REPORT SUMMARY

This report provides an overview of the potential allocation of the Reserve Funds accumulated in recent years. The Reserve fund must ensure that liabilities, particularly staff entitlements, can be paid in the event of membership changes or dissolution of the Clarence Regional Library.

OFFICER'S RECOMMENDATION

That the Committee determine the expenditure of the Reserve budget on ongoing maintenance of RFID, the four-yearly User and Non-User Survey due in 2020, four-yearly replacement of laptops and iPads, purchase and four-yearly replacement of mini tablets, promotional activities and the maintenance of Collection HQ and a $50,000 allocation from the State Library Subsidy for library infrastructure in each council.

BACKGROUND

A significant Reserve fund has accumulated in recent years as a result of staff vacancies and the industry's inability to fulfil stock orders.

The withdrawal of Nambucca Shire Council from the Clarence Regional Library (CRL) highlighted the need to ensure that the Reserve is capable of meeting the costs of staff entitlements should further down-sizing and associated redundancies be necessitated.

Other portions of the Reserve may also need to be restricted to fund other known liabilities as determined by the CRL operations or the decisions of the CRL Committee (CRLC).

ISSUES

In assessing the size of the Reserve over a ten-year timeframe a number of assumptions have to be made.
- Only current staffing levels can be considered – a change in the number of staff and the length of time they have been employed will impact on funds required to pay staff entitlements should the need for redundancies arise.
- Current staff will continue to work for the CRL – if new staff replace existing officers, staff redundancy entitlements will reduce.
- There will be no redundancies during that time.
- Interest rates are based on a conservative rate 3.5%.
- The CPI is 1.5%

Restricted Reserve
The portion of funding that must be retained each year is determined by potential redundancies. As staff entitlements grow each year, the portion of the fund that must be restricted for this purpose needs to be reviewed annually. The current staff members are relatively new, but the total liability is growing each year.

Expendable Reserve
The remaining funds can be considered discretionary funds to be used to fund other priorities as identified in the CRL Service Agreement and Strategic Plan as well as agreed by the CRLC. It should be noted that some items may be subject to annual decisions while others, such as RFID, will become permanent expenditure items once such a system is adopted.

Most liabilities are annual and are addressed through the annual recurrent budget. While some have a longer life, such as contracts entered into for the provision of the Library Management System which span three to five years, those systems will be required by the Executive Council regardless of whether the CRL entity survives. Any potential reduction in the fee due to the reduced size of the membership is not able to be determined at this stage for inclusion in the calculations. While a reduced fee was negotiated for the current contract, this was due to factors other than the size of the membership. The fee for work associated with the withdrawal of Nambucca Shire Council was $1,000 and while it has been charged to that Council in this instance, dissolution of the CRL resulting from forces outside its control would require a similar cost that would be funded from the reserve.

Other items that have been included for expenditure, but may be reconsidered on an annual basis include:
- RFID Annual Maintenance, recurrent tags and SIP2
- Replacement of laptops every four years – used for staff training and customer activities
- Replacement of iPads purchased every four years – due this year but may not need to be replaced as yet
- Replacement of mini tablets to be purchased in 2015/16 replaced every four years
- Annual promotional activities
- Subscription to Collection HQ software to manage the collection using quantifiable evidenced based data
- Allocate to council library services of $50,000.00 from the State Library Subsidy funds for use on library infrastructure projects within the council level of the service.

Undertaking the User and Non-User Survey, conducted every four years (now due in 2020), may be reconsidered. However, this is an agreed item included in the Service Agreement and is fundamental to ensuring the future direction of library services meets community needs, interests and aspirations. Other priorities included in that adopted document are funded through the recurrent budget.

The promotion expenditure for the 2015/16 financial year is $17,500 this accommodates marketing opportunities and projects across the region. This amount has been rolled over each year with the CPI increase as it is envisioned that there will be other projects that this money could be directed to for promotional purposes.

> The use of Facebook page advertising in the last 12 months has seen a rise in the library's profile on Facebook from 1314 *likes* 30 June 2015 to *2563* 20 July 2016. These increases very closely correspond to each time paid advertising has been used on the Facebook page.

> The use of paid advertising in the local papers in the previous year has also seen the local library profile rise as we have taken advantage of the News In Education (NIE) lift outs in each of the Local APN papers.

