MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 21th February 2019
SIR EARLE PAGE LIBRARY AND EDUCATION CENTRE, Grafton NSW

PRESENT: Bellingen Shire Council
                   Jill Haynes Bellingen Shire Librarian
                   Cllr Toni Wright-Turner

                   Clarence Valley Council
                   Cllr Karen Toms
                   Cllr Peter Ellem
                   Des Schroder (Executive Officer)
                   Kathryn Breward Regional Librarian

   Meeting opened at 10:30am
   Cllr Toni Wright-Turner arrived 10:50 am

1. **Acknowledgement of Traditional Custodians**
   a. – Cllr Peter Ellem

2. **APOLOGIES**

   Alison Pattinson

3. **AGM – Election of Chair and Deputy Chair**

   Motion: AGM differed until Cllr Toni Wright-Turner arrives.

   Moved: Cllr Karen Toms
   Seconded: Cllr Peter Ellem

   Nominated Chair: Cllr Peter Ellem Nominated by Cllr Karen Toms

   Nominated Deputy Chair: Cllr Toni Wright-Turner Nominated by Cllr Peter Ellem

4. **Disclosure of Conflict of Interest**

   Nil

5. **CONFIRMATION OF MINUTES – Meeting held 15 November 2018**

   No issue with previous minutes.

   Moved: Cllr Karen Toms
   Second: Jill Haynes

   Adopted

6. **Business arising from the Minutes – Meeting held 15 November 2018**

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

6.1 Public Libraries Statistical Comparison 2016/17

Discussion around how we compare as indicated in the report. Improvements have occurred however we are still below state average in some areas. The metropolitan libraries will distort the results due to their higher funding base. The undersize of a number of our libraries in comparison to our populations prohibit the number of items we can house on our shelves to meet this population need. Spending on eResources is one option to increase collections.

Recommendation

That the report of the Clarence Regional Library performance compared to other public libraries in NSW be noted and endorsed.

Moved: Cllr Karen Toms
Second: Jill Haynes

Adopted

7. Correspondence

In-coming: Nil

Out-going: Nil

Media Releases:

CRL	12/11/2018	Library offers incentive to get feedback on its collection
CVC	18/12/2018	From around the Grounds
CVC	21/12/2018	Robots, curious creatures and author visit the libraries
BSC	14/12/2018	Urunga Library to get a facelift

8. Executive Officer's Reports

NIL

9. Regional Library Reports -

9.1 Local Studies Strategy

Discussion occurred around the *heritage in pixels* project and the partnership being developed with the Grafton Regional Gallery.

Recommendation

That:
1. The progress of the implementation of the Local Studies Strategic Plan be noted.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Bellingen Shire COUNCIL

clarence VALLEY COUNCIL

your library–your place CLARENCE VALLEY

2. The Regional Librarian report back to the committee on the rollout of the *your heritage in pixels* project and the Regional Librarian to investigate the Bellingen Shire request for their 3 museums to be included in the partnership project with the Grafton Regional Gallery workshop series.

Moved: Cllr Karen Toms
Second: Cllr Toni Wright-Turner

Adopted

9.2   Aboriginal resources

The committee suggested an additional set of the *Reading Tracks* readers should be purchased for use across the service. Also suggested an oral history be organised for Yaegl elder Ron Heron if there is not one already available for use in the library.

Recommendation

That the committee note the Aboriginal Resource collection acquisitions.

Moved: Cllr Peter Ellem
Second: Cllr Toni Wright-Turner

Adopted

9.3   Community Collection Needs Survey

Of note, Cllr Toms indicated she had received positive feedback from the community in Yamba regarding the library service.

Recommendation

The CRL Committee note the schedule for the Collection Needs survey for 2018.

Moved: Cllr Toni Wright-Turner
Second: Cllr Karen Toms

Adopted

9.4   Community Book Selection

Recommendation

That the committee note the information on the Community Book Selection.

Moved: Cllr Karen Toms
Second: Cllr Toni Wright-Turner

Adopted

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

9.5   Quarterly Income and Expenditure Sheets

Recommendation

That:
1. The report on the Quarterly Income and Expenditure Sheet is noted by the Committee.
2. Both council's financial representatives be invited to the May CRL Committee meeting in Grafton.

Moved: Cllr Peter Ellem
Second: Jill Haynes

Adopted

10.   Items for Information

Nil

11.   Additional Matters

Clarence Regional Library scheduled Committee Meetings for 2019:

14 February – Bellingen

16 May – Grafton

15 August – Bellingen

14 November – Grafton

12.   Items for next meeting

12.1   10 year forecasting review of CRL Reserve commitments

12.2   Digital collection resources

12.3   Literacy focus

12.4   Marketing and promotion

12.5   Library identity

12.6   Collection needs survey report

12.7   eSmart

12.8   Review

Meeting Closed: 11:40 am

Next meeting: Thursday 21 February 2019 in Bellingen

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

ITEM: 6.1   No. 1/19 – NSW PUBLIC LIBRARIES STATISTICAL COMPARISON 2016/17
Meeting: Clarence Regional Library Committee   21 February 2019
Reviewed By:
Attachment: No

REPORT SUMMARY

This report provides an overview of the performance of the Clarence Regional Library (CRL) as reported in the Public Library Statistics 2013/14 Report.

OFFICER RECOMMENDATION

That the report of the Clarence Regional Library performance compared to other public libraries in NSW be noted and endorsed.

LINKAGE TO *CVC COMMUNITY PLAN*

Theme   **1 Society**

Objective   **1.3 We will have a diverse and creative culture**

Strategy   **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO *BSC COMMUNITY VISION 2030*

Theme 2:   Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported
             2 We are a learning and creative community
             3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
             4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

NSW public library statistics have been gathered and reported by the State Library of NSW since 1973.

Data has been provided by member Councils of the CRL for the period July 2016 to June 2017 and provides a significant body of data to gauge the relative performance of all the public libraries across the State. A scale of 1 to 90 is used to rank performance against other public libraries where appropriate. This represents the total number of library services for 2016/17. In previous years there were 99 to 102. Many of these library services comprise regional library services or other joint operations making the total number of branches approximately 4 times the number of services.

KEY ISSUES

State-wide Facts:

• There are 90 library services (following council mergers in may 2016) including stand-alone libraries and regional or joint libraries where up to 10 local councils have entered into a written agreement to provide combined services.

• Physical visits to public libraries were 35 million in 2016/17.

• Loans of collection items are significant, 41.25 million in 2016/17.

- Virtual visits to public library websites were 13.2 million 2016/17.

- Internet bookings in public libraries were 11.38 million in 2016/17 Wi-Fi bookings account for most of these bookings.

- There were 996,261 eBook loans, an increase of 75% from 2012/13 to 2016/17.

- Local government expenditure on public libraries has grown from $90,854,826 in 1990 to $373,931,210 in 2016/17. State Government expenditure grew from $13,126,718 to $28,322,000. This represents a significant drop in the State's proportion of the total funding over that period of time and has dropped even further in the 2017/18 year to $28,803,053. Funding by LGA's continues to grow in absolute terms.

CRL Facts:

A selection of criteria has been used to provide an overview of the change in performance of the CRL over previous years and with reference to the NSW average across all public libraries. The data being reported addresses not only the collection, which is the core responsibility of the CRL Committee, but also staff comparisons that will be of interest to each member Council.

In summary, the data shows improvements across the CRL's collection development activities. It clearly demonstrates to the funding body that the CRL is putting considerable effort into improvements, which is a key consideration when applications for grants are assessed. There is still work involved in ensuring these improvements are maintained.

Staffing levels have remained static during this reporting period and therefore that data does not demonstrate improvement.

Population Comparisons:
Population per staff member in the Clarence Valley Council and Bellingen Shires that make up the CRL is 6.3% above the State average this is a reduction from the 8% above the NSW average for last year. This is an improvement on last year's results and eases the workload on staff across the region.

Graph 1

Population per staff members

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
Pop'n per staff member	3343.42	3334.92	3342.12	3480.98	3476.31	3270.23
Pop'n per qualified staff member	12812	12779.4	12807	16012.5	16069.25	9727.59

(Ranks shown on graph: Pop'n per staff member — 18/102, 16/102, 21/101, 9/101, 10/90; Pop'n per qualified staff member — 44/102, 43/102, 44/101, 43/101, 37/90)

The population per qualified staff member is 65.2 % higher then the State average. This places a potential workload on the small number of staff who have formal library qualifications far greater than what is

experienced generally in public library services as evidenced in our relative ranking (the lower the ranking the better in this instance).

This information must be considered with respect to the actual amount of lending activity undertaken by staff. Graph 2 indicates that the current amount of lending activity undertaken by our staff is 12.6% above the state average for the year. The trend for the last 3 years has climbed from 6.6% in 2013/14 above the current state average. This year's result is an improvement on last year, the overall implication of this is that activities other than lending will be limited if comparable workloads are considered. Our libraries are indeed increasing their additional activities where they can and the community is enjoying those benefits.

The Grafton Library continues to result in considerably increased expectations of the community, with increased membership and increased circulation and attendance then prior to its opening.

Graph 2

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Circulation	19101.93	18746.87	19621.03	19674.08	19155	17007.3
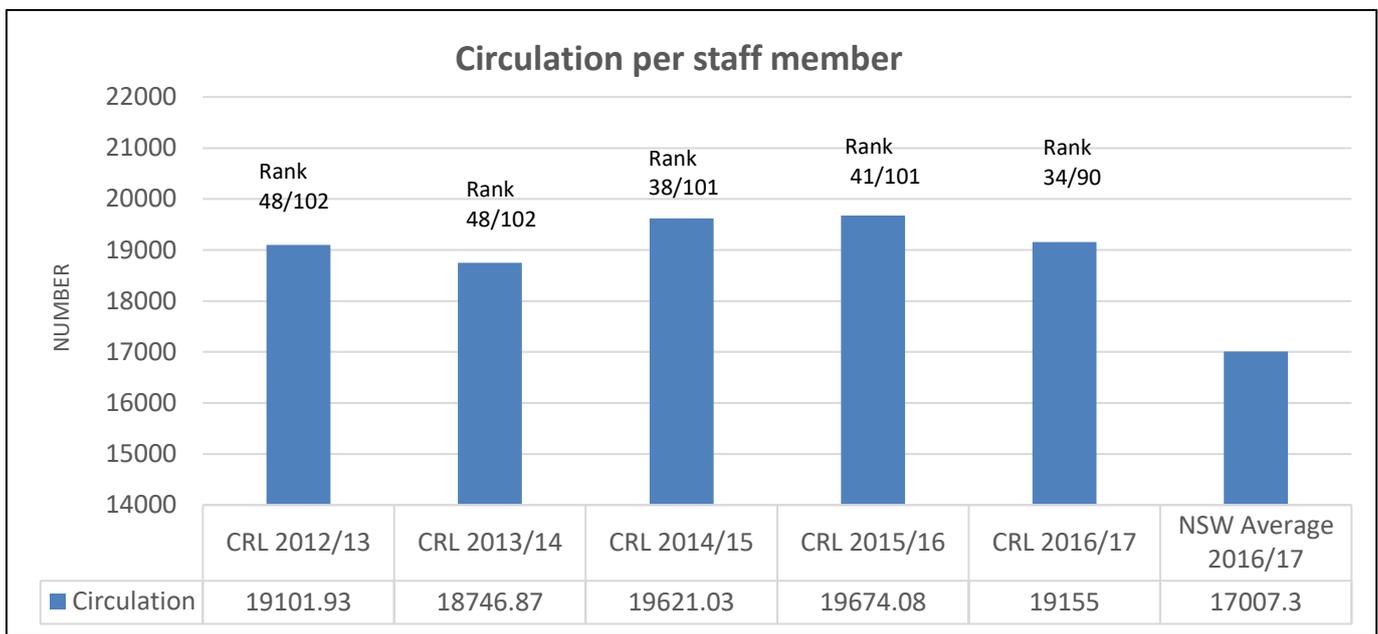
Total Expenditure on Library Services:
The total expenditure on library services per capita is 21% below the state average (Graph 3).

Expenditure on an operational level has not significantly changed for the last 3 years and this is reflected in the result for this period. It is of note that our ranking compared across the State has significantly improved indicating other library services have been hit with reduced funding while we have managed to continue at similar levels.

