ATTACHMENTS

REPORT SUMMARY

This report refers to the draft Clarence Regional Library Service Strategic 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 2012. A review of the achievements of the current Clarence Regional Library Service Strategic Plan 2008 – 2018 is also included as a reference.

OFFICER'S RECOMMENDATION

That the
1. Report of achievement of the Clarence Regional Library Strategic Plan 2008 – 2012 be endorsed, reported to the Executive Council and presented to the new Clarence Regional Library Committee following its establishment.

2. Draft 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 2008 – 2012 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 2012 meeting is the final meeting of the current CRL Committee, with the new committee to be established following Local Government Elections in September 2012. 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 branches or some combinations thereof. The Action Plan endeavours to identify the responsible entities to bring some clarity to roles.

ISSUES

Overall the achievements over the past four years have been substantial (Refer Attachment 1: CRL Strategic Plan 2008 – 2018 – Progress report). 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

- Enhanced collection management
- Website upgrade
- The development of the Local studies Strategy
- Development of our digital collections
- Further databases
- Process streamlining
- Policy review and development
- Strategic direction for the CRL
- DGR status
- Wireless internet services
- Social networking
- Funded projects

Branches:
- Mobile library service operations enhanced
- Greater range of activities and events
- Delivery of outreach services
- National Year of Reading activities
- Partnerships with other services to promote libraries and their role in the community
- Staff professional development
- Review of infrastructure provisions
- Funded projects

Key activities that have progressed to some extent include:

CRL:
- RFID
- Implementation of Local Studies Strategy
- Marketing and promotional plan
- Library signage and identity
- Customer service charter
- Targeted public consultations
- Friends of the CRL
- Volunteer arrangements
- Increasing income
- Budget management
- Disaster planning

Branches:
- Library hours review
- Improvements to collection arrangements
- Continuation of local community surveys
- Marketing and promotional plan activities
- Friends of branches
- Book Clubs
- Disaster planning
- Staffing levels
- Future infrastructure plans and development

Staff have reviewed the elements of the strategic and action plans and have identified actions for modification, deletion and addition to the new plans for 2012 – 2022. That input was presented to the CRL Committee at its workshop of the 20th July for review.

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

<u>OPTIONS</u>

That the Committee

1. Endorse the reported achievements of the Clarence Regional Library Strategic Plan 2008 – 2012 to be reported to the Executive Council and for presentation to the new Clarence Regional Library Committee following its establishment.
2. Endorse the Draft Clarence Regional Library Strategic 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 2008 – 2012 to be reported to the Executive Council and for presentation to the new Clarence Regional Library Committee following its establishment.
4. Endorse an amended Draft Clarence Regional Library Strategic Plan 2012 – 2022 for presentation to the new Clarence Regional Library Committee to guide its operations over its four-year term.

Anne D'Arcy
<u>Executive Office</u>
Clarence Regional Library

Prepared by: Anne D'Arcy
Section: Social Planning and Cultural development

REPORT SUMMARY

This report provides an overview of the performance of the Clarence Regional Library (CRL) as reported in the Public Library Statistics 2010/11 Report.

OFFICER'S RECOMMENDATION

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

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 2010 to June 2011 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 99 is used to rank performance against other public libraries where appropriate. The represents the total number of library services for 2010/11. In previous years there were 97. Many of there library services comprise regional library services or other joint operations making the total number of branches approximately 4 times the number of services.

ISSUES

State-wide Facts:

- The proportion of the population that hold a membership card has grown from 35% in 1980 to 46% in 2010/11.
- Many more access library resources without becoming members as they access reference collections, read newspapers and journals, use computers research local history or access the internet. The total number of visits was 35,823,822.
- Local government expenditure on public libraries has grown from $27M in 1980 to $314M in 2010/11. State Government expenditure grew from $8M to $24.5M as well as a further $2M for the Country Library Fund. This represents a significant drop in the State's proportion of the total funding over that period of time which is also true for the 2010/11 financial year.

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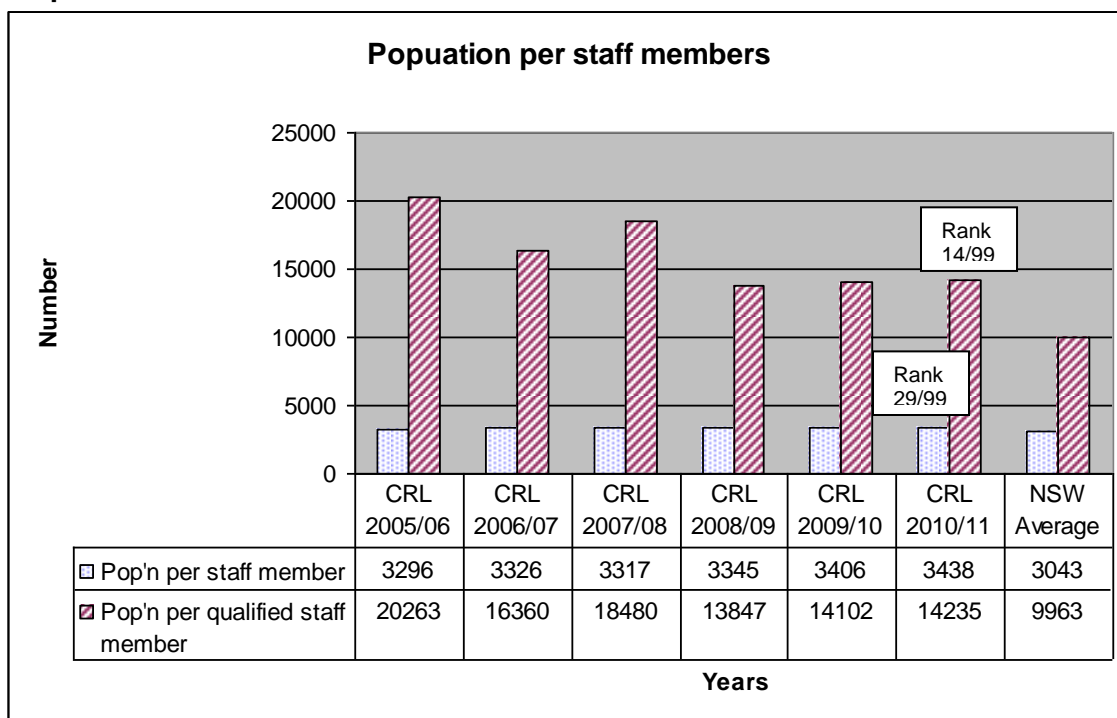
considerable effort into improvements, which is a key consideration when applications for grants are assessed. There is still considerable work involved in ensuring these improvements are maintained.

Staffing levels have remained static and therefore the data does not demonstrate improvement.

Population Comparisons:
The population served by the CRL is 16% larger than the NSW average. The population per staff member continues to increase, being 13% higher than the average (Graph 1). This means a greater potential workload for each staff member.

