

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC. MINUTES OF EXECUTIVE BOARD MEETING

Monday 20 February 2017 Teleconference

Present:

Sharan Harvey, (SH) President
Sylvia Swalling, (SS) Treasurer
Astrid Hancock, (AH) Northern Qld Rep
Lisa Harth, (LH) South West Qld Rep

Cheryl Haughton, (CH) Central Qld Rep
Nicole Hunt, (NH) South East Qld Rep
Celia Donnellan, Sunshine Coast Library
Rebecca Randle, (RR) Secretary

Apologies:

Esther Buys, (EB) Vice President

1. President's welcome

Sharan Harvey welcomed attendees and thanked Board members for their attendance at the meeting.

2. Minutes of previous meeting

Motion from Sharan Harvey : That the minutes of the Executive Board meeting on 16 January, 2017 be accepted as a true account of the meeting.

Seconded: Rebecca Randle All in favour.

3. Actions from previous minutes

- #1 Closed.
- #6 Carry over.
- #24 Closed.
- #25 Carry over. Refer to QPLA promotional brochure prepared for the 2015 conference.
- #27 Awaiting development of the Conference Logo.
- #28 In progress. Criteria being reviewed. Timelines for advertising to be addressed.
- # 29 Closed.

4. President's Report

- SH spoke with Marion Morgan-Bindon and APLA to obtain conference speaker recommendations. The Manager at Cuyahoga Country was suggested. She recently spoke in Australia on advocacy and the country was part of the IFLA tour.

- SH has been asked to provide feedback to ALIA on eBook content and lending to determine whether there is a need for ALIA to continue to advocate on purchasing models. Jane Alexander from Brisbane Libraries is obtaining input that can be provided to ALIA.
- The first 5 forever report has been released. SLQ have either visited or rung libraries to discuss proposed changes to funding release. To be discussed within agenda item.

Motion from Sharan Harvey : That the President's report be accepted.

Seconded: Nicole Hunt All in favour

5. Treasurer's Report

- SS referred to the Treasurer's Report dated 20 February 2017 provided with the meeting papers.
- Net financial position YTD at end of February is \$341,220.39
- Total current assets is \$341,220.39
- The Local Buy invoice payment net of GST has been received.
- Revenue from QPLA memberships is expected to climb during May/June
- The net operating income YTD is \$15, 771.52

Motion from Sylvia Swalling : That the Treasurer's report be accepted.

Seconded: Rebecca Randle All in favour

6. Correspondence

Correspondence Incoming

- Warren Fraser, Qld Uni Directors of IT (QUDIT) – Invitation for a QPLA member to participate in QUDIT meeting.
- IFLA Public Libraries – Thank you for Steam into Sydney.
- IFLA Call for proposals – Metropolitan Public libraries

Correspondence Outgoing

- Mailchimp to members – Notification that Steam into Sydney was fully subscribed ; call for proposals for Metropolitan Public Libraries section

Motion from Rebecca Randle : That the correspondence report be accepted.

Seconded: Lisa Harth

All in favour

7. QPLA LEaD 2017 – Sunshine Coast

- Celia Donnellan from Sunshine Coast Library addressed the conference Idea paper.
- A number of speakers have been identified and will be approached in the next month.
 - “speed dating with robots” with member libraries showcasing their programs
 - Data visualisation referencing the SLQ tool
 - Panel session on architectural design : How to design a functional brief that will future proof the library; what does co-location with other community services look like
 - A session for the host library – Sunshine Coast to showcase their library service.
 - A personal development session.
 - Panel session on marketing : marketing in the age of Amazon; how to launch a successful Facebook campaign using news feed algorithms ; State-wide campaigns for libraries
- Any additional ideas or speaker recommendations should be emailed to the Celia.
- Branding for the conference is in development and will be provided to Regional Reps when finalised for use with Award and Bursary documentation.