Graph 3

Expenditure per Capita

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Expenditure	$75.37	$112.53	$42.08	$38.01	$41.21	$52.08
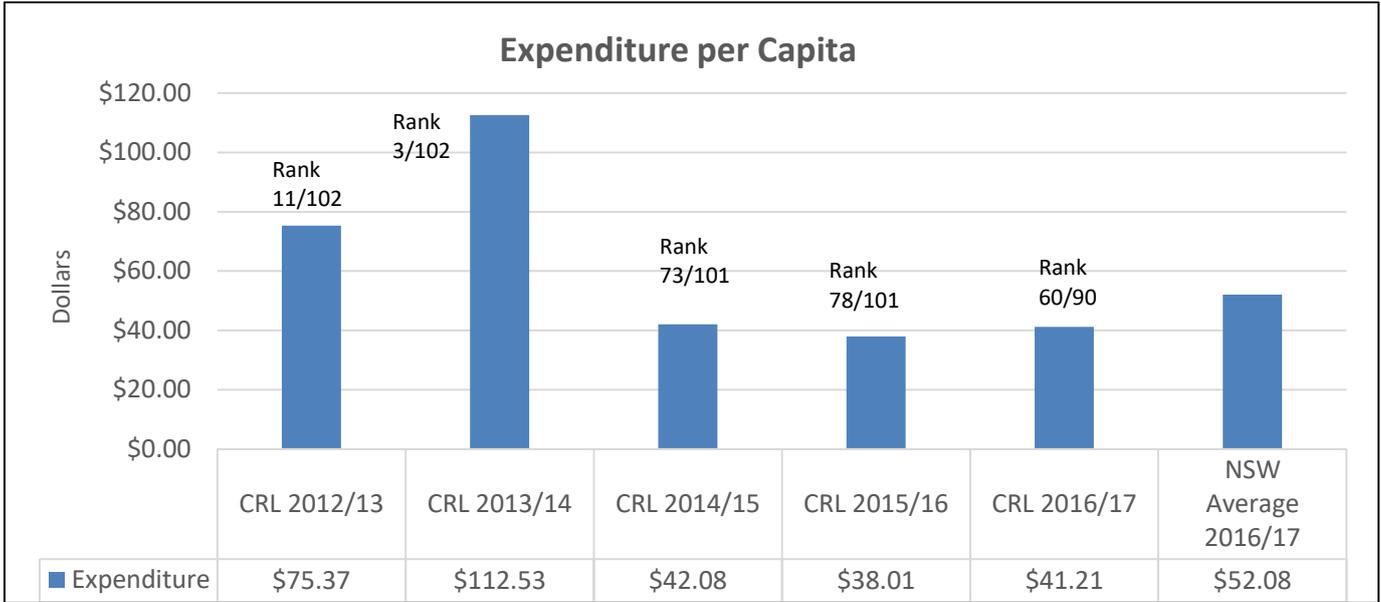
Expenditure on Library Materials:

Our expenditure on library materials per capita has increased on the previous years results, while our rank has slipped one place against the State rankings. We are above the State average in expenditure on library materials and have been for the last 4 years (Graph 4). We are now 6% above the State average. Expenditure levels on library materials are a result of spending funds that were not spent in the previous financial year. The CRL is now spending a higher percentage of book vote funds in the current year so rollover amounts have reduced.

Graph 4

Expenditure on library materials per capita

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Expenditure	$4.72	$5.29	$5.51	$5.18	$5.37	$5.06
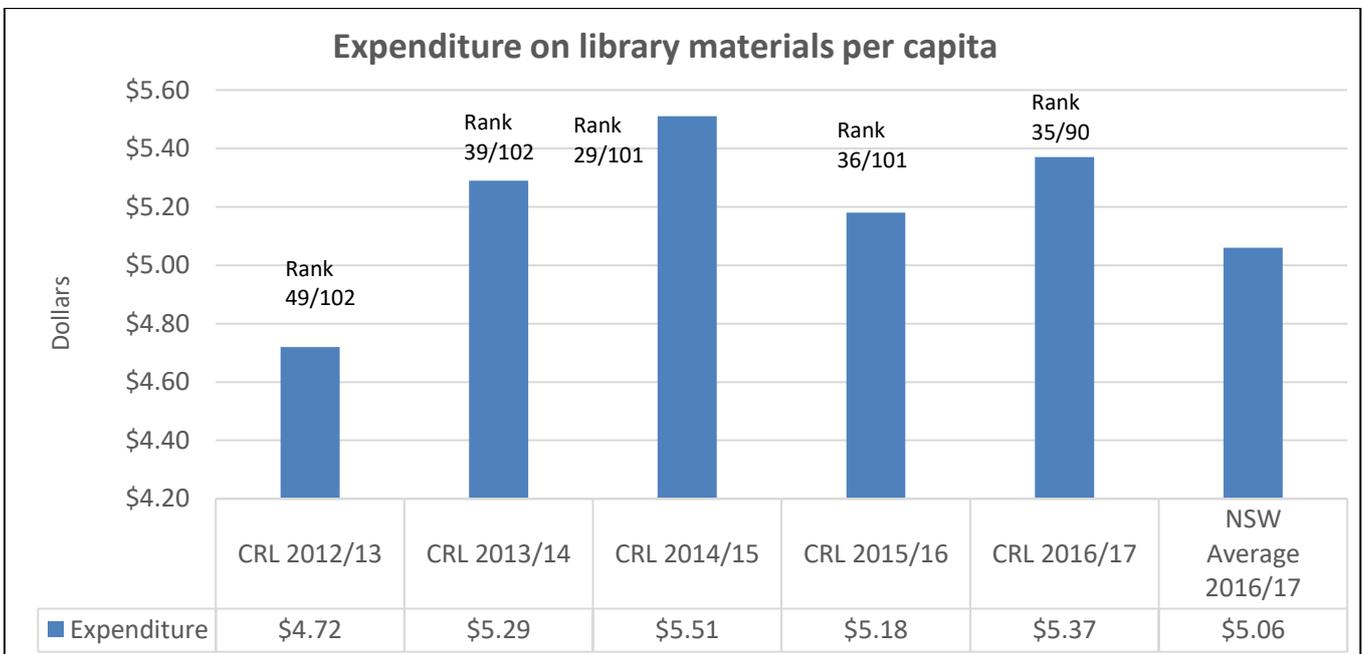
Expenditure on Salaries:

Our expenditure on salaries per capita improved minimally since last year at 20.3% behind the state average, our salaries expenditure is well below the State average. The CRL ranking has also increased by a further 7 places (the lower the rank the higher the expenditure) (Graph 5). Any changes in this result are due to staff achieving competencies at higher steps in the salary structure and CPI increases.

Graph 5

Expenditure on salaries per capita

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
Rank	80/102	75/102	73/101	68/101	61/90	
■ Expenditure	$19.49	$20.32	$20.60	$21.79	$21.99	$27.59
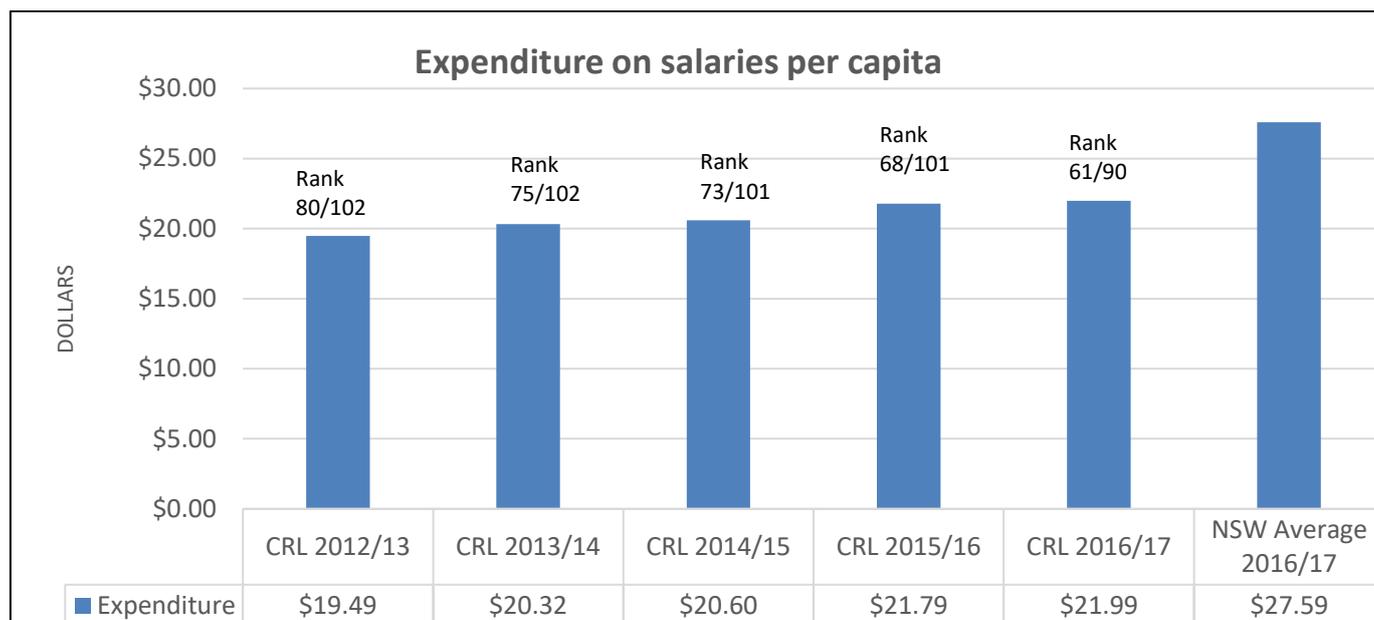
Cost of Library Materials:
The average cost of our library materials for this financial year is 4.4% higher then the average across the state. The impact of increased purchasing of more expensive collections such as large print, eBooks and DVDs as well as more *identified Aboriginal* content materials (which tend to be less commercial and therefore more expensive) also has a role in the cost of library materials overall. This will continue to be monitored into the future.

Graph 6

Average cost of library materials

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
Rank	64/102	43/102	16/101	39/101	34/90	
■ Cost	$18.31	$21.81	$29.53	$24.05	$25.85	$24.76
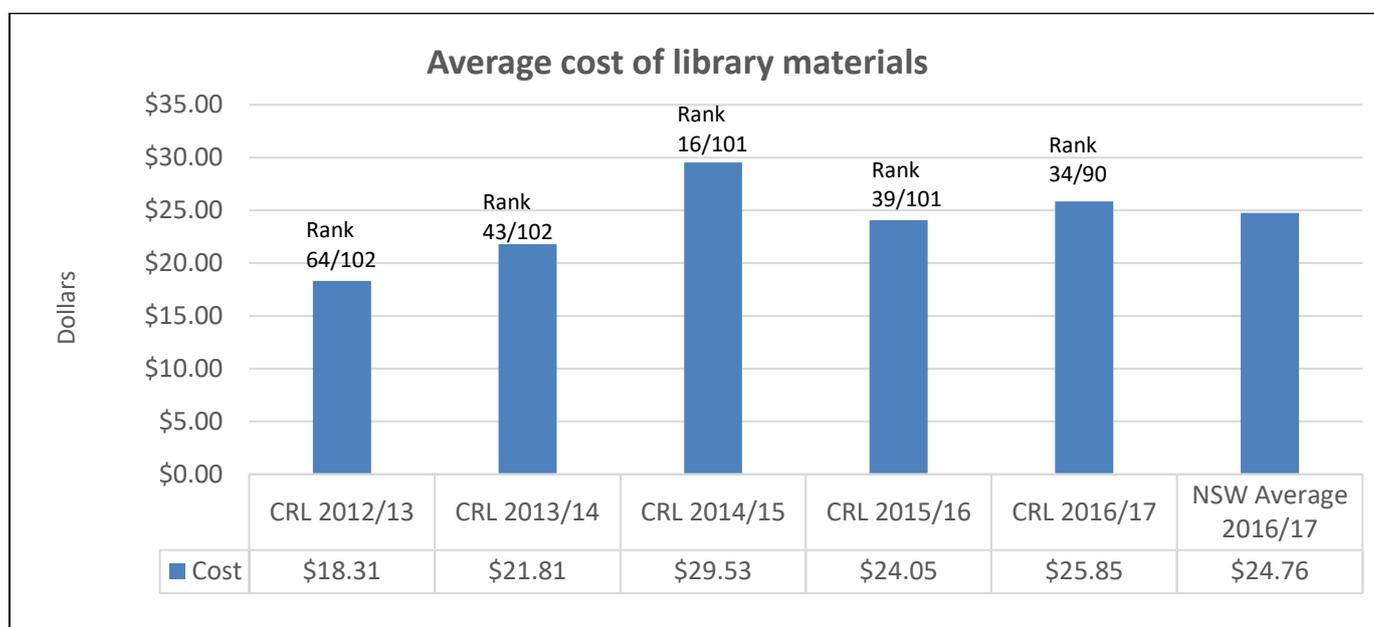
Acquisitions and Discards:
The total number of purchased items is marginally less then last year; and remains below the State Average (Graph 7. We continue to maximise the book vote expenditure with only a small amount being rolled over to the new financial year's book vote. This rolled over amount continues to decrease each year as the CRL implements more effective purchasing regimes involving standing orders and content profiling. The acquisitions here also do not account for the increased eBook, eAudio or aMagazine purchases we have acquired digitally. This year the number discarded is lower then our purchases, this will need to come back into balance as we need to more closely match the total acquired figure with the total discarded figure if we

are to successfully manage stock in each location. We do not have the floor space to significantly increase the size of our collections, this is a constant juggle, as a number of our library spaces are under the recommended floor space for our growing populations. Deselection of stock is a very labour intensive activity for staff and is a task that has to be prioritised around service desk responsibilities, programming and the acquisition process of new stock.