Graph 1

Popuation per staff members

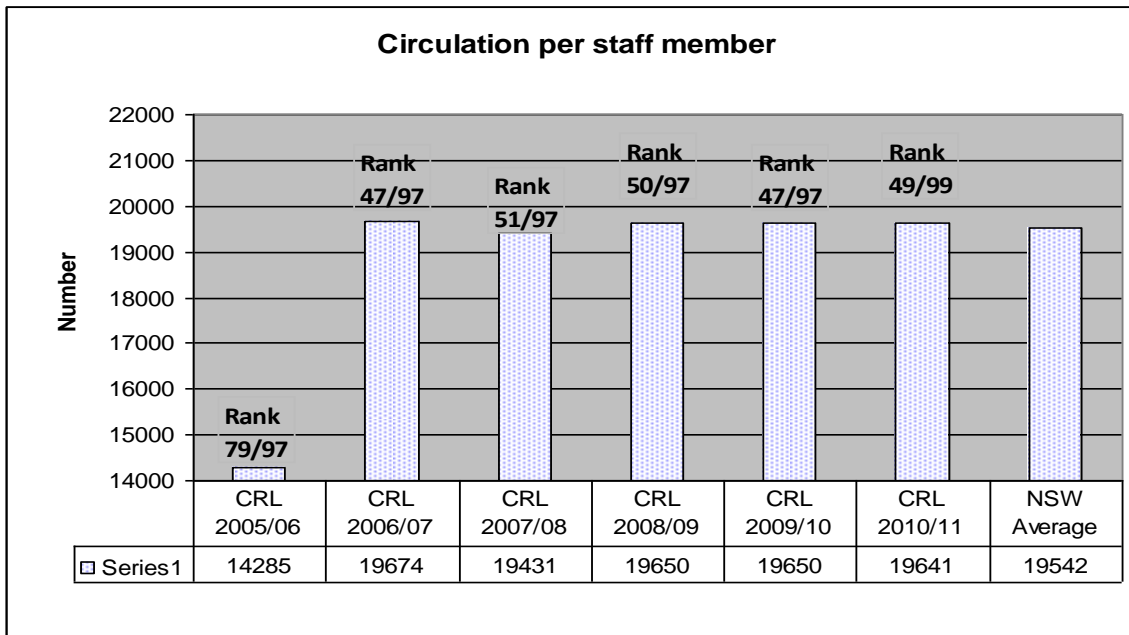|	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
☐ Pop'n per staff member	3296	3326	3317	3345	3406	3438	3043
▨ Pop'n per qualified staff member	20263	16360	18480	13847	14102	14235	9963

Rank 14/99

Rank 29/99

Years

The population per qualified staff member is again on the increase and is 42% higher than the average (Graph 1). 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.

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 close to the average. 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 new Grafton Library however, is expected to result in considerably increased expectations of the community, increased membership and increased circulation.
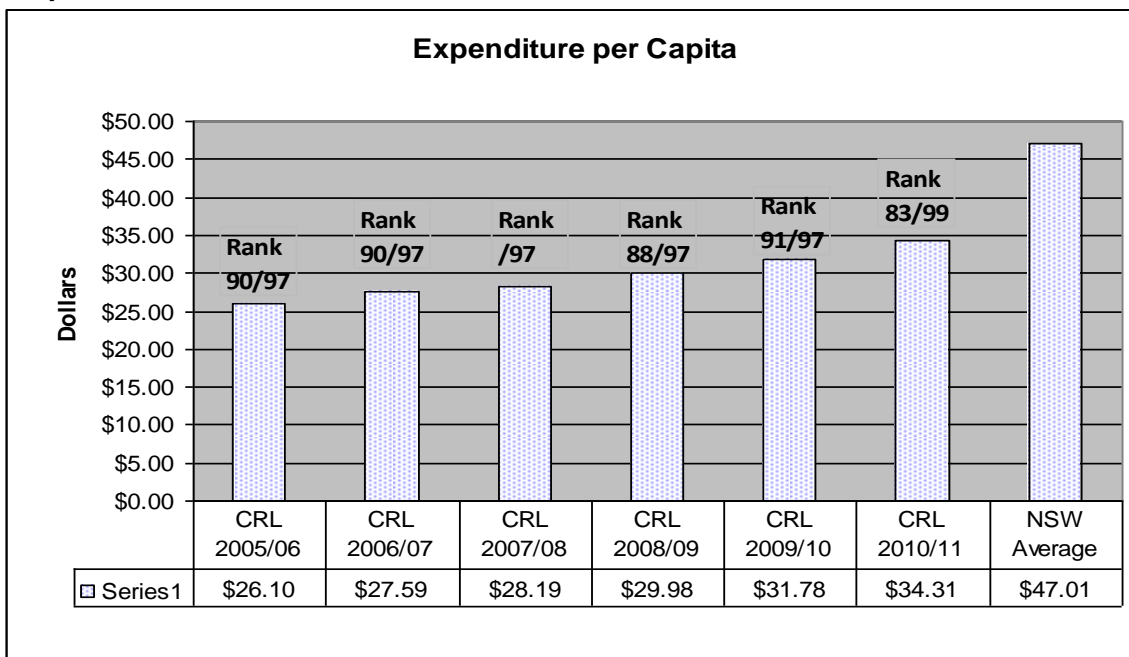
Graph 2

Circulation per staff member

	Rank 79/97	Rank 47/97	Rank 51/97	Rank 50/97	Rank 47/97	Rank 49/99	
	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
□ Series1	14285	19674	19431	19650	19650	19641	19542

Total Expenditure on Library Services:

Our total expenditure on library services per capita has improved again, and while our ranking amongst public library services across the State has shown a sound improvement, we still remain 23% below the State average (Graph 3).

Graph 3

Expenditure per Capita

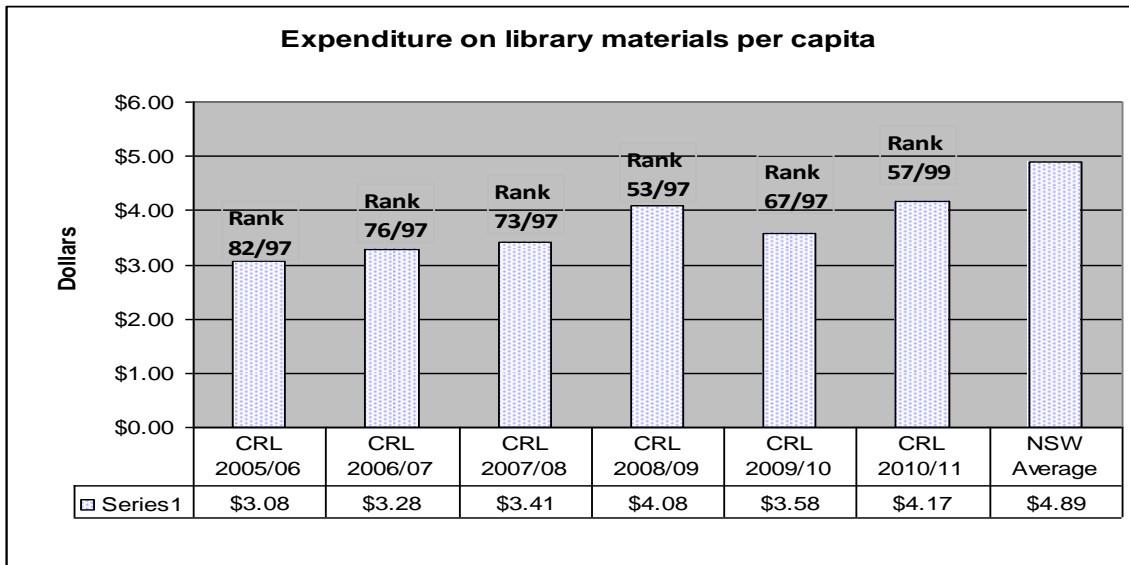|	Rank 90/97	Rank 90/97	Rank /97	Rank 88/97	Rank 91/97	Rank 83/99	
	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
□ Series1	$26.10	$27.59	$28.19	$29.98	$31.78	$34.31	$47.01

Expenditure on Library Materials:

Our expenditure on library materials per capita has resumed its trend to increasing each year, which has improved our rank across the State (Graph 4). This means we are now only 15% below the State average.
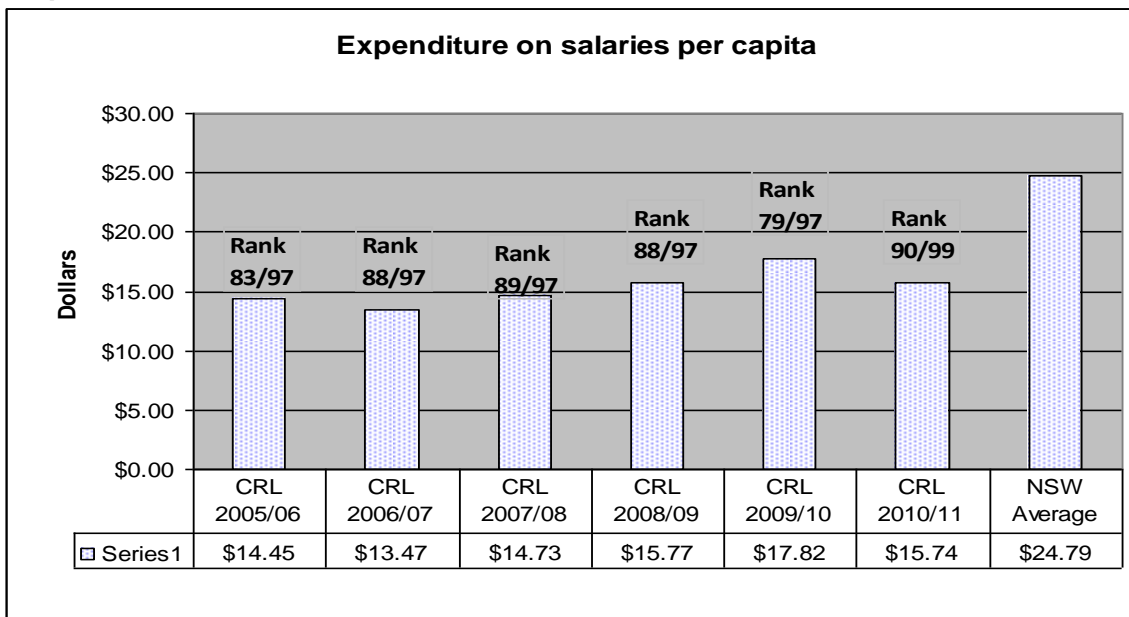
Graph 4

Expenditure on library materials per capita

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Rank	82/97	76/97	73/97	53/97	67/97	57/99	
Series1	$3.08	$3.28	$3.41	$4.08	$3.58	$4.17	$4.89

Expenditure on Salaries:

Our expenditure on salaries per capita has declined since the previous year indicating that we were 36% behind the state average and ranked more poorly (Graph 5). This may be partly due to the unfilled/backfilled positions in the Regional Library Headquarters. If so, this trend will continue into the next year's reporting. The following year is likely to see an improvement as all positions are filled.
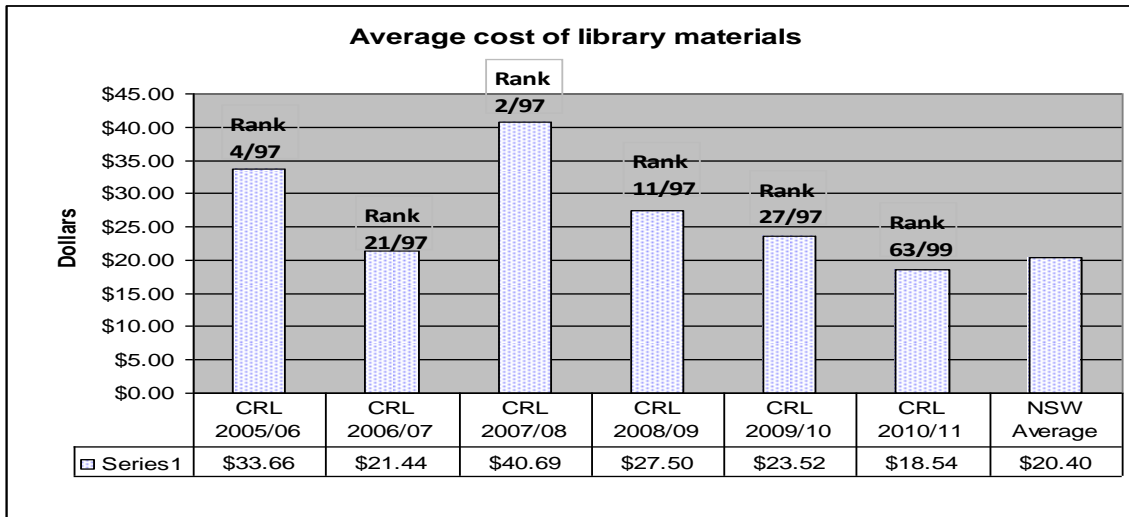
Graph 5

Expenditure on salaries per capita

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Rank	83/97	88/97	89/97	88/97	79/97	90/99	
Series1	$14.45	$13.47	$14.73	$15.77	$17.82	$15.74	$24.79

Cost of Library Materials:

The average cost of our library materials has continued to decrease, now just below the average. There has been success in sourcing lower cost versions of talking books and soft covered books. Increased purchasing of Junior Fiction as a result of Grant money will have brought the average material costs down as these titles tend to be lower priced then other materials purchased. The trend may change in the future with our ageing population and the increasing demand for large print which is generally more expensive.
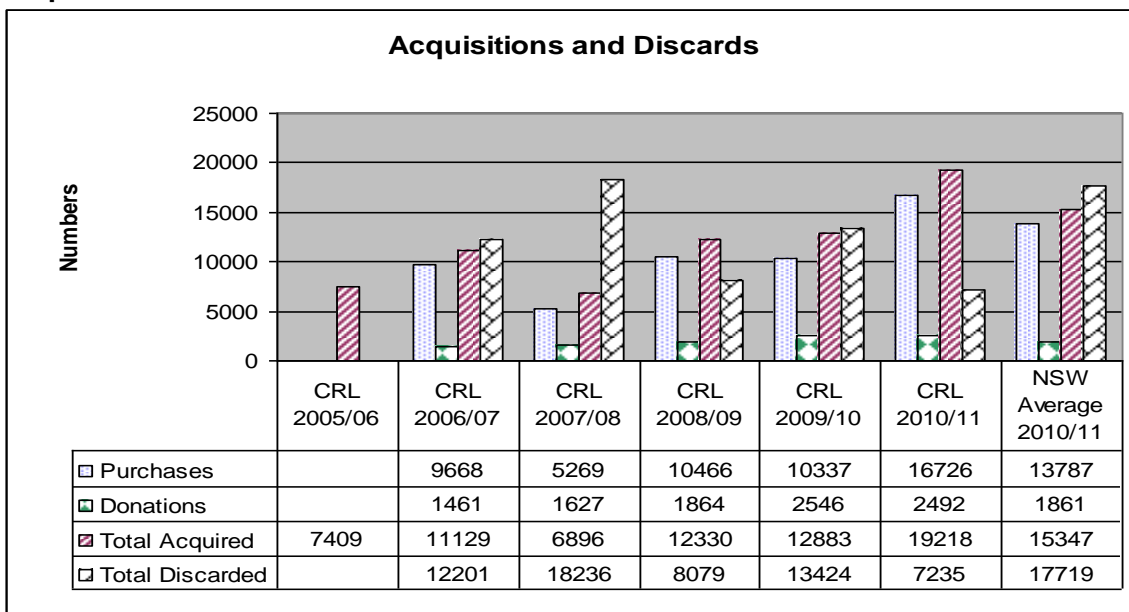
Graph 6

Average cost of library materials

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
□ Series1	$33.66	$21.44	$40.69	$27.50	$23.52	$18.54	$20.40

