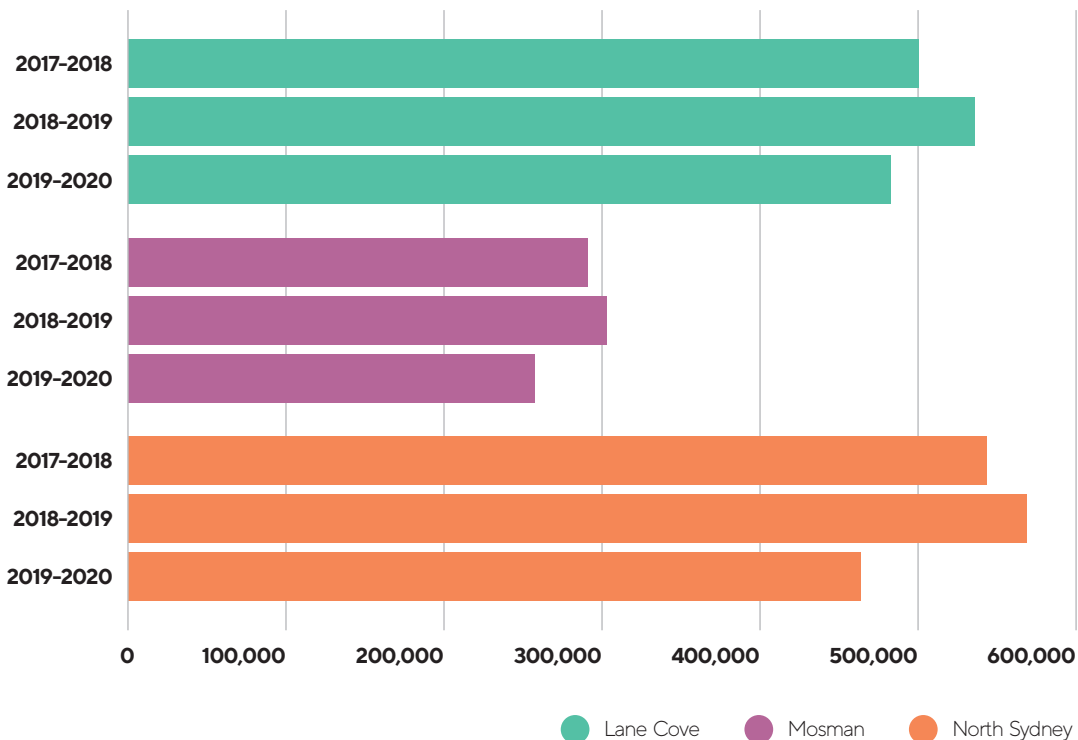
3.3
VISITS

	2017-2018	2018-2019	2019-2020
Lane Cove	474,781	486,708	382,447
Mosman	294,953	293,937	244,085
North Sydney	488,115	425,568	326,787
Total	1,257,849	1,206,213	953,319

* Shorelink Libraries were closed for 10 weeks due to COVID-19 health measures

Visits 2019-2020

40%	26%	34%	

Visits 3 Year Comparison

● Lane Cove ● Mosman ● North Sydney
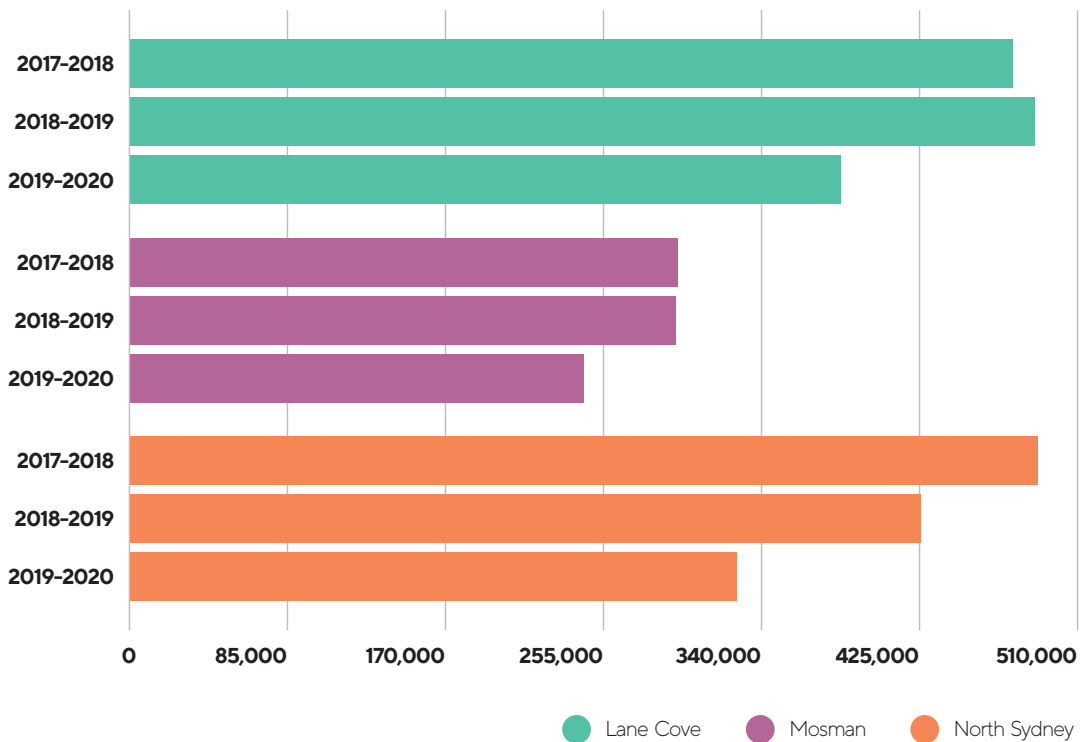
MOSMAN
LibraryService

MEET THE
YOUTUBER:
JaWoodle
FOR TEENS AGED 12-18

Fri 17 & Sat 18 January 2020, 2.00–3.30
Barry O'Keefe Library

Josh aka "JaWoodle" is one of Australia's up and coming Yo
Join us for these special Q & A to learn all about making a li
Content Creation from a man making the dream a rea

Bookings essential, visit **trybooking.com/BHCHO**

Catalogue | What's | Page 36 of 69 | Webs
On | eLibrary

3.4
eRESOURCE LOANS

	2017–2018	2018–2019	2019–2020
Lane Cove	21,413	37,000	43,023
Mosman	16,489	26,075	33,245
North Sydney	31,983	62,461	73,444
Total	69,885	125,536	149,712

