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| **Item** | **Agenda** | **Action** | **By** |
| **1. Attendance & Apologies** | **Attendance:** Sherrill Harvey (*Convener*, Geelong RLC); Barrie Gillespie (Kingston); Lachlan Turnbull (Wyndham); Jane Grace (Mornington Peninsula); Radmila Sekulic (Wyndham); Patricia Kelly (Frankston); Susan Thomson (Greater Dandenong); Celia Rice (Moonee Valley ):Anita Catoggio (Yarra Plenty RLC); Andrew McCrory (Stonnington); Peter Gaunt (Darebin); Jill Watson (Bayside); Meredith Cullen (Bayside); Julie McCulloch (Latrobe); Naomi Barr (East Gippsland); Jenny Lawrence ( Brimbank )  **Apologies:**  Lyn Alderton (Whitehorse Manningham); Jenny Ackroyd (Yarra); Cindy Decker (Goulburn Valley); Caz Smith (Darebin); Pam Sheean (Goldfields); Nicole Hunt (Hume); Michelle Donelly (Maribyrnong): Neville Harley (Melbourne); Leanne Averill ( Melton ) |  |  |
| **2. Confirmation of Minutes** | Reviewed and approved by the meeting.  Added note to item 7. Magazine collections – Wyndham is ceasing covering magazines. |  |  |
| **3. Business Arising** | No business tabled. |  |  |
| **4. Presentation & discussion** | **Improving physical loan statistics -** presentation by Lachlan Turnbull and Radmila Sekulic ( Wyndham )  Preface from Radmila - no revelations but included in this presentation are a number of practical ideas to potentially improve loan statistics.  **Ideas**  In branch   * Themed book bags/ kits - tie to event, learning theme etc. - can have high impact with children’s loans. * Borrow 10 books promotion – offer a prize to encourage loans. * Book displays related to external or internal events – i.e. Asperger’s. * Themed reader lists ( eg Book Fish – a reader advisor resource for junior books ) * Event book lists * Reading campaigns ( i.e. Summer read, PRC, 1000 books before school ) * ‘Help us move the library’ – extended loans pre library re-location. * Book buy days – i.e. community language selection events.   External & outreach   * Pop up library at Town Hall etc. * Facilitate loans at outreach activities – membership & loans on the spot. * Physical items to borrow at train stations (Frankston has been offering lending at station for 11 years. Great PR.   ( options for external lending are dependent on internet connectivity )   * Social media promotion.   Larger impact ,strategic approaches   * Waiving of fines for junior cards * Amnesty on fines/long overdues – food for fines etc. Renewed memberships. * Frontline training – face out displays * Genres in JNF – FUN FACTS, SPECIAL THEMES, PRC. Headings are more identifiable and relatable to community. ( Works well at Geelong ) * Expanding loan limits * Be aware of barriers to borrowing. Constant revisiting to consider potential barriers. I.e. loan conditions, shelves too high, too full etc. * Assessing risk when trying new ideas. Benefits could be inhibited by stakeholder concerns.   Managing collections - shifting approach   * Smaller, nicer looking collections. Collections on demand rather than just in case. Fast, reliable supply is key. * Less on shelf is more appealing and accessible. * Bringing staff with you in a new approach – keep staff educated and engaged. * Many copies of popular items. Sharing stats with staff when you can with staff – this can provide motivation and focus. * Frequent, effective use of collections data reports – Collections HQ, LMS reports.   “ A well maintained collection is a popular collection “   * Potential barriers to access , particularly to non –users * Intimidating collections * Language – be aware of jargon, tone and presence of signage. * Physical access * Shelves too high or too low * Cataloguing – user friendly, consistent.   Collections and programs   * Shifting emphasis towards programs in libraries. PD’S are reflecting this. * Collections as a key support in programming and outreach * Should more PD’S have collections responsibilities, particularly maintenance? * Not separating collections from other deliverables, but integrated into the action of deliverables.   Discussion - Observations and Collections changes in attending libraries  **YPRL** – re-thinking Lote collections in response to small decline in English learning and a bigger decline in LOTE usage.  Reduced teen standing order – focus on multiple copies of high interest. Introducing genre YA. Teen is for readers up to 14 years.  **Greater Dandenong** - revamped youth space with a move away from teen genres.  Less multiple copies. Murals and more interaction with space. Seen some improved behaviour of teens.  Goldfields – loans are holding steady. Loan’s helped by start-up of rural lending agencies and increased home loans. |  |  |