Ranks shown on chart:
- CRL 2005/06: Rank 4/97
- CRL 2006/07: Rank 21/97
- CRL 2007/08: Rank 2/97
- CRL 2008/09: Rank 11/97
- CRL 2009/10: Rank 27/97
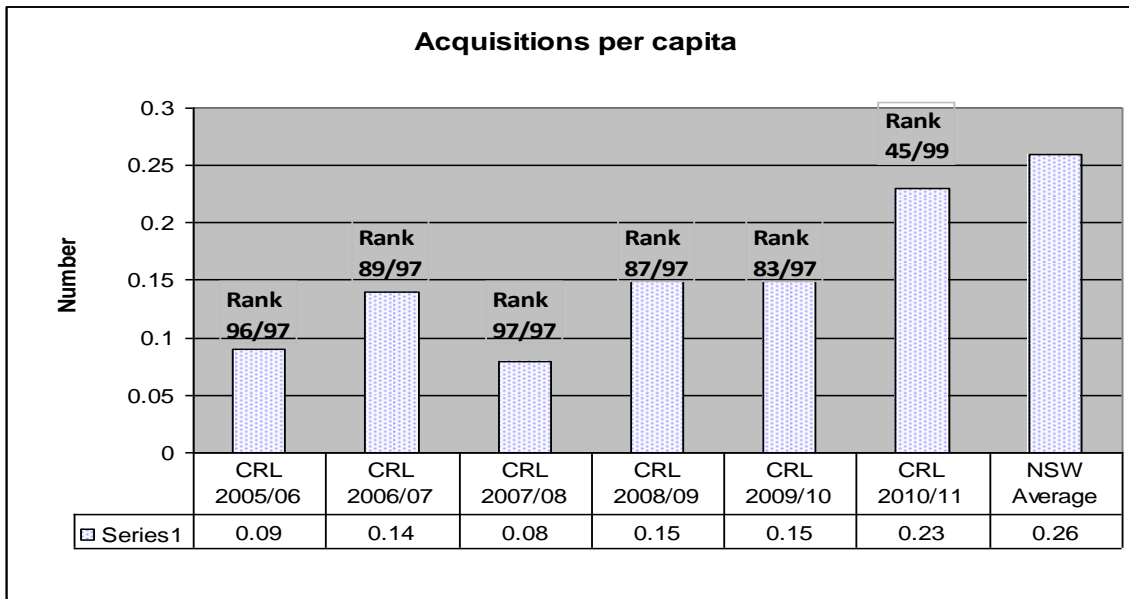- CRL 2010/11: Rank 63/99

Acquisitions and Discards:

The total number of purchased items has jumped and was above the average (Graph 7). The number discarded has dropped considerably (resulting from regional staff vacancies) but is also a reflection of active weeding of old stock in previous years and the resultant overall improvement in the age of our collection. In the future we need to stabilise these figures.

Graph 7

Acquisitions and Discards

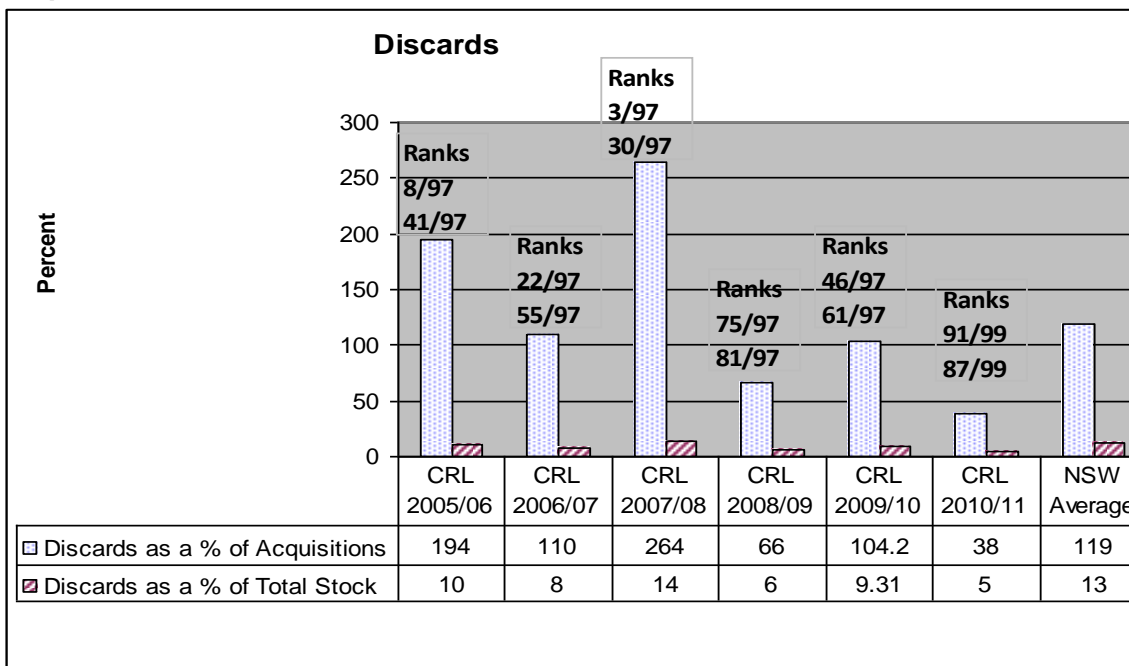|	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average 2010/11
□ Purchases		9668	5269	10466	10337	16726	13787
□ Donations		1461	1627	1864	2546	2492	1861
▨ Total Acquired	7409	11129	6896	12330	12883	19218	15347
□ Total Discarded		12201	18236	8079	13424	7235	17719

Our total acquisitions per capita improved considerably as reflected in our jump in raking (Graph 8). Our acquisitions per capita are only 11% behind the State average.

Graph 8

Acquisitions per capita

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Series1	0.09	0.14	0.08	0.15	0.15	0.23	0.26

Rank 96/97, Rank 89/97, Rank 97/97, Rank 87/97, Rank 83/97, Rank 45/99

Discarded stock represented 38% of our acquisitions which is considerably behind the state average, but demonstrates the effectiveness of previous efforts to reduce the very old portions of our stock (Graph 9). Again, these figures will need to be stabilised in the future.
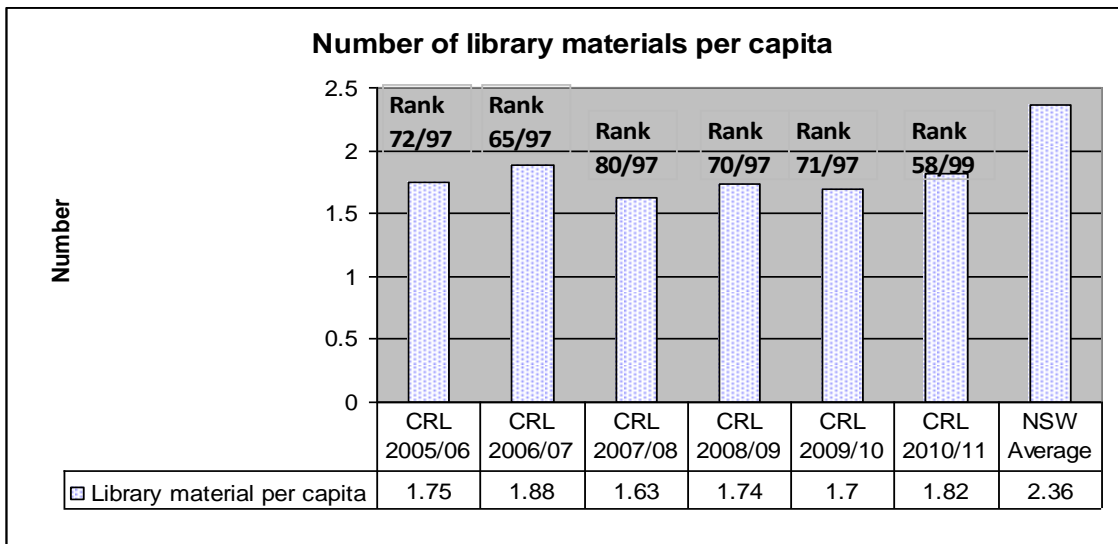
Graph 9