* Shorelink Libraries were closed for 10 weeks due to COVID-19 health measures

eResource Loans 2019–2020

eResource Loans 3 Year Comparison
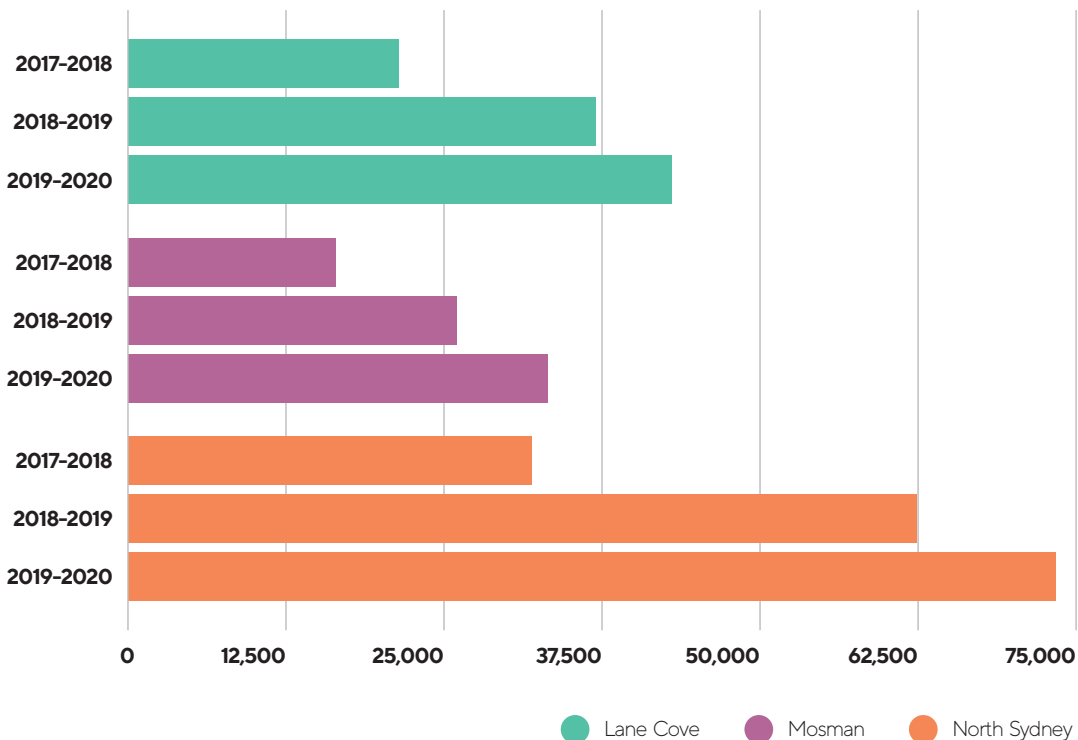
3.5
MEMBERSHIP

	2017-2018	2018-2019	2019-2020
Lane Cove	23,725	24,429	24,557
Mosman	14,324	14,746	12,894
North Sydney	25,697	28,548	27,159
Total	63,746	67,723	64,610

Membership 2019-2020

38%	20%	42%	

Membership 3 Year Comparison

Legend: ● Lane Cove ● Mosman ● North Sydney
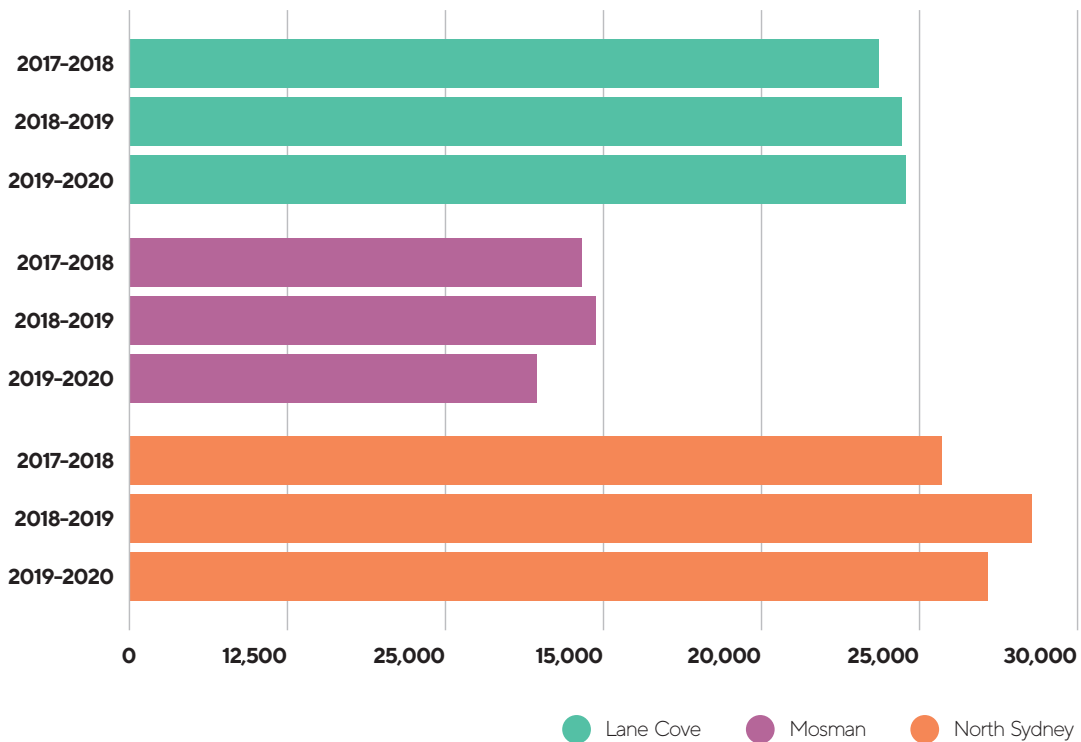
3.6
COLLECTIONS (STOCK)

	2017-2018	2018-2019	2019-2020
Lane Cove	180,181	181,598	174,729
Mosman	78,059	74,461	68,960
North Sydney	167,023	160,289	153,584
Total	425,263	416,348	397,273

Collections 2019–2020

44%	17%	39%
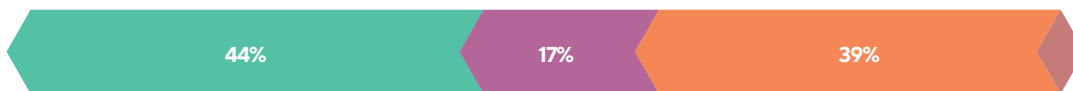
Collections 3 Year Comparison

