MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
6th November 2015
Sir Earle Page Library and Education Centre, Pound Street, Grafton & Bellingen Shire
Library, Hyde Street Bellingen
1:00 PM

PRESENT: Bellingen Shire Council
Sharon Uthmann (Bellingen Shire Librarian)
Cllr David Scott

Clarence Valley Council
Cllr Karen Toms
Dr Judy Banko (Executive Officer)
Kathryn Breward (Regional Librarian)
Angela Clarke (Team Leader (Libraries East) CVC)

1. **Acknowledgement of Traditional Custodians**

2. **APOLOGIES**

    Cllr Margaret McKenna arrived at 1:56pm at the conclusion of meeting.

3. **Disclosure of Conflict of Interest**

    Nil

4. **CONFIRMATION OF MINUTES – Meeting held 7th August 2015**

    No issues with previous minutes.

    Moved: Sharon Uthmann
    Second: Cllr David Scott

    Adopted

5. **Business arising from the Minutes – Meeting held 7th August 2015**

    Items 5.1 and 5.2 will be addressed in the Regional Librarian's reports section.

    Item 5.3 Explanation of Budget variations to CVC and BSC contributions

    Discussion covered the process involved with the budget variation.

    <u>Recommendation</u>

    That member council note the explanation provided on the formulation process of the CRL
    Budget each year.

    Moved: Cllr David Scott

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Second: Judy Banko

Adopted

6. Correspondence

In-coming: Nil

Out-going:

Media Releases:

Students show appreciation for library support (12/10/2015)

Demands leads to more HSC study nights (14/9/2015)

HSC Study nights (3/9/2015)

Lindt research available at your Library (10/8/2015)

Moved: Judy Banko
Second: Cllr David Scott

Adopted

7. Executive Officer's Reports

7.1   CRL Committee Work Plan 2012-2016 review

Questions with notice:

Item 7.1 - On work plan – please explain why or why not item 1.2.10 will not be achieved in the timeframe?

This item in the CRL Strategic Action Plan was never intended to be completed by 2015. It is a medium/low priority with an original timeframe of 2016 and an amended timeframe of 2019.

Item 7.1 – On work plan – 1.3.1 Develop a marketing plan – highlight the benefit for BSC

Community Focus groups in CVC in 2013 indicated that the region had no relevance to the local CVC community, it was extrapolated that Bellingen communities would feel the same. So a regional marketing plan was abandoned in 2013. The benefits to BSC include: improved collateral for marketing, with templates available to BSC, also shared media releases, Facebook posts, and website, Pinterest, Flickr and YouTube accounts.

The 2014/15 statistics (not yet published by State Library) show that memberships and circulation stats are increased on previous year's statistics for both LGAs. These statistics will be discussed in greater detail in the August 2016 meeting, when the published comparative figures for the whole state are reported on from the State Library. Visits for BSC show a 2% reduction on the previous year whilst CVC show a 27% increase in visitation (likely due to the new building opening).

<u>Recommendation</u>

That the amended Clarence Regional Library Committee Work Plan 2012 – 2016 be adopted by the Clarence Regional Library Committee to guide its operations over the remainder of its term.

Moved: Judy Banko
Second: Cllr David Scott

Adopted

8.   Regional Library Reports -

8.1.   RFID update

The completion of the project report was sent to the State Library.

<u>Recommendation</u>

That the information on the RFID technology across the Regional Library be noted by the Committee.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.2.   Integration of Regional and Grafton Branch Services staff

An update on the integration of Regional Services staff and services with Grafton Library staff and services in the Sir Earle Page Library and Education Centre. A question with notice was provided:

Item 8.2 – what is the impact of the cooperative staffing model on CRL staff? Noted that benefits seem mainly for Grafton. What are the benefits, if any to the CRL of this integration? The table of staff hours appears to show when CRL staff are working in Grafton library – what benefit to CRL for this time/cost?

The cooperative staffing for CRL staff provide valuable insights into the operational workings of the public libraries and how the work in Regional Services impacts on the library operations. It enlightens and provides greater understanding of processes and reasoning behind decisions. Benefits for public library staff include, their development in the technical services aspects of library work that they would not otherwise be involved with. This separation of public library and regional services operations is an artificial divide of responsibilities that doesn't generally occur in other library systems.

<u>Recommendation</u>

That the Committee note the update on the integration of Regional Services and Grafton Library services and staff.

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

Moved: Judy Banko
Second: Cllr David Scott

Adopted

8.3. User and non – user survey

A Question with notice was submitted regarding the potential bias of just using fixed line phone services for the survey. On investigation, the option of using both fixed line and mobile phone numbers for the survey is possible at an additional cost.