Discards

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Discards as a % of Acquisitions	194	110	264	66	104.2	38	119
Discards as a % of Total Stock	10	8	14	6	9.31	5	13

Ranks 8/97, 41/97; Ranks 22/97, 55/97; Ranks 3/97, 30/97; Ranks 75/97, 81/97; Ranks 46/97, 61/97; Ranks 91/99, 87/99

Library Materials:
The CRL's library material per capita has also improved, resulting in a jump in our ranking (Graph 10). This means we have more items for individuals to access. However, we remain 23% below the average.
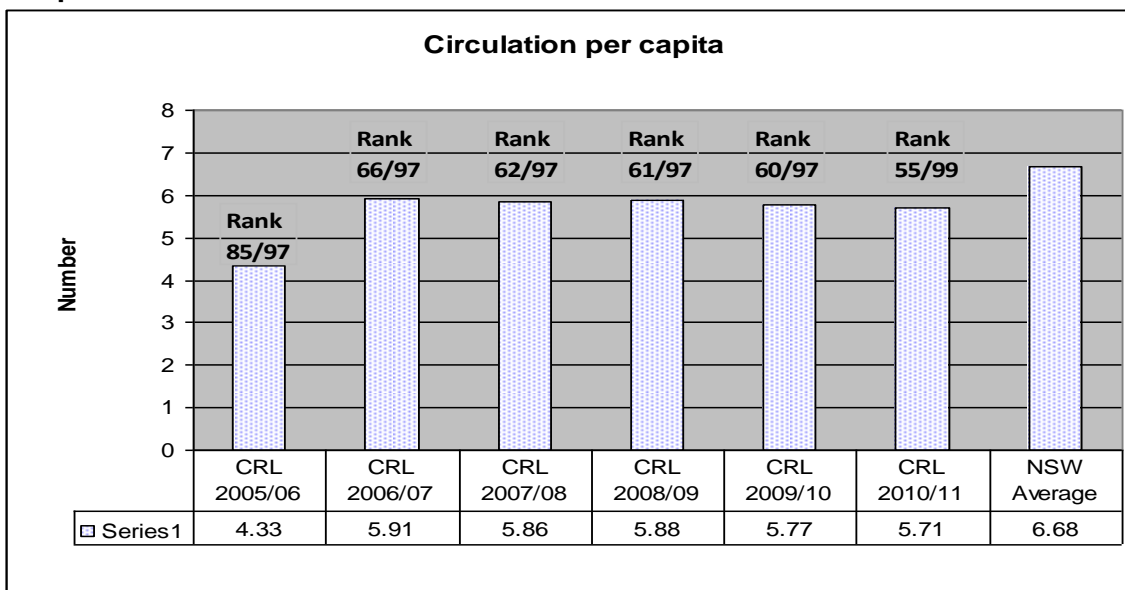
Graph 10

Number of library materials per capita

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Rank	72/97	65/97	80/97	70/97	71/97	58/99	
Library material per capita	1.75	1.88	1.63	1.74	1.7	1.82	2.36

Circulation / Borrowing:

Our overall circulation (borrowing) of items per capita has fallen marginally (Graph 11) and remains 15% below the average. This means that our residents are not borrowing as many items compared to others.

Graph 11

Circulation per capita

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Rank	85/97	66/97	62/97	61/97	60/97	55/99	
Series1	4.33	5.91	5.86	5.88	5.77	5.71	6.68

Collection Age:

The age of our collection has shown the collective improvement of the increased investment in our book stock, targeting weeding program of older stock and sourcing less expensive items (Graph 12). The proportion of stock in the 0-5 years age category has significantly improved and is above state average due to a more vigorous acquisition program. The proportion of the stock in the 1-10 years age category has also improved and matches the statewide average. However, consistent efforts will be required if these improvements are to be maintained.
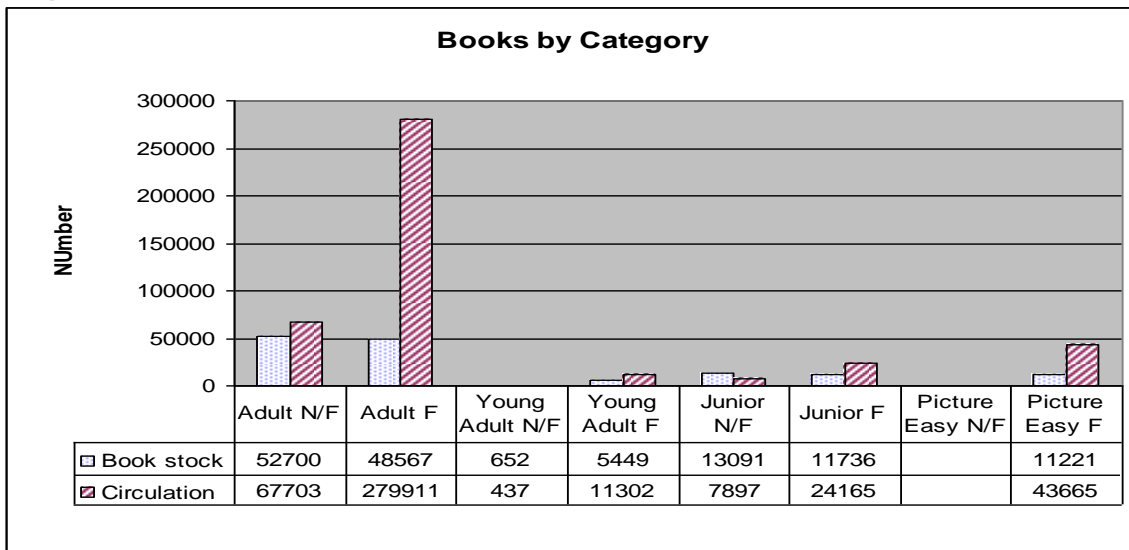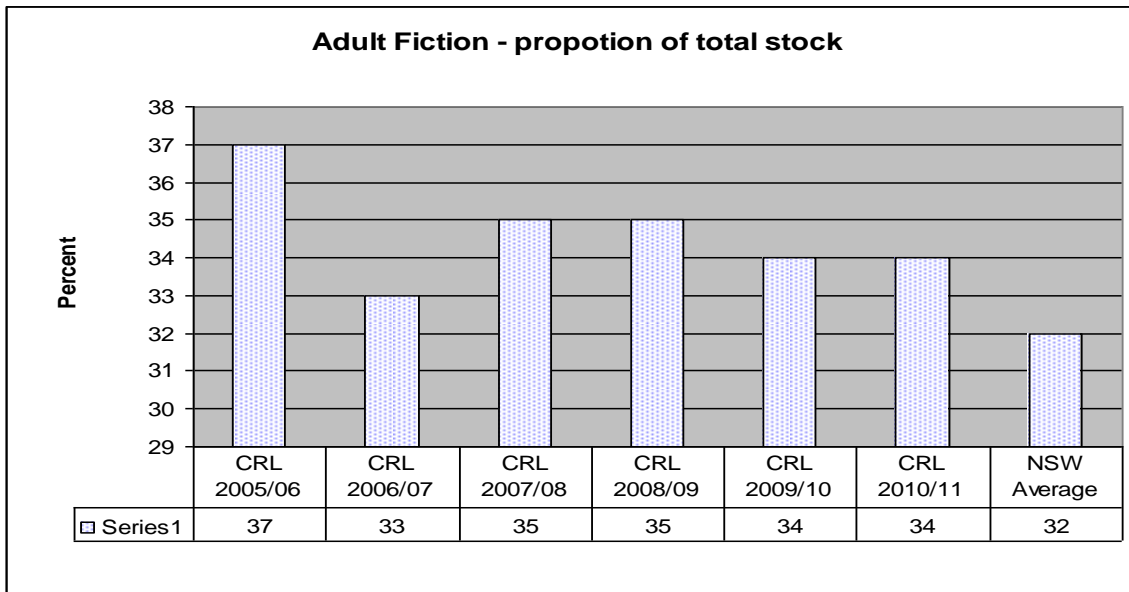
Graph 12