Graph 7

Acquisitions and Discards

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Purchases	15622	13872	10569	12954	12717	14385
■ Donations	893	1627	1291	841	635	1291
■ Total Acquired	16515	15499	11958	13795	13352	15418
■ Total Discarded	11843	13548	13328	10310	12095	18414
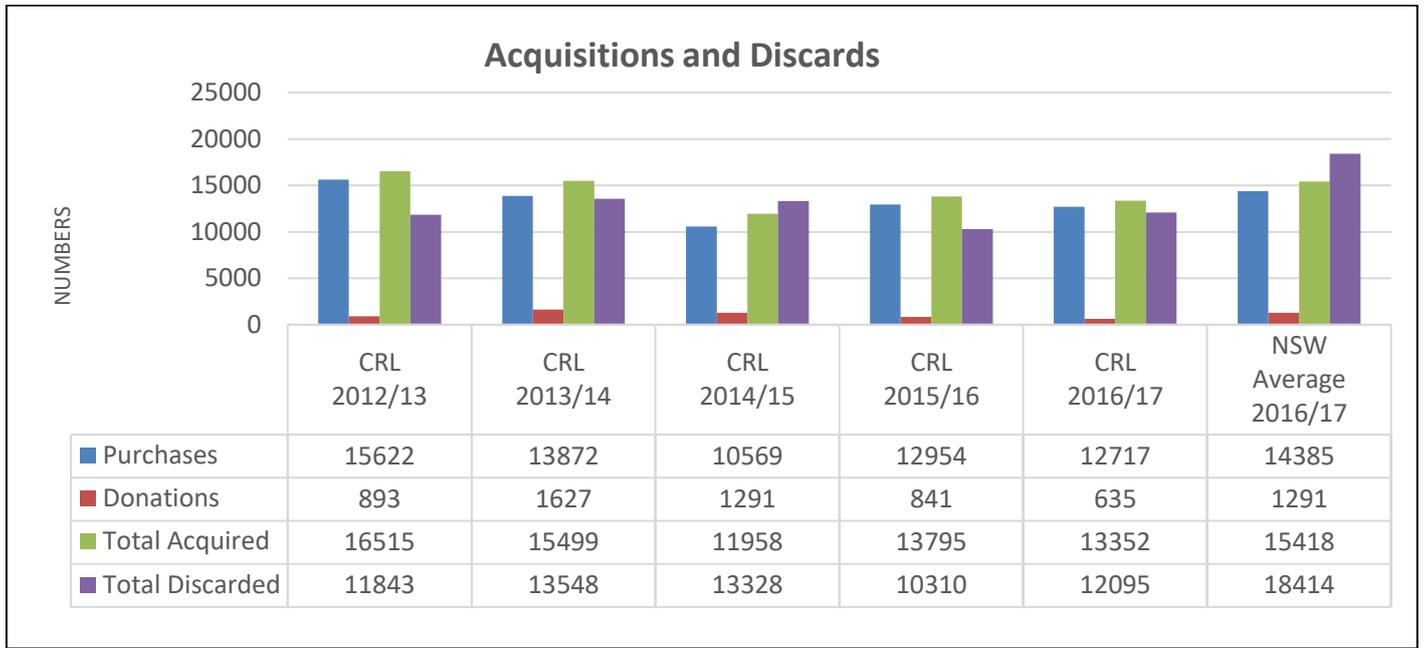
Our total acquisitions per capita is lower then the current State average. Our State ranking however for Acquisition per Capita has improved and has gone from 47 to 42 out of 90, indicating there have been some shifts across the State from other library services in this area. Once again this number does not account for the increased acquisition of eBook, eAudio or aMagazine purchases we have acquired digitally.

Graph 8

Acquisitions per capita

Rank 34/102 (CRL 2012/13)
Rank 43/102 (CRL 2013/14)
Rank 64/101 (CRL 2014/15)
Rank 47/101 (CRL 2015/16)
Rank 42/90 (CRL 2016/17)

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Acquisitions	0.26	0.24	0.19	0.22	0.21	0.24
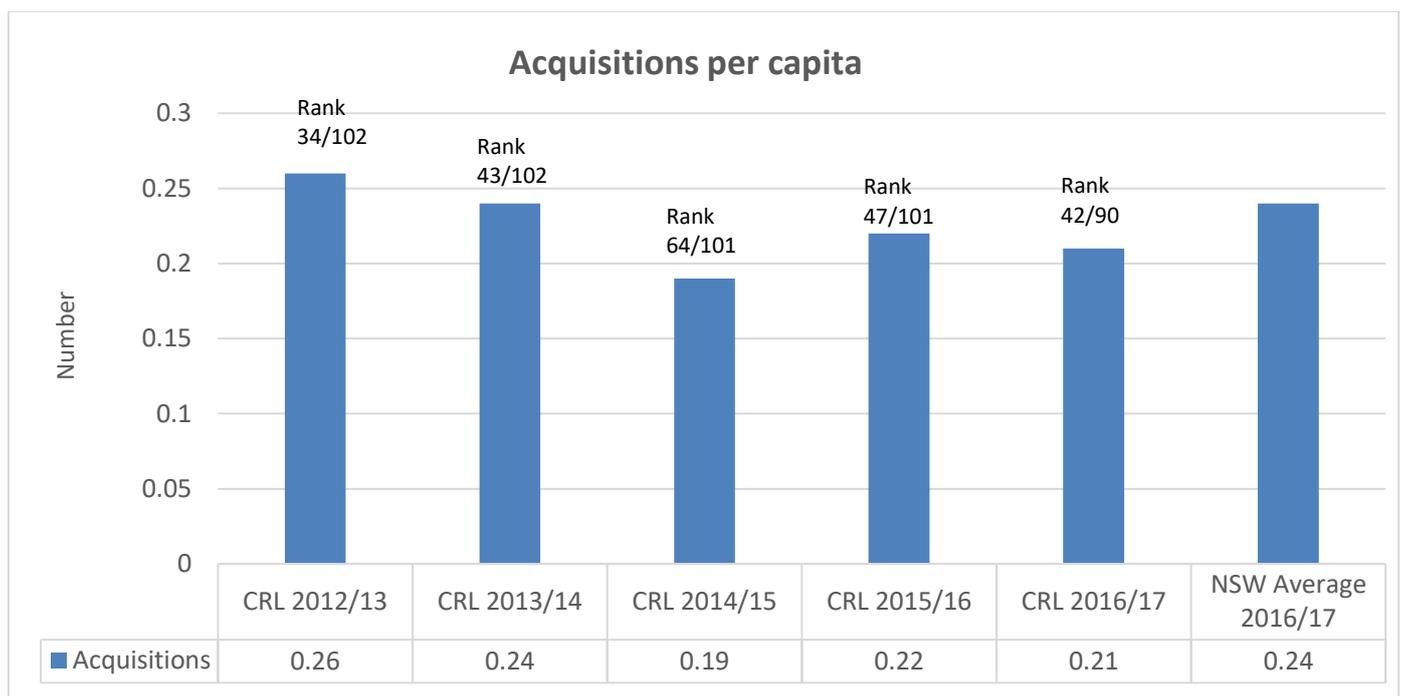
Discarded stock represented 90.59% (Graph 9) of our acquisitions (new stock for the 2016/17 year). This is 36% behind the State average of 123.1% this is an improved result for this year. Our rank has improved against *Discards as a % of Acquisitions* for this year and so has our rank against *Discards as a % against Total Stock.* However we have not kept up with our discards/acquisitions ratio this year and will need to focus on balancing our discards against acquisitions in order to not over stock our physical spaces while at the same time maintaining a healthy collection.

Graph 9

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Discards as a % of Acquisitions	71.71	87.41	111.46	74.74	90.59	123.1
■ Discards as a % of Total Stock	9.2	10.2	9.97	7.45	8.84	12.58
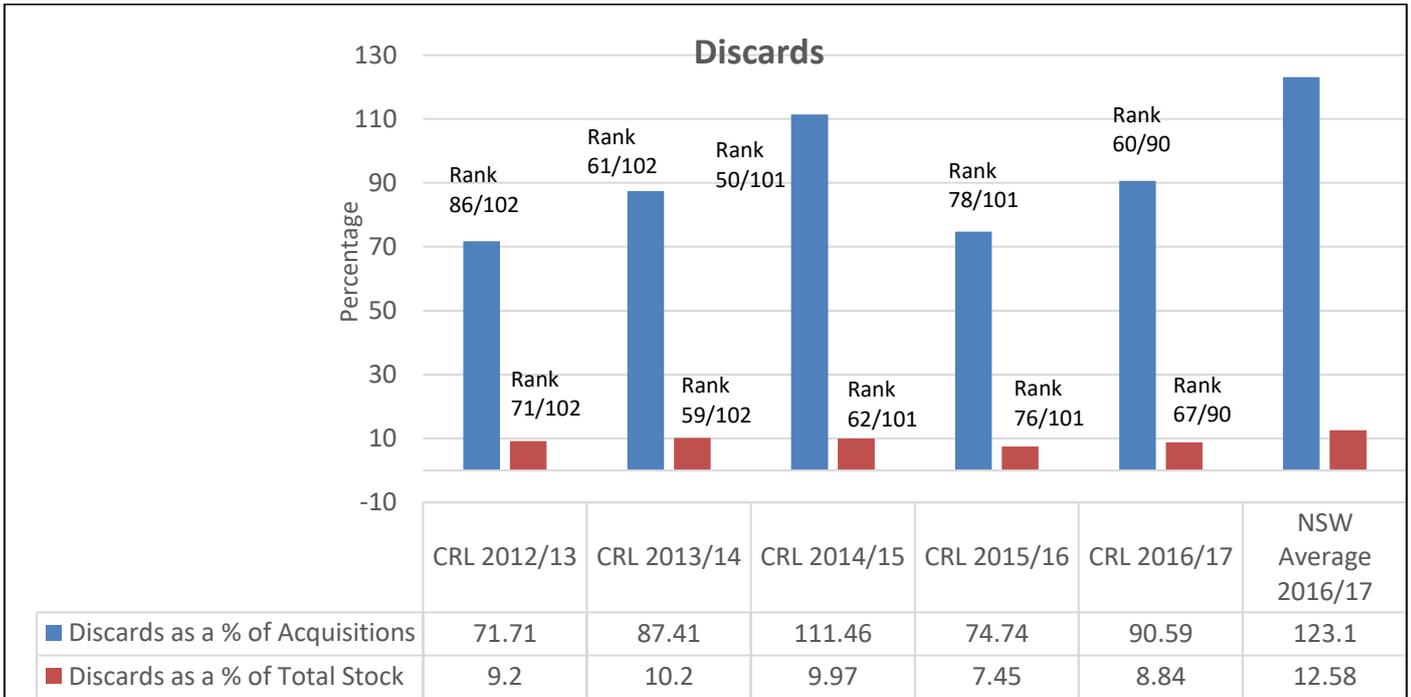
Library Materials:
The CRL's library materials per capita has dipped slightly this year, however our ranking has improved indicating there has been a State wide reduction in funding for library materials this financial year (Graph 10). This means we have marginally less items for individuals to access, we remain 10% below the State average same as last year's result.