Analysis of the CRL Reserve's capacity to fund agreed expenditure has been undertaken under two scenarios:

CRL RESERVE MANAGEMENT - with $50,000 allocation for library infrastructure projects included (Attachment 1)
CRL RESERVE MANAGEMENT - with $50,000 allocation for library infrastructure projects not included (Attachment 2)

The results indicate that all of the initiatives and liabilities listed can be accommodated over a four to five year timeframe.

OPTIONS

That the CRL Committee:

1.   Determine the combination of items to be funded by the CRL Reserve budget.

Dr Judy Banko
<u>Executive Officer</u>
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian

CLARENCE REGIONAL LIBRARY COMMITTEE	13 May 2016
Item: 5.2 No. 3 /16 – COMPREHENSIVE DATA HEALTH CHECK	

ATTACHMENT

REPORT SUMMARY

This report seeks to provide detail to the Committee regarding the Comprehensive Data Health Check provided by Civica.

OFFICER'S RECOMMENDATION

That the Committee approve the purchase of the Comprehensive Data Health Check provided by Civica.

BACKGROUND

Comprehensive Data Health Check: - is a service offered by our LMS supplier, Civica and comes recommended now that some time has past since the removal of Nambucca Shire Council data from our catalogue, it has also been nearly 15 years since the last data health check was undertaken.

This check will identify any ongoing issues with the data in the catalogue and identifies items that need to be cleaned from our database.

Our regional library service depends greatly on the accuracy of the Spydus database. All library functions are influenced by the provision of timely and reliable information. These include:

- Library staff time: much time can be spent following up on items that are not where they should be. Whilst regular stocktakes update our records this does not clear up duplicate data.
- Currency: Ensuring all bibliographical records conform to current cataloguing standards ensures that the functionality of any LMS is maximised for all users (staff & borrowers).
- Reliability: cleaning up the database ensures that results can be trusted, saving time for our borrowers as well.

What does it find?
The data health check is an analysis of MARC records in the Spydus database, and generates reports on the following:

- errors in MARC records - see attached 'Sample MARCCLEANRPT' for examples of the types of errors included in this report
- duplicate bib records – see attached 'Sample_DuplicateBibs' (DEDUP tab) to see examples
- GMD (General Material Description) and Collection analysis which can be used to map as required to RDA (Resource Description & Access) fields – see Sample_CodeMapping (GMD & Collections tabs) to see examples

Once you have the analysis reports on the above, you can then review and decide if you want to proceed with cleaning up the errors, merging duplicate records and adding RDA data to existing records.

How much is it likely to find
There is no way to determine this apart from doing the analysis.

Benefits
The main benefits are:

- Duplicate bib records (and associated holdings) can be merged – customers can see all holdings on one record instead of spread across duplicate or multiple records
- existing "pre-RDA" records can have the relevant RDA data added – this will result in searching being more exact for customers and staff

- Errors or missing MARC data can be fixed again resulting in more exact searching.

    - Costs for diagnosis - $1,875.00 has been budgeted in the draft CRL 2016/17 Operational Budget.
    - Cost for cleanup will range from $1,800 - $4,500 depending on what the diagnosis reveals. This amount has as yet not be budget for.

Dr Judy Banko
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian

CLARENCE REGIONAL LIBRARY COMMITTEE   13 May 2016

Item: 5.3   No. 2/16 – BUILDING OPERATIONAL COST DISTRIBUTION FOR GRAFTON LIBRARY AND REGIONAL LIBRARY SERVICES

REPORT SUMMARY

This report provides an update on the building costs attributed to the Clarence Regional Library as a proportion of the total building costs of the new Grafton Library.

OFFICER'S RECOMMENDATION

That the Committee note the update on the building costs for the Regional Library Services.

BACKGROUND

The Sir Earle Page Library and Education Centre facility was designed to house Regional Services, Grafton Library and the Mobile Library.

The proportional costing for building operational costs between the Regional Library Services and the Grafton Library Service was to be reviewed after 12months of the building's operations so that a clear understanding of the annual operational costs could be determined for each working team using the building, being, the Regional Services staff and the Grafton Library staff.

The reviewed proportional cost breakdown was forwarded to the CVC Executive Officers meeting for discussion and review prior to the last CRL Committee.

ISSUES

In the budget for the new Financial Year 2016-17 the building costs are included in the ABC Distribution (Internal Expenses) through which administrative costs are recovered, this includes: everything from the GM's Office, Governance, Elected members Cost, IT, Records Management, Finance and Accounting, Management Accounting, Corporate Systems, Procurement and Building Costs (Rates, Waste, Water, Electricity etc). This cost is set at the beginning of the financial year and will not vary.