Action:

SH to contact SLQ to determine the status of data visualisation tool in beta which was launched in April 2016.

8. Conference Bursaries – Regional Reps

- NH reviewed amended as required, wording for the 2015 conference bursary applications the 2015.
- The timelines required for the application and approval process by potential applicants was discussed. SS has part of application process require sign off and approval etc.

Action:

Timeline for 2015 conference to be distributed to Regional Reps.

9. First Five Forever Report

- SLQ have provided notification to several libraries that a portion of the first five forever funding will be retained for the purchase of kits. This action has been introduced because of the low number of kits which have been purchased to date. SLQ is working with Treasury to obtain funding beyond 2018.

- SH provided feedback to the SLQ on the quality of the kits and the lack of indigenous material within the kits. It was suggested that they could potentially be themed for specific groups e.g. indigenous, multicultural, 0-1 boardbook and general <5 years and should change on a regular basis in recognition of a second and third child in the family.
- A report providing data on the first five forever funding has been produced to provide advocacy for the State and back up the case for continued funding.

10. Business arising from Minutes (not covered by other Agenda items)

Nil

11. Other Business

Invitation to Engage with the Qld Uni Directors of IT (QUDIT)

- An invitation for a QPLA member to attend the QUDIT meetings.

Draft QPLA membership benefits statement

- The intent of the benefits statement is to provide a story about what the QPLA can “bring to the table” e.g. provide advocacy to Queensland libraries via the following committees etc.
- CH advised that a brochure had been produced previously for the 2015 conference.

Action:

Cheryl to provide a copy of the 2015 QPLA benefits brochure to KH and RR.

QPLA role descriptions

- The draft lists of responsibilities will be reviewed out of session. Any amendments or updates to be sent to Kim.

12. Date of next meeting

Monday 13 March 2017. 11am - 1pm – Teleconference.

13. Close

The meeting closed at 1.pm.

Action Items

#	Item	Who	Date Raised	Due Date
1	Marian Morgan-Bindon to obtain details of the presenters organised for the IFLA public library symposium and their topics, and to provide to QPLA after August for consideration	MMB	26/6/16	Closed
6.	Esther Buys to send notice to QPLA members as a reminder to reference Local Buy providers, when making purchasing decisions. A Local Buy list of vendors to be included. <i>Update:</i> <i>EB to draft letter for distribution to members</i>	EB	25/7/16	16/1/17
24	KH to create the February 20 2017 Executive Board meeting as an event in Eventbrite and members are to register their attendance using the system.	KH	12/12/16	Closed
25	KH to prepare draft QPLA membership benefits statement for review at February 2017 teleconference.	KH	16/1/17	13/3/17
26	RR to confirm if SLQ have events scheduled for October write to SLQ advising dates of QPLA Sunshine Coast conference and to confirm if any events are scheduled for same dates.	RR	16/1/17	Closed
27	KH to send details of the Library Awards branding to LH & NH. <i>Update:</i> <i>Branding to be provided by Esther/Celia from Sunshine Coast when finalised.</i>	EB	16/1/17	13/3/17
28	Each Regional Representative is to disseminate information regarding the Conference attendance bursary to member library within their region. The criteria to be developed to assess applications and scoring criteria to be reviewed.	Reg. Reps	16/1/17	30/6/17
29	KH to send links to bursary information to each of the regional representatives	KH	16/1/17	Closed
30	SH to contact SLQ to determine the status of data visualisation tool in beta which was launched in April 2016.	SH	20/2/17	13/3/17
31	Timeline for 2015 conference to be distributed to Regional Reps.	KH	20/2/17	13/3/17

#	Item	Who	Date Raised	Due Date
32	Cheryl to provide a copy of the 2015 QPLA benefits brochure to KH and RR.	CH	20/2/17	13/3/17