Lane Cove ● Mosman ● North Sydney
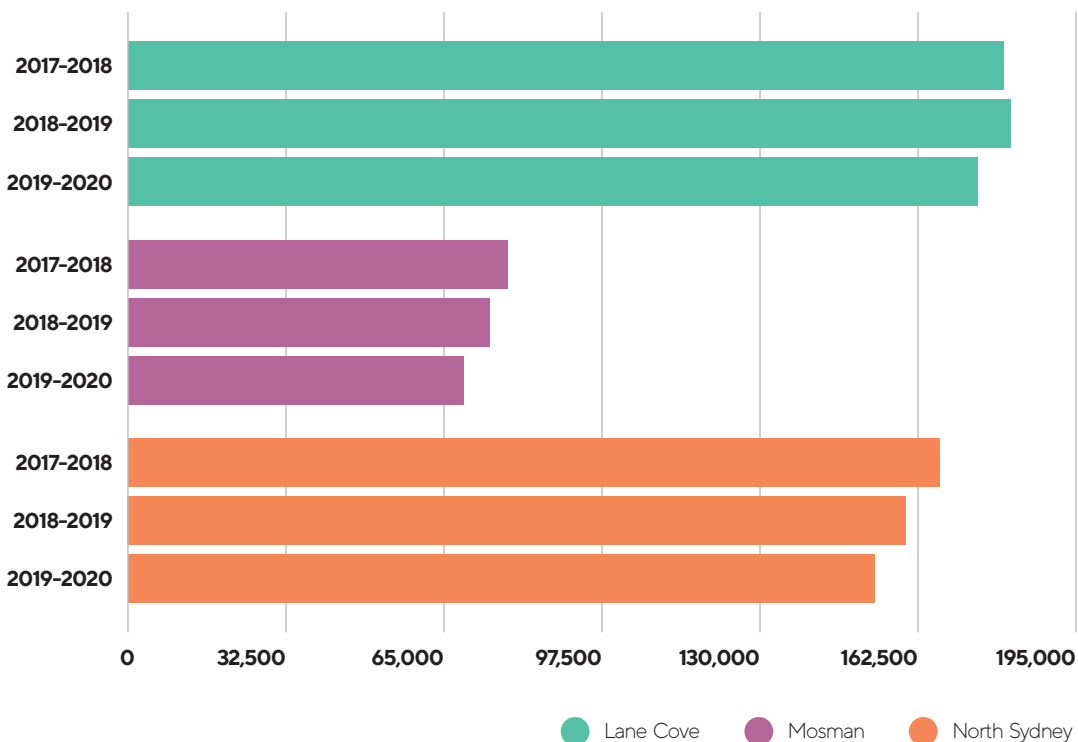
3.7
INTER-LIBRARY LOANS: ITEMS BORROWED

From Shorelink Libraries	
Lane Cove	6,192
Mosman	2,965
North Sydney	7,757
Total	16,914

From all Libraries	
Lane Cove	6,476
Mosman	3,022
North Sydney	7,919
Total	17,417

* Shorelink Libraries were closed for 10 weeks due to COVID-19 health measures

From Shorelink Libraries 2019-2020

37%	17%	46%

From all Libraries 2019-2020

37%	17%	46%

● Lane Cove ● Mosman ● North Sydney

3.8
INTER-LIBRARY LOANS: ITEMS LENT

To Shorelink Libraries	
Lane Cove	7,174
Mosman	4,624
North Sydney	5,116
Total	16,914

To all Libraries	
Lane Cove	7,412
Mosman	4740
North Sydney	5,171
Total	17,323

* Shorelink Libraries were closed for 10 weeks due to COVID-19 health measures

To Shorelink Libraries 2019–2020

43%	27%	30%

To all Libraries 2019–2020

43%	27%	30%

● Lane Cove   ● Mosman   ● North Sydney

fe and stay healthy
e the hand sanitiser provided to help stop the spread of germs

Welcome to
Barry O'Keefe
Library

For the wellbeing of everyone
please maintain 1.5m distance from
others and make use of available
hygiene products.

Staff may limit visitor numbers
during busier periods.

Help stop the spread
and stay healthy
Coronavirus (COVID-19)

Mosman
COUNCIL

3.9 WIRELESS USAGE NETWORK WIDE

Data Downloaded (GB) 2017–2020			
Month	**2017–2018**	**2018–2019**	**2019–2020**
July	1300.15	1978.13	1871.40
August	1520.30	2162.91	2054.47
September	1355.07	2151.44	2028.77
October	1714.41	2534.73	2827.93
November	1082.12	1847.00	2204.79
December	539.38	1010.84	1051.97
January	872.32	1529.45	1633.42
February	847.42	1892.89	1837.16
March	1087.20	2463.37	1503.97
April	1163.47	1971.87	117.24
May	1612.97	2279.49	160.89
June	1967.92	1932.86	101.39
Total	15062.74	23754.98	17393.41

Wireless Usage Network Wide 2017–2020

27%	42%	31%
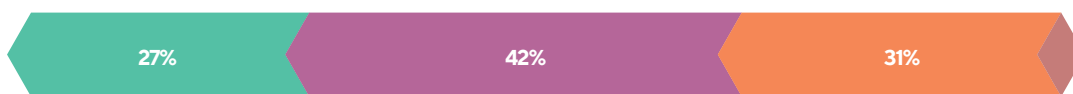
Wireless Usage Network Wide 3 Year Comparison

Legend: ● 2017-2018 ● 2018-2019 ● 2019-2020
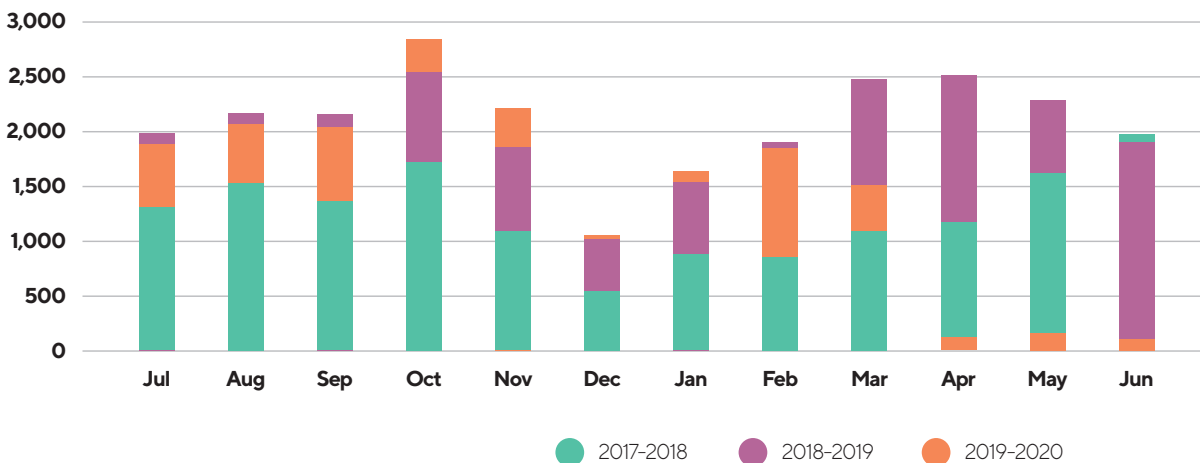
3.10
WIRELESS USAGE BY LIBRARY

