



Jamaica Library Service

ANNUAL REPORT
April 2012 - March 2013

VISION

In the year 2016, we are a well-resourced, well-managed and technology-enhanced organization, with well trained, competent and satisfied staff providing universal access to information and knowledge, resulting in excellence in customer service, an information literate society and a positive impact on national development.

MISSION

The Jamaica Library Service exists to enable national development through the creation and support of a knowledge-based society of culturally aware lifelong learners by providing universal access to information. This will be achieved by being customer-focused and technology-enhanced; in an aesthetically pleasing environment; and by a well-trained, competent, motivated and empowered team

CORE VALUES – RICOA

Respect
Integrity
Commitment
Open-mindedness
Accountability

JAMAICA LIBRARY SERVICE

ANNUAL REPORT

April 2012 – March 2013

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BOARD OF MANAGEMENT

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Mrs. Claudette Ashman

Miss Kerry Chen

Professor Fay Durrant

Mr. Silvera Castro

Miss Lamar Harris

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Miss Karen Marshall, Deputy Director - Human Resource Management^b
Mr. Dwight Grant, Deputy Director - Library Technology
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Mrs. Annette Redway, Regional Director-Region 4^e
Miss Lorness Fulcott, Regional Director-Region 5^f
Mr. Cecil Graham, Regional Director (Actg.)-Region 6
Miss Donna McLaren, Internal Auditor^g

^a Miss Thompson's acting appointment became effective on August 1, 2012

^b Miss Marshall resigned in June 2012

^c Miss Burke's appointment became effective on October 1, 2012

^d Mrs. Spence retired on January 15, 2013

^e Mrs. Redway retired on February 22, 2013

^f Miss Fulcott was appointed on August 1, 2012

^g Miss McLaren was appointed in June 2012

MIDDLE MANAGERS

Miss Kishma Simpson, Senior Librarian - Accessions Dept., Headquarters
Miss Geeon Morrison, Senior Librarian - Cataloguing Dept., Headquarters^h
Miss Jodie-Ann Brown, Senior Librarian - Cataloguing Dept., Headquartersⁱ
Miss Susan Williams, Senior Librarian - Circulations Dept., Headquarters
Mrs. Caleta Miller-Williams, Senior Librarian - School Library Network, Headquarters
Miss Maureen Thompson, Senior Librarian - School Library Network, Headquarters^j
Miss Marjorie Rutherford, Senior Librarian - School Library Network, Headquarters
Miss Carrol Plummer, Senior Librarian - Kingston & St. Andrew Parish Library Network
Miss Paulette Benjie, Senior Librarian - St. Catherine Parish Library Network
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Miss Ambrozene Johnson, Senior Librarian - Trelawny Parish Library Network
Miss Audrey Minott, Senior Librarian Manchester Parish Library Network
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Mrs. Kereen Burton, Senior Librarian (Actg.) - Portland Parish Library Network^k
Miss Haidee Wilson, Senior Librarian - St. Thomas Parish Library Network^l
Miss Merlene Walker, Senior Librarian - St. Elizabeth Parish Library Network
Miss Opal Scott, Senior Librarian (Actg.) - Westmoreland Parish Library Network^m
Mr. Hopeton Campbell, Assistant Internal Auditor
Mrs. Rosemarie Martin, Planning & Research Officer
Miss Kimberlyn Williams, Public Relations & Marketing Officerⁿ
Mr. Lincoln Powell, Building & Maintenance Officer

^h Miss Morrison retired on August 14, 2012

ⁱ Miss Brown was confirmed on August 14, 2012

^j Miss Thompson was in the post up to July 31, 2012

^k Mrs. Burton's acting appointment became effective March 1, 2012

^l Miss Wilson appointment became effective March 1, 2013

^m Miss Scott's acting appointment continued April 2012

ⁿ Miss Williams resigned in February 2013

PARISH LIBRARY COMMITTEES

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DIRECTORS COMPENSATION SENIOR MANAGEMENT COMPENSATION

EXECUTIVE SUMMARY

Creativity, innovativeness and strategic planning by the Board, Parish Library Committees, management and staff facilitated the delivery of a high quality of programmes and services in a very challenging financial environment.

Adherence to all relevant rules and regulations, laws and organizational/Public Sector policies was the guiding tenet to sound corporate governance. This created an environment of sustained organizational efficiency to support the highest levels possible of customer satisfaction, accountability and transparency.

Although the financial challenges continued and the Government operated in a very tight fiscal space, effective and efficient management of resources, human and material, partnerships both local and international made it possible for major achievements in all areas of programme and service delivery.

The ongoing commitment to the training and development of staff resulted in a number of successful collaboration with private sector and other government entities to enhance the capacity of the human resource asset. Providing a safe, secure and an aesthetically pleasing environment, as funds permitted, for both staff and members of the public was a priority. Fostering harmonious working relationships contributed to the maintenance of a stable industrial relations climate.

Service and programme delivery was achieved through Headquarters, six Regional Offices, thirteen Parish Libraries, 108 Branch Libraries and a network of ten Mobile Libraries serving 371 communities without fixed library facilities. In addition, Public Library services were offered in 22 locations to special categories of users, which included a Special Education institution, persons detained in Penal and Correctional institutions, those confined to Hospitals and Infirmaries and residents in Children's Homes as well as the postal readers.

The School Library Network provided services to 839 of 927 school libraries designated active or partially active. Library services support was provided to students, teachers and support staff in educational institutions ranging from Infant to Secondary and High Schools. There was significant improvement in the status of school libraries as a number of dormant school libraries were reactivated and others enabled to move from partially to fully active status.

In alignment with the Ministry of Education focus on early childhood education, the Infant School Development Project continued to fund model Infant School Libraries. In addition an amount of \$1,900,561.97 through grant funding was spent on early childhood resources to support the *"We Likkle But We Tallawah: Parents Reading With Babies and Toddlers"* programme.

The approved budget of \$852.184M represented 55.5% of the organization's submission of \$1,535.521M for the year. For the financial year subvention receipts were \$870.915M, which included an amount of \$3.210M for increases in motor vehicle upkeep and commuted allowances implemented in June 2012 and the retroactive payments made in December 2012.

Total expenditure was \$922.552M for the year. The additional expenditure was funded from income generating activities throughout the Network and other funding sources. The limited funds were very prudently managed, with a focus on cost containment and high impact activities. The financial constraints and the inadequate subvention had a crucial impact on many areas of operation resulting in a number of vital projects being deferred.

The management team ensured on-going assessment of the currency and adequacy of the collection to maintain a reasonable acceptable level of resources, to meet the needs of users. Despite inadequate funding the number of books and multimedia material acquired increased from 349,008 in 2011/2012 to 386,696 items in 2012/2013. Donations and funding through partnerships facilitated the availability of books and other collection resources during the period under review.