The issue we are currently facing with increased library materials per capita is we are over stocked in our smaller libraries at their current size, we need to continue to consider eResource alternatives for stock as they do not take up shelf space in our libraries

Graph 10

Number of library materials per capita

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Library material per capita	2.01	2.08	2.09	2.16	2.13	2.34

Rank 55/102 (CRL 2012/13), Rank 49/102 (CRL 2013/14), Rank 48/101 (CRL 2014/15), Rank 46/101 (CRL 2015/16), Rank 40/90 (CRL 2016/17)
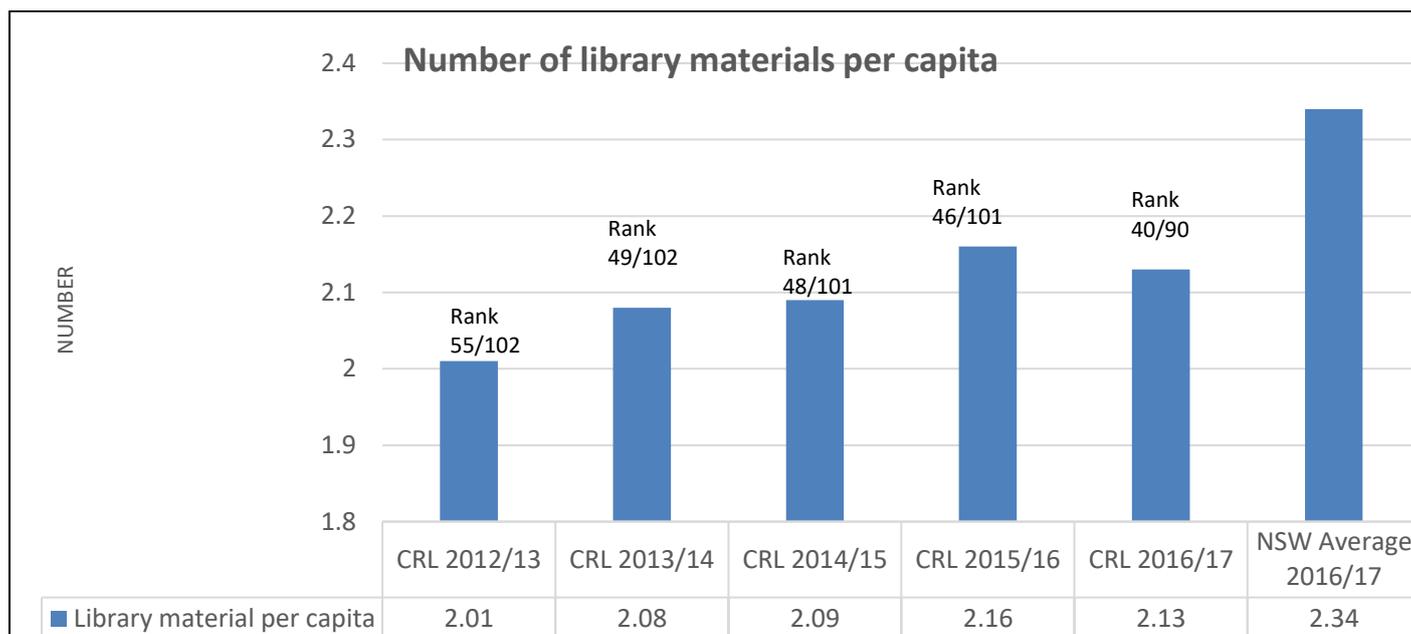
Circulation / Borrowing:

Our overall circulation (borrowing) of items per capita has dipped 5.3 from last years result (Graph 11) however we are only .5% behind the State Average. We will continue to monitor this into the future, with improved discard schedule we should see an improved circulation result as well. Our Rank across the State has also improved several places.

Graph 11

Circulation per capita

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Circulation	5.71	5.62	5.87	5.65	5.51	5.54

Rank 51/102 (CRL 2012/13), Rank 50/102 (CRL 2013/14), Rank 43/101 (CRL 2014/15), Rank 44/101 (CRL 2015/16), Rank 38/90 (CRL 2016/17)
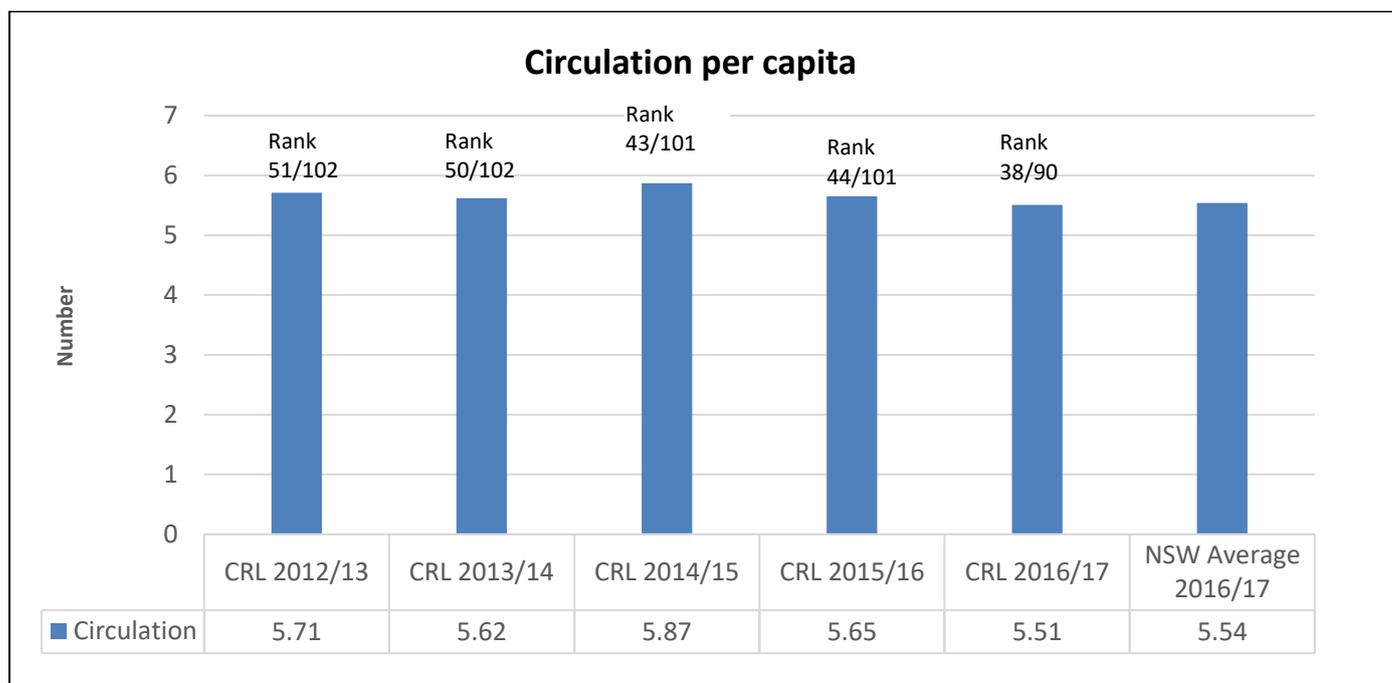
Collection Age:

The age of our collection has shown the collective improvement of the investment in our book stock and targeted weeding program of older stock (Graph 12). We are 5% above the State average for *0-5 yrs* and a 2% above the State average for *0-10 yrs.* Continued weeding at current levels should maintain this level along with our levels of acquisitions.

Graph 12

Collection Age

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ % 0-5 years	49	52	53	51	52	49.69
■ % 0-10 years	77.6	79	81	80	78.5	76.76
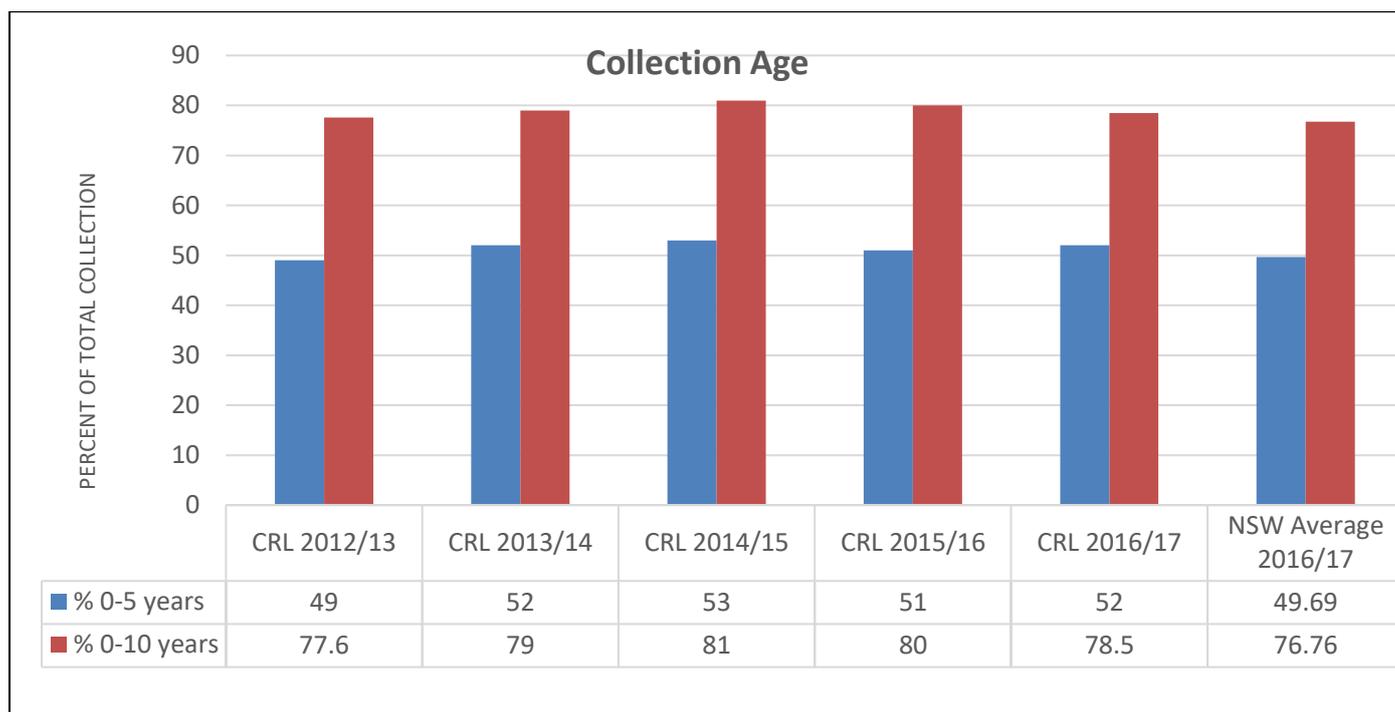
Total Stock:

Our collection size is regularly reviewed in terms of the space we have available, for some of our collections the space is restrictive: for example, YA Fiction and Audio books, deselection schedules are planned and regularly updated on advice from staff. It is in the eResources where our collections have potential to grow in the future. These include eBooks, eMagazines, local images catalogued and digitised into the collection etc. we continue to work at stock levels on our shelves in order to provide the best access to our community members.

Note: 4,000 of these items are from our eResource collection available through our catalogue and website.