There will therefore be no separate item for building expenses.

The building costs for 2015-16 will be backdated to that year as they were not included in the ABC for that period and they will be apportioned on the same basis as has been determined for 2016-17.

Dr Judy Banko
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian
              Clarence Regional Library

Item: 8.2   No.3/16 - CLARENCE REGIONAL LIBRARY SERVICE DRAFT REVISEDSTRATEGIC ACTION PLAN 2012 - 2022

ATTACHMENTS

REPORT SUMMARY

This report refers to the draft reviewed Clarence Regional Library Service Strategic Action Plan 2012 – 2022 developed in workshops with Staff and the Clarence Regional Library (CRL) Committee which will be used to guide the new Committee to be established following Council elections in September 2016. A review of the achievements of the current Clarence Regional Library Service Strategic Action Plan 2012 – 2022 is also included as a reference.

OFFICER'S RECOMMENDATION

That the
1. Report of achievement of the Clarence Regional Library Strategic Plan 2012 – 2022 be endorsed, reported to the Executive Council and presented to the new Clarence Regional Library Committee following its establishment.

2. Draft Reviewed Clarence Regional Library Strategic Plan 2012 – 2022 be endorsed for presentation to the new Clarence Regional Library Committee to guide its operations over its four-year term.

BACKGROUND

The Clarence Regional Library Strategic Plan 2012 – 2022 was developed in consultation with library staff, the CRL Committee and in consideration of the results of the User and Non-User Survey. The associated Action Plan has been used to guide the agenda for the quarterly meeting of the CRL Committee. Each year, the committee is provided with an update on progress against the Action Plan.

This August 2016 meeting is the final meeting of the current CRL Committee, with the new committee to be established following Local Government Elections in September 2016. It represents the final opportunity for the current Committee to finalise its achievements over the past four years and to provide some guidance regarding priorities and general activities for their four-year term.

The Strategic Plan and its Action Plan deal with the full range of library services and therefore go beyond the scope of the Committee's responsibilities. The committee is generally limited to the services provided by the Regional Library staff which focus on the collection and associated policies. However, staffing, customer service and facilities are captured in the plans. Some elements of service delivery are influenced by the CRL, by individual LGAs or by individual libraries or some combinations thereof. The Action Plan endeavours to identify the responsibly entities to bring come clarity to roles.

ISSUES

Overall the achievements over the past four years have been substantial (Refer Attachment 1: CRL Strategic Plan 2012 – 2022 Progress report - April 2016). These include:
    CRL:
- The random User and Non-User Survey which provides good insights into what we are getting right and where we need to focus more energy
- Review of Library Management System
- Targeted outreach services developed for Home Library Service, Story time, and HSC – Food for Thought evenings
- Website upgrade
- Themed and targeted eNewsletters developed
- Enhanced collection management through introduction of RFID and CollectioHQ
- Collection arrangement incorporating best practice, integration of collections, separating Local Studies

- Improved wireless internet services
- Development of digital collections – introduction of eMagazines, eAudio, eBooks
- Introduction of a DVD Collection
- Further databases – ancestry.com, FindMyPast, ComicsPlus,
- Expansion of Aboriginal resources and targeted marketing
- Visible library identity produced
- Process streamlining
- Policy review and development
- Customer Service Charter developed and procedures implemented
- Strategic direction for the CRL
- Community Book Selection activities developed
- Social networking – Facebook, YouTube, Pinterest, Flickr developed
- Educational & recreational programs and activities –Preservation workshops, Tech Savvy Seniors & Tech Time
- Deductible Gift Recipient Status achieved for regional Library

Libraries:
- Mobile library service operations reviewed, grant success for revamp
- Greater range of activities and events
- Partnerships with other services to promote libraries and their role in the community
- Delivery of Home Library Services
- Staff professional development
- Book Clubs meeting in libraries

Key activities that have progressed to some extent include:

CRL:
- RFID
- The ongoing implementation of the Local studies Strategy
- Marketing and promotional plan
- Targeted public consultations
- Volunteering base increased across all services
- Increasing income
- Budget management
- Disaster planning

Libraries:
- Library hours review
- Improvements to collection arrangements
- Continuation of local community surveys
- Library signage and identity
- Marketing and promotional plan activities
- Friends of the Libraries - Friends of Grafton Library established
- Book Clubs
- Disaster planning
- Staffing levels
- Future infrastructure plans and development

Staff have reviewed the elements of the Strategic Action Plan and have identified actions for modification, deletion and addition to revise the Plan. That input was presented to the CRL Committee at its workshop on the 26th July for review.