Collection Age

Ranks
7/99
44/99

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
% 0-5 years	29	29	32	40	40	61	49
% 0-10 years	62	58	64	47	68	75	75

(Y-axis: Percent of total collection, scale 0–80)

Book Categories:

The adult collections are the largest portion of our bookstock and have correspondingly high rates of circulation/borrowing (Graph 13). Adult Fiction items are in the highest demand.

Graph 13

Books by Category

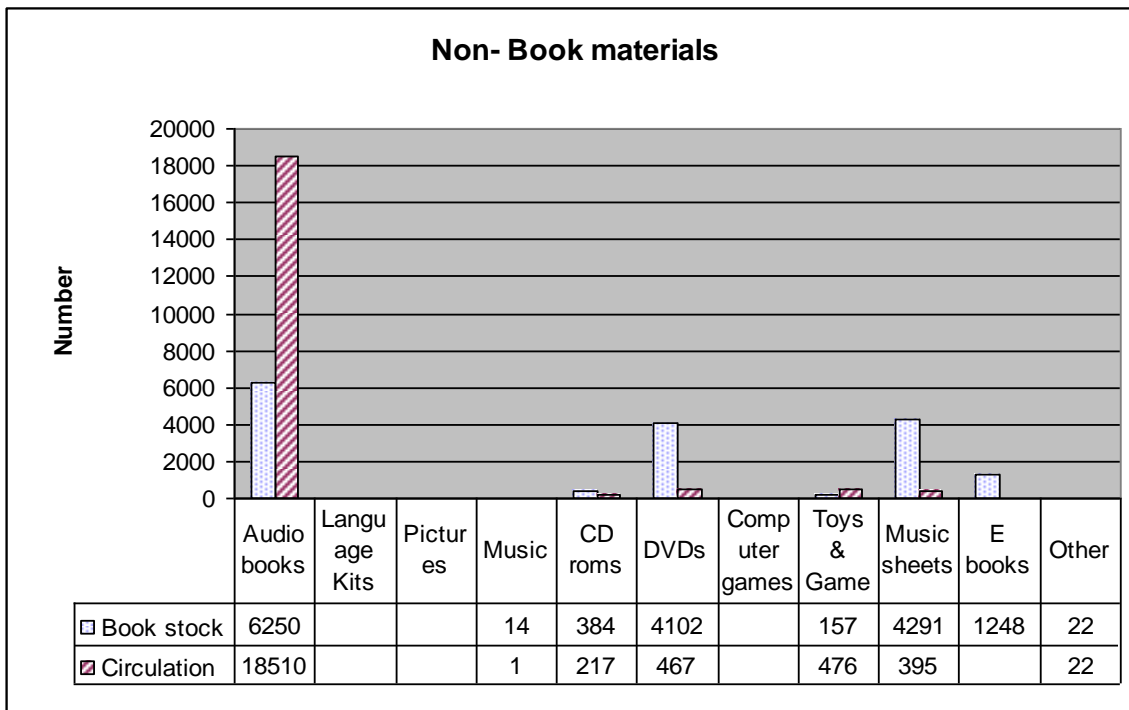|	Adult N/F	Adult F	Young Adult N/F	Young Adult F	Junior N/F	Junior F	Picture Easy N/F	Picture Easy F
Book stock	52700	48567	652	5449	13091	11736		11221
Circulation	67703	279911	437	11302	7897	24165		43665

(Y-axis: Number, scale 0–300000)

The proportion of our stock which is Adult Fiction is also much higher than the State average Graph 14). While this probably reflects our local demand, it also provides a warning about managing other categories.

Graph 14

Adult Fiction - propotion of total stock

	CRL 2005/06	CRL 2006/07	CRL 2007/08	CRL 2008/09	CRL 2009/10	CRL 2010/11	NSW Average
Series1	37	33	35	35	34	34	32

Graph 15 demonstrates the popularity of audio books.

Graph 15

Non- Book materials

	Audio books	Language Kits	Pictures	Music	CD roms	DVDs	Computer games	Toys & Game	Music sheets	E books	Other
Book stock	6250			14	384	4102		157	4291	1248	22
Circulation	18510			1	217	467		476	395		22

Similarly Graph 16 demonstrates the popularity of the large print collection, anticipated to continue growing in the future.

Graph 16

Separate Collections

	Ref'ce	ESL	Large Print	Family History	Local Studies	Home Library	Graphic novels
Book stock	6175	122	16432	309	1961		384
Circulation		13	60973	8	672		
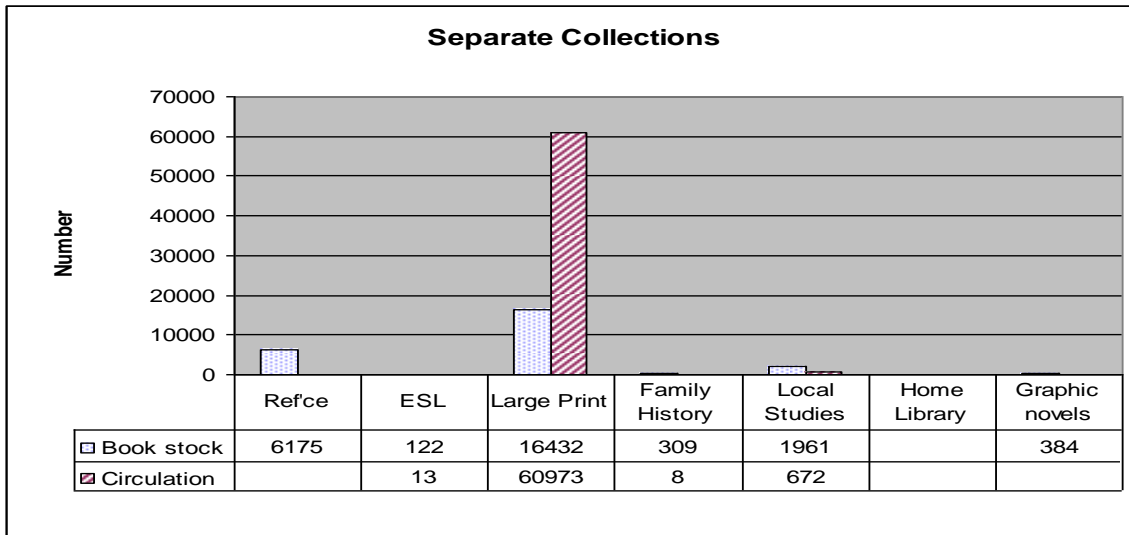
Table 1: Summary of Performance 2010/11

