



Report to General Manager

Attachments:

1. Shorelink Library Network: Minutes 21/2/2018

SUBJECT: Shorelink – Deed of Variation to Contract for Provision of a Library Management System (LMS)

AUTHOR: Rebecca Aukim, Manager, Library Services

ENDORSED BY: Martin Ellis, Director Community and Library Services

EXECUTIVE SUMMARY:

The Shorelink Library Network's contract 7-2013 for provision of a Library Management System (LMS) expires in June 2018. Due to the complexity of the work required by Shorelink to allow for the separation of Manly Library, also in June 2018, in order to join with its parent library service (the Northern Beaches Council) it is not recommended that the remaining Shorelink Councils go to tender for a new LMS at this time.

Negotiations with the current supplier have been finalised and the LMS will be provided for a further 12 months on the same terms and conditions. It is recommended that a Deed of Variation of Contract 7-2013 be entered into for 2018/19.

FINANCIAL IMPLICATIONS:

Costs have been provided for in each Council's draft estimates for 2018/19.

Comment by Responsible Accounting Officer:

Funding for the project is appropriate.

RECOMMENDATION:

1. THAT the Minutes of the Shorelink Library Network meeting held on 21 February 2018 be endorsed.

2. THAT Council hereby authorises its Official Seal to be affixed to Deed of Variation to Contract 7-2013 under the signature of the Mayor and the General Manager.

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

- Direction: 4. Our Social Vitality
- Outcome: 4.5 Lifelong learning and volunteering is encouraged
4.6 Library services meet information, learning and leisure needs

BACKGROUND

In December 2017 North Sydney Council resolved to enter into a new Deed of Agreement, covering provision of library IT services, including an LMS, with Lane Cove and Mosman Councils for 2018/19 and beyond. The Deed provides the framework for the three Councils to agree on a formula for financial contributions for 2018/19 and ongoing.

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

An LMS provides a library service with its acquisitions, cataloguing, on-line public searching (OPAC) and circulation software. Shorelink allows member Councils to make considerable savings through the purchase of one LMS to serve their needs. The resulting joint catalogue, which is a book, e-book and audio-visual database, is a great convenience for the users of the 3 libraries. The joint membership database also delivers convenience in that one card can be used in all libraries. An additional benefit is to management in that it allows for better control over defaulting borrowers who need to keep their accounts at all 3 Councils in good order if they wish to continue borrowing.

The Shorelink Library Network's contract (7-2013) for provision of an LMS is with Aurora Information Technology, and it expires in June 2018. Due to the complexity of the work required of Shorelink to allow for the separation of Manly Library, also in June 2018, in order to join with its parent library service, the Northern Beaches Council, it is not recommended that the remaining Shorelink Councils go to tender for a new LMS at this time.

Negotiations with the current supplier of the LMS have been finalised and the LMS will be provided for a further 12 months on the same terms and conditions. It is recommended that a Deed of Variation of Contract 7-2013 be entered into for 2018/19. The elements of variation in the Deed are:

Report of Rebecca Aukim, Manager, Library Services

Re: Shorelink – Deed of Variation to Contract for Provision of a Library Management System (LMS)

(3)

1. Members are Lane Cove, Mosman and North Sydney Councils.
2. The term is for 1 year (2018/19).
3. Costs are unchanged from 2017/18 + CPI and a minor Microsoft charge per license.



Chairperson: Cr Libby Moline
Mosman Council

Shorelink Office

Secretary: Ms Jenny Bice
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Stanton Library
Level 2
234 Miller Street
North Sydney NSW 2060
(02) 8920 0577

PRESENT: Members:

Lane Cove	Cr Francis Vissel, Jennifer Bice
Northern Beaches (Manly)	Theo Stephens
Mosman	Cr Libby Moline, Jill Cuthbert
North Sydney	Cr Stephen Barbour, Rebecca Aukim

Martin Ellis (North Sydney), Coreen Tan (Shorelink), Melanie Gurney (Northern Beaches), Jillian Yau (Lane Cove), Karen Mitchell (Lane Cove)

Craig Wrightson (Lane Cove), Cr Penny Philpott (Northern Beaches)

Nil

RESOLVED: 2017/2018: 11

THAT the Minutes be adopted

Nil

As of December 31st, Willoughby's departure from Shorelink was formalised. All Willoughby data was successfully extracted from the Shorelink Aurora database, whilst the integrity of the Shorelink data was maintained. There was minimal disruption at the Shorelink end. Outstanding issues were swiftly dealt with and resolved.