QPLA Board Meeting

Meeting Date: 20/02/2017

Treasurer's Report : Sylvia Swalling

1. Total current assets \$341,220.39
2. Total current liabilities \$1,335.69 (BAS payable)
3. Total equity is \$341,220.39 (current net income for the period \$15,771.52 and retained earnings \$339,884.70)
4. Total net position is \$341,220.39
5. Budget VS Actual shows:
 - a. Total Revenue @ \$64,012.95:
 - i. interest received @ \$1,388.98
 - ii. Professional Development Event @ \$25,054.52
 - iii. QPLA Memberships @ \$6,652.68
 - iv. Local Buy @ \$29,916.76 (the applied invoice of \$32,908.44 attracts GST in the amount of \$2,991.68) – this allocation is \$3,916.76 more than the projected budget amount
 - b. Total Expenses @ \$48,241.43:
 - i. Administration @\$5,544.08
 - ii. Audit Fees @\$1,640.00
 - iii. Bank Fees & Charges @\$387.16
 - iv. Insurance @\$2,932.61
 - v. Meeting Expenses @\$1,693.78
 - vi. Permits, Licences & Fees @\$51.70
 - vii. PD Event Expenses @\$ 34,552.10
 - viii. Website Costs @\$1,440.00
 - c. Net Operating Income @ \$15,771.52
6. Reconciliation Report on activity account (no change to the other two accounts)
 - a. Opening balance @ \$65,151.35
 - b. Cleared payments @ -\$732.06

c. Cleared deposits @ \$35,545.44

d. Unclear transactions @ \$0.00

e. Closing balance @ \$99,964.14

7. OUTSTANDING BUSINESS: N/A

Queensland Public Libraries Association Inc

BALANCE SHEET

As of January 31, 2017

	TOTAL
ASSETS	
Current Assets	
Westpac-Cheque Account	99,964.14
Westpac-Reserve Account	189,089.34
Westpac-Term Deposit	42,319.64
Prepaid Expenses	9,847.27
Undeposited Funds (Credit Card transactions etc.)	0.00
Total Current Assets	A\$341,220.39
Total Assets	A\$341,220.39
LIABILITIES AND SHAREHOLDER'S EQUITY	
Current liabilities:	
BAS Liabilities Payable	2,120.86
BAS Suspense	-785.17
Total current liabilities	A\$1,335.69
Shareholders' equity:	
Net Income	15,771.52
Retained Earnings	324,113.18
Total shareholders' equity	A\$339,884.70
Total liabilities and equity	A\$341,220.39

Queensland Public Libraries Association Inc

PROFIT AND LOSS YTD COMPARISON

July 2016 - January 2017

	TOTAL	
	JUL 2016 - JAN 2017	JUL 2016 - JAN 2017 (YTD)
INCOME		
Interest Received	1,388.98	1,388.98
Local Buy	29,916.76	29,916.76
Professional Development Event	26,054.53	26,054.53
QPLA Memberships	6,652.68	6,652.68
Uncategorised Income	0.00	0.00
Total Income	A\$64,012.95	A\$64,012.95
COST OF SALES		
Cost of sales	0.00	0.00
Total Cost of Sales	A\$0.00	A\$0.00
GROSS PROFIT	A\$64,012.95	A\$64,012.95
EXPENSES		
Administration	5,544.08	5,544.08
Audit Fees	1,640.00	1,640.00
Bank Fees & Charges	387.16	387.16
Insurance	2,932.61	2,932.61
Meeting Expenses	1,693.78	1,693.78
Permits, Licences & Fees	51.70	51.70
Professional Development Event Expenses	34,552.10	34,552.10
Website Costs/Promotion	1,440.00	1,440.00
Total Expenses	A\$48,241.43	A\$48,241.43
NET EARNINGS	A\$15,771.52	A\$15,771.52