Data Downloaded (GB) 2019–2020				
Month	Lane Cove	Mosman	North Sydney	Network Total
July 2018	960.56	231.47	679.36	1871.40
August 2018	1078.77	176.32	799.38	2054.47
September 2018	1018.32	156.96	853.48	2028.77
October 2018	1461.88	266.23	1099.82	2827.93
November 2018	1158.23	203.34	843.22	2204.79
December 2018	559.91	72.79	419.27	1051.97
January 2019	762.81	106.15	764.46	1633.42
February 2019	973.05	105.54	758.57	1837.16
March 2019	716.09	92.31	695.57	1503.97
April 2019	26.80	2.76	87.67	117.24
May 2019	24.31	0.53	136.05	160.89
June 2019	46.16	2.40	52.82	101.39
Total	8786.90	1416.82	7189.69	17393.41

Wireless Usage by Library 2019–2020

| 51% | 8% | 41% |
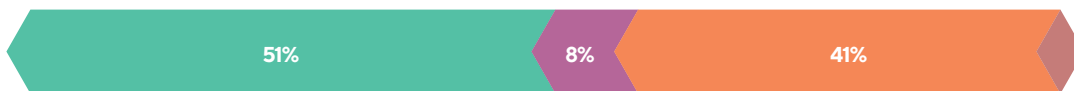
Wireless Usage by Library 2019–2020 Comparison
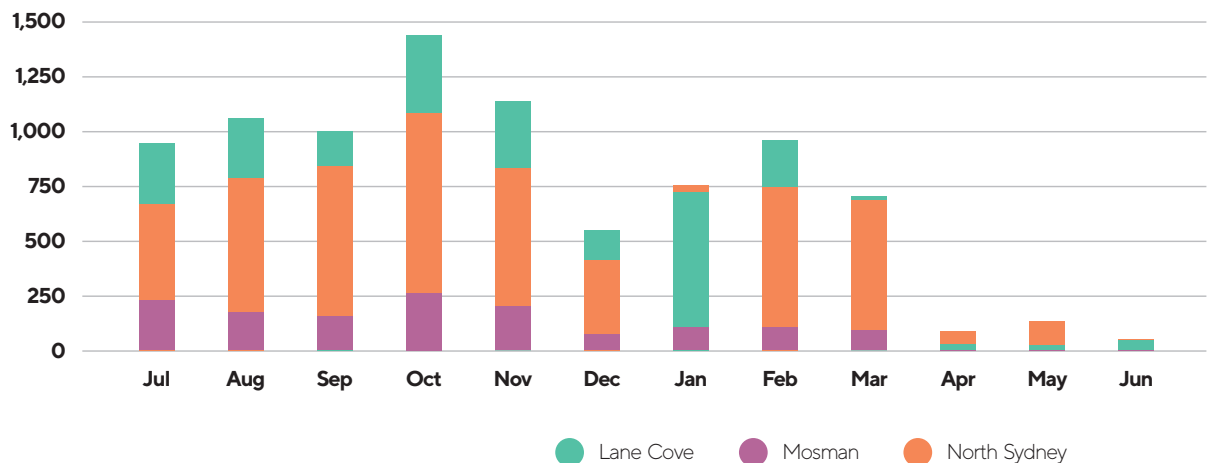
3.12
NETWORK DIAGRAM
SHORELINK WAN DIAGRAM
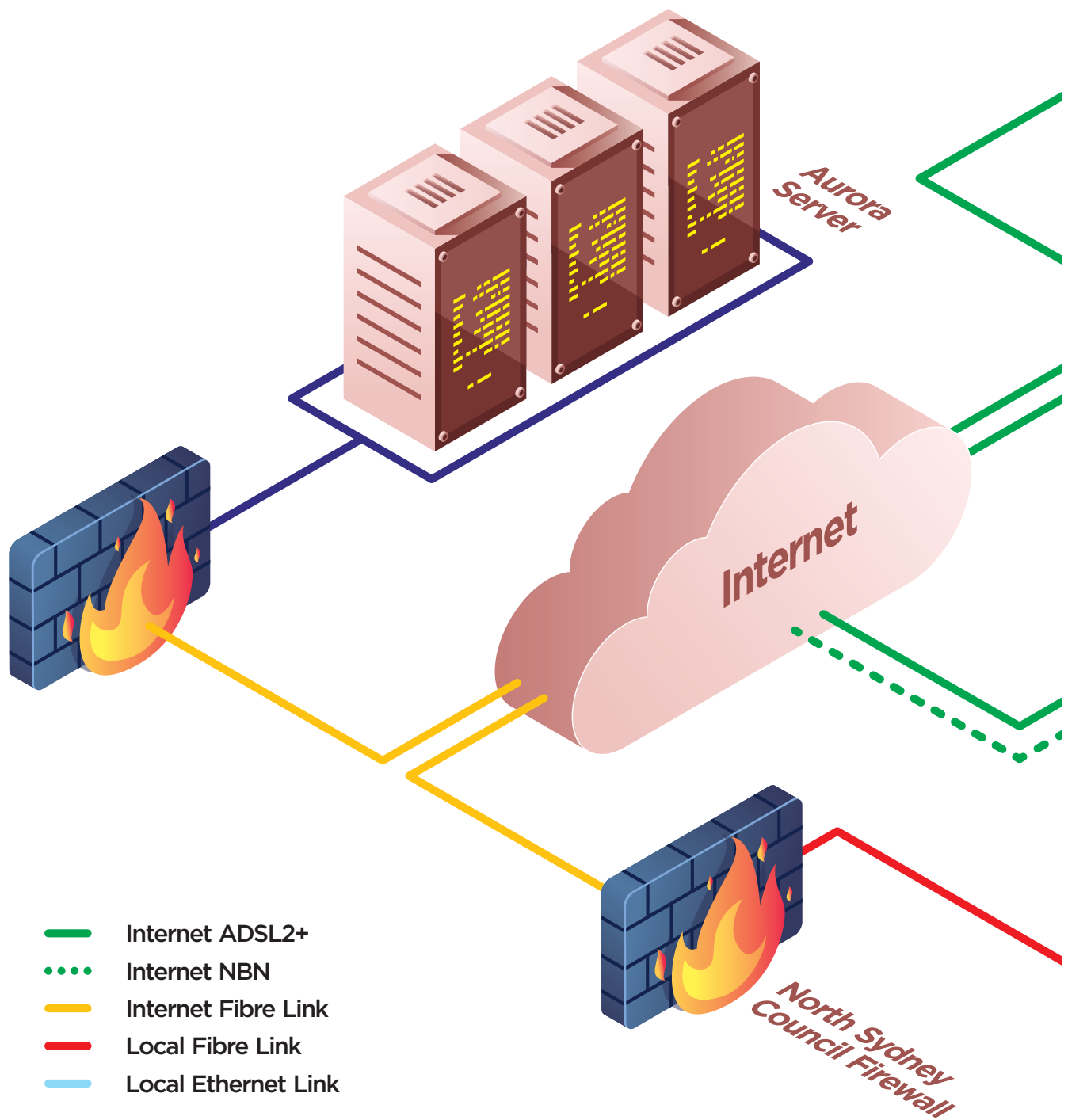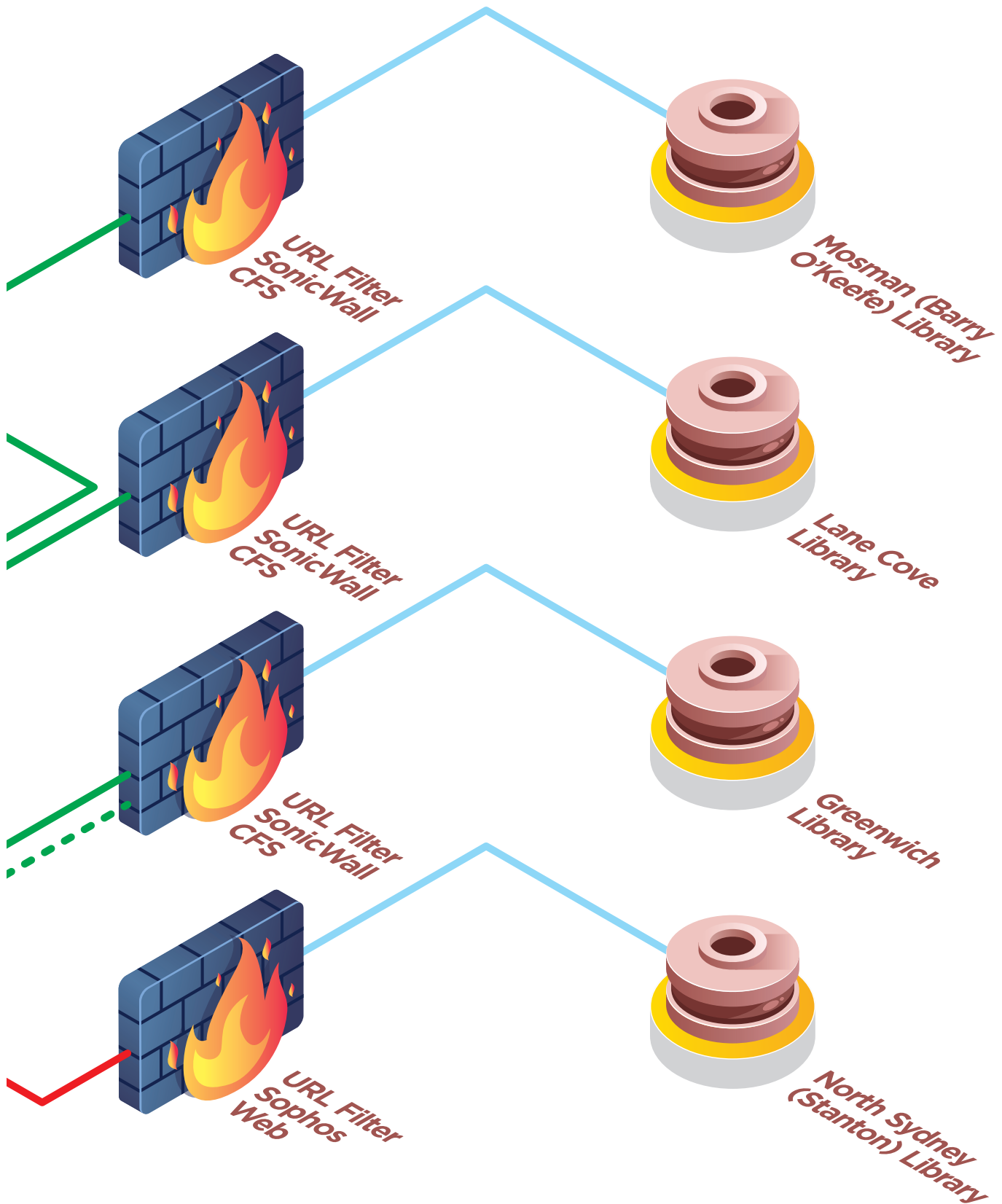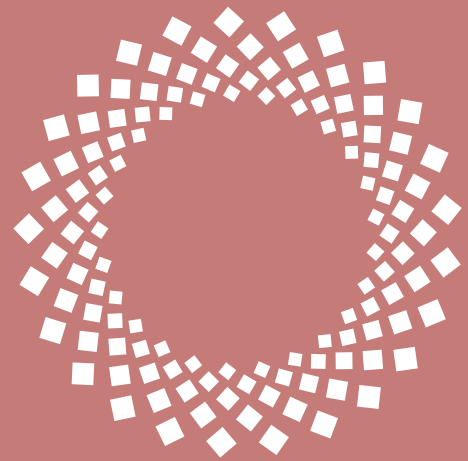
Aurora
Server

