

# Coromandel Community Library

## Annual Report 2014 /15

With this report, I would like to say a huge thank-you to all the library volunteers, past and present; their commitment to serving our community as volunteers has been outstanding.

For the past 35 years our library has been staffed by volunteers, and in those early years, not only did they manage the library, but they needed to spend many hours of fund raising to buy the books and keep the library viable, even with the monetary assistance of a grant from Council.

They adapted well as the years passed; library requirements and subscriber needs in reading material changed, new ways of fund raising and the extra Council grant slowed down the demands on their time but they continued to be busy and astute to our Community's requirements.

Technology is moving at a fast pace; the need to hold a book in one's hands to access information or just relax, is declining; this is a world-wide trend. In our library we still have our loyal readers, with new ones joining, and while issues are down, the library is in good heart and doing very well with excellent book selections.

Book purchases, covers and stationery expenditure was \$11,998. With the June account, not submitted before the end of July, we will have achieved our \$12,500 budget. Book purchases totalled 451, and a further 45 books were donated. Subscription income is down to \$4,140.00, but it is to be remembered that the subscription was reduced in August 2014 from \$20 to \$15, so that was expected. Our family subscription covers one or more members, including extended family, providing they adhere to our rules. Despite the comings and goings of members, during the last 12 months over 500 people took out books; an excellent result.

Our book sales continue to be well supported, over all, as are our raffles and donations keep coming in.

A submission was drafted to T.C.D.C. in February, regarding our Service Agreement, which expired on July 1, 2015. We requested the agreement be continued, with the recommendation that the grant be reduced. We have been verbally advised that this request has been accepted.

We wish to thank the Coromandel Colville Community Board for their ongoing support in acknowledging our library's valuable role within our community and for extending our Service Agreement and grant.

The library has always been prudent in managing its funds, and has accumulated a reasonable amount in reserves.

Those funds have and will be used to put heaters into the library and to re-carpet the library floor. The old carpet is 35 years old and is showing signs of wear in areas that could be deemed to be dangerous.

A glass cabinet has also been suggested, to house our reference books, collected to record, in perpetuity, the Coromandel area history. No decision has yet been made.

We have also discussed reducing the subscription from \$15 to \$10, as from the August Annual General Meeting. That will be the meeting's decision.

My sincere thanks to Jim Sharp for taking care of the Health and Safety aspects of the library. That's not an easy job, given that the Government keeps changing the goal posts.

Mary Hickman has recently retired from the library committee, after 12 years. She has been an inspiration to us all; so thank-you, Mary for the many tasks you have undertaken. Along with Jim, Mary was the library representative who managed the Deirdre Airey Literacy Awards so successfully over the years. As has been noted, the latest award went to the Colville School for the STEPS learning programme.

Our library is blessed with an awesome group of people. My sincere thanks to all the librarians and to the committee, who work tirelessly behind the scenes, to the book committee; at times it's been hard to get it right.

Raewyn and Sharon, my right hand ladies, you keep me informed and guided in the right direction and Raewyn, your excellent articles in the Chronicle keep our community informed.

We believe strongly that our community has a positive future, as has the library and we do thank all our supporters and users. Please continue to do so; our future as a library rests in your hands.

Thank you

Carlene Carmichael  
Chairperson.

**COROMANDEL COMMUNITY LIBRARY**

**Statement of Accounts for the Year to**

		30/06/2015
30/06/2014	Balance brought forward 00 a/c	\$ 13,984.82
\$ 6,583.12	<b>INCOME</b>	
4860.00	Subscriptions	4140.00
0.00	Magazine Sub	0.00
47.50	Book Purchases	0.00
95.80	Fines	132.00
50.00	Sundries	0.00
0.00	Lost Book	0.00
22.10	Donations	279.80
1500.00	Account Transfer	8500.00
3364.40	Sales	2418.90
70.90	Extras	34.20
328.00	Raffle	494.00
0.00	Bizarre	0.00
665.00	Book Repair	0.00
33.46	Interest/Bank	37.35
12000.00	TCDC	12000.00
0.00	R&M	0.00
0.00	Trust Waikato	0.00
<u>\$ 23,037.16</u>		<u>\$ 28,036.25</u>
\$ 29,620.28		\$ 42,021.07

	<b>PAYMENTS</b>	
11688.86	Book Purchases	11408.46
368.38	Stationery	276.05
329.35	Binding/Covers	234.87
0.00	Roof Maintenance	0.00
0.00	Photocopy	0.00
76.67	Annual Return Fee	76.67
0.00	Post	0.00
450.00	Petty Cash Expenses	225.00
0.00	Water Rates	0.00
437.53	General Expenses	838.39
149.40	Repairs & Maintenance	0.00
0.00	Bank Transfer	14000.00
2.80	Bank Fees	0.00
0.00	Computer	0.00
0.00	Subs	0.00
0.00	Gift	165.00
88.93	Raffle	151.91
1251.79	Insurance	1280.54
0.00	Bk Buy Exps	0.00
530.00	Donation	330.00
210.00	Cleaning	285.00
51.75	Advertising	0.00
	Deirdre Airey Award	1427.00
<u>\$ 15,635.46</u>		<u>\$ 30,698.89</u>

\$ 13,984.82	Closing Balance	\$ 11,322.18
	Unpresented Chq	\$ -
\$ 13,984.82	Bank Statement	\$ 11,322.18