The attached draft revised CRL Strategic Action Plan 2012-2022 captures input from both staff and the Committee.

OPTIONS

That the Committee

1. Endorse the reported achievements of the Clarence Regional Library Strategic Plan 2012 – 2022 to be reported to the Executive Council and for presentation to the new Clarence Regional Library Committee following its establishment.
2. Endorse the Revised Clarence Regional Library Strategic Action Plan 2012 – 2022 for presentation to the new Clarence Regional Library Committee to guide its operations over its four-year term.
3. Endorse the amended report of achievements of the Clarence Regional Library Strategic Plan 2012 – 2022 to be reported to the Executive Council and for presentation to the new Clarence Regional Library Committee following its establishment.
4. Endorse a revised Draft Clarence Regional Library Strategic Action Plan 2012 – 2022 for presentation to the new Clarence Regional Library Committee to guide its operations over its four-year term.

Dr Judy Banko
<u>Executive Office</u>
Clarence Regional Library

Prepared by: Katrina Shillam/Kathryn Breward
Section: Acting Regional Librarian

Item: 8.3   No. 3/16 – CONTRIBUTION TO CRL FOR 2016/17 FINANCIAL YEAR
ATTACHMENTS

REPORT SUMMARY

This report provides the per capita contribution for member Councils to the Clarence Regional Library budget for the 2016/17 financial year.

OFFICER'S RECOMMENDATION

That member Councils note their per capita contribution for the 2016/17 financial year.

BACKGROUND

The Library Service Agreement sets the per capita contributions of members as follows.

> *10.3   An agreed formula shall be used to determine the budget Contribution for each Member Council which shall be based on a per capita rate contribution.*
>
> *Contribution = Population x Per Capita Rate*
> *   10.3.1 Prior to Councils' budget preparations an estimated range for the   Contribution will be provided to each Member Council. That estimate   range will be based on the previous year's population, adjusted:*
> *   1) For the previous year's population growth; and*
> *   2) The Average of the growth rate for the previous 5 years.*
> *   Estimated Contribution Range =*
> *   Between: (Previous Year's population +*
> *   Previous Year's Population Growth Rate) x Per*
> *Capita Rate*
> *   and: (Previous Year's population + Average of*
> *   the 5 Previous Year's Population Growth Rate) x   Per*
> *Capita Rate*
> *   10.3.2 A specified amount of Contribution from each Member will be   provided when the actual population figures are released by the   Australian   Bureau   of   Statistics (ABS), generally in March of each year.*
>
> *10.5   The annual level of increase in the Per Capita Rate for member Contributions is set at:*
> *   Rate peg + 6% with a minimum of 8%*

The agreement also makes provision for the agreed changes to the staffing arrangements which require 20% of the Regional Librarian's time being allocated to CVC library business. Therefore a reduction of 20% of the wage costs of the Regional Librarian are to be subtracted from Bellingen Shire Council's (BSC) contribution and paid for by Clarence Valley Council (CVC).

ISSUES

The rate peg determined for 2016/17 is 1.8% resulting in a per capita contribution rate of 8% for the 2016/17 financial year. Last financial year it was 8.4%. This takes the amount from $14.12 per resident to $15.25 per resident for 2016/17.

Bellingen Shire Council's (BSC) Estimated Resident Population as at 30 June 2015 (released by the ABS 30 March 2016) is 13,010. This represents a growth rate of 0.7% from the previous year. Clarence Valley Council's (CVC) Estimated Resident Population as at 30 June 2015 (released by the ABS 30 March 2016) is 51040. This represents a growth rate of 0.1% from the previous year.