Graph 13

Total Stock

	CRL 2012/13	CRL 2013/14	CRL 2014/15	CRL 2015/16	CRL 2016/17	NSW Average 2016/17
■ Total Stock	128704	132814	133726	138429	136856	139971
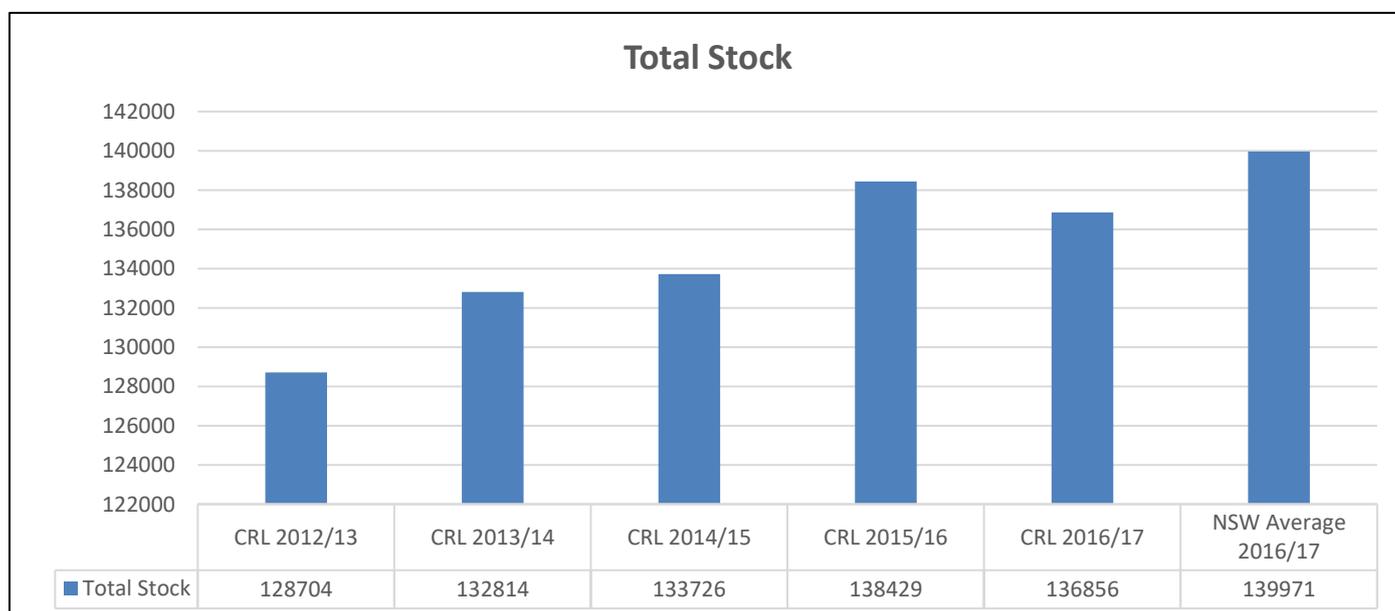
Table 1: Summary of Performance 2016/17

Criteria	2016/17 compared to previous year	2016/17 compared to State-wide average	Comment
Population per staff member	✓ (green)	👎 (red)	The number of residents per staff member improved against the previous year but is still higher then the State average.
Population per qualified staff member	👎 (red)	👎 (red)	The number of residents per qualified staff member increased against the previous year and against the State average
Circulation per Staff member	✓ (green)	👎 (red)	Improved against previous years result however still above the State average
Circulation per capita	👎 (red)	✓ (green)	5.3% down on last years result however only .5% down from State average, this is an improvement on last year's comparison with the State average.
Expenditure per Capita	✓ (green)	✓ (green) 👎 (red)	Improved on last year's results. 21% below the State Average, however our ranking compared with rest of State results has improved.
Expenditure on Library materials per capita	✓ (green)	✓ (green)	Improving, 6% above State average.
Expenditure on salaries per capita	✓ (green)	👎 (red)	20.3% behind State average but improved from last year minimally.
Number of Library material per capita	👎 (red)	✓ (green) 👎 (red)	Remain at 10% below State Average. Improved ranking reflecting on State wide reductions in funding
Average cost of library materials	👎 (red)	✓ (green)	Improving slightly compared to State at 4.4% above State average. Improved from previous year at 9% above State average. Costs higher then previous year.
Acquisitions per capita	👎 (red)	👎 (red)	Decreased on last year and compared to State Average. We are spending more on eResources.
Discards as a % of Acquisitions	✓ (green)	✓ (green)	Improved this year, behind in State average. We need to increase discard regime.
Discards as a % of Total Stock	✓ (green)	✓ (green)	Improved this year, behind in State average. We need to increase discard regime.
Age of library Materials	✓ (green)	✓ (green)	Better then+ State Averages but need to increase weeding levels as stock congestion remains high.
Total stock	✓ (green) 👎 (red)	✓ (green) 👎 (red)	Total stock levels are down from previous year, however they need to further reduce as the shelves have ongoing congestion issues. Stock below the State average we do not have standard size libraries to accommodate our growing population needs, hence congestion is occurring.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Nil

ITEM: 9.1   No. 1/19 – LOCAL STUDIES STRATEGY
Meeting: Clarence Regional Library Committee   21 February 2019
Reviewed By:
Attachment: Yes

REPORT SUMMARY

This report provides an update on the progress of the Local Studies Strategic Plan.

OFFICER RECOMMENDATION

That the progress of the implementation of the Local Studies Strategic Plan be noted.
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LINKAGE TO *CVC COMMUNITY PLAN*

Theme   **1 Society**

Objective   **1.3 We will have a diverse and creative culture**

Strategy   **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO *BSC COMMUNITY VISION 2030*

Theme 2:   Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported
              2 We are a learning and creative community
              3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
              4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

The Local Studies Strategic Plan was adopted by the Executive Council at the July 2012 council meeting.

The plan includes: a Collection Development Policy for Local Studies; a Draft Disaster Management Plan; the results of the Community Local Studies Survey Results Analysis; and an example "Memorandum of Understanding" template for establishing a local studies network.

Key actions to date

Gaps in the Local Studies Collection are being addressed through purchase of materials so that the Local Studies Collections held at each library will be similar and provide a wider access to resources across the community. Items identified and requested by the CVC Library Technician (Local Studies) and Bellingen Shire Librarian have been purchased on an ongoing basis, and the cataloguing of these items is currently progressing. Where the materials are relevant for more than one library location, multiple copies have been purchased. Likewise, any donations relevant to local studies have been targeted for original cataloguing and additional copies have been purchased in line with our Collection Development policy.

The two Digital Audio Recorders have been used by staff and community members for the purpose of oral history recording. Seven Staff participated in a State Library training day for Oral History gathering and as part of the training undertook to record two oral histories from their local community over the course of a 12 month period, these are now being catalogued and added to our oral history collection.

Recently author and broadcaster Peter Newlinds was provided one of our recorders in order for him to interview elderly family members from the Chatsworth area of the lower Clarence. This oral history of life in a small river village has been donated to the Library and it will be catalogued and added to our Collection.

The transcription of our collection of Oral Histories from the Grafton U3A (150 interviews) continues utilising volunteers in the process, 72 have had the initial transcription and currently 7 are awaiting a final edit. To date none have been completed for access.

Ancestry.com Library Edition was made available to the public from September 2012. In the last financial year there has been a total of 12,813 individual searches conducted, of these 4,950 related to images and 7,863 specifically related to text. This continues to be a popular database amongst our community members.

The meetings of the Clarence Valley Local Studies Network (CVLSN) have continued to be held in the Grafton Library, nine organisations from across the Clarence Valley have participated in the meetings, and the group has met in June and November each year. This group has been meeting since 2013 and its inception was a result of the consultation process in creating the CRL Local Studies Strategy.

Last November was the final meeting in the current format of this group. The decision was made to discontinue the library's direct involvement in this group. On reviewing the needs of the network group the library in partnership with the Grafton Regional Gallery developed the: *your heritage in pixels- sharing your stories of the clarence valley* Project (see attachment). The project will provide more practical assistance to the individual historical groups, in conjunction with the workshops the Gallery will provide and the ongoing support of the Museum Advisor Program.

After discussions with Nola Mackey (local Historian) at the end of the Network meeting last November, the Clarence Regional Library has been donated an extensive Local history and family history Archive from the Mackey family.

In December a library team visited the Mackey Archive to scope the resources being donated and to prepare a plan and schedule to receive the items over the next twelve months. This time frame gives the Regional Library time to select the items we want from the Mackey Archive and arrange transportation and storage at Grafton Library. Many of the items have already been digitised and catalogued to some extent. Staff will be involved in integrating these items into our catalogue and collections. This Archive is a treasure for the Clarence Valley community in terms of its Local content, it is also a wider treasure to the region as there are items in the family history section of the Archive that are not available anywhere else in Australia for family history research. The Regional Library is thrilled to be offered this opportunity to receive such a valuable contribution to our Local Studies and Family History Collections.

In 2018 bookbinding workshops have provided an opportunity to discuss the structure & care of books. At each workshop, preservation & best practice for paper based art & craft is highlighted so that participants develop an appreciation for preservation principals. Feedback forms suggest the workshops are continuing to be of interest to our library members and other community members (see attached).

Maclean: Coptic Stitch Books Workshop (Plunge fringe event)
6 participants (maximum of 10)
March 22nd & 23rd (Thursday & Friday)
10am – 1pm

Grafton: Case Bound Books Workshop (Plunge event)
9 participants (maximum of 10)
April 26th & 27th (Thursday & Friday)
10am – 1pm

Grafton: Case Bound Books Workshop (plunge reserve list)
8 participants (maximum of 10)
September 27th & 28th (Thursday & Friday)
10am – 1pm

Due to the number of names on Grafton's Plunge workshop reserve list, a second workshop was offered.

Iluka: Coptic Stitch Books Workshop
8 participants (maximum of 10)
October 26th (Friday)
10am – 4.30pm (allowing for an hour lunch break)

Dorrigo: Coptic Stitch Books Workshop
4 participants (maximum of 6)
November 30th (Friday)
10am – 4.30 pm (allowing for an hour lunch break)

2019
March: an Archival storage workshop is being offered to the Clarence Valley Local Studies Network (CVLSN) in partnership with the Grafton Regional Gallery. This will go towards preparing them for the *your heritage in pixels- sharing your stories of the clarence valley* Project.

Further ideas for workshops will be investigated and could be based on:
http://www.ala.org/alcts/preservationweek

Prepared by	Kathryn Breward – Regional Librarian
Attachment	Your Heritage in Pixels project working paper
	Mackey Archive Project working paper

ITEM: 9.2   No. 1/19 – ABORIGINAL RESOURCES
Meeting: Clarence Regional Library Committee   21 February 2019
Reviewed By:
Attachment: No

REPORT SUMMARY

This report provides information on the CRL on the Aboriginal Resources collection.

OFFICER RECOMMENDATION

That the committee note the Aboriginal Resource collection acquisitions.

LINKAGE TO *CVC COMMUNITY PLAN*

Theme   **1 Society**

Objective   **1.3 We will have a diverse and creative culture**

Strategy   **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO *BSC COMMUNITY VISION 2030*

Theme 2:   Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported
2 We are a learning and creative community
3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

To ensure that a current and comprehensive collection of titles relevant to the local Aboriginal communities is maintained, a portion of the collections budget is allocated each financial year to this collection. For the current financial year an amount of $2,000 has been allocated to the Aboriginal collection. The process of consultation that commenced 5 years ago is maintained and materials are being added on a regular basis.

Contacts are consulted both via phone and through their websites and include;

- Yarrawarra Cultural Centre.
- Muurbay Aboriginal Language and Culture Cooperative.
- Bellingen and Urunga Museums.
- Minjungbal Aboriginal Cultural Centre, South Tweed Heads

Suppliers and publishers catalogues are regularly consulted from both in print form and online, including CSIRO publications.

Online resources are also regularly consulted to identify titles relevant to Clarence Valley and Bellingen Shire. These included:
- Aboriginal Studies Press (ASP) - the publishing arm of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS).

- Ngiya Institute of Indigenous Law Policy and Practice
- Jumbunna Indigenous House of Learning, University of Technology, Sydney
- State Library of NSW
- Trove (National Library of Australia)

Most of the titles identified through these sources are ordered via our major suppliers, as this provides discounts and efficient processing and delivery arrangements.

For further comprehensiveness, the supplier of our adult non-fiction standing order, James Bennett, has established a mediated search profile via their website. Through this, a selection list of Aboriginal titles (amongst others) is emailed to the Team Leader – Collections and Reference on a weekly basis.

All Library Team Leaders have been encouraged to forward any information on Aboriginal titles relevant to the regions of their libraries. Suggestions for purchase are received from libraries in the Clarence Regional Library service, as well as from members of the public through the Suggestion for Purchase process.

Where titles are only relevant to one council area sufficient copies are purchased for this area only. Titles relevant to both areas are purchased in sufficient quantities to supply all libraries.

The expenditure of allocated funds towards this collection is an ongoing process and the above sources are revisited on a regular basis. All Aboriginal relevant items are identified on shelves through placement of the aboriginal flag spine label during processing. This is also applied retrospectively to items found on library shelves during shelf tidying / weeding. A search of the subject headings identifies that there are currently 1496 titles of Aboriginal relevance on the CRL catalogue.

The Aboriginal Resources page on the CRL webpage has been updated with information about 10 indigenous authors you can find in your library with links through to the library catalogue.

KEY ISSUES

The major issue is identifying recent titles of aboriginal relevance. Utilising a broad sweep approach with the above sources, in combination with Suggestions for Purchase, ensures that all relevant publications are identified and purchased.