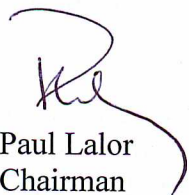
Lending, reference services and an extensive programme of specially organized public education, current awareness and outreach activities were provided during the review period. Community interests were supported through extension activities island-wide. On-going partnerships with other agencies/organizations contributed significantly to the successes realized in programme and service delivery. The annual National Reading Competition under the theme "*Jamaica 50: A Nation On A Mission ... To Read*" and the National Reading Fair were again successful based on the overwhelming response from participants and attendees respectively.

The state of the vehicular fleet negatively impacted the frequency of visits to supervise Branches and effect programmes. A number of mobile library stops were not serviced due to the inoperable state of the mobile library fleet.

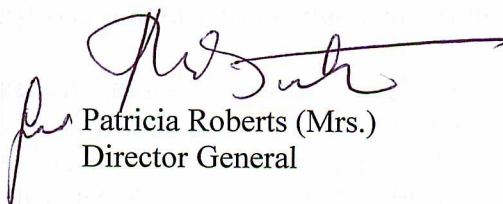
During the year the capacity of the information and communication technology infrastructure was further expanded and improved, including additional computers and related software, local area network and connectivity to the wide area network. The provision of free access to computers and the Internet to all, including the visually impaired, was successfully maintained island-wide despite service providers not yet able to offer internet access in some communities. Training courses/seminars to senior citizens and children were maintained. Efforts to secure funding for the purchase of an urgently needed Integrated Library Management System (ILMS) was not successful during the review period; however, strategies will be strengthened in the next financial year and other options explored.

To ensure funding for critical projects, a number of proposals were submitted to local and international funding partners including the Bill & Melinda Gates Foundation and the Ministry of Agriculture and Fisheries – Sugar Initiative.

The impact of public and school libraries to personal and national development is without question, and the organization remains resolute through the delivery of library services to ensure that there is equity to access of resources to support the realization of Vision 2030.



Paul Lalor
Chairman
Jamaica Library Board



Patricia Roberts (Mrs.)
Director General

PUBLIC LIBRARY NETWORK

INTRODUCTION

The Public Library Network continued to play a vital role in providing access to a wide range of informational, educational and recreational programmes and services that enhance and contribute to the knowledge, enlightenment and enjoyment of individuals and communities.

The Network operated through three technical departments at Headquarters and 514 service points island-wide as outlined below:

Headquarters:

Technical Departments:

- Accessions
- Cataloguing
- Circulations

Network of Libraries:

Parish Libraries:		13
Branch Libraries:		
Full-time	67	
Part-time	<u>41</u>	108
Mobile Library Stops:		371
Institutional Service Points:		
Postal Readers' Service		7
Penal/Correctional Institutions		7
Hospital and Infirmarys		3
Children's Homes		4
Special Education Institution		1

Lending and Reference Services

Resources were provided for home loans and reference consultations in a variety of formats. As a general trend, reference consultations were significantly higher than home loans at 2,056,130 and 541,963 respectively. The total circulation was 2,598,093 a 11.2% decline of 328,066 when compared to 2,926,159 the previous year's figure.

Mobile Library Service

Lending and reference services were provided to 371 communities by the mobile library service. Toyota Hilux vehicles or the panel vans were utilized to provide the service in Portland, Trelawny and Westmoreland Parish Library Networks. The parishes of Manchester,

St. Catherine and St. Elizabeth remained without the required vehicle to provide service for yet another year.

Discussions continued with the National Commercial Bank Foundation following the partnership forged to enable the purchase of a mobile library. The project was estimated to cost J\$20 Million with the Foundation's contribution proposed at J\$15 Million.

Extension Activities

A wide range of outreach programmes were delivered that reflected the changing needs of individuals and communities and provided unique experiences and learning for all ages. These programmes also provided opportunities for collaborations that enhanced overall library services. A detailed listing of the activities undertaken is available on the website.

Building and Physical Infrastructure

Renovation and upgrading of library buildings continued throughout the year resulting in more suitable accommodations for both staff and users.

Information and Communication Technology

Public access to computers and the Internet was expanded through the acquisition of 400 computers, Uninterruptible Power Supply and Microsoft Office Software funded by the Universal Service Fund. The computers were distributed to the island-wide networks. The organization submitted a project proposal to the Bill & Melinda Gates Foundation to expand the use of technology to support major social change on the Jamaican landscape through public libraries.

Technical Services

The acquisition, access and distribution of informational resources to the parish networks was executed by the three Technical Departments namely Accessions, Cataloguing and Circulations at Headquarters.

The Accessions Department coordinated the selection, purchase, donation, processing and distribution of all books and other informational resources.

The Cataloguing Department organized and provided bibliographic access to the collection through cataloguing and classification of material resources to create records. The Department managed ongoing maintenance and quality control through inspections and assessment of library catalogues.

The Circulations Department collected, coordinated and maintained the statistical data of the organization to analyze trends, performance and usage of library services. In addition, the department planned and coordinated various exhibitions and events of local and national interest.

Challenges

The challenges encountered in the previous year persisted as the organization continued to grapple with fiscal constraints. The organization was unable to effectively respond to the overwhelming need to improve library accommodations, replace aging vehicles and replenish depleted collections.

The slow pace of approvals to fill a number of vacancies in the organization further impacted the provision of adequate staffing in several areas of service delivery.

1. COLLECTION DEVELOPMENT, MANAGEMENT AND MAINTENANCE

Acquisitions

The Collection Management Committee in carrying out its primary responsibility for collection development reviewed and selected material to build a balanced collection. At the end of the year a total of 37,688 volumes were acquired, and of this number 15,927 were purchased and 21,761 were received as donations.

Purchases – Books and Multimedia Material

Notwithstanding the challenges, a total of 15,927 volumes consisting of 1,182 titles were purchased at a cost of \$17,592,069.48. There was a 71% increase in the total spent on resources for distribution throughout the Public Library Network when compared to last year, where 3,027 volumes were purchased at a cost of \$5,119,946.42. The table below details the items acquired.

Table 1: Purchases of Books and Multimedia Material 2012/2013

CATEGORY	VOLUMES GENERAL	VOLUMES WEST INDIAN	COST (\$)
Non-Fiction	342	245	716,889.49
Reference (Adult)	1,709	1,173	7,462,023.58
Fiction	243	244	472,046.95
Young Adult	675	76	720,203.20
Reference (Junior)	1,087	-	728,576.68
Junior	9,672	370	7,223,337.34
Non-Book Material	91	-	138,982.80
<i>Sub-Total</i>	13,819	2,108	17,462,060.04
<i>Shipping</i>			130,009.44
GRAND TOTAL	15,927		17,592,069.48

Special Fund

The donation of \$1,905,800.00 from the Jamaica National Building Society Foundation to support the early literacy programme “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” was utilized to purchase reading and early literacy development resources. At the end of the year a total of \$1,900,561.97 was spent to purchase toys, musical instruments, interactive floor games, dexterity and other activity tools and easy readers, vinyl and cloth books and five sets of the American Library Association *Every Child Ready to Read* training kits.