Due to the decommissioning of Pacnet, and the imminent termination of their services at the Pacnet Data Centre, which is currently being utilised by Shorelink, we have had to review Shorelink's current network infrastructure. After consultation with Hitech Support, NSW.net and reviewing the network requirements, it has been decided that the Shorelink Library Network will replace all the Pacnet connections with TPG services.

Mail Call, the courier used by Shorelink until October last year, was bought over by Startrack Couriers in mid-2017. It was then recently merged with Australia Post. So currently Shorelink is by default using Australia Post/Star Track Couriers for the courier services. However, integration of their billing system and their communication processes have been problematic and error prone. We are now in the process of establishing a new account with Australia Post, in an effort to sort out errors in their billing. Shorelink is also looking for quotes from other courier companies.

RESOLVED: 2017/2018: 12

THAT the report be received.

ITEM 6: Shorelink Financial Report February 2018

The Shorelink cost report records:

1. *Operating income:* All contributions have been received.
2. *eResources:* \$34,758 transferred from the reserve this year to fund additional eBook subscriptions.
3. *Courier:* There has been a major billing issue with the new courier company. This is in the process of being resolved, the invoices will be paid this month.
4. *Network priority:* This budget is for network emergencies and will rollover into the next budget.
5. *Accumulated surplus (Reserve):* As per the Deed of Agreement, Willoughby were allocated their share of the reserve (\$40,000). The reserve total is currently at \$61,745.

RESOLVED: 2017/2018: 13

THAT the report be received.

ITEM 7: Shorelink Deed of Agreement

This report advises the Committee that Lane Cove, Mosman and North Sydney Councils have formally entered into a new Deed of Agreement for 2018/19 and beyond.

From July 2018 Shorelink's Library Management System and staff costs will be dispersed according to the number of LMS licenses purchased by each Council; branch telecommunications will be paid by individual Councils and other costs will be shared equally. These principles have been set out in the new Shorelink Deed of Agreement.

RESOLVED: 2017/2018: 14

THAT the Committee notes the Shorelink Deed of Agreement has been finalized

ITEM 8: Manly Library Report 2018/19

This report was tabled at the meeting:

Due to the amalgamation of the Northern Beaches Councils, Manly library will be withdrawing from the Shorelink Consortium at the end of the 2017/18 financial year as it joins the five other branches of the Northern Beaches Library service in sharing one common Library Management System.

At present, Manly Library is working with the Shorelink administration and AIT to manage the exit of the Manly Library Service from Shorelink and the transfer from the Aurora Library Management System to the Spydus Library Management System.

We thank the Shorelink network libraries for their support and assistance during this period of transition.

RESOLVED 2017/2018: 15

THAT the information be received.

ITEM 9: Correspondence

In:

14 February 2018: Letter from Mr Craig Wrightson, General Manager, Lane Cove Council: *"I am writing to the Shorelink Library Network Committee on behalf of Lane Cove Council to request that Shorelink meet with representatives of the City of Ryde and Hunters Hill Councils to discuss what opportunities may exist for them to join Shorelink."*

14 February 2018: Letter from Mr Doug Coulson, Aurora Information Technology (AIT) providing confirmation of application software license costs for 2018/19.

Out:

13 February 2018: Letter to Mr Doug Coulson, Aurora Information Technology (AIT) seeking confirmation of application software license costs for 2018/19.

14 February 2018: Letter of thanks for many years of service to Ms Veronique Marchandreau of North Sydney Council.

RESOLVED 2017/2018: 16

THAT the information be received.

THAT the library managers develop a presentation for Ryde and Hunters Hill to meet the objectives set out in the correspondence from the General Manager of Lane Cove Council.

THAT a draft of the presentation be made available to the Shorelink Committee to allow the Councillors to make comment.

ITEM 10: General business

NIL

Next meeting: 2 May 2018 at Manly Library

The meeting closed at 7.15 pm.