Queensland Public Libraries Association Inc

BUDGET VS. ACTUALS: 2016V17 BUDGET - FY17 P&L

July 2016 - June 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
REVENUE				
Interest Received	1,388.98	2,500.00	-1,111.02	1,111.02
Local Buy	29,916.76	26,000.00	3,916.76	-3,916.76
Professional Development Event	26,054.53	35,000.00	-8,945.47	8,945.47
QPLA Memberships	6,652.68	12,500.00	-5,847.32	5,847.32
Sales of Product Income		0.00	0.00	0.00
Uncategorised Income	0.00		0.00	0.00
Total Revenue	A\$64,012.95	A\$76,000.00	A\$ -11,987.05	A\$11,987.05
COST OF SALES				
Cost of sales	0.00		0.00	0.00
Total Cost of Sales	A\$0.00	A\$0.00	A\$0.00	A\$0.00
GROSS PROFIT	A\$64,012.95	A\$76,000.00	A\$ -11,987.05	A\$11,987.05
EXPENSES				
Administration	5,544.08	35,000.00	-29,455.92	29,455.92
AILA Sponsorship		7,500.00	-7,500.00	7,500.00
Audit Fees	1,640.00	3,000.00	-1,360.00	1,360.00
Bank Fees & Charges	387.16	750.00	-362.84	362.84
Consultation Expenses		1,000.00	-1,000.00	1,000.00
Insurance	2,932.61	3,000.00	-67.39	67.39
Meeting Expenses	1,693.78	7,500.00	-5,806.22	5,806.22
Permits, Licences & Fees	51.70	250.00	-198.30	198.30
Professional Development Event Expenses	34,552.10	50,000.00	-15,447.90	15,447.90
Project Sponsorship		5,000.00	-5,000.00	5,000.00
QPLA Awards/Bursary		5,000.00	-5,000.00	5,000.00
Website Costs/Promotion	1,440.00	3,000.00	-1,560.00	1,560.00
Total Expenses	A\$48,241.43	A\$121,000.00	A\$ -72,758.57	A\$72,758.57
NET OPERATING INCOME	A\$15,771.52	A\$ -45,000.00	A\$60,771.52	A\$ -60,771.52
NET INCOME	A\$15,771.52	A\$ -45,000.00	A\$60,771.52	A\$ -60,771.52

Queensland Public Libraries Association Inc Reconciliation Report

Westpac-Cheque Account, Period Ending 31/01/2017 Summary

Statement Beginning Balance	65,151.35	65151.35
Cheques and Payments cleared	-732.65	-732.65
Deposits and Other Credits cleared	+35,545.44	35545.44
Statement Ending Balance	99,964.14	99964.14
Register Balance as of 31/01/2017	99,964.14	99964.14

Details

Cheques and Payments cleared

Date	Type	No.	Name	Detail	Amount
22/12/2016	Cheque Expense	6	Lisa Harth	Reimbursement	-55.00
22/12/2016	Cheque Expense	7	Nicole Hunt	Reimbursement	-37.65
03/01/2017	Expense		Westpac	Merchant Fees	-22.00
03/01/2017	Expense		Westpac	Merchant Fees	-33.00
10/01/2017	Bill Payment		Kim Hollingworth	Administration	-400.00
10/01/2017	Expense		Stay Balanced	Bookkeeping	-185.00
Total					-732.65

Deposits and Other Credits cleared

Date	Type	No.	Name	Detail	Amount
13/10/2016	Payment		Ipswich Libraries	PD Event	820.00
12/01/2017	Payment		Local Buy Pty Ltd	15/16 Contribution	32,908.44
12/01/2017	Deposit		ATO	BAS Refund	1,817.00
Total					35,545.44

Queensland Public Libraries Association Inc

A/R AGEING SUMMARY

As of January 31, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Cairns Regional Council				182.00		A\$182.00
Hinchinbrook Shire Council				182.00		A\$182.00
TOTAL	A\$0.00	A\$0.00	A\$0.00	A\$364.00	A\$0.00	A\$364.00