Titles of note new to the collection include:

Alfreds war by Rachel Bin Salleh (2018)

A white hot flame: Mary Montgomeria Bennett, author, educator, activist for indigenous justice by Sue Taffe (2018)

Aboriginal Biocultural knowledge in South Eastern Australia: perspectives of early colonists by Fred Cahir, Ian D.Clark & Philip A. Clarke (2018)

Aboriginal Country by Lisa Bellear (2018)

Growing up Aboriginal in Australia edited by Anita Heiss (2018)

Reading Tracks Series – a series of 22 culturally appropriate books designed for Indigenous learners (2018)

Big Beautiful and Sexier by Casey Donovan (2018)

Black Pearls: the Aboriginal and Islander sports hall of fame by Colin Tatz and Paul Tatz (2018)

Clever Crow by Nina Lawrence and ilustrated by Bronwyn Bancroft (2018)

Cage of Ghosts by Jon Rohodes (2018)
Dark Emu: Aboriginal Australia and the birth of Agriculture by Bruce Pascoe

The missing man: from the outback to Tarakan, the powerful story of Len Walters, Australia's first Aboriginal pilot by Peter Rees (2018)

Nganga: Aboriginal and Torres Strait Islander words and phrases by Aunty Fay Muir & Sue Lawson. (2018)

Too much lip by Melissa Lucashenko (2018)

Welcome to country : a travel guide to Indigenous Australia / Marcia Langton with Nina Fitzgerald and Amba-Rose Atkinson (2018)

Prepared by	Kathryn Breward – Regional Librarian
Attachment	NIL

ITEM: 9.3   No. 1/19 – COMMUNITY COLLECTION NEEDS SURVEY
Meeting: Clarence Regional Library Committee   21 February 2019
Reviewed By:
Attachment: No

REPORT SUMMARY

This report outlines the process for the development of a Collection Needs Survey

OFFICER RECOMMENDATION

The CRL Committee note the schedule for the Collection Needs survey for 2018.

LINKAGE TO *CVC COMMUNITY PLAN*

Theme   **1 Society**

Objective   **1.3 We will have a diverse and creative culture**

Strategy   **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO *BSC COMMUNITY VISION 2030*

Theme 2:   Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported
             2 We are a learning and creative community
             3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
             4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

Clarence Regional Libraries run a major survey annually targeting either specific groups or with a broader collection based focus. This year the library will be running a Collection Needs survey. The feedback from this survey will help inform decisions made in relation to the future development of the Library's collections.

The last collection needs survey was delivered in 2014/15 with responses from 400 Clarence Valley and Bellingen Shire residents.

The questions to be asked have been prepared and will allow a direct comparison with the 2014/15 survey.

Promotion of the survey will be in the form of posters, flyers, a media release and promotion through the Library's social media accounts.

Respondents will be able to complete the survey digitally using the library's subscription to Survey Monkey or by filling in a paper version.

As an added incentive a draw prize of a Samsung Galaxy tablet will be offered in each council area.

KEY ISSUES

The survey will commence mid November for a 6 week period, the analysis and report on the results will be completed January 2019 with a report back to the committee due February 2019.

The analysis of the results from the survey will inform collection development and purchasing decisions for the library service.

The Collection Needs Survey was conducted from Monday 12th November until Monday 21st January. Data entry of paper copies will be completed by Wednesday 30th January and the winners of the Samsung Galaxy tablets will be announced on Library Lovers Day.

There were 246 surveys completed online and in hardcopy, the hardcopy were entered into *Survey Monkey* by our volunteers.

In review we will endeavor to run surveys across September, October and November in order to capture maximum numbers of local residents prior to the holiday period.

Analysis and a report of the results will be completed by the end of February 2019.

Prepared by	Kathryn Breward – Regional Librarian
Attachment	NIL

ITEM: 9.4   No. 1/19 – COMMUNITY BOOK SELECTION

Meeting:	Clarence Regional Library Committee	21 February 2019
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides information on the CRL Community Book Selection events held in Bellingen and Grafton in 2018.

OFFICER RECOMMENDATION

That the committee note the information on the Community Book Selection.

LINKAGE TO *CVC COMMUNITY PLAN*

Theme   **1 Society**

Objective   **1.3 We will have a diverse and creative culture**

Strategy   **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO *BSC COMMUNITY VISION 2030*

Theme 2:   Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported
2 We are a learning and creative community
3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

As a continuation of the Regional Libraries community participation process two Community Book Selection events were scheduled for Bellingen and Grafton Libraries for 2018. The purpose of these events is to provide members of the communities of Bellingen and the Clarence Valley with an opportunity to select books they want to see in the library's collections.

Book selections cover adult fiction, adult nonfiction, children's, young adult and picture books and DVDs. The books are supplied by one of our regular Library suppliers who has assisted with this event for the previously. Individuals are also given the opportunity to reserve any titles they see that they are particularly interested in so that they would be one the first to borrow that particular title.

KEY ISSUES

In 2018 we also ran a *Friends of Grafton Library* (FoGL) event in April, special *Teachers* Book Selection event in September in line with the local Teacher Librarian network meeting in Grafton and a *Volunteers Christmas Celebration and Book Selection* event in December.

All these events were enthusiastically received by attendees and it is our intention to run them again this year with dates already being locked in with our suppliers. We are now using two different suppliers for these events to provide a spread of choice.

The overwhelming response from the community has been positive, and justifies the decision to repeat the events. Staff who attend also feel that these are very worthwhile exercise which help to strengthen the library's links to the community and provide an opportunity for dialogue.

Dates have been booked for:

- 19/20 March – Grafton Library - FoGL selection
- 7 August – Community book selection Iluka Library meeting room
- 9 October – Community Book Selection Bellingen Library
- 27 November - Grafton Library – Volunteer celebration

A teachers event will be organised once the Teacher Librarian Network has their first meeting to discuss a suitable date.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Community book selection event outline

ITEM: 9.5   No. 1/19 – QUARTERLY INCOME AND EXPENDITURE SHEETS

Meeting:	Clarence Regional Library Committee	21 February 2019
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides information on the progress of the Budget for the year to date and an indication of unspent monies and the projected amount that will go into Reserve at the end of the Financial Year.

OFFICER RECOMMENDATION

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee.

LINKAGE TO *CVC COMMUNITY PLAN*

Theme   **1 Society**

Objective   **1.3 We will have a diverse and creative culture**

Strategy   **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO *BSC COMMUNITY VISION 2030*

Theme 2:   Community Wellbeing

Objective: 1 Our children, youth and seniors are valued, involved and supported
             2 We are a learning and creative community
             3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
             4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

Items of note in the Revenue and Expenditure include:

- The spreadsheet covers 7 months not the usual 6 months for a quarter report.
- BSC Contribution for 3rd quarter is already paid in this report.
- Subscriptions and databases are tracking according to the annual renewal of the individual databases.
- Freight and cartage continues to be under spent, however a budget buffer is preferable in order to ensure sufficient funds to accommodate new stock, rotating stock and deselected stock movement.
- Book maintenance is tracking along with the new stock purchases.
- Admin/operating which included postage, stationery, and web design is on track.
- Promotional expenses is at 82% due to purchase of collecting marketing acrylics and display materials for all locations.
- The revised book vote from $300,000 to $334,597.00 is to reflect the annual income and mirrors the 10 yr forecast estimates for the Book Vote for this financial year.

Overall the budget is on track for the quarter.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	income and expenditure sheet as at 31 January 2019

Media release

Mayor: Jim Simmons
General Manager: Ashley Lindsay

LOCKED BAG 23   GRAFTON   NSW   2460
Telephone: (02) 6643 0200
Fax: (02) 6642 7647

FOR IMMEDIATE RELEASE

November 12, 2018

Library offers incentive to get feedback on its collection

THE Clarence Regional Library is asking the community to give its opinion on the types of items it purchases for its collection.

Regional librarian, Kathryn Breward, said that as part of the goal of providing a high quality, relevant service a major collection survey would be made available to the community during November and December, and library staff would ask for suggestions about authors, areas of interest and different formats.

"Developments such as the growth in popularity of ebooks, eaudiobooks, and the changing subject interests of the community make it necessary for libraries to engage their customers in the selection of materials," she said.

"In the valley this is carried out on an ongoing basis through purchase requests and community book selection days, but this survey will help to gain a better view of what people want.

"The last collection survey was held in 2014 and showed that Australiana was the most popular genre in fiction while biographies came out on top in the non fiction category. We look forward to seeing what has changed over the past four years."

People can access the web survey at www.crl.nsw.gov.au today until December 22, 2018. It is also available in branches. It will take 10 minutes to complete, can be anonymous or people can add their details to be in the draw to win a Samsung Galaxy tablet.

Release ends.

For media inquiries contact Clarence Valley Council communications coordinator, David Bancroft, on 6643 0230 or 0429 104 118.

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Media release

Mayor: Jim Simmons
General Manager: Ashley Lindsay

LOCKED BAG 23 GRAFTON NSW 2460
Telephone: (02) 6643 0200
Fax: (02) 6642 7647

FOR IMMEDIATE RELEASE

December 18, 2018

From around the grounds

FORMER ABC sports commentator and author of 'Around the Grounds', Peter Newlinds, is returning to the Clarence Valley in January and to Iluka Library for an author visit.

Mr Newlinds visited Grafton, Maclean and Yamba libraries for author visits in December, met residents and shared his cricket stories and family history with the people who attended.

In Around the Grounds, Peter shares memories and insights that will fire sparks of nostalgia in every Australian sporting enthusiast. From teenage years working inside the grand scoreboard of the SCG, to the pressure of auditioning for the ABC in front of a childhood hero, and then through a long career with the national broadcaster, it's the story of the sporting fan who manages to live out the ultimate sporting fantasy: working as a commentator with one of the world's great sporting broadcasters.

Peter describes his numerous experiences with Grandstand covering everything from international cricket to air pistol shooting on the outskirts of New Delhi. In doing so he provides the reader with numerous insights into life 'one step away' from the action, working with broadcasting legends and crossing paths with sporting greatness at regular intervals.

Regional Librarian, Kathryn Breward, says the library welcomed back Peter to the valley and especially at this time of the year with the cricket season.

"His book is a great addition to our collection and we love having an author that has local connections too," she said.

The book includes several references to the Clarence Valley where Peter's family has connections that go as far back as the 1860s. Since 1972 his immediate family has owned a farm at Shark Creek and he is interested in speaking to people about the local area.

Peter will be visiting Iluka Library on Wednesday, January 9, at 2:30pm.

For further information and to book your spot, contact Iluka library on 6646 6542.

Caption: photo of Peter Newlinds and photo of book cover

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For media inquiries contact Clarence Valley Council communications coordinator, David Bancroft, on 6643 0230 or 0429 104 118.

Media release

Mayor: Jim Simmons
General Manager: Ashley Lindsay

FOR IMMEDIATE RELEASE

December 21, 2018

Robots, curious creatures and author visit the libraries

THERE'LL be some curious creatures in Clarence Valley libraries during the summer holidays.

On January 8 from 2-3pm at the Grafton library Paper Daisy Florist will help children aged six years and above to make their own curious garden creature. All materials will be supplied.

Children's and young adult author, Sophie Masson, will visit Grafton and Iluka on January 15 and 16 respectively for an author talk and poetry and illustration workshops. Sophie has had more than 50 novels published in Australia and internationally, mostly for young adults and children, but also for adults, including the internationally-selling Forest of Dreams, an adult fantasy trilogy based on the life and work of the medieval French writer Marie de France.

Her children's/young adult books include, Emilio, My Father's War, Two Trickster Tales, Hunter's Moon, Ned Kelly's Secret. Bookings are essential for the workshop, which is suitable for primary school and high school ages.

From 10.30am-12.30pm on January 23 at the Grafton library, children aged six and over can discover what Ozobots can do.

Details:

Date	Time	Activity	Location
January 5	1-6pm	Dungeons and Dragons	Grafton library
January 8	2-3pm	Make your own curious creatures	Grafton library
January 15	2-3.30pm	Poetry and illustration workshop	Grafton library
January 16	2.30-4pm	Poetry and illustration workshop	Iluka library
January 23	10.30am-12.30pm	Ozobot fun	Grafton library
Each Thursday	10.30am	Storytime	Grafton library

For further information and to book your spot to an event, please contact your local library.

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Caption: Author Sophie Masson

For media inquiries contact Clarence Valley Council communications coordinator, David Bancroft, on 6643 0230 or 0429 104 118.