Donations – Books and Multimedia Material

The stock was augmented by donations of material received during the year with a total monetary value of \$28,487,015.24 for 21,888 volumes as detailed in *Table 2*.

Table 2: Value of Donations Received 2011/2012 & 2012/2013

CLASS	2012/2013 Volumes	2012/2013 Cost (\$)	2011/2012 Volumes	2011/2012 Cost (\$)
REFERENCE	1,091	3,583,011.63	1,319	3,024,717.80
NON-FICTION HARD COVER	256	523,414.90	585	1,370,479.35
NON-FICTION PAPERBACK	714	1,468,736.50	111	225,165.00
FICTION HARD COVER	1,281	2,988,666.80	1,314	2,769,749.04
FICTION PAPERBACK	9,757	8,320,828.91	3,504	3,067,360.67
REFERENCE JUNIOR	327	582,382.30	276	458,331.70
JUNIOR HARD COVER	2,653	4,971,818.90	4,008	7,550,358.63
JUNIOR PAPERBACK	4,655	5,070,894.30	10,003	7,114,676.39
JUNIOR BOARD BOOKS	999	749,250.00	1,270	903,219.85
ASSORTED MATERIAL	-	-	294	205,388.40
PERIODICALS	12	6,950.00	180	90,000.00
NON-BOOK MATERIAL: CDs, DVDs, AUDIO & AUDIOVISUAL CASSETTES	143	221,061.00	93	64,520.00
GRAND TOTAL	21,888	28,487,015.24	22,597	26,843,966.83

The major donors for the year included:

- **Children’s Chance** – a longstanding donor based in the United States donated **17,905** volumes.
- **Culture, Health, Arts, Sports and Education (CHASE) Fund** – donated **2,000** copies of “*The Jamaican Theatre: Highlights of the Performing Arts in the Twentieth Century*” to the JLS for distribution throughout the Networks and to educational institutions.
- **Allen Shaw Foundation** – donated **1,124** volumes of new junior and adult titles.
- **Lillian Chambers** – donated **531** volumes of used books.

- **The Petroleum Corporation of Jamaica** – donated **386** volumes of books, which were predominantly reference material.
- **Franklyn White** – contributed **320** copies of his new publication entitled: "**Man r u a Wimp?**"
- **The Ministry of Education** – made a contribution of **191** volumes of adult and junior books.
- **National Commercial Bank** – contributed **133** volumes of: "**God is Good: from the Cane Fields to King's House.**" by Yvonne Coke

Parish Networks were also the recipients of donations of material from local and overseas donors including:-

- **The Salvation Army** – **1,537** junior and adult paperback books to the St. James Parish Library Network.
- **Oneil McKenzie, Sharon Burgess Wolfe and Amber Stewart** – **1,484** books to the Kingston and St. Andrew Parish Library Network.
- **The Rotary Club** – **1,691** books, periodicals and audiovisual items to the St. Mary Parish Library Network.
- **Mrs. Joycelyn Cargill** – **184** adult and junior paperback books to the Portland Parish Library Network.
- **Mr. Franklyn Evans** – **173** paperback books to the Manchester Parish Library Network.

Periodicals

Newspapers

The organization provided access to Jamaican newspapers which were utilized for daily reading by users and for updating of the newspaper clippings collection. The Gleaner Archives online was also available at 10 Parish Library Networks.

Journals and Magazines

To support the diverse interest of users and provide additional up-to-date information 3,056 periodicals and magazines were purchased, a decrease of 59% over 7,482 purchased last year. Donations of journals and magazines also decreased from 7,787 received last year to 5,956 at the end of the year.

EBSCOHost Database

To supplement the print resources, the organization maintained subscription to the EBSCOHost on-line database. A total of 66,142 searches utilizing the database represented a 22% increase over last year's figure of 51,350.

Evaluation of the Collection

Continuous evaluation of the collection to identify areas of strength and weakness was ongoing during the year.

The subject areas indicated below have a fairly satisfactory coverage at the main libraries and the large branch libraries:

- Biology
- Business Education
- Food and Nutrition
- Environmental Science
- Home Economics
- Jamaican Culture
- Music
- Religion - Comparative
- Sciences - Pure, Applied Sciences and Life
- Social Studies
- West Indian History

Ongoing additions in several areas were not sufficient to significantly close the gaps which existed in the collection. Deficiencies included picture books, early concept material, readers for infants and pre-schoolers and popular fiction material. Deficiencies also existed in the specialized collection of simplified material aimed at promoting adult literacy as well as in the subject areas listed below:-

- Accounting
- Agricultural Science
- Athletics
- Auto Mechanics
- Biographies – Caribbean Personalities
- Building Construction
- Business Administration and Management
- CAPE and CXC core subjects
- Clothing and Textile
- Childcare and Development
- Cosmetology
- Do-it-Yourself Hobbies
- Education – Early Childhood, Teaching, Technology
- Folklore – Jamaican

- Geography
- Guidance and Counselling
- History – Caribbean
- History – World
- Home Management
- Human and Social Biology
- Information and Communication Technology
- Law
- Management
- Mathematics
- Nursing
- Office Procedure
- Philosophy
- Physical Education
- Pre-school/Tiny Tot books
- Principles of Business
- Psychology
- Religions of the World
- Social Studies
- Sociology
- Sports
- Technical Drawing
- Tourism and Hospitality Management
- Welding
- Woodwork

The organization remained committed to achieving, over the long term, the international standard established for public libraries of 1.5 to 2.5 books per capita. Table 3 below outlines the present status.

Table 3: Collection – Distribution Per Capita

PARISH	POPULATION	IDEAL COLLECTION	COLLECTION 2011-2012	COLLECTION 2012/2013	COLLECTION 2012/2013 PER CAPITA
Kingston and St. Andrew	666,041	999,062	70,137	70,965	0.1
St. Catherine	518,345	777,518	58,072	61,364	0.1
St. James	184,662	276,993	42,307	46,353	0.3
Trelawny	75,558	113,337	26,479	27,904	0.4
Hanover	69,874	104,811	35,898	37,069	0.5
Manchester	190,812	286,218	64,923	67,174	0.4
Clarendon	246,322	369,483	50,946	52,859	0.2
St. Ann	173,232	259,848	66,548	72,606	0.4
St. Mary	114,227	171,341	46,837	47,718	0.4
Portland	82,183	123,275	43,582	45,070	0.5
St. Thomas	94,410	141,615	33,661	39,238	0.4
St. Elizabeth	150,993	226,490	49,223	53,064	0.4
Westmoreland	144,817	217,226	49,354	49,190	0.3
TOTAL	2,711,476	4,067,217	637,967	670,574	

2. MEMBERSHIP

The membership of the Public Library Network was 525,264 at the end of the year. This reflected a 4% decrease of 23,635 from last year's total of 548,899. The decreases resulted from the delisting of delinquent members who failed to return borrowed material after one year and the re-registration of members. The membership was comprised of 308,134 juniors and 217,130 adults representing 59% and 41% respectively.