Internet

North Sydney
Council Firewall

― Internet ADSL2+
···· Internet NBN
― Internet Fibre Link
― Local Fibre Link
― Local Ethernet Link

URL Filter
SonicWall
CFS

URL Filter
SonicWall
CFS

URL Filter
SonicWall
CFS

URL Filter
Sophos
Web

Mosman (Barry
O'Keefe) Library

Lane Cove
Library

Greenwich
Library

North Sydney
(Stanton) Library

Shorelink Library Network

SPECIAL PURPOSE FINANCIAL REPORT
for the year ended 30 June 2020

Shorelink Library Network

Special Purpose Financial Report
for the financial year ended 30 June 2020

Contents   Page

Shorelink Library Network

Shorelink Library Network

Income Statement
for the financial year ended 30 June 2020

Budget 2020		Notes	Actual 2020	Actual 2019
	Income from Continuing Operations			
	Revenue:			
1,500	Interest & Investment Revenue	2a	750	1,500
313,116	Grants & Contributions provided for Operating Purposes	2b	445,933	370,484
314,616	**Total Income from Continuing Operations**		446,683	371,984
	Expenses from Continuing Operations			
124,797	Employee Benefits & On-Costs	3a	114,116	150,570
9,000	Materials & Contracts	3b	5,000	9,608
-	Depreciation & Amortisation	3c	515	1,630
180,819	Other Expenses	3d	297,379	210,489
-	Net Losses from the Disposal of Assets	4	-	9
314,616	**Total Expenses from Continuing Operations**		417,010	372,306
-	**Net Operating Result for the Year**		29,673	(322)