Recommendation

That the committee endorse:
1. The amended 2012 User and Non-User Survey to be used again to gain feedback from the Clarence Valley and Bellingen Shires Councils about library services
2. The survey methodology being random and conducted via fixed line and mob phone.

Moved: Sharon Uthmann
Second: Cllr David Scott

Adopted

8.4. Digital Collections

This report provides an update on the development of the library's' collection in digital, or 'e' format.

Recommendation

That the Committee continue to support the use of a portion of the book budget for maintenance of a current and relevant digital collection in the form of eBooks, eMagazines and eAudio.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.5. DVD Collection

This report provides an update on the purchasing and usage of the collection of DVD's for loan from the Clarence Regional Library.

Recommendation

That the Committee continue to acknowledge the ongoing demand for a quality DVD collection in the libraries, and support the continued use of a suitable portion of the collections budget to maintain this collection.

Moved: Sharon Uthmann
Second: Cllr David Scott

Adopted

8.6. Materials Processing Review

This is to report on the Material Processing Review completed by Clarence Regional Library.

Question with notice: Item 8.6 – sounds great! Perhaps the assessment of processing would be better as time from receipt from supplier to on the shelf?

Yes, this was measured:
(Page 18 first paragraph) "In the accessioning stage (when we first receive the stock) those titles with reservations on them will be processed and moved to branches within less than a week. All titles still receive some processing, including application of genre labels and those without reservations are reaching the shelves in 2-3 months, or half the time taken prior to this review."

Recommendation

That the information in the report on the ongoing process of review for the materials processing in the Regional Library Service is noted by the committee.

Moved: Judy Banko
Second: Cllr David Scott

Adopted

8.7. Library Management System Review

This report updates the progress of the Review of the Library Management System.

Question with notice:
Item 8.7 – LMS review – given fit for the future context are we aware of the systems used by neighbouring councils, it may be wise to include system interoperability as a consideration if there is a potential merger.

Coffs Harbour, Nambucca, Richmond Tweed, Tamworth – Central Northern Regional Library are all Spydus libraries, the same as CRL.

Recommendation

That the progress of the Review of the Library Management System be noted.

Moved: Judy Banko

Second: Sharon Uthmann

Adopted

8.8 Stocktake 2015

This report summarises the process and outcomes of the 2015 stocktake of the CRL collection using RFID technology.

Question with notice:

Item 8.8 – Stocktake – great that over 200 staff hours (5-6 weeks) saved by use of system in stocktake. How has this staff time been re-allocated or has it been an actual staff cost saving?

Regional Staff are able to maintain the work flows to the standards indicated in item 8.6. Previously stocktake would have caused a disruption in the regular workflow of Regional Services and the backlog of stock would have blown out to 6 months or more. As a result stocktakes would not have been done so frequently. This time allows Regional Staff to continue to fulfil projects, such as digitisation, website development, and development of IT helpdesk, marketing collateral for programs in the public libraries, promotion of resources and services, collection development, IT maintenance etc.

<u>Recommendation</u>

That the Committee acknowledge the improvement to the process of stocktake and decreased stock identified as missing as a result of RFID implementation.

Moved: Cllr David Scott
Second: Judy Banko

Adopted

8.9 Quarterly Income and Expenditure Sheet provided before the meeting

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.

A question was asked about what the "travel costs" would be and why were they at zero? Further investigation is needed in order to provide a full and accurate explanation.

<u>Recommendation</u>

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

Moved: Judy Banko
Second: Cllr David Scott

Adopted

9. Items for Information

    9.1   Draft Collection Management Plan adopted at the August CVC council meeting.

10. Additional Matters

    10.1 Meetings schedule for 2016

                5 February

                6 May

                5 August

                4 November

10:00 am start is preferable to the committee.

Regional Librarian to send out invitations for the above dates to go in Outlook Calendars for next year.

Moved: Cllr David Scott
Second: Judy Banko

Adopted

10.2   committee asked when the AGM was meant to occur as there hadn't been one for the year. Will make the February meeting an AGM.

11. Items for next meeting

    1.   User/non user survey
    2.   Collection management plan
    3.   New technologies
    4.   Annual community book selection
    5.   Library Management System Review
    6.   Election of Chairperson and Deputy Chairperson

Meeting Closed: 1:53 pm

Next meeting: 10:00 am 5 February Skype between Grafton and Bellingen Libraries

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

Cllr Margaret McKenna enters room 1:56 pm