Table 4: Comparative Membership 2011 – 2012 & 2012 – 2013

Parishes	Membership for the year 2012-2013	Membership for the year 2011-2012
Kingston and St. Andrew	164,609	164,795
St. Catherine	33,205	34,959
St. James	49,883	49,928
Trelawny	6,971	25,693
Hanover	8,444	9,078
Manchester	68,661	68,278
Clarendon	74,598	73,930
St. Ann	23,702	28,527
St. Mary	9,006	8,297
Portland	13,707	13,462
St. Thomas	12,704	12,748
St. Elizabeth	24,209	23,526
Westmoreland	35,565	35,678
Grand Total	525,264	548,899

3. CIRCULATION AND READING TRENDS

Reference Consultations

Consultation of material for reference and research purposes was the main circulation activity with a total of 2,056,130 consultations for the year. This figure however reflected a decline of 202,401 or 9% when compared to the 2,258,531 consultations in 2011/2012. Encyclopedias were most widely consulted. The subject areas most frequently consulted were:

- Agriculture
- Computer Science
- Engineering
- History (African and Caribbean)
- Home Economics
- Literature – West Indian
- Medicine
- Psychology

- Religion
- Social Sciences
- Technology

Loans – Home Reading

Material borrowed for home loans totalled 541,963 including 709 audiovisual items. In comparison with 667,628 the figure for 2011/2012 a decrease of 125,665 was reflected. The adult paperback collection was again the area from which the majority of the adult members selected home loans. The total circulation figure is outlined in Table 5.

Table 5: Comparative Circulation 2011 – 2012 & 2012 – 2013

Parishes	Circulation for the year 2012-2013	Circulation for the year 2011-2012
Kingston and St. Andrew	263,052	335,635
St. Catherine	239,371	234,029
St. James	180,657	213,421
Trelawny	77,945	73,341
Hanover	58,626	66,333
Manchester	153,748	189,793
Clarendon	228,902	271,788
St. Ann	335,097	356,438
St. Mary	204,046	259,339
Portland	285,082	299,209
St. Thomas	199,330	180,272
St. Elizabeth	210,235	262,001
Westmoreland	162,002	184,560
Grand Total	2,598,093	2,926,159

Overdues

The timely return of material borrowed remained an area of concern during the year. Several strategies utilized to contain the problem met with varying degrees of success. At the end of the year 8,669 unreturned books valued at \$5,931,283.28 were withdrawn from the collection.

Table 6: Return of Overdue Books Comparison 2011-12 & 2012-13

	April 2011– March 2012	April 2012– March 2013	Results
Notices Sent	36,593	35,810	783 (decrease)
Material Returned	25,825	25,808	17 (decrease)
Material Outstanding	16,615	15,012	1,603 (decrease)
Value of Material Outstanding	\$11,752,904.20	\$11,629,544.16	\$123,360.04 (decrease)

4. PROGRAMMES AND SERVICES

Extension and Outreach Activities

A very comprehensive menu of current awareness, public education and specially organized programmes for both children and adults were undertaken in all locations. These included lectures, book launches, panel discussions, exhibitions and displays, fairs, special interest clubs, homework assistance, community information initiatives, computer training programmes and a variety of competitions. A number of these events were coordinated nationally but the majority was managed at the local levels. The majority of activities up to December 2012 were undertaken to commemorate Jamaica's 50th Anniversary of Independence.

A launch for the 'We Likkle But We Tallawah: Parents Reading With Babies and Toddlers' programme was held at the Chapelton Branch Library, Clarendon in September 2012. This programme aims to foster healthy brain development, parent-child bonding and early literacy skills critical for school success by engaging parents in a routine of "book-sharing" with children from birth to age six. A grant of \$1,905,800.00 from the Jamaica National Building Society Foundation towards the programme was utilized to purchase resource material to enhance delivery of the sessions island-wide.

A total of 1,393 exhibitions and displays were undertaken island-wide during the year. The list is appended¹.

At Headquarters twelve exhibitions and eleven displays were mounted to keep staff abreast of events and observances of local and international significance. Twelve (12) exhibitions were mounted at the following events:

- Environmental Foundation of Jamaica Earth Day Expo held at the Hope Zoo on April 20, 2012.
- The Green 4 Life Eco – Music Festival held at Maggoty, St. Elizabeth on June 19, 2012.

¹ Appendix PLN 001: Extension Activities

- In celebration of Jamaica's 50th Anniversary of Independence a Jamaica 50 themed exhibition was mounted at the Jubilee Village – National Arena during the period August 1-6, 2012.
- Adult Learners' Week at Jamaica Council for Adult Education Literacy Fair on September 24, 2012.
- The Annual Denbigh Agricultural, Industrial and Food Show held at the Denbigh Show Ground in May Pen, Clarendon August 4-6, 2012.
- Hamilton Knight and Associates' Careers and Lifestyles Expo/Symposium and Job Fair held at the Wyndam Hotel under the theme "*Jamaica Library Service: Your place for Education, Entertainment and Recreation*" on October 31, 2012.
- Latin America and the Caribbean Regional Conference held at the Hilton Rose Hall, Montego Bay under the theme "*Jamaica Library Service: Impacting Education in Jamaica*" during the period November 6-8, 2012.
- Jamaica Reading Association's Conference for Teachers held at the Mico University under the theme, "*Jamaica Library Service: Impacting Literacy in Jamaica*" on November 8, 2012.
- Jamaica Library Service's National Reading Fair held at the Kingston and St. Andrew Parish Library under the theme, "*Read a Book with Your Child Today*" on November 24, 2012.
- Jamaica Day Celebration held at the Trelawny Multipurpose Stadium under the theme: "*Celebrating Jamaica: I'm On It*" on February 22, 2013.
- Book Industry Association of Jamaica's Book Festival held at Devon House under the theme "*Celebrating The Arts*" on March 9, 2013.
- Trench Town Community Festival, Information Fair held at the Boy's Town Hall under the theme: "*Read A Book With Your Child Today*" on February 9, 2013.

The National Reading Competition and National Reading Fair

The National Reading Competition and National Reading Fair were organized under the theme: "*Jamaica 50: A Nation On A Mission...To Read.*"

The objectives of both events are to:

- develop skills in reading
- encourage the reading habit and promote reading as a pleasurable and enjoyable activity
- promote information literacy
- foster an interest in and an appreciation of good literature
- hone skills in comprehension, literary analysis and criticism
- cultivate and encourage interest in libraries

- actively promote and encourage an interest in and commitment to lifelong learning

The parish winners in all categories were hosted at a luncheon in the Joyce Robinson Hall at the Kingston and St. Andrew Parish Library on August 22, 2012. They were also accommodated overnight to facilitate the taping of the Quiz Finals at Television Jamaica (TVJ) on August 23, 2012.

