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| **Item** | Agenda | **Action** | **By** |
| **1. Attendance & Apologies** | **Attendance:** Susan Thomson *Convenor -*  Greater Dandenong; Lachlan Turnbull – Wyndham; Janine Smith -Moreland; Clare Brown -Goldfields; Meredith Cullen - Bayside, Alison Carmine - Bayside, Kristina Purcell – Kingston; Liza Allitt – Mornington (remote), Karen Bryan – Monash; Neville Harley- MLS, Barrie Gillespie- Kingston, Anita Catoggio- Maribyrnong, Sherrill Harvey- Geelong, Adam Cooper - Hume; Leanne Hornibrook- CCL; Trish Donovan - Frankston  **Apologies:** Karen Vardon- Hobsons Bay; Rosa Serratore – Yarra Plenty; Radmila Sekulic – Wyndham; Emily Braithwaite - Wyndham |  |  |
| **2. Confirmation of Minutes** | Reviewed and approved |  | All present |
| **3. Business Arising** | None |  | All |
| **4. PLV Update** | Susan Thomson has been reappointed to the position of Convenor of the Collections SIG for 2020 at the PLV AGM. |  | Susan, Convenor |
| **5. Meeting themes** | **Meeting themes and presentations for 2020**  Planning for 2020. Five meetings proposed. If attendance numbers drop across 2020, meetings will be reduced to four per annum. The first two meetings for 2020 have been confirmed and a room booked at MAV, 60 Collins St, Melbourne.  It was decided to continue with sponsor/vendor presentations at meetings as has occurred over 2019. Two vendors have indicated their interest in presenting in 2020, MDM and ALS. There was interest for Prenax to present on serials management. Susan to follow up to see if print subscription vendors are interested in future meeting sponsorship opportunities.  5 March - @MAV “VAGO Report - *Libraries Victoria, Interlibrary loans/Resource Sharing update” + MDM presentation*  14 May - @MAV *“LOTE collections” + The Book House presentation (re-presenting due to low July 2019 meeting attendance.)*  23 July - @ Hume, Sunbury Library – theme/discussion topic TBD  17 September - @Greater Dandenong, Springvale Library + theme/discussion topic TBD + potential vendor presentation TBC  19 November - @MAV? *“Implementing CollectionHQ ESP”* | Susan, Convenor  Adam Cooper, Hume | Susan, Convenor |
| **6. Collection Discussion Topic/s** | **English and LOTE magazines**  **Melbourne Library** source all magazines through Prenax. LOTE processed by CAVAL then direct to branches. LOTE magazines have high usage.  Some libraries using LOTE Libraries Direct for LOTE titles <http://www.lote-librariesdirect.com.au/>  **Dandenong** use Prenax but some LOTE magazines come direct. In-house processing and claims  **Bayside** using Prenax for all magazines from this financial year. In-house processing.  **Book Repurposing proposal from Victorian Curriculum and Assessment Authority (VCAA).**  VCAA are offering multiple copies of recently published and classic texts reviewed as part of the VCE English, EAL and Literature Text Lists and curriculum works. Some of these texts will appear in the following year’s English subject reading lists. Therefore, repurposed titles would be useful resources for students or for homework clubs run from libraries. This might be of particular benefit to regional and rural libraries.  *Libraries interested in this offer please don’t hesitate to individually contact:*  Dr Annelise Balsamo  Curriculum Manager, English Curriculum Division  Victorian Curriculum and Assessment Authority Level 32/2 Lonsdale Street Melbourne, 3000 T: (03) 9032 1691 M: 0429 924 972  E: [balsamo.annelise.z@edumail.vic.gov.au](mailto:balsamo.annelise.z@edumail.vic.gov.au) | Information sharing |  |
| **7. Site Reports** | **Bayside**  Currently undergoing an organisational restructure which will affect some library staff.  Last meeting for Meredith who is retiring at the end of February 2020.  Thanks to everyone for your generosity, knowledge and sense of humour that made the meetings a pleasure to attend. Best wishes for the future.  **Casey Cardinia**  New mobile/truck for existing mobile library launching December. Working to refresh collection without adding to collection size.  **Goldfields**  Running a December Fines amnesty in an effort to increase engagement over the holiday period and hopefully get back some long overdue items. We are overhauling our staff Storytime Collection to be more tailored and efficient with staff making use of the circulating collection more. We are also workingtowards more connection between collections and programs starting with our Sustainable Summer theme using both featured Ebook/eaudio and physical collection displays across the service to tie in with summer programs at all locations.  **Greater Dandenong Libraries**   * Successful recruitment of Children’s and Youth Services Librarian * Junior and YA genre collection end processing / shelf ready changes * IBISWorld migration to My IBISWorld Monday 18 November 2019 * Collection shelving works for new Springvale library due to open late March/April 2020   **Hume**  **-** We are opening our new Sunbury Library on December 16th. This will feature some innovative displays as well as pilot collections such as the Learning Resources collections designed in collaboration with speech pathologists to provide resources to assists young people with reading difficulties.  - We have commenced Food for Fines and will run until end of December. We will be going Fine Free as of January 1st.  - We have just implemented collectionHQ ESP which uses an algorithm to select future physical item purchases based on loan data. This system will identify quantities per location to order and reduce ordering of dead on arrival items.  - We are introducing RB Digital eaduiobooks and ebooks to our digital library offerings based on exclusive Australian content in audio and unlimited concurrent loans in ebooks.  - We joined the cloudLink consortium and now share our cloudLibrary ebook and eaudiobook holdings with other partner libraries in Victoria. We have seen 200% increase in owned item usage and 100% increase in Hume borrower circulation each month since joining.  - We have launched Instagram with a focus on reading and collections**.**  **Kingston**  About to start RFID tagging and go out to tender for equipment for chutes, sorters, smart bins. Already have kiosks that just need to be switch on to rfid and don’t intend to have security gates. Asked what majority use for tagging AV – Stingray or Racetrack tags. Majority are using Stingray tags due to reliability. Doing an additional heavy weed in the lead up to tagging. Dingley Library currently being renovated. Due to open March 2020.  **Maribyrnong**  I am just two weeks into a newly created Collections role at Maribyrnong Library Service. It is a temporary position for one year. I hope to have much more to report next time around.  **Melbourne**  We have just launched our library app. It is early days yet, but all going well.  We are also currently doing our first collections survey. It is an online survey, designed to get feedback from the public on library collections. We are hoping to get 500 responses, and we now have over 400. It closes at the end of November.  **Monash**  A Night at the Library  On Friday 1 November Glen Waverley Library became the first public library in Victoria to remain actively open overnight, running a range of free programs for all ages across the 30 hour duration. More than 2,600 people entered the library across the Friday and Saturday. The event launched on Friday at 9.45am with an entertaining performance in the library forecourt by singer and comedian Jude Perl and concluded on Saturday afternoon with the final event being a Nintendo Switch tournament. Most of the 30-plus events that took place over the period were fully booked (in total close to 600 people attended events), with highlights from the program including a Chinese brush painting workshop, MindFUNness session, painting with fire, backyard beekeeping and a fire dance performance on the Friday night.  New Express Collection  Monash is soon to launch a new express collection at three branches. The aim is for around 30 titles at a time, with 10 copies of each title spread amongst the three branches. It is anticipated titles will be popular, in demand titles, available for a 2 week loan, no renewals, no reserves. Titles will be updated every few months and will be additional copies to regular library collection copies.  **Moreland**  Commenced weeding of Non-Fiction Stack collection which is located at the Coburg Library. 10 or so bays completed, with about 25 still to go. Weeding out a lot of materials which haven't been borrowed in 5 years or more.  Due to their popularity, making some changes to our adult Top Ten (quick turnover) books which are changed over each season. For the upcoming Summer Top Tens changing to 15 titles instead of 10 and allowing people to borrow two titles at a time, instead of one.  **Wyndham**  2020/21 capital budget bid has been submitted for inclusion in the Capital Works program.  Annual Value review of eResources to be undertaken in December (basically a cost-per-use measure to check financial cost against community value).  Aiming to undertake a Collections Directions 2020 workshop in January with senior library leadership to measure the next 2-4 years of collections activity alongside the library strategy.  Wyndham Disability Expo in late November: Library staff work this event to highlight accessibility features in Wyndham’s eLibrary platforms.  Changes to Procurement at Wyndham with a new strategic procurement team leading business improvements - wayfinding session with Procurement coming up.  Talking with Vision Australia about obtaining Braille tape sets for popular picture books, but this will increase the cost of replacing lost/damaged items. |  |  |
| **8. Next Meeting** | 9:30am-12:30pm Thursday, 5 March 2020 - MAV - Agenda items to Susan [sthoms@cgd.vic.gov.au](mailto:sthoms@cgd.vic.gov.au)  by Thursday, 27 February 2020 | Agenda items due by 27/02/2020 | All |