Criteria	2010/11 compared to pervious year	2010/11 compared to Satewide average	Comment
Population per staff member	👎	👎	The number of residents per staff member is increasing
Population per qualified staff member	👎	👎	The number of residents per qualified staff member is increasing
Total stock	👍	👍	Total stock is growing and compares well statewide
Library material per capita	👍	👎	Improving , but 23% below State average
Expenditure per Capita	👍	👎	Improving , but 27% below State average
Expenditure on Library materials per capita	👍	👎	Improving , but 15% below State average
Expenditure on salaries per capita	👍	👎	46% below average, but will improve
Average cost of library materials	👍	👍	Decreasing, 10% below state average
Age of library Materials	👍	👍	Improved and aligns with State average
Circulation per capita	👍	👎	Marginal decline, 15% below state average
Circulation per Staff member	👍	👎	Increasing, but below State average
Turnover of stock (average number of borrowings per item)	👍	👍	Small decline, only 8% below State average
Library visits	👍	👍	Marginal decline, 14% above State average
Acquisitions per capita	👍	👎	Improved, 12% below State average
Discards as a % of Acquisitions	👍	👎	Overall good outcome – significant improvements in previous years
Discards as a % of Total Stock	👎	👎	Overall good outcome – significant improvements in previous years

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Executive Office
Clarence Regional Library

Prepared by: Anne D'Arcy
Section: Social Planning and Cultural development

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 2012.

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. This year a formal report is being presented to the Executive Council on all the committees that service the Social Planning and Cultural Development responsibilities to raise awareness of the purpose of those committees and hopefully to encourage membership.

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 and it has been recently reviewed to accommodate the withdrawal of one member Council from the arrangement.

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.

Anne D'Arcy
Executive Office
Clarence Regional Library

Prepared by: Anne D'Arcy
Section: Social Planning and Cultural development

REPORT SUMMARY

This report provides the per capita contribution by each member Council to the Clarence Regional Library budget for the 2012/13 financial year.

OFFICER'S RECOMMENDATION

BACKGROUND

At the 10th February 2012 meeting a report provided an estimated range of the per capita contribution for each member Council for the 2012/13 financial year for consideration in the preparation of their annual budgets.

The new Library Service Agreement sets the budget 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 changes to the staffing arrangements which are estimated to 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 2012 /13 is 3.6% and not the previously estimated 2.8%. Therefore the per capita rate of contribution for each member will be 9.6% for the 2012/13 financial year.

The 2011/12 per capita contribution was $10.04 per resident which represents an increase of $0.81 per resident from 2010/11. The 2012/13 per capita rate is $11.00 which represents an increase of $0.94 per resident from 2011/12. This is $0.06 greater than estimated prior to population data being available.

The population growth rates, both annually and over the past five years are less than estimated at:
• BSC: 0.5% from 2010 – 2011 and 0.8% over the last 5 years;
• CVC: 0.6% from 2010 – 2011 and 1.1% over the last 5 years.

As indicated in Table 1 below this has resulted in a contribution from:
• CVC of $ 581,179; and
• BSC of $148,442.

These figures are similar to the highest estimated contribution with CVC being marginally less than the highest estimate and BSC's being a little more. Those differences are due to the difference in expected population growth rates with CVC having a lower rate that anticipated compared to BSC.

Table 1:

	Population (ABS 30 June 2010)	Growth Rate 2009/10	Estimated Contribution @ $10.92 per capita (8.8% increase)	Growth Rate 2005/10	Estimated Contribution @ $10.92 per capita (8.8% increase)	**Population (ABS 30 June 2011)**	**Growth Rate 2010/11**	**Contribution @ $11.00 per capita (9.6% increase)**
CVC	52592	1.1%	$574,861	1.2%	$581,195	**52816**	**0.6%**	**$581,179**
BSC	13450	0.7%	$147,911	0.9%	$148,195	**13490**	**0.5%**	**$148,442**
TOTAL	66042		$722,772		$729,390	**66306**		**$729,621**

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 $4,155.02 for the 2012/13 financial year.

Therefore the total annual per capita contribution for both Councils is:
• BSC: $ $144,286.78; and
• CVC: $ $585,333.83

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Prepared by: Anne D'Arcy
Section: Executive Officer

CLARENCE REGIONAL LIBRARY COMMITTEE	3rd August 2012
Item: 7.1 **No.3/12 – VOLUNTEER POLICY**	

REPORT SUMMARY

This report provides an update on the concerns raised by the Executive Council's Human Resources Section regarding the proposed CRL Volunteer Policy.

OFFICER'S RECOMMENDATION

Feedback be noted and an amended report on the Volunteer Policy be presented which clarifies the purpose of the policy.

BACKGROUND

The CRL Volunteer Policy went before the Executive Committee of Clarence Valley Council (CVC) and further discussion with Council's Human Resources Section was requested before submission to the full Council Meeting.

The CRL Committee's preference for the draft policy was confirmed at its May 2012 meeting and presented to CVC's Volunteer Coordinator. The concern of CVC was that the CRL Policy would override the CVC protocol relating to volunteer participation in Libraries which would have been unacceptable to Council.

It was explained that the intention of the policy was to work under the CVC umbrella protocols and procedures for CVC volunteers. For Bellingen Library Volunteers it would provide a framework for their staff to set up procedures for introducing and managing volunteers in their library service as that Council has no Volunteer Policy or protocol at present. The intention of the CRL Policy is to sit under and complement the Executive Council's volunteer protocol and procedures.

This explanation was considered acceptable and recommended that it be clearly indicated in the report to Council. Confirmation of this approach is currently being sought from the Manager Human Services.

Anne D'Arcy
Executive Office
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian

ATTACHMENT
Draft Collection Development Policy

REPORT SUMMARY

This report provides an update on the review of the Collection Development Policy for the Clarence Regional Library.

OFFICER'S RECOMMENDATION

That the draft Collection Development Policy be endorsed by the committee for adoption by the executive council.

BACKGROUND

The purpose of this Collection Development Policy is to assist in the acquisition and management of library resources and to account to our member councils and the public for the selection of such resources.

The reasons for preparing a Collection Development Policy include:
- To enable the Library to provide a balanced collection of resources that provide for the educational, informational, recreational and cultural needs of the people served by the Library
- To identify the strengths and weaknesses of the collection as a whole, and to redress any weaknesses and to continue to build on strengths
- To act as a guideline for future collection building

The current Collection Development Policy was adopted in February 2008.

Notable changes to the current Policy include:
- Deletion of references to Nambucca Shire Libraries;
- A shift in preference from hardcover to soft cover trade paperbacks as a result of pricing and ease of handling;
- Inclusion of references to the Local Studies Collection Development Policy;
- Reference to mp3 and eAudio formats in Talking Books section;
- Expansion on the selection criteria for on-line resources such as eBooks and eAudio along the same criteria as traditional book and talking book formats; and
- Suggestions for Purchase from Library members is acknowledged and determined that the Collection Development Policy is applied to these requests in the same way as other acquisitions.

OPTIONS

1. That the draft Collection Development Policy be endorsed by the committee for adoption by the Executive Council.
2. That the draft Collection Development Policy not be endorsed by the committee for adoption by the Executive Council.

Option 1 is the preferred option.

Anne D'Arcy
<u>Executive Office</u>
Clarence Regional Library

Prepared by: Kathryn Breward
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CLARENCE REGIONAL LIBRARY COMMITTEE	3rd August 2012
Item: 7.3 No.3/12– UPDATE ON NSC WITHDRAWAL PLAN	

REPORT SUMMARY

This report provides an update on the implementation of the Withdrawal Plan of Nambucca Shire Council from the Clarence Regional Library Service.

OFFICER'S RECOMMENDATION

That the committee note the progress of the implementation of the Withdrawal Plan of Nambucca Shire Council (NSC) from the Clarence Regional Library (CRL) Service.