The following titles were utilized for the national finals.

6 – 8 YEARS

Taming of Pudding Pan

Ptolemy Turtle

Nancy and Grandy Nanny

McIntosh, Berna

Potter-Hall, Melisande

Tortello, Rebecca

9 – 11 YEARS

Bernie and the Captain's Ghost

Sprat Morrison

Three Finger Jack's Treasure

Campbell, Hazel D.

D'costa, Jean

Sherlock, Philip M.

12 – 14 YEARS

Island Princess in Brooklyn

Night of the Indigo

The Wooing of Beppo Tate

Browne, Diane

Holgate, Michael

Palmer, C. Everard

15 – 20 YEARS

Till I'm Laid to Rest

Stop Blaming Me For My Mother's Sins

Dew Angels

Ellis, Garfield

Honeyghan, Glasceta

Schwapp, Melanie

21 YEARS AND OVER

The Long Song

Dancing Lessons

The Hills of Hebron

Levy, Andrea

Senior, Olive

Wynter, Sylvia

For the fourth consecutive year the National Reading Fair was successfully undertaken on the grounds of the Kingston and St. Andrew Parish Library on November 24, 2012.

In celebration of Jamaica's 50th Anniversary of Independence several activities were undertaken and included in the Fair which was held under the theme "*Jamaica 50: A Nation On A Mission ... To Read*", which focused on promoting literacy, the enjoyment of reading and the pursuit of lifelong learning by encouraging families to read together. The activities included readings by Dr. Brian Heap, Head of the Philip Sherlock Centre for the Creative Arts at the University of the West Indies, Mona, well-known Radio and TV Personality Mrs. Paula-Ann Porter Jones and Miss Kellie Magnus well-known children's author of the "*Little Lion*" children's book series among others. Ol' Storytime was done by Mr. Richard Darby, cultural ambassador for Portland and dub poetry by Mr. Randy McLaren also known as the Kriativ Aktivis". A Teen "Rap" Session was also held with teenagers and adults. This was hosted by Misses Roneisha James and Tiffany Campbell, of CVM TV "*Teen Seen*" along with Dr. Marcia Forbes, media consultant and author of the book "*Streaming Vol. 1 – Social Media, Mobile Lifestyles*" from which she read excerpts. She also engaged the teenage and adult audience on the very exciting and educational topic "*Social Media, Mobile Lifestyles*".

Annual Summer Programme

The Annual Summer Programme scheduled between July and August in all Parish Library Networks was held under the theme "*Jamaica 50: A Nation On A Mission – Summer Expression.*" The various interpretations of the theme resulted in a rich array of informative and fun activities for the children.

Story Hour

Story Hour sessions remained a staple among the activities for children. These were held weekly or monthly at the various venues resulting in 1,128 sessions being conducted for the year.

Special Activity Clubs

Special activity clubs with the objective of developing new skills and talents, to encourage sharing and positive interaction among children and young adults to broaden their experiences flourished during the period. These included Readers', Writers' Chess, Spanish and Homework Clubs. A total of 995 club sessions were held island-wide.

Class Visits and Visits to Schools

The Public Library Network hosted groups of children on visits to the libraries accompanied by their teachers. Similarly, library staff visited schools. These visits were used to encourage membership and generally to promote the services and programmes offered. There were 669 such visits during the year.

*Information and Communication Technology (ICT) Services**Computer Services*

Computer usage for the period totalled 957,041 a decrease of 16,448 from last year's total of 973,489. With the exception of Kingston and St. Andrew, Hanover, Manchester, Portland, St. Catherine, St. Elizabeth and Trelawny Parish Library Networks, all other networks recorded increased usage. The availability of the wireless technology was welcomed by those users who had their personal electronic devices.

Table 7: Comparative Figures for Computer Usage 2011 – 2012 & 2012 – 2013

PARISH	Internet Usage	Word processing	Total 2012-2013	Internet Usage	Word processing	Total 2011-2012
Kingston and St. Andrew	132,336	20,615	152,951	137,221	19,156	156,377
St. Catherine	78,868	11,787	90,655	83,553	10,625	94,178
St. James	63,329	6,750	70,079	55,643	6,643	62,286
Trelawny	42,385	5,818	48,203	56,804	6,055	62,859
Hanover	32,848	6,846	39,694	41,521	8,952	50,473
Manchester	39,404	5,576	44,980	49,451	6,222	55,673
Clarendon	64,450	15,827	80,277	56,866	6,168	63,034
St. Ann	78,455	10,118	88,573	78,390	9,194	87,584
St. Mary	54,982	7,932	62,914	51,303	8,919	60,222
Portland	49,812	12,238	62,050	57,204	9,131	66,335
St. Thomas	54,071	10,752	64,823	56,569	6,697	63,266
St. Elizabeth	50,132	9,895	60,027	57,051	11,622	68,673
Westmoreland	66,717	25,098	91,815	69,929	12,386	82,315
GRAND TOTAL	807,789	149,252	957,041	852,174	121,740	973,489

Training for the Public

Training in basic computer skills for seniors continued to be offered in several locations. There were 416 persons who completed basic computer training island-wide during the year.

Photocopying, Printing and Facsimile Services

Photocopying, printing and facsimile services were offered at several locations at a cost to users. These services were in great demand as students sought support for homework assignments and adults for a variety of activities. The photocopying service which was the most popular was administered cognizant of the Jamaican Copyright Law.

Services to Users with Special Needs

The organization provided services to special categories of users, which included persons detained in Penal and Correctional institutions, those confined to Hospitals and Infirmaries and residents in Children's Homes, during the year.

Correctional Institutions

The services to correctional institutions in Kingston and St. Andrew, St. Catherine, St. Ann and St. Mary Parish Library Networks were not fully functional during the year. The South Camp Adult Correctional Centre in Kingston and St. Andrew was temporarily closed at the end of August 2012 due to preparations by the institution to transfer the male inmates to another location and convert the facility to house female inmates who would be transferred from the Fort Augusta Correctional facility in St. Catherine. Visits were made to the Rio Cobre Juvenile Correctional Facility, Fort Augusta Correctional Facility, St. Catherine Correctional Facility and Tamarind Farm. Story hour sessions were also held at the locations. The St. Mary Parish Library continued to provide a service at the Richmond Farm Adult Correctional Institution.

At the time of the temporary closure of the South Camp Adult Correctional Centre, total stock recorded was 1,395 volumes comprised of 1,221 adult books including paperback books and 174 junior books. The membership was 244 and was all adult males with varying reading skills. The total circulation for April 2012 to July 2012 showed that a total of 85 books were loaned. This comprised of 21 non-fiction, 3 fiction and 21 paperback books.