Shorelink Library Network

Statement of Financial Position
as at 30 June 2020

	Notes	Actual 2020	Actual 2019
ASSETS			
Current Assets			
Cash & Cash Equivalents	5	111,093	79,692
Prepayments	6	-	2,000
Total Current Assets		**111,093**	**81,692**
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	7	21	536
Total Non-Current Assets		**21**	**536**
TOTAL ASSETS		111,114	82,228
LIABILITIES			
Current Liabilities			
Payables	8	-	626
Provisions	8	51,069	51,230
Total Current Liabilities		**51,069**	**51,856**
TOTAL LIABILITIES		51,069	51,856
Net Assets		60,045	30,372
EQUITY			
Retained Earnings		60,045	30,372
Total Equity		60,045	30,372

Shorelink Library Network

Statement of Changes in Equity
for the financial year ended 30 June 2020

	Retained Earnings	Equity Interest	Total Equity
2020			
Opening Balance (as per Last Year's Audited Accounts)	30,372	**30,372**	**30,372**
Revised Opening Balance (as at 1/7/18)	**30,372**	**30,372**	**30,372**
Net Income Recognised Directly in Equity	**-**	**-**	**-**
a. Net Operating Result for the Year	**29,673**	**29,673**	**29,673**
Total Recognised Income & Expenses (c&d)	**29,673**	**29,673**	**29,673**
b. Distributions to former member	-	**-**	**-**
Equity - Balance at end of the reporting period	**60,045**	**60,045**	**60,045**

	Retained Earnings	Equity Interest	Total Equity
2019			
Opening Balance (as per Last Year's Audited Accounts)	40,194	**40,194**	**40,194**
a. Net Operating Result for the Year	(322)	**(322)**	**(322)**
Total Recognised Income & Expenses (c&d)	**(322)**	**(322)**	**(322)**
b. Distributions to/(Contributions from) Minority Interests	(9,500)	**(9,500)**	**(9,500)**
Equity - Balance at end of the reporting period	**30,372**	**30,372**	**30,372**

Shorelink Library Network

Statement of Cash Flows
for the financial year ended 30 June 2020

Budget 2020		Notes	Actual 2020	Actual 2019
	Cash Flows from Operating Activities			
	Receipts:			
1,500	Interest & Investment Revenue Received		750	1,500
313,116	Grants & Contributions		445,307	371,111
18,532	Other		29,497	20,778
	Payments:			
(125,517)	Employee Benefits & On-Costs		(114,905)	(211,204)
(9,900)	Materials & Contracts		(5,500)	(10,569)
(197,731)	Other		(323,748)	(222,073)
-	**Net Cash provided (or used in) Operating Activities**	9	31,401	(50,457)
	Cash Flows from Investing Activities			
	Receipts:			
-	Sale of Infrastructure, Property, Plant & Equipment		-	23
-	**Net Cash provided (or used in) Investing Activities**		-	23
	Cash Flows from Financing Activities			
	Receipts:			
-	Nil			
	Payments:			
-	Distributions to Former member		-	(9,500)
-	**Net Cash Flow provided (used in) Financing Activities**		-	(9,500)
-	**Net Increase/(Decrease) in Cash & Cash Equivalents**		31,401	(59,934)
79,692	plus: **Cash & Cash Equivalents - beginning of year**	9	79,692	139,626
79,692	**Cash & Cash Equivalents - end of the year**	9	111,093	79,692

Shorelink Library Network

Notes to the Financial Statements
for the financial year ended 30 June 2020

Contents of the Notes accompanying the Financial Statements

Shorelink Library Network

Shorelink Library Network

Notes to the Financial Statements
for the financial year ended 30 June 2020

Note 1. Summary of Significant Accounting Policies

1. Basis of Preparation

1.1 Compliance with Australian equivalents to International Financial Reporting Standards

This special purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the Local Government Act 1993 (NSW) and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting.

1.2 Historical Cost Convention

The financial report has been prepared on the accrual basis of accounting and, except where specifically indicated in these Notes, in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with AIFRS requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying accounting policies. The areas involving a higher degree of judgement or complexity, or cases where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note. Nothing contained within this report may be taken to be an admission of any liability to any person under any circumstance.

1.4 New and amended standards adopted during the year

All standards which were mandatorily effective for the first time at 30 June 2019, have been adopted.

2. The Local Government Reporting Entity

The Shorelink Library Network is a joint venture for the automation of public library services on behalf of the following Councils:

- Lane Cove Council
- Mosman Council
- North Sydney Council

2.1 Operating Costs

In accordance with the Deed of Agreement date 18 December 2017, the operating costs are to be shared on the following basis for 2019-20:

Council	Allocation	Licences
Lane Cove	35.48%	46
Mosman	25.81%	33
North Sydney	38.71%	51

2.2 Capital Costs

In accordance with the Deed of Agreement, the capital costs are shared in the following allocation for 2019-20:

Council	Allocation
Lane Cove	33.33%
Mosman	33.33%
North Sydney	33.34%

Shorelink Library Network

Notes to the Financial Statements

Note 1. Summary of Significant Accounting Policies (continued)

3. Revenue recognition

Where grants, contributions and donations recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes as restricted assets. Also disclosed is the amount of grants, contributions and receivables recognised as revenues in a previous reporting period which were obtained in respect of the Shorelink Library Network operations for the current reporting period.

4. Infrastructure, Property, Plant & Equipment

4.1 Recognition

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use".

4.2 Valuation

Detail of valuations, methods and valuers are provided at Note 9. Plant & Equipment and Furniture & Fittings are stated at Fair Value (approximated by historical cost less accumulated depreciation).
4.3 Depreciation of Non-Current Assets
Depreciation is recognised on a straight-line basis and are consistent with Local Government standards. The following depreciation periods apply:

  • Office Equipment 4 years
  • Furniture and Fittings 10 years

5 Employee Benefits

5.1 Superannuation

Shorelink Library Network makes employer superannuation contributions in respect of its employees to the Local Government Superannuation Scheme.

Accumulation Fund Members
The accumulation fund receives both employer and employee contributions on a progressive basis.
Employer contributions are normally based on a fixed percentage of employee earnings in accordance with Superannuation Guarantee Legislation (The applicable rate for the Financial year is 9.50%).
No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

5.2 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119 Employee Benefits.

6 GST Implications

Receivables and Creditors include GST receivable and payable.
Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
Non-current assets and capital expenditures include GST net of any recoupment.
Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

7 Budget Information

The Statement of Financial Position and Statement of Cash Flows provide budget information of revenues and expenditures by type and for each of the major activities of the network. Budget figures presented are those approved at the beginning of the financial year.