As indicated in Table 1 below this has resulted in a contribution from:
- CVC of $778,360.00 and
- BSC of $198,402.50

Table 1:

	Est Resident Pop'n (ABS 30 June 2014)	Growth Rate 2013/14	Contrib'n @ $14.12 per capita (8.4% increase)	Actual Contrib'n 2015/2016	CENSUS POP'N 30 JUNE 2011	Est Resident Pop'n (ABS 30 June 2015)	Growth Rate 2014/15	Contrib'n @ $15.25 per capita (8% increase)
CVC	51,003	-0.10%	$720,162	$724,899.48	51,252	51,040	0.10%	$778,360.00
BSC	13,032	1.40%	$184,012	$179,274.72	12,886	13010	0.70%	$198,402.50
TOTAL	64,035		$904,174		64,138	64,050		$976,762.50

A further reduction in the contribution made by BSC is required to reflect the 20% of the Regional Librarian's time being dedicated to CVC branch library operations. Bellingen's population represents 20% of the total population of the CRL. Therefore if the Regional Librarian's time was totally devoted to CRL business, BSC's contribution would pay for 20% of her time. However, of that amount of time, one fifth is expected to be dedicated to CVC business and therefore BSC's contribution to her wage (and on-costs) will reduce by one fifth. This amounts to a reduction of $4,742.56 for the 2016/17 financial year.

Therefore the total annual per capita contribution for both Councils is:

- CVC: $783,102.56
- BSC: $193,659.94

Dr Judy Banko
<u>Executive Officer</u>
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian

Item: 8.4   No. - REVIEW OF COMMITTEE OPERATIONS

REPORT SUMMARY

This report seeks feedback from the current Clarence Regional Library (CRL) Committee about its operations over the past four years which will be used to improve functionality for the next CRL Committee to be established following Council elections in September 2016.

OFFICER'S RECOMMENDATION

That the Executive Officer reports back to the Executive Council any feedback from current Clarence Regional Library (CRL) Committee members relating to its operations over the past four years for the purpose of improving its functionality.

BACKGROUND

All Councils have a range of committees and groups that undertake functions on behalf of Council or provide advice to Council aimed at enhancing service delivery and priorities.

All committees are disbanded with each election of new Councils every four years in accordance with legislation.

The Clarence Regional Library Committee is required to undertake specific functions on behalf of the member Councils of this service. The details of its operations are largely a matter for local members to determine.

A Library Service Agreement governs the operations of this committee.

This review is intended to reflect on the committee's operations with a view to finding means of enhancing operations and satisfaction of its members.

ISSUES

A form has been prepared to make this process simpler. It deals with the meeting arrangements, reports, minutes and focus of the Committee's operations. Members can provide feedback in an alternative written form or verbally at the meeting.

The results will be collated and presented in summary form without identification of members' comments unless they specifically request that.

Dr Judy Banko
Executive Office
Clarence Regional Library

Prepared by: Katrina Shillam
Section: Acting Regional Librarian

Item: 9.5   No.3/16 – DRAFT BOOK VOTE 2015/16

SUMMARY

This report provides an overview of the Draft Book Vote for the 2015/16 financial year.

OFFICER'S RECOMMENDATION

That the report of the Draft Book Vote for 2015/16 be endorsed.

BACKGROUND

The annual budget for the CRL is developed each year by the Executive Council in accordance with its standard procedures adopted in developing budgets across all activity areas.

Annual increases are determined, in most part, by the CPI increase adopted by the Department of Local Government. The current rate peg is 2.4%, with a per capita contribution rate of 8.4% for the 2015/16 financial year.

The total income is allocated firstly to the estimated operating expenses with the remaining amount being allocated to the book vote.

ISSUES

The total anticipated budget for the 2015/16 financial year is approximately $1,109,945 (excluding project grants).

Programmed expenditure on book stock at this stage is approximately $300,800 and a further $12,300 in committed funds from 2014/15 will be rolled over from the CRL Reserve fund to pay for stock on order from 2014/15 financial year to boost this year's expenditure.

So there will be a an approximate total book vote of $313,100 for the 2015/16 financial year

Due to the nature of book stock ordering there will always be an amount of funds at the end of a financial year that is 'committed' for expenditure but is not technically spent while awaiting receipt of that ordered stock. Purchases of items through standing orders with suppliers often include pre-published items for which we must await publication. These orders will generally be fulfilled in the new financial year and the committed funds will be used from the previous year's budget.

The Draft 2015/16 Book Vote allocations are as follows, this will be adjusted once the final figures are known:

CRL Draft Budget 2015/16
Book purchasing and book maintenance

Note - book maintenance costs vary between collections due to supplier variations and additional requirements for collections with rapid shelf-readiness required - ie Adult Fiction and Young Adult Fiction.