The St. Catherine Parish Library continued to make scheduled visits to the Rio Cobre Juvenile Correctional Centre for information literacy, story hour sessions and inspection of the library room. Academic staff from the correctional centre visited the parish library for orientation in library operations. A member of the academic staff was also accommodated at the Teacher Librarians' Seminar in Region 1 at the Jamaica Conference Centre on January 17, 2013.

The Richmond Farm Adult Correctional Centre continued operation during the review period. An increase of 11 was recorded in stock which totalled 221 from 210 recorded the previous year. Membership increased by 18 to 235 when compared to 217 recorded for last year. Home loans declined by 1,338 to 639 after recording 1,977 in 2011/2012. Reference consultations also declined by 218 to 127 when compared to 345 recorded in 2011/2012. Circulation declined by 1,556 to 766 when compared to 2,322 recorded for the previous year.

Efforts were made to meet requests for material for some of the inmates. Periodicals supplied were well used. Visits were made to the institutions to replenish the stock and to collect the statistical reports.

Children's Homes

The Manchester Parish Library carried out reading sessions at the Hanbury, New Hope and Windsor Lodge Children's Homes.

Hospital and Infirmary Services

The service to the hospitals in the parishes of Clarendon, Portland and St. Elizabeth was maintained during the year. Library service was re-activated at the Percy Junor Hospital in Clarendon. At the Port Antonio Hospital the stock was 770 and membership totalled 229. Service to the Pediatric Ward at the Black River Hospital was also maintained during the year.

Special Education Institution

The *Carberry Court Special School* in the Kingston and St. Andrew Parish Library Network benefitted from a newly introduced mobile library service to the school.

Service to the Visually Impaired

The provision of Job Access With Speech (JAWS) software for access to computers and the Internet was not fully utilized by the visually impaired users. The St. James Parish Library Network continued to provide library service to members of the St. James Society for the Blind.

Postal Readers' Service

The Postal Readers' Service at the St. Elizabeth Parish Library served 13 members and total stock recorded was 108. Plans are ongoing to reactivate the Postal Readers' Service at the Clarendon and Manchester Parish Libraries.

5. THE TECHNICAL DEPARTMENTS***Accessions***

The coordination of the selection, acquisition, processing and distribution of all books, multimedia and other library resources for the Public Library Network were undertaken by the Accessions Department, which also worked closely with the Cataloguing Department to ensure that the classification of material was accurate.

Implementation of book processing projects was done to strengthen the processing and distribution of material island-wide. A total of 35,109 volumes were distributed.

Activities for the period under review included:

- Purchase of 15,927 volumes
- Receipt of 21,888 donated books valued at \$28,487,015.24
- Processing of 31,498 volumes representing 19,264 titles
- Distribution of 35,109 volumes to the Parish Library Networks

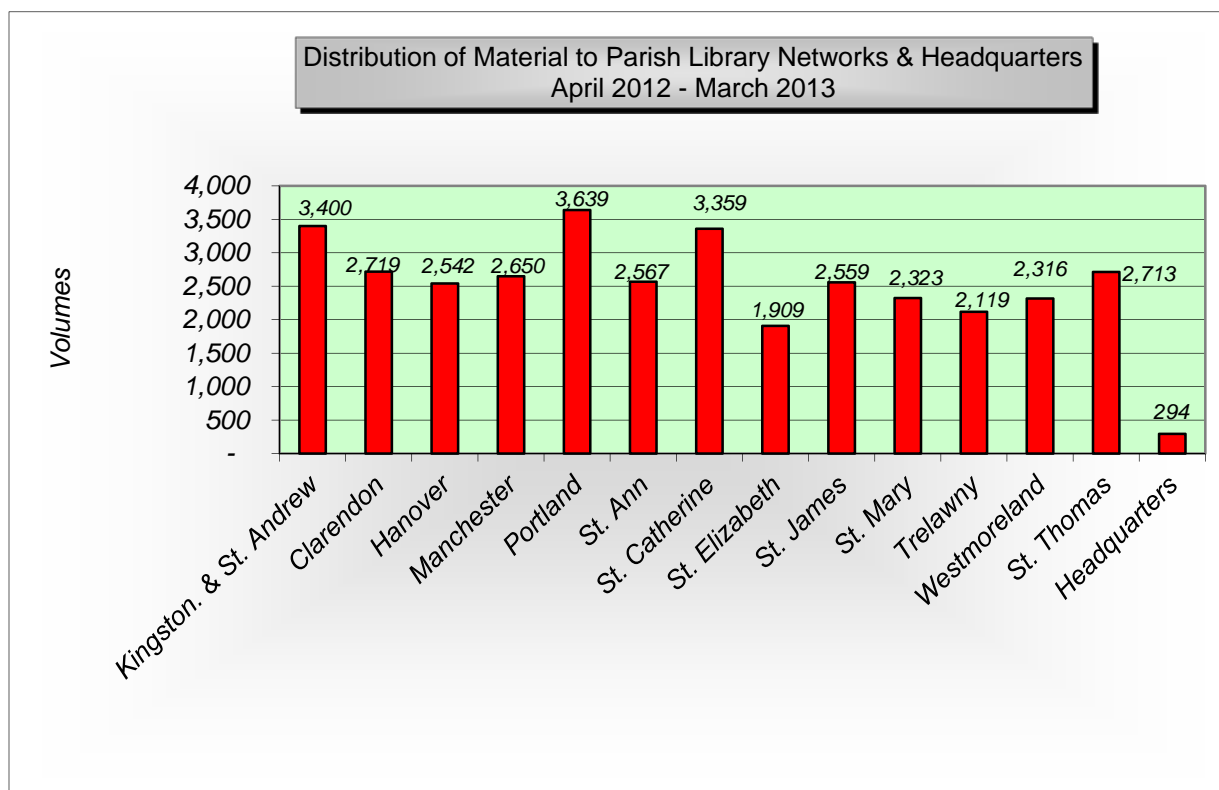


Fig. 1: Material dispatched 2012-2013

Cataloguing

The following activities were undertaken:

Items catalogued and classified	-	8,060
Cataloguing entries produced	-	40,867
Catalogue entries filed	-	27,583

Items deleted from the Union Catalogue and withdrawn from the collection	-	10,087
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During the period librarians visited three parish library networks and inspected catalogues, location indexes and stock registers for quality control.

Circulations

The Circulations Department successfully executed the following activities:

- Production of exhibitions, displays, pamphlets, bookmarks and bibliographies
- Receipt and preparation of statistical reports
- Maintenance of membership to professional organizations
- Purchase, distribution and maintenance of newspaper clippings files for Headquarters
- Purchase and distribution of periodicals
- Circulation of periodicals and other information material
- Satisfying research queries
- Management of the Staff Library

Items processed included 9,012 periodicals, 7,458 copies of newspapers and 2,983 Government documents.