<b>ISSUES</b>		
2013/14	00 A/c	\$ 13,984.82
2014/15	97 A/c	\$ -
	Petty Cash	\$ 31.10
	Float	\$ 100.00
	T/Deposit	\$ 11,920.18
	T/Deposit	\$ 11,334.89
	<b>TOTAL</b>	<b>\$ 37,370.99</b>
	Petty Cash	\$ 27.40
	Float	\$ 100.00
	T/Dep #3	\$ 20,413.08
	T/Dep #5	\$ 11,776.95
	<b>TOTAL</b>	<b>\$ 46,302.25</b>

# COROMANDEL COMMUNITY LIBRARY INCORPORATED SOCIETY

## Minutes of AGM held on Thursday 13 August 2015 at 1.30pm in the library

Meeting Opened

Present: Carlene Carmichael, Sharon Currie, Raewyn McKinney, Ann McNair, Diann Cade, Jim Sharp, Pat Sharp, Peter Sowden, Pam Sowden, Stuart Nairn, Lynette Croucher, David Hickman, John Bell, Shirley Fenwick, Barbara Peddie, Don Pearce, Evelyn Green, Kim Brett

Apologies: Tahi, Bill Idol, Kay Ebborn, Robyn Dudson, Mary Hickman, Sue Wright, Charles Little, Lorraine Abernethy, Ian Franklyn, Brian Webb.  
Apologies accepted. Moved Pat Sharp / Peter Sowden

Minutes: Minutes of AGM held on 12 August 2014 read.  
Confirmed as a true record Moved/Seconded Stuart Nairn /Ann McNair

Chairperson's Report - Carlene Carmichael read her report. Copy included with minutes.  
Report accepted. Moved Carlene Carmichael /Sharon Currie

Financial Report - Financial report and audited balance sheets presented by Sharon Currie, copy with minutes. Discussion on financial report; new library heaters were paid for in July (\$1,382.80) Comments made regarding Statement of Accounts; items ' Magazine Sub, Bizarre, R & M, Trust Waikato' can now be removed from 'Income'  
In response to a question, Sharon advised approximately half a dozen members pay subscription by Internet Banking.  
Financial report accepted Moved Sharon Currie /David Hickman

Election of Officers: Kim Brett chaired meeting and called for nominations for Chairperson, Carlene advised she was willing to stand again.

Chairperson - Carlene Carmichael re-elected. Moved Pat Sharp / Evelyn Green

Carlene presided over rest of meeting.

Secretary - Raewyn McKinney re-elected. Moved Carlene Carmichael / Pat Sharp

Treasurer - Sharon Currie re-elected. Moved Pam Sowden/ Carlene Carmichael

Committee - Re-elected: Diann Cade, Ann McNair, Stuart Nairn, Pat Sharp,  
Jim Sharp Peter Sowden Tahi  
Moved Carlene Carmichael /Sharon Currie that the above be re-elected and Don Pearce be elected to join committee. Carried

Librarian - Carlene advised she is willing to continue in dual role as there has not been a problem combining the positions with more duties delegated to volunteers.  
Carlene Carmichael re-elected. Moved Evelyn Green / Jim Sharp

Auditor - David Phillip willing to continue; re-appointed. Moved Carlene Carmichael /Sharon Currie  
Moved Stuart Nairn / Peter Sowden that a Peppertree Voucher be purchased as thanks.

General Business:

Moved Stuart Nairn / Pat Sharp that the Annual Family Subscription be reduced to \$10.00, payable by the end of the month due. Discussion held; there is plenty of money in the bank and it is a way to give something to the community. Main expenses of the library are Book Purchases, Insurance and Cleaning. Carried unanimously.

Moved that the Half Yearly Subscription remain at the discretion of the librarian.

Moved that the Extra Book Charge remain at 20 cents, over and above allowance of 6 books (except at Christmas when double the number of books can be taken out at no extra charge.)

Moved that the Overdue Book Charge remain at 50 cents per book per week, within reason.

Moved Peter Sowden / Sharon Currie

Moved that library hours remain the same with the exception of the Christmas Break when the library hours may be changed to accommodate Public Holidays, and for a few days in September to allow the laying of the new carpet.

Moved Peter Sowden / Ann McNair

Moved that signatures for cheques remain as any two of three – Chairperson, Treasurer, Secretary.

Moved Pam Sowden / Barbara Peddie

Moved that a subscription of \$30.00 be paid to the Coromandel Town Chronicle.

Moved Lynette Croucher/ Stuart Nairn

Moved that a donation of \$100 be made to the Coromandel School of Mines & Historical Society to assist with the provision of historical information that the library does not hold. Any enquiries or requests for such information are referred to the Museum. Moved Sharon Currie / Barbara Peddie

Service Agreement and grant in place until June 2018: Carlene Carmichael advised the agreement has now been signed and returned. No action needed but there are a few changes to be aware of; such as a liability clause and a confidentiality clause. Library is also to publicise TCDC whenever possible.

Health and Safety Policy in place – no incidents to report. Jim Sharp advised the library is a public building offering a service to the public, so is governed by the WorkSafe Act, which takes effect from October 1 2015. The biggest issue for the library is the stairs, as the public are not allowed to access the stairway. Kim Brett advised that Health & Safety is a huge issue for the Coromandel Colville Community Board, as it has an effect on every aspect of the town.

Carlene Carmichael gave thanks to the Coromandel Colville Community Board for their on-going support.

David Hickman queried the tasks the Go Girls are performing; are they fulfilling their contract?

To be discussed at committee meeting following AGM.

Meeting Closed 2.10 pm