8 Rounding

In accordance with the Code of Accounting Practice all amounts shown in the Financial Statements are in Australian currency and have been rounded to the nearest thousand dollars.

Shorelink Library Network

Notes to the Financial Statements
for the financial year ended 30 June 2020

Note 2. Income from Continuing Operations

	Actual 2020	Actual 2019
(a). Interest & Investment Revenue (incl. losses)		
Interest & Dividends		
- Interest earned on Investments (interest & coupon payment income)	750	1,500
TOTAL INTEREST & INVESTMENT REVENUE	750	1,500

	2020 Operating	2019 Operating
(b). Contributions		
Other Contributions:		
Other (Member Council Contributions)	445,933	370,484
TOTAL CONTRIBUTIONS	445,933	370,484

Disaggregation of Revenue - Contributions
Revenues from contributions from member Councils has been assessed in accordance with
Accounting Standard AASB 1058 Income of Not-for-Profit Entities and is recognised at a point in time.

Note 3. Expenses from Continuing Operations

	Actual 2020	Actual 2019
(a) Employee Benefits & On-Costs		
Salaries and Wages	82,925	106,747
Travelling	5,291	5,018
Employee Leave Entitlements (ELE)	15,670	23,094
Superannuation - Defined Contribution Plans	9,230	13,711
Workers' Compensation Insurance	1,000	2,000
TOTAL EMPLOYEE COSTS EXPENSED	114,116	150,570
Number of "Equivalent Full Time" Employees at year end	0.85	0.85

Shorelink Library Network

Notes to the Financial Statements
for the financial year ended 30 June 2020

Note 3. Expenses from Continuing Operations (continued)

	Actual 2020	Actual 2019
(b) Materials & Contracts		
Auditors Remuneration		
i. Audit Services - Network's Auditor	5,000	5,000
Other - Contractor Costs - Aurora	-	4,608
TOTAL MATERIALS & CONTRACTS	5,000	9,608

	Depreciation/Amortisation	
(c) Depreciation, Amortisation & Impairmen	Actual 2020	Actual 2019
Office Equipment	515	1,630
TOTAL DEPRECIATION & IMPAIRMENT COSTS EXPENSED	**515**	**1,630**

	Actual 2020	Actual 2019
(d) Other Expenses		
Other Expenses for the year include the following:		
Computer Hardware Maintenance	14,694	23,685
Computer Software Applications	111,224	85,634
Network Priority Support	4,740	-
Insurance	5,500	5,500
Postage & Couriers	9,856	9,679
Printing & Stationery	6,736	596
Subscriptions & Publications (including E-Books)	127,304	67,610
Telephone & Communications	625	975
Administration Charges	11,700	11,700
Lease of Premises	5,000	5,000
Other	-	110
TOTAL OTHER EXPENSES	297,379	210,489

Note 4. Gains or Losses on Disposal of Assets

	Actual 2020	Actual 2019
Plant & Equipment		
Proceeds from Disposal	-	23
less: Carrying Amount of P&E Assets Sold	-	(32)
NET GAIN/(LOSS) ON DISPOSAL OF ASSETS	-	(9)

Shorelink Library Network

Notes to the Financial Statements
for the financial year ended 30 June 2020

Note 5. - Cash Assets

	2020 Actual Current	2019 Actual Current
Cash & Cash Equivalents		
Cash on Hand and at Bank	111,093	79,692
Total Cash & Cash Equivalents	**111,093**	**79,692**
TOTAL CASH ASSETS, CASH EQUIVALENTS	111,093	79,692
Total Cash, Cash Equivalents and Investment Securities	111,093	79,692
attributable to:		
Internal Restrictions (refer below)	51,069	51,230
Unrestricted	60,024	28,462
	111,093	**79,692**

2020	Opening Balance	Transfers to Restrictions	Transfers from Restrictions	Closing Balance
Internal Restrictions				
Employees Leave Entitlement	51,230	-	(161)	51,069
Total Internal Restrictions	**51,230**	**-**	**(161)**	**51,069**
TOTAL RESTRICTIONS	51,230	-	(161)	51,069

Shorelink Library Network

Note 6. Other Assets

	2020 Current	2019 Current
Other Assets		
Prepayments	-	2,000
Total Other Assets	**-**	**2,000**
TOTAL OTHER ASSETS	-	2,000

Shorelink Library Network

Notes to the Financial Statements
for the financial year ended 30 June 2020

Note 7. Infrastructure, Property, Plant & Equipment

	as at 30/6/2019			Asset Movements during the Reporting Period			as at 30/6/2020		
	At Fair Value	Accumulated Deprec.	Carrying Value	Asset Additions	WDV-Asset Disposals	Depreciation Expense	At Fair Value	Accumulated Dep'n	Carrying Value
Office Equipment	324,838	324,302	536	-		(515)	324,838	324,817	21
TOTAL INFRASTRUCTURE, PROPERTY, PLANT & EQUIP.	**324,838**	**324,302**	**536**	**-**	**-**	**(515)**	**324,838**	**324,817**	**21**

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Shorelink Library Network

Notes to the Financial Statements
 for the financial year ended 30 June 2020

Note 8. Payables & Provisions

	2020		2019	
	Current	Non Current	Current	Non Current
(a) Payables				
Payments Received In Advance	-	-	626	-
Total Payables	**-**	**-**	**626**	**-**
(b) Provisions				
Employee Benefits;				
Annual Leave	6,871	-	12,567	-
Long Service Leave	44,198	-	38,663	-
Total Provisions	**51,069**	**-**	**51,230**	**-**
Total Payables, Borrowings & Provisions	51,069	-	51,856	-

$ '000	2020	2019
(ii) Current Liabilities not anticipated to be settled within the next 12 months		
The following Liabilities, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions - Employees Benefits	42,154	38,795
	42,154	**38,795**

Note 10b. Description of and movements in Provisions

	2019			2020		
Class of Provision	Opening Balance as at 1/7/19	Additional Provisions	Decrease due to Payments	Remeasurement effects due to Discounting	Unused amounts reversed	Closing Balance as at 30/6/20
Annual Leave	12,567	(5,696)			-	6,871
Long Service Leave	38,663	5,535	-	-	-	44,198
TOTAL	**51,230**	**(161)**	**-**	**-**	**-**	**51,069**

Note 9. Statement of Cash Flows- Additional Information

	Note	Actual 2020	Actual 2019
(a) Reconciliation of Cash Assets			
Total Cash & Cash Equivalent Assets	5	111,093	79,692
BALANCES as per the STATEMENT OF CASH FLOWS		**111,093**	**79,692**
(b) Reconciliation of Net Operating Result to Cash provided from Operating Activities			
Net Operating Result from Income Statement		**29,673**	**(322)**
Adjust for non cash items:			
Depreciation & Amortisation		515	1,630
Net Losses/(Gains) on Disposal of Assets		-	9
+/- Movement in Operating Assets and Liabilities & Other Cash Items:			
Decrease/(Increase) in Other Current Assets		2,000	7,531
Increase/(Decrease) in Other Current Liabilities		(626)	626
Increase/(Decrease) in Employee Leave Entitlements		(161)	(59,931)
NET CASH PROVIDED FROM/(USED IN) OPERATING ACTIVITIES from STATEMENT OF CASH FLOWS		**31,401**	**(50,457)**

Shorelink Library Network

Notes to the Financial Statements
 for the financial year ended 30 June 2020

Note 10. Contingencies and other liabilities/assets not recognised

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES/ASSETS NOT RECOGNISED:

NIL

Note 11. Events occurring after the reporting date

Events that occur between the end of the reporting period (30 June 2020) and the date when the financial statements are 'authorised for issue' have been taken into account in preparing these statements.