6. OTHER ACTIVITIES*Access to Information*

The organization received and addressed one request under the Access to Information Act. The request was made for information with respect to the Actuary/Consultancy Report and Recommendations for Insurance Placement for the period 2010 – 2013.

Staff Library

An extensive collection of material was maintained in the staff library. The collection included fiction, non-fiction, reference and West Indian material, paperback books and periodicals. The staff utilized the computer service to conduct research and word processing activities. Total circulation for the period was 862 and computer usage totalled 1,059. A breakdown of the figures is tabled below:

SERVICES			
CIRCULATION		COMPUTER USAGE	
Reference Consultation	426	Internet	838
		Electronic Mail	160
Home Loans	436	Word processing	61
	862		1,059

FIELD OPERATIONS**REGION ONE****KINGSTON & ST. ANDREW PARISH LIBRARY NETWORK**

	2011/12	2012/13
Parish Population:	670,012	666,041
Membership:	164,795	164,609
Library Outlets:		
Main Library	1	1
Branches	9	9
Mobile Library Stops	25	24
Areas of Service to Special Communities	1	1
Staff Establishment:	112	112
Collection:	70,137	70,965
Circulation:	335,635	263,052
Computer Use:	156,377	152,951

The Kingston and St. Andrew Parish Library continued to offer library services through the main library, nine branch libraries, 24 mobile library stops and a special service at the South Camp Rehabilitation Centre during the period of review.

The core services offered included home loans, reference consultations, information and communication technology and a varied menu of outreach programmes to meet the diverse needs of users.

HIGHLIGHTS

- Award of national champion to Zara Ranglin in the 9-11 age group at the National Reading Competition finals
- New mobile library stop established at the Carberry Court Special School on February 4, 2013
- Celebration of Jamaica's 50th Anniversary of Independence
- Launch of "*We Likkle But We Tallawah: Parents Reading with Babies and Toddlers*" literacy programme at Majesty Gardens Branch Library
- Tenth anniversary of annual Black History month reading competition entitled "*Celebrating Ten Years of Reading together for Excellence*" at the Harbour View Branch Library

PARISH LIBRARY

At the end of the year, stock at the parish library totalled 36,277 comprised of 27,492 adult books, 7,398 junior books, 1,006 paperback books and 381 audiovisual items. The total stock of 36,277 represented an increase of 183 when compared with last year's figure of 36,094.

The total membership was 147,512 comprised of 78,371 adults and 69,141 juniors. An increase of 222 was recorded when compared with the previous year's total of 147,290.

Circulation for the year was 158,505 comprised of 20,374 home loans and 138,131 reference consultations. When compared with the previous year's total of 181,267 there was a decrease of 22,762. The significant decrease was attributed to a computation error that was corrected in the last quarter of the year under review.

Overall, the majority of adults preferred detective, mystery, romance, suspense and selections from the paperback collection for leisure reading. The majority of juniors maintained interests in the *Nancy Drew*, *Enid Blyton* and *Goosebumps* series. The subject areas most frequently researched were Caribbean history, early childhood education, the sciences, crime and economics.

During the year seven new computers received from Headquarters were allocated to various departments. The additional units resulted in 33 computers being available for public access. Usage of computers at the parish library was in high demand and totalled 92,150 for the year. There was a decrease in computer usage of 3,173 when compared with the previous year's total of 95,323. Internet usage totalled 80,480 comprised of internet searches and electronic mail and 11,670 word processing activities. The wireless internet was accessed 189 times by users with personal devices. The EBSCOHost database was accessed 820 times for the year. Photocopying service totalled 171,390 at year end. Basic computer training for seniors was held in collaboration with the National Council for Senior Citizens and 14 members were trained for the year.

A rich programme of outreach activities was undertaken during the year and involved collaborations with schools, organizations and individuals. Among these was the annual Child Month concert entitled "*Jamaica 50: Let's Celebrate Our Children*" held at the parish library on May 19, 2012. Two hundred and twenty-one (221) persons attended and students from ten of the schools invited gave performances. Noted children's author Kellie Magnus conducted readings from her books in the *Little Lion* series to a delighted audience.

A total of 454 juniors and 54 adults registered for the National Reading Competition. Zara Ranglin, the 9-11 years Parish Champion, emerged victorious as the national champion for the 9-11 age group at the finals held on August 23, 2012.

A total of 150 children attended the summer programme and participated in activities that focussed on celebration of the nation's anniversary of independence.

The parish library joined the island-wide celebration of Jamaica's 50th Anniversary of Independence with a symbolic cake cutting ceremony on August 2, 2012. Staff members and users of the library participated in the function. Mr. Victor Robinson, an elderly library user gave reminiscences of Independence Day, August 6, 1962.

The annual Heritage Day celebration was held on October 18, 2012 under the theme "*Jamaica is Fifty: Let's Celebrate Our Heritage.*" Staff members showcased their talents in an exposition of art and craft, dance, poetry, drama and storytelling resulting in an exciting cultural experience.

The parish library collaborated with the Kingston and St. Andrew National Council for Senior Citizens Club for a cultural day on June 5, 2012 entitled "*Jamaica 50: Seniors Preserving Our Heritage Through Sharing.*" There was also participation in the Rose Gordon Kindergarten and Preparatory School annual Book Fair and Reading Competition on June 26, 2012 under the theme "*To Read is to Lead*" and Read Across Jamaica Day activities at the Trench Town Primary school.

The Jamaica Cultural Development Commission's annual staging of 'Tenky Miss Lou' concert in honour of the Hon. Louise Bennett-Coverley held on September 29, 2012 at Gordon Town Square was supported by the deployment of the mobile library and an exhibition.

There were 187 students and 22 teachers in attendance at the Black History Month exhibition and concert entitled "*Getting Back to our Roots, Growing Up into the Future*" held in the Joyce Robinson Hall at the parish library on February 21, 2013.

There were several club activities for juniors throughout the year namely, Chess, Spanish, Writers and Reading Clubs. The club sessions were aimed at stimulating creative expressions and developing skills.

Full-Time Branch Libraries

Harbour View

The programmes and services offered by the library were well utilized by juniors attending schools in Harbour View and residents of the community. Free access to computers and the Internet along with relatively affordable printing and photocopying services resulted in a high demand.

At the end of March 2013, total stock was 4,166 and represented an increase of 202 volumes when compared to the total stock of 3,964 for last year. There were 1,873 adult books, 1,188 junior books, 1,080 paperback books and 25 audiovisual items. Strategies engaged to retrieve overdue books resulted in 103 books being returned; 30 adult books and 73 junior books. Twenty-one (21) periodicals and six compact discs were added to the stock.