Mackey Archive
PROJECT

SUBJECT	DISCUSSION
The Project	To provide storage and access to both hardcopy and digital material of significant local history and family history value for our local community interested in history and heritage. **Strategic Links:** **Clarence Valley Cultural Plan** **2.2 PROMOTION AND COMMUNICATION** Engage our community and visitors in the cultural life of the Clarence by making things discoverable. Promote an environment of collaboration, information sharing and open communication. **3.1 CLARENCE VALLEY LIBRARIES** encourage community use of libraries as multi-purpose spaces to connect,explore, read, learn, share and participate in activities. **The Clarence 2027 Community Strategic Plan** **1.1 to have proud and inviting communities that:** 1.1.3 support, encourage and celebrate community participation, community organisations and volunteerism. **1.3 to have a diverse and creative culture that:** 1.3.1 supports arts, learning, cultural services and festivals

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

SUBJECT	DISCUSSION
	Clarence Regional Libray Strategic Plan 2012-2022 **Objective 1.2 Well managed, relevant and timely and up-to-date collections that meet community needs and demands** 1.2.4 Implement a Local Studies & Family History Strategy (print and non-print resources) 1.2.5 Develop and promote comprehensive digital collection resources

	CRL Local Studies Strategic Plan
	
	Area of Strategic Focus: Collection Management
	Goal: Well-developed, managed and accessible local studies collections that meet national public library local studies guidelines
	Description: *The ongoing management, development and preservation of library local studies collections and information*
	      1.Local Studies collections are up to date
	      2. Local Studies collection gaps i.e. subjects/topics are identified
	      3. 'At risk' local studies collection material is identified for preservation purposes
	Area of Strategic Focus: Service Development and Delivery
	Goal: Local studies services that meet national public library local studies guidelines [i.e. G13]
	Description: How services will be delivered throughout the region and beyond the region
	      2. Online / digital local studies collections and information
	      3. Public access to a quality range of online resources

Objectives	• Increase the library's repository of digital material and hard copy material of local significance and value • Provide easy (secure &/or supervised) access to hardcopy and digital material from the Mackey Archive • Increase the Local studies collection with relevant material • Increase the family history collection • Increase digital collections
Outcomes	• Substantially increased digital collection • Improved access to content held • Digital preservation based on recognised guidelines and standards • Increase access to collection items • Community engagement and ownership of our local heritage • To have a team of volunteers who are dedicated to developing our digital collection • To have enough volunteers to assist in the 'Mackey Archive' daily on a 'rotating roster'

Equipment & storage	• Digitisation equipment & work area housed in the 'Mackey Archive'
	• Fire proof filing cabinets
	• Additional mapping cabinets (replacing the old and damaged ones currently holding the Mackey Archive maps)
	• 2x additional microfilm cabinets
	    o 1x Grafton
	    o 1x Yamba
	• 350 archive microfilm boxes for refreshing MA (Mackey Archive) microfilm collection

Capitol expenditure	•

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The Library	- Scope collection content - Scope size of collection - Review copyright needs and donation documents - Review library storage and access spaces - Rearrange library spaces to accommodate Mackey collection - Determine if linbrary needs additional storage space - Grant application for internal space adjustments? - Create a draft donation form/report for the Mackey Archive for the Mackeys to approve
The Mackey's	- Provide access for scoping the collection held - Provide provinence of materials, both digital and hardcopy - Will write statements detailing contributors to the different elements of the collection - All items in the collection to be NOT FOR LOAN - Provide a listing of the 70 titles written by Nola Mackey - Provide a CD with the Word.doc of the catalogue of items already catalogued - Provide digital copy of all photos, JPG images with tags in Picassa - Will provide a digital photo record of every item donated - Approve donation form/report for Mackey Archive
Mackey Archive	Mackey Archive to be housed seperately from the rest of the STACK Collection Within the Mackey Archive the family history and local history content should be interfiled.

- DVDs
- 580mm x5
- 840mm x2
- Nola is digitising all of them so we can have both the physical copy and digital copy.
- Nola has already got permission to format shift and to donate to the library – <mark>confirm this</mark>

- 4 cabinets of maps – will need to upgrade these cabinets after we relocate them
- Need to organise relocation of cabinets
- Will need indexing
- There are multiples, need to determine how many the library wants so the rest can be offered to other groups.

7 filing cabinets – not full there may be enough space in Regional Services existing cabinets to accommodate files until we can source Fire proof cabinets.
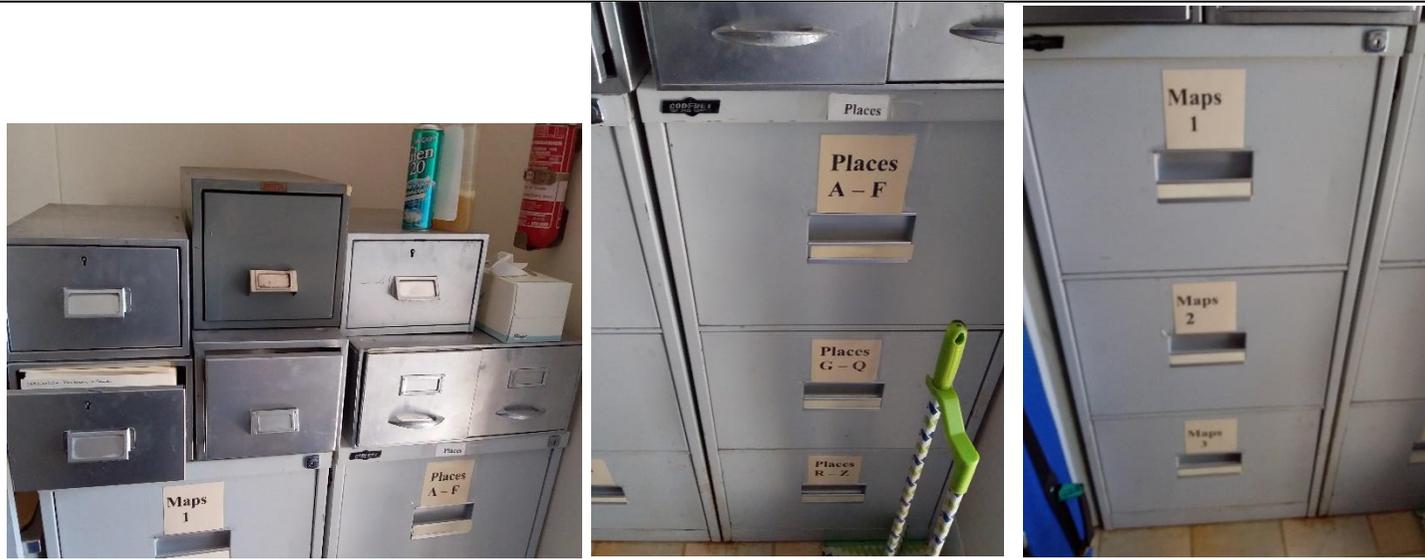
- 338 boxes of microfilm
- To freshen up collection suggest purchase 350 archive quality microfilm boxes

	- Collection includes - Sydney papers we don't have - Part of the ARC microfilm collection we have, so thought is to locate eventually in Yamba (with the purchase of a microfilm reader/printer) - Other stuff the library doesn't have
Timeline	**14 December** – visit to Mackey residence to scope collection – 9:30 ish Nola Mackey 995 Clarence Way (10km from Copmanhurst turnoff, mile cement peg at the gate/ if you hit Whiteman creek brigdge you have gone too far) - Bring: - tape measure - Notepaper/pens/ clipboard - Casual clothes/shoes

- January 2019
  - Prepare library spaces
  - Catalogue of items to be supplied by Nola on USB or CD
  - Victoria to review catalogue and highlight what to take and what to leave
  - Nola to prepare a preferred Book plate for Archive

- **Wednesday 13 February** – 9:00 – 12:30?
  - 2 bays of local history
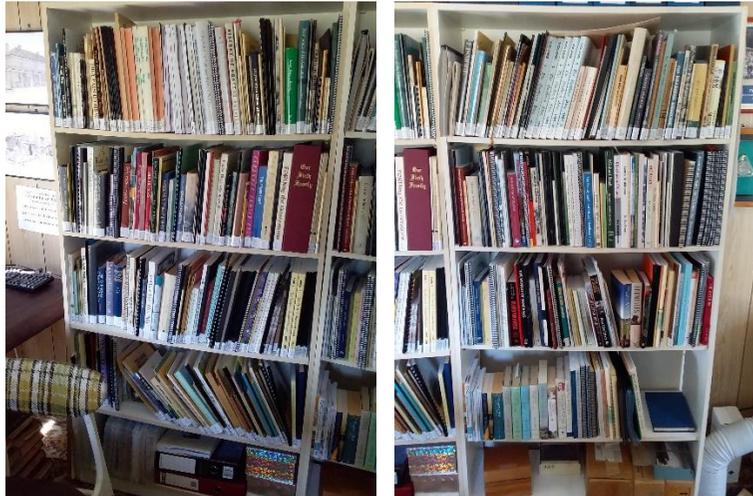
  - Check off from catalogue items selected
  - Photograph all items to be selected for the library
  - Bag up books for relocation to library
  - Accession items in library an relocate to STACK shelves
    - Minor repairs as needed
  - If time permits:
  - Repeat process above for Australian family history & international books selected
  - Create a listing of the microfilms

- **Wednesday 13 March – 9:00 – 12:30**
  - Complete the process above for the remainder of the family history books
  - Collect first of 30,000 digital items on Hard Drive that Nola is digitising
  - Review progress and discuss maps acquisition process

- **Wednesday 10 April** – 9:00 – 12:30
  - filing cabinets – discuss articles from the papers and pamphlets
  - use archive boxes to pack files to be selected
  - transfer to library filing cabinets identified

- **May**
  - Maps to move

- **June**
  - Digitised DVDs and hardcopy to collect

- **July**
  - Microfilm
  - Create listing if not already done
  - Duplicates to Yamba?

- **August**
  - Cemetaries discussion
  - Digitised photos – the rest to be collected on a Hard Drive

Also Daily Examiner 1859-1889 films to be scanned and digitised
- Possible volunteer project?

	• Complete transfer of collection by end 2019
Websites of interest	http://help.nla.gov.au/trove/digitisation-partner-guidelines http://www.sl.nsw.gov.au/open-digitisation-partnership-program https://clarence.spydus.com/cgi-bin/spydus.exe/MSGTRN/OPAC/BSEARCH_ARC?HOMEPRMS=ARCPARAMS http://www.naa.gov.au/information-management/information-governance/legislation-standards/index.aspx https://ned.gov.au/

your heritage in pixels – sharing your stories of the clarence valley
PROJECT

SUBJECT	DISCUSSION
The Project	To develop a partnership between the Grafton Regional Gallery & Clarence Regional Library in order to develop a local studies digitisation program that empowers local history/museum groups to document and digitise their collection. **Strategic Links:** **Clarence Valley Cultural Plan** **2.1 PARTNERSHIPS** Foster creative industries and cultural networks to encourage collaboration. **2.2 PROMOTION AND COMMUNICATION** Engage our community and visitors in the cultural life of the Clarence by making things discoverable. Promote an environment of collaboration, information sharing and open communication. **2.3 PARTICIPATION** Encourage participation and engagement in creative and cultural activities and organisations. Develop and support community organisations with strong volunteer membership. **3.1 CLARENCE VALLEY LIBRARIES** encourage community use of libraries as multi-purpose spaces to connect,explore, read, learn, share and participate in activities. **3.3 CLARENCE VALLEY MUSEUMS**

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your library – your place CLARENCE VALLEY

SUBJECT	DISCUSSION
	recognise the vaue of museums as custodians of local stories. Continue support of museums advisor position and local studies group to build skills within museum and professional development opportunities.

The Clarence 2027 Community Strategic Plan

1.1 to have proud and inviting communities that:

1.1.3 support, encourage and celebrate community participation, community organisations and volunteerism.