Council is unaware of any material or significant 'non-adjusting events' that should be disclosed.

Note 12. Statement of Performance Measurement - Indicators

	Amounts 2020	Indicator 2020
1. Unrestricted Current Ratio		
Current Assets less all External Restrictions [1]	**111,093**	**2.18 : 1**
Current Liabilities less Specific Purpose Liabilities	**51,069**	

Note

[1] Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and the net share of interests in joint ventures and associates.

Insert Committee Declaration

Insert Auditors Report

MINUTES

SHORELINK LIBRARIES

Chairperson	Cr Stephen Barbour North Sydney Council
Secretary	Ms Jennifer Bice Lane Cove Library Library Walk Lane Cove NSW 2066 02 9911 3634 jbice@lanecove.nsw.gov.au
Meeting	Record of the 182nd Meeting of the Shorelink Committee
Time	Wednesday 4 November 2020, 6.00pm for 6.30pm
Venue	Mosman Council Chambers
Attendance	**Members** Lane Cove Cr Francis Vissel, Jennifer Bice Mosman Cr Libby Moline, Linda Horswell North Sydney Cr Stephen Barbour, Rebecca Aukim **Present** Coreen Tan (Shorelink), Kate Stewart (North Sydney)

Items

1. **Apologies**

   Dianne Lawrence (Mosman)

2. **Declarations of Interest**

   Nil

3. **Minutes of the 181st Meeting held 4 March 2020**

   RESOLVED: 2020/21: 1

   THAT the minutes be adopted

4. **Matters arising from the previous Minutes**

   Nil

5. **Shorelink Network Report**

   This report covers a period of approximately 8 months, from Feb to Oct 2020. Due to COVID-19 restrictions in NSW, the Shorelink Libraries closed temporarily in March 2020.

   eResources: In response to restrictions and temporary library closures, expenditure on eResources was increased. In March and May 2020 the eresources budget was topped up with additional contributions. There were a total of 149,712 loans in FY2019-20 with over 52,000 loans between July and October 2020.

Niche Academy: Niche Academy was purchased by in response to library closures, when staff were unable to provide instruction to customers on using eResources and accessing digital collections.
From April to October, tutorials for Bolinda Borrowbox (eBook/eAudio) were viewed 1,452 times, with 454 views for RB Digital eResources (new eBook/eAudio service).

Shorelink website: The new Shorelink website has been live since the end of 2019. Website statistics show a spike in visits in March when libraries closed, and another increase in visits around June and July when the libraries reopened.

NBN at Greenwich Library: The NBN service was provisioned to Greenwich Library in early March.

Wireless Internet Usage: Due to the closure of libraries in March there was a drastic drop in usage across all library sites. Statistics show a gradual increase in usage from June 2020 onwards.

RESOLVED: 2020/21: 2

THAT the report be received.

6. **Shorelink Financial Statement November 2020**

The Shorelink Library Network cost report for November 2020:

1. Operating income: All contributions have been received.
2. Expenditure: Actual expenditure is running quite close to budget for the year to date.
3. Worker's Compensation Insurance: The budget for Workers Compensation insurance increased to $2,000 this year after being reduced from $2,000 to $1,000 in 2019/20 (following Richard Dong's redundancy). The amount required to cover the Shorelink Network Co-ordinator is $1,000, meaning the additional $1,000 could be transferred to another line item.
4. Accumulated surplus (Reserve): The reserve total is currently at $55,413.

RESOLVED: 2020/21: 3

THAT the report be received.

7. **Shorelink Annual Financial Statement**

The unaudited Financial Statements were presented.

For the year ended 30 June 2020, the operating result was a surplus of $29,673. This is compared to a budgeted deficit of $NIL including depreciation.

As at 30 June 2019, the network had cash of $111,093 but from this we need to allow for a liability for employee leave entitlements of $51,069.

RESOLVED: 2020/21: 4

1. **THAT** the Financial Statements for the year ended 30 June 2020 be referred to audit.
2. **THAT** the Financial Statements for the year ended 30 June 2020 and the Auditor's report be presented to the next meeting of the Committee.

3. **THAT** the Statement by Committee be signed by the Chairperson, Secretary and a Committee member.

8. Draft Shorelink Annual Report

RESOLVED: 2020/21: 5

THAT the Shorelink Annual Report 2019/20 be received.

9. Update Shorelink Strategic Plan 2018-2021

Despite interruptions due to library closures and ongoing COVID-19 restrictions, steady progress has been made on the actions and all targets have been met where possible. Of note is collaborative programming across the network, with several key events produced both in person and online since the last update.

RESOLVED: 2020/21: 6

That: The Progress Report for the Shorelink Strategic Plan 2018-2021 be received.

10. Election of Office Bearers

Chairperson: Cr Stephen Barbour

Deputy Chairperson: Cr Francis Vissel

Secretary: Linda Horswell

Minute Secretary: Rebecca Aukim

RESOLVED: 2020/2021: 7

THAT the election of office bearers as listed be adopted.

11. Correspondence

Received 29 October 2020: Advice from Ian Curry, Manager Governance at North Sydney Council that Deputy Mayor, Councillor Stephen Barbour has been re-appointed to represent Council on the Shorelink Committee until the Local Government elections in September 2021.

RESOLVED: 2020/2021: 8

THAT the information be received.

Received 3 November October 2020: Prosperity Audit Services, Audit closing report for the year ended 30 June 2020.

RESOLVED: 2020/2021: 9

THAT the advice be received.

12. General business

- Cr Libby Moline moved a motion that a letter be sent to Martin Ellis, Director of Community and Library Services at North Sydney Council on his retirement, to thank him for 30 years of service to the Shorelink Committee.

RESOLVED: 2020/2021: 10
THAT a letter be drafted and sent on behalf of the committee.

13. Next meeting

Wednesday 3 March 2021, North Sydney Council.