At the end of the year, total membership was 1,489 consisting of 1,086 adults and 403 juniors. A comparison with the previous year's membership of 2,297 reflected a decrease of 808. The

decrease was a consequence of the removal of dormant members from the register. A total of 63 members were registered for the year compared to 75 members the previous year. The increase was attributed to school visits made to promote the library and new members registering for the Black History Month Reading Competition.

Total circulation for 2012/2013 was 15,140 comprising 1,336 home loans and 13,804 reference consultations. Total circulation decreased by 4,285 when compared to the previous year's figure of 19,425. Home loans comprised 441 loans to adults, 692 loans to juniors and 199 paperback loans. Juniors conducting research daily after school, exceeded adults in reference consultations with a total of 7,192 consultations compared to 6,617 consultations for adults. Frequently consulted subject areas included Disaster Preparedness, Jamaican Athletics, National Heroes, Religion and Caribbean Culture.

ICT services were boosted by the addition of six new computers for public access from the Universal Service Fund resulting in 12 computers for public access. Several seniors indicated an interest in computer training and plans commenced to offer basic computer training in the upcoming year to seniors and toddlers.

The total computer usage was 15,809 comprised of 14,546 internet usage and 1,263 word processing activities. Many juniors, especially males, accessed the Internet for games and adults mainly for social networking. Relatively few juniors and adults accessed the Internet for research purposes. There was an increase in usage of 10,013 from 5,736; attributed to the restoration of internet service after a disruption following the passage of Hurricane Sandy the previous year. Facsimile transmissions totalled 54 for the year.

Several programmes were organized to recognize national and international observances. In recognition of May as Child Month, the branch library hosted a presentation entitled "*Fostering Awareness and Prevention of Child Abuse and Sexual Offences in Today's Society*". Representatives from the Centre for Investigation of Sexual Offences and Child Abuse delivered a presentation to 65 students and five teachers. There were 69 participants in the annual Black History Month Reading Competition held on February 28, 2013 under the theme: "*Celebrating Ten Years of Reading Together for Excellence*."

Collaborations with the school community were facilitated through three school visits to the library and two visits to schools. Four story hour sessions were delivered to 111 students. The Reading Club met for a total of 31 sessions with 158 participants for the year.

The annual summer programme was held with 31 children participating in three age groups. The programme closed with a showcase of the various talents of the participants. Seventeen (17) displays and exhibitions mounted with a viewership of approximately 2,124 persons heightened awareness on events of national and international importance.

Majesty Gardens

The Majesty Gardens Branch Library strived to provide a programme of activities to satisfy the educational, informational and recreational needs of the community served.

At year end the total stock was 1,793 in comparison to 1,745 at the end of the previous year; an increase of 48. The stock was comprised of 723 adult books, 526 junior books and 544 paperback books. A total of 44 overdue books were retrieved; 12 adults and 32 juniors.

The membership was 1,275 comprising 251 adults and 1,024 juniors. In comparison to the 1,214 members on record for the previous year there was an increase of 61. The launch of the “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” programme on February 7, 2013 resulted in the registration of new members.

The circulation figure was 2,399 a decrease of 243 when compared to 2,642 for the previous year. There were 570 home loans and 1,829 reference consultations.

During the year two new computers were received for public access. Computer usage was comprised of 2,074 internet usage and 253 word processing activities totalling 2,327. Word processing was mainly utilized for school based assessment assignments, resumes and job applications. Basic computer training was introduced on Fridays to seniors and juniors from May 2012. There were a total of 51 participants for the training initiative.

The delivery of outreach activities at the Majesty Gardens Branch Library was enhanced by the launch of the “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” programme in February 2013. Thirty-two (32) parents and 25 toddlers participated in the launch and benefitted from an informative session on the benefit of reading with their babies and toddlers. The programme also incorporated the use of computers for some sessions. This was very useful in exposing parents to the use of technology in developing reading skills and introducing toddlers to computers at an early age.

The annual summer programme was held and a total of 30 children participated in learning and fun activities highlighted by storytelling and music lessons using the keyboard.

The branch library continued to offer several club activities for juniors namely, Readers, Drama, Homework and Sign Language clubs. A total of 413 students participated in the activities organized for the four clubs.

There were seven displays and exhibitions to generate interest in several national and international observances and events.

Mavis Bank

The Mavis Bank Branch Library was temporarily closed at the end of June 2012 due to the inability to find an appropriate new location in the community. In July 2012 the mobile library began providing library services on a fortnightly basis to the community.

The stock was 2,685 comprised of 767 adult books, 572 junior books, 1,339 paperback books and seven audiovisual items. The membership register had a record of 408 persons consisting of 138 adults and 270 juniors. Total circulation at the end of June 2012 was 1,363.

Computer usage totalled 350, comprising 236 internet usage and 114 word processing activities.

Outreach programmes included class visits from Mount Fletcher All Age, Hall's Delight Primary and New Vision Care Preparatory School. There were four sessions of the homework club with 17 juniors participating. Exhibitions highlighting national and international events and observances were viewed by 89 persons.

Parks Road

The branch surmounted the ongoing challenge of the space constraint and a disruption in the telecommunications infrastructure following the passage of Hurricane Sandy in October 2012, to deliver a vibrant homework assistance programme and record the second highest number of entrants from a branch library in the National Reading Competition.

At the end of the period the stock totalled 2,251. This represented an increase of 37 when compared to the total of 2,214 at the end of March 2012. There were 702 adult books, 476 junior books and 1,073 paperback books.

The membership portfolio of 302 on record at the end of the year reflected a decrease of 29 compared to 331 at the end of March 2012, comprising 125 adults and 177 juniors. The delisting of 55 delinquent members also negatively affected the membership at the end of March 2013.

The total circulation was 9,114 comprised of 732 home loans and 8,382 reference consultations; a decrease of 2,862 when compared to last year's total of 11,976.

Computer usage at the end of March 2013 was 4,435; a decrease of 822 when compared to last year's total of 5,257. The decrease may be attributed to the unavailability of internet service at the library following a disruption in the electricity from October 2012 to January 2013 after the passage of Hurricane Sandy. Computer usage was comprised of 3,231 internet usage and 1,204 word processing activities. Two computers were received for public access during the year.

Outreach programmes were offered and included the annual summer programme held for two weeks with a total of 45 children participating. Seven hundred and sixty (760) students at the primary level were assisted with their assignments in 157 sessions of the Homework Club. Twenty-eight (28) students from St. Mary's All Age School were accommodated on two class visits.

A total of 1,072 persons viewed seven exhibitions during the period.

Port Royal

The branch library provided a fairly good year of operation to the historic town of Port Royal, including increases in circulation for the year.

At the end of March 2013 the total stock was 2,191 a decrease of 18 compared to the previous year's total of 2,209. The total was comprised of 807 adult books 1,075 junior books, 300 paperback books and nine audiovisual items. There was an increase in the number of periodicals available following an allocation from Headquarters of 30 periodicals.

Membership totalled 1,040 – comprising 336 adults and