| 5. | **Stack collections**  Questions and discussion on maintaining a stack collection.  How do you maintain this collection?  How do you assess what it contains?  Geelong – uses stack for stock rotation.  Latrobe – stack includes local history material.  Many libraries no longer maintaining a stack – don’t have the space and use is redundant  Consensus – No stack. If on Gutenberg let it go! Use Interlibrary loans. |  |  |
| **6**. | **Standing orders**  Discussion on fiction standing orders. Shifts in fiction demand have led to a few libraries reviewing inclusions in standing orders. Some libraries review each year, others periodically every few years.  How extensive should author standing orders be? One trend seems to be fewer authors with multiple copies. Should standing orders only be for multiple copy orders?  Most libraries include a standing order for Mills &Boon.  Brief discussion on responsive standing orders. Geelong using James Bennett and Collections HQ has a dynamic adult fiction order. The supplier can see high demand and increase supply numbers accordingly. Works really well for Geelong. |  |  |
| **7.** | **Collections /Reader Development Seminar**  Wednesday 12th September – Geelong  Sherrill is working on keynote speakers. Seminar will include a presentation by Kevin Hennah, and a bookshop talk on new release highlights. |  |  |
| **8. Site Reports** | **Frankston –** Have changed their model for book clubs and now introduced charges. Recommend Agreement letter for Books clubs.  1st year with Bibliotech. They are sending file of holdings to Libraries Australia.  **Wyndham –** Reviewing Press Reader and RB Digital – currently have both but there is lots of duplication of titles on both. Not impressed with RB Digital app.  English language learning collection – have added coloured dots for different series – working well so far.  **Mornington** - Peter Pal now supplying 80 % collection. Moving more into a browsing collection.  New signage and merchandising in Libraries. MAV procurement contract in the pipeline. Hope to release July.  **Darebin - Launch** of photo collection of Northcote and environ.  Reviewing some eResources and suppliers.  **Stonnington -** Study space at Malvern revamped**.** Plans for remodelling Prahran Library.  **Kingston** - Tender out for new LMS.  Dingley to be renovated with plans for a smaller focussed collection.  Conducting quick surveys of customer experience.  **Brimbank** - Koha new LMS introduced in November. Second Koha public library in Australia. Slow implementation as we had to work through some teething issues and new processes with suppliers.  **EGRLS** – Looking at tender for new LMS.  Friends group has donated an e-reader at Hospital dialysis unit.  Branch libraries model - transitioned into more multifunctional council service centres. Collection management is driven more by Central staff.  **YPRLS** - Awaiting new CEO but business as usual.  Completed 4 year strategic framework.  Created a 1 day a week position for Collections HQ. Collections HQ champ per branch.  Reviewing and negotiating with e-providers. New offer being negotiated with Freegal.  **Latrobe** - Looking at Freegal, Beama, Kanopy.  Running youth/adult programmes with Berry Street 1 day a week.  **Dandenong** – Kanopy launched pre-Easter. Lots of positive feedback. Cap of 6 downloads per month. $2.00 per download.  **Bayside** – Kanopy receiving great use.May need to reduce current cap of 15 downloads.  Reviewing Collections Strategy.  Reloaded holdings on LA.  **Geelong** -New Leopold Library scheduled to open October with a collection of 15,000 items.  Had problems with AMES IP addresses. | Book clubs – discussion topic for later SIG meeting. |  |
| **Meeting dates for 2018** | * 14 June * 23 August * 25 October |  |  |