Description	Materials Budget Allocation	# approx. titles	processing per title	total processing cost
Adult Fiction	$68,500.00	3425	$5.37	$18,392.25
Adult Non Fiction	$35,000.00	1750	$3.52	$6,160.00

Junior Easies	$12,000.00	600	$3.19	$1,914.00
Junior Fiction	$12,000.00	600	$4.06	$2,436.00
Junior Non Fiction	$12,000.00	600	$4.06	$2,436.00
Young Adult Fiction	$15,000.00	750	$5.60	$4,200.00
Large Print	$44,462.00	2223	$4.00	$8,892.00
Adult Talking Book on CD	$27,286.00	1364	$5.00	$6,820.00
Junior Talking Book on CD	$0.00			
Young Adult Talking Book on CD	$0.00			
Local Studies/family history	$3,000.00	150	$3.52	$528.00
Adult & Junior reference	$7,000.00	350	$3.52	$1,232.00
Magazines - Adult	$10,300.00	515	$0.00	$0.00
Magazines - Junior	$600.00	30	$0.00	$0.00
Magazine - Young Adult	$1,100.00	55	$0.00	$0.00
eMagazines	$6,000.00	300	$0.00	$0.00
eBooks	$5,000.00	250	$0.00	$0.00
aboriginal resources	$5,000.00	250	$3.52	$880.00
DVDs	$27,500.00	1375	$6.20	$0.00
eAudio	$9,000.00	450	$0.00	$0.00
Total	**$300,748.00**	**15037**		**$53,890.25**

Dr Judy Banko
<u>Executive Officer</u>
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian
                   Clarence Regional Library

REPORT SUMMARY

This report provides information on the progress of the Budget for the year to date. It will also report on overview of the potential allocation of the Reserve Funds accumulated.

OFFICER'S RECOMMENDATION

That the report:

On the 4rd Quarter Income and Expenditure Sheet for 2015/16 and the budget for 2016/17 for the Clarence Regional Library is noted by the Committee,

BACKGROUND

Items of note in the 4th Quarter expenditure sheet include:

- The CVC and BSC contributions are a result of the budgets being incorrect but do include the refunds back to each council as requested in the July meeting.
- Anticipated revenue from users is down on expected result.
- Motor vehicle costs are over as the incorrect vehicle was costed to this line, this has been adjusted in the new budget (in fact due new lease agreements being negotiated, the new budget amount is substantially lower then previously at $7,500)
- Subscriptions and databases is lower then expected as we did not renew a couple of non performing databases this year and did not source any suitable replacements.
- Freight and cartage remains over budget slightly, we will continue to monitor this year with a view to varying the budget later in the year.
- Book maintenance is lower then expected and is likely the result of not expending the book vote fully this financial year and also to some degree to renegotiated agreements with suppliers that were lower then expected.
- Admin and operating is lower then expected as a result of lower charges for the photocopier lease and postage costs.

Items of note in the 2016/17 budget:

- Budgets are estimates only at this stage
- The refund to each council for the adjusted per capita contributions has been delivered.
- As previously noted, the reduction in MV budget for the new year is substantial.
- Budget does not include Collection HQ and a budget variation is needed to accommodate this expense.
- Variations to budget may still need to be made to the Freight & cartage and also the Book Maintenance budgets to better reflect actual expenditure.
- Book vote expenditure is an estimate at this point and may need to be varied.

Dr Judy Banko
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward

Section: Regional Librarian
             Clarence Regional Library

CLARENCE REGIONAL LIBRARY COMMITTEE	5 August 2016
Item: 9.1 No. 3/16 – CRL LOCAL STUDIES DISASTER MANAGEMENT AND RECOVERY PLAN	

REPORT SUMMARY

This report provides an update on the progress of the CRL Local Studies Disaster Management and Recovery Plan.

OFFICER'S RECOMMENDATION

That the progress of the CRL Local Studies Disaster Management and Recovery Plan is noted.

BACKGROUND

The CRL Local Studies Disaster Management and Recovery Plan was endorsed by the Clarence Regional Library Committee and is to be considered for adoption by the Executive Council.

The CRL Local Studies Disaster Management and Recovery Plan will be considered by the CVC Executive at its August 2016 meeting and, following approval, placed on public display for a 28 day period. A report will then be prepared for Council's consideration.

Dr Judy Banko
Executive Office
Clarence Regional Library

Prepared by: Katrina Shillam
Section: Acting Regional Librarian