BACKGROUND

The separation process has been relatively seamless for members.

Collection:
- The NSC staff selected approximately 6% of the Stack collection only as they already had many of the titles and shelf space is at a premium for them.
- New stock that was ordered prior to the beginning of April for NSC and still awaiting processing was boxed and shipped to NSC during the last week of June. Remaining Junior Fiction Grant items were allocated according to the 23% and forwarded.
- We are currently receiving a box a week of items from CRL libraries to be sent to NSC as returning stock. These records are deleted from the CRL catalogue. We are also receiving approximately a box a week of CRL items from NSC. In this instance borrowers are reinstated temporarily, the items returned and the NSC borrower deleted. We envisage this will reduce as items are returned in the 3 week borrowing cycle.

Library Management System:
- Overnight on the 28th June Civica made a copy of the CRL database for NSC then progressively suppressed all NSC data from the CRL catalogue. This included all membership records, loans and reservations, overdues, and NSC allocated resources. The NSC data will be progressively deleted from our catalogue over the next few months as all outstanding issues are addressed and items are returned to their home locations.
- On Thursday 28th June Headquarters staff extracted the statistics used for the State Library Annual Statistical Report for the 2011/12 financial year.

Website:
- Go4Multimedia extracted all reference to NSC libraries from our website after the 30th June.
- Removal of the NSC logo from Regional Library documents continues to progress.

Finance:
- The 3rd quarter invoice for contributions for 2011/12 financial year was sent in April and paid.
- CVC Finance Section is currently working out the asset distribution for NSC. Assets were provided to NSC as indicated in the Withdrawal Plan.
- The final financial situation is being determined.

Staffing:

- The staffing implications have progressed and recruitment for vacant/new positions is underway.

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Clarence Regional Library

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Clarence Regional Library

CLARENCE REGIONAL LIBRARY COMMITTEE	3rd August 2012
Item: 7.4 No.3/12– QUARTERLY INCOME AND EXPENDITURE SHEET	

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'S RECOMMENDATION

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

BACKGROUND

Overall, given the reduced number of staff working at Regional Headquarters the expenditure of the budget continues to proceed well. Some areas are still behind in expenditure though, for example the workforce related costs is down approximately 10% due to unfilled staff vacancies, and this will mean a further transfer to Reserve at the end of the financial year.

At the previous meeting the Committee emphasised that the book vote expenditure needed to be urgently prioritised so that the outstanding amount (approximately $150,000) be reduced by $100,000 before the end of the financial year. The remaining $50,000 would be part of NSCs portion of the reserve.

Report to be provided prior to the meeting.

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                Clarence Regional Library

REPORT SUMMARY

This report provides information an overview of the Draft Book Vote for the CRL for the 2012/13 financial year.

 OFFICER'S RECOMMENDATION

That the report of the Draft Book Vote for 2012/13 be noted.

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 2.8%. If this remains the same, the per capita rate of contribution for each member will be 8.8% for the 2012/13 financial year.

The total income is reduced by the estimated operating expenses to provide the amount remaining for the book vote.

ISSUES

The total anticipated budget for the 2012/13 financial year is approximately $985,075.00 (excluding project grants).

Programmed expenditure on book stock at this stage is approximately $312,000.

This budget reflects the reduction in funds as a result of NSC withdrawing from the Regional Library service. While a 23% reduction in funds has occurred, operating expenses have not reduced by 23%, so the remaining funds for the Book Vote have been reduced further then the 23% contribution rate from NSC.

The Draft 2012/13 Book Vote allocations are as follows:

2012/13 Book Vote

Description	Budget Allocation
Adult Fiction	75,000
Adult Non Fiction	55,000
Junior Easies	10,000
Junior Fiction	10,000
Junior Non Fiction	10,000
Young Adult Fiction	10,000

Large Print	45,000
Adult Talking Book on CD	40,000
Junior Talking Book on CD	1,000
Young Adult Talking Book on CD	1,000
Local Studies/family history	3,000
Adult & Junior reference	10,000
Magazines - Adult	10,000
Magazines - Junior	1,000
Magazine - Young Adult	1,000
eBooks/eMagazines	10,000
DVDs	10,000
Aboriginal Resources	10,000
Total	**312,000**

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                    Clarence Regional Library

REPORT SUMMARY

This report seeks guidance from the Clarence Regional Library (CRL) Committee in relation to the proposed Youth Collection and Services Survey.

OFFICER'S RECOMMENDATION

That Option 1 is preferred to guide the development and delivery of the Youth Collection and Services Survey.

BACKGROUND

At the February Committee meeting it was determined that a survey was desirable to gain valuable information on what collections and services appealed to the Youth of the Region. There are numerous options for development and delivery of a survey in relation to:
•   Responsibility for development and delivery
•   Content
•   Format
•   Dissemination
•   Timing
•   Data Analysis
•   Reporting

The cost of undertaking surveys can be high and there are options for alternative modes of development and delivery.

ISSUES:

The table below indicates some options for the development and delivery of a survey. Those items listed in Option 1 would be preferable as they provide for comprehensive development of a survey, maximise the return of surveys, cover all aspects that might be relevant to young people, minimise the impost on staff, maximise the result presentation and allow suitable development time. Options 2 & 3 are slightly less optimal in all respects. However, they can be mixed.

All options envisage the purchase of Survey Monkey which costs between $19 a month to $65 a month. The basic free version has limited functionality for a survey of this size and nature as it does not allow for a printed version of the survey, cross tabulations or printing of results. The $19 a month is considered suitable for this purpose.

The questions are yet to be developed. The range and number should be carefully considered as that will influence the response rate. The list of areas for questions has been developed in the table below for consideration. It is important that the questions reflect the purpose of the survey.

Features	Option 1	Option 2	Option 3

Responsibility	Developed by the Regional Librarian in consultation with the CRL Committee and Staff.	Developed by the Regional Librarian in consultation with the CRL Committee	Developed by the Regional Librarian in consultation with Staff.
Content	Library visitation Materials / collections Spaces Activities and events Selection of materials Library hours Access to libraries Computers Games Groups	Library visitation Materials / collections Spaces Activities and events Selection of materials Computers Games Groups	Library visitation Materials / collections Spaces Activities and events Computers Games Groups
Format	Electronic & hard copy	Electronic & hard copy	Hard Copy
Dissemination	Survey Monkey & School classes	Survey Monkey & School classes &libraries	School classes & libraries
Timing	During School term February 2013 2 weeks	During School term October 2012 2 weeks	During School term September 2012 2 weeks
Data Analysis	Summary and Cross tabulations	Summary	Summary
Reporting	Tables, charts and written	Tables, charts and raw data	Tables, charts and raw data
Respondents	High school Older	Primary school High school Older	Primary school High school
Support	Survey Monkey - Pro	Survey Monkey - Basic	Survey Monkey - Basic

OPTIONS

1. Option 1 is preferred to guide the development and delivery of the Youth Collection and Services Survey.

2. Option 2 is preferred to guide the development and delivery of the Youth Collection and Services Survey.

3. Option 3 is preferred to guide the development and delivery of the Youth Collection and Services Survey.

4. The development and delivery of the Youth Collection and Services Survey be guided by the following specifications: …….

Option 1 is the preferred option.

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Youth Survey sample questions

1. Would you like a study space/homework area in the Library?

2. Would you like to join a group for YA's to meet in the Library to:
   o Participate in craft activities
   o Be part of new stock selection
   o Have movie nights
   o Have games nights
3. Participate in HSC study workshops/tutorials

4. What would you like to do/see/borrow in the Library?

5. What magazines would you like the Library to have?

6. What activities would you like to see/participate in, in the school holidays?

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