1.3 to have a diverse and creative culture that:

1.3.1 supports arts, learning, cultural services and festivals

Clarence Regional Libray Strategic Plan 2012-2022

Objective 1.2 Well managed, relevant and timely and up-to-date collections that meet community needs and demands

1.2.4 Implement a Local Studies & Family History Strategy (print and non-print resources)
1.2.5 Develop and promote comprehensive digital collection resources

CRL Local Studies Strategic Plan

Area of Strategic Focus: Learning
Goal: Skilled and informed library staff, community and key stakeholders
Description: Local studies based learning (formal and informal) for library staff, the community and key stakeholders

    2. Local studies training / learning opportunities for Community and key stakeholders (formal and informal)
    3. Local studies activities and events for Community and key stakeholders (formal and informal)

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

Bellingen Shire COUNCIL

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SUBJECT	DISCUSSION
	Area of Strategic Focus: Service Development and Delivery
	Goal: Local studies services that meet national public library local studies guidelines [i.e. G13]
	Description: How services will be delivered throughout the region and beyond the region
	2. A well-equipped local studies service
	7. Community input into local studies collections
Objectives	• Create a single repository of digital material • Provide an integrated discovery and engagement tool • Increase capacity for digitisation • Upgrade digital skills • Increase digital collections • Build capacity for collaboration within the local museum network
Outcomes	• Substantially increased digital collection • Improved access to content held • Digital preservation based on recognised guidelines and standards • Eliminate need for duplication of resources ie) database, equipment for digitisation • Increase access to collection items • Education in the principles, techniques and process for digitisation • Community engagement and ownership of our local heritage • Increased collaboration in museum projects

Processes	• Heirarchy for record making
	  o Fonds for groups (eg museums, library, gallery, people)
	  o Series held by each fonds -
	• Reference number for items - (poy0001.raw ; poy0001.jpg) (sch0001.raw ; sch0001.jpg)
	• File formats
	  o tiff/raw (original for preservation/backup/reproduction) ; jpg (thumbnail for opac)
	• Library as custodian facilitating: find, identify, select, obtain, justify and contextualize
	  o Forms (word doc) for recording information for data input

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

SUBJECT	DISCUSSION
	○ Digitial permissions form (allowing us some ownership of digital record/information) • Standard for digital images (raw/tiff/jpg) • Copyright considerations • Takedown statement – if copyright is in contention
Equipment & storage	• Camera & tri-pod • Light boxes for photographing small to medium sized objects • Light boxs for photographing larger objects • Flat bed scanner & book scanner • External hard drives for storage of scanned photos, digitised ledgers/documents held by museums (ie hand ledgers of donated/bought artefacts etc. • Large format (plans & maps) scanner at Records (increased demand of equipment possibly a good thing for records???) • A SSD (solid state drive) storage device for each Museum (to be held by the library) •
The Library	The regional library has the equipment, the web based platform and the expertise to support designated museum representatives digitise, catalogue and make their collection available online via our OPAC (in the Archives module) those items which best exemplify the Museums collection. The Archives module can be given a name that is more inline with it's purpose. Ie) Heritage Archive? • Source & recommend free image manipulator _ GIMP? Check with IT for any others? • Grafton Library exhibition of project objects and images • Investigate the type of statistics the Archive can provide on the digitised collctions LIBRARY website: • Page introducing the Project

SUBJECT	DISCUSSION
	- o Information on standards for digital images - Links to forms for data collection - Links to digital permissions form (copyright & takedown statement)
The Gallery	Organise workshops on: - Photographing objects - Digital manipulation of images Prepare a newsletter Create networking opportunities Develop exhibition ideas: - Grafton Library exhibition of project objects and images in exhibition space and display cabinets - o 5 precious objects from each museum (7 organisations)
The Museums	- Be open and enthusiastic about the project - Identify 5 precious objects for scanning/digitising - Provide volunteers for scanning and data entry for their objects - Participate in the exhibition
Timeline	LAUNCH - 12 November Local Studies Network meeting - this wil be a wrapup of the Network meetings facilitated by the library - We introduce the project as the way forward for the library's support to the museums and historical societies
Grant application	Consider sourcing funding to provide staff to oversee and develop project to a sustainable program?
Websites of interest	http://help.nla.gov.au/trove/digitisation-partner-guidelines http://www.sl.nsw.gov.au/open-digitisation-partnership-program http://www.digitalcollections.org.au/framework/strategies https://natlib.govt.nz/librarians/national-library-services/collaborative-digitisation https://penrithcity.spydus.com/cgi-bin/spydus.exe/MSGTRN/OPAC/BSEARCH_ARC?HOMEPRMS=ARCPARAMS https://clarence.spydus.com/cgi-bin/spydus.exe/MSGTRN/OPAC/BSEARCH_ARC?HOMEPRMS=ARCPARAMS http://www.naa.gov.au/information-management/information-governance/legislation-standards/index.aspx

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

SUBJECT	DISCUSSION
	https://ned.gov.au/

Community Book Selection Event outline

SUBJECT	DISCUSSION
The Project	To create a Client–driven collection and provide an enhanced supplier appreciation of local interests. **Strategic Links:** **Clarence Valley Cultural Plan** 2.1 PARTNERSHIPS Foster creative industries and cultural networks to encourage collaboration. 2.2 PROMOTION AND COMMUNICATION Engage our community and visitors in the cultural life of the Clarence by making things discoverable. Promote an environment of collaboration, information sharing and open communication. 2.3 PARTICIPATION Encourage participation and engagement in creative and cultural activities and organisations. Develop and support community organisations with strong volunteer membership. 3.1 CLARENCE VALLEY LIBRARIES encourage community use of libraries as multi-purpose spaces to connect,explore, read, learn, share and participate in activities. **The Clarence 2027 Community Strategic Plan** **1.1 to have proud and inviting communities that:** 1.1.3 support, encourage and celebrate community participation, community organisations and volunteerism.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

Bellingen Shire COUNCIL

clarence VALLEY COUNCIL

your library–your place
CLARENCE VALLEY

SUBJECT	DISCUSSION
	1.3 to have a diverse and creative culture that: 1.3.1 supports arts, learning, cultural services and festivals **Clarence Regional Libray Strategic Plan 2012-2022** **Objective 1.2 Well managed, relevant and timely and up-to-date collections that meet community needs and demands** 1.2.4 Implement a Local Studies & Family History Strategy (print and non-print resources) 1.2.5 Develop and promote comprehensive digital collection resources 1.5.4 Annual target group 'book selection' activities
Objectives	• develop partnership with current suppliers • Arrange days for community to select items • Evaluate demand for additional sessions • Consider future opportunity for future FOL to manage selection days
Outcomes	• Client–driven collection • Enhanced supplier appreciation of local interests.
What happens on the day…	• Books are laid out on table in collection groups by the supplier • Slips and instructions are placed near the books, with pens • Customers complete the slips with their barcode / name if they would like the title reserved • Customers take their books to the supplier • Supplier enters title into a selection list, and add customer barcode for reservations • slip is kept and book is returned to the selection table • after the event supplier breaks titles into collections and saves on website as an open order • Staff check titles against already held ones • Place reservations on titles already held and remove from open order

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

SUBJECT	DISCUSSION
	• Remove any other titles already held from open order • Request order(s) and import marc records • Place customer reservations onto skinny records Instructions for the community…. Or ….HOW TO GET ONE OF THESE BOOKS INTO YOUR LIBRARY… ……AND INTO YOUR HANDS 1. Find the books that you like from the 'Choose a new book' table. You can select as many as you want 2. For each book, fill out a slip i. If you would like the book to be reserved for you, ALSO add your name and library card number 3. Place the slip into the book 4. Place the book onto the 'add your name to chosen books' table. 5. If there are any books on the 'add your name' table that you would like reserved, simply fill out a form as above and place into the book.

Equipment	• Tables
	• provided by Regional Services:
	    o Signs: NF, Fiction, DVDS, Place book here
	    o Refreshments
	    o Bookends 30x
	    o Pens
	    o Slips for recording reservations requests

The Library	• In Grafton:
	    o Book the room for the entire day to take the pressure off setup and breakdown
	    o Have Reg Morris collection playing on stereo as background
	    o Table for David/Roland with Laptop near power at front of room

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

SUBJECT	DISCUSSION
	o Table in front of David/Roland table for selected books for processing o Table along front wall for DVDs (under pulldown screen) o Table against front runner near sink for refreshments (Oval table) o Rest of the tables in 2x lines down centre of the room • In Bellingen: o Setup tables in foyer area of library

Supplier	• David Fry – Ainsworths
	  o Community Book selection for CVC and BSC
	  o FoGL book selection
	• Roland Yetman – the Bookhouse
	  o Volunteer celebration and book selection event
	  o Teachers book selection event
	
	• Notify the supplier that we require more childrens books
	• supplier needs to setup different selection lists for each collection to make importing marc records straight-forward

Results to record	• Items available for selection – • Attendees – • titles selected – • reservations -
Administrative Paperwork needed	• Media forms for completion • Evaluation forms for completion at end of evening
2019 timeline	19/20 March – Grafton Library - FoGL selection – David Fry – Ainsworths 7 August - Iluka Library meeting room – David Fry – Ainsworths 9 October – Bellingen Library – David Fry - Ainsworths 27 November - Grafton Library – Volunteer celebration – Roland Yetmen – The Bookhouse

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba & Mobile Library

SUBJECT	DISCUSSION
	September – Grafton Library – Teachers selection – Roland Yetman – The Bookhouse

CB Version Includes calculation for the Actuals to Date (Reserve Balance - bottom of page) This is left off the CRL version
Report Version is a copy without formulas or commentary

CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
2018/2019 Revenue and Expenditure - OPERATIONAL

	Original Budget 2018/19	Revised Budget as at 31/01/19 (NC)	Actuals to 31/01/2019	% Actual vs Revised Budget
Revenue				
Contributions CVC Pub Library	1,061,649.00	1,091,919.00	545,959.50	50%
Contributions CVC Pub Lib (Regional Lib Wage)	22,550.00	24,791.00	12,395.50	50%
Contributions BSC Pub Library	243,020.00	269,869.00	210,215.15	78%
Revenues from users	15,077.00	15,077.00	5,844.02	39%
Sundry Revenues	0.00	0.00	2,638.69	0%
Total Revenue	**1,342,296.00**	**1,401,656.00**	**777,052.86**	
Expenditure				
Workforce related				
Salaries & Employment	332,087.00	359,484.00	198,550.76	55%
Public Holidays	13,805.00	13,805.00	7,323.41	53%
Superannuation	34,099.00	36,702.00	16,981.77	46%
Leave Accruals	38,525.00	38,525.00	22,472.94	58%
Workers Compensation	10,768.00	10,768.00	4,813.65	45%
Motor vehicle costs	7,500.00	7,500.00	3,750.00	50%
	436,784.00	**466,784.00**	**253,892.53**	
Site & Equipment costs				
Computer system costs	92,132.00	118,981.00	59,791.74	50%
Subscriptions/Databses	82,167.00	82,167.00	30,030.97	37%
Telephone	7,582.00	7,582.00	2,916.76	38%
Insurance	4,989.00	4,989.00	3,827.57	77%
	186,870.00	**213,719.00**	**96,567.04**	
Direct Collection costs				
Freight & cartage	19,500.00	19,500.00	3,509.86	18%
Book Maintenance	55,328.00	55,328.00	28,817.10	52%
	74,828.00	**74,828.00**	**32,326.96**	
Overhead costs				
Admin and Management (ABC Cost Distribution)	85,961.00	85,961.00	50,143.87	58%
Admin/Operating	23,439.00	23,439.00	10,692.54	46%
Promotional expenses	12,142.00	12,142.00	9,906.04	82%
	121,542.00	**121,542.00**	**70,742.45**	
Total Expenditure	**820,024.00**	**876,873.00**	**453,528.98**	
Excess / (Shortfall)	**522,272.00**	**524,783.00**	**323,523.88**	62%

CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
2018/19 Revenue and Expenditure - CAPITAL

	Original Budget 2018/19	Revised Budget as at 31/01/19 (NC)	Actuals to 31/01/2019	% Actual vs Revised Budget	
Revenue					
Asset Disposal	0.00	0.00	1,925.99	0%	
Other Revenues	0.00	0.00	0.00	0%	
Total Revenue	**0.00**	**0.00**	**1,925.99**		
Expenditure					
Recurrent					
Bookstock	300,000.00	334,597.00	176,619.17	53%	
Furniture & Equipment	0.00	0.00	1,920.00	0%	
	300,000.00	334,597.00	178,539.17		
Non-Recurrent					
Nil at this stage	0.00	0.00	0.00	0%	
Nil at this stage	0.00	0.00	0.00	0%	
	0.00	0.00	0.00		
Total Expenditure	**300,000.00**	**334,597.00**	**178,539.17**	53%	
Excess / (Shortfall)	**-300,000.00**	**-334,597.00**	**-176,613.18**	53%	The shortfall is the amount to be transferred from the CRL reserve and has a direct corellation with the net operating result

Balance of CRL Reserve	Based on Original budget figures	Based on Revised budget figures (NC)
Opening Balance as at 1/7/18 ESTIMATE ONLY	$749,152.00	749,152.00
Less transfers from reserve:		
Capital expenditure incl books	$300,000.00	334,597.00
Prior year book vote c/fwd	$0.00	0.00
Add:		
Estimated operating transfer to reserve	$522,272.00	$524,783.00
Other Capital Revenue	$0.00	$0.00
Balance of reserve net of interest	$971,424.00	$939,338.00
Interest estimate as per Budget	$21,772.00	$21,772.00
Estimated balance as at 30/6/19	$993,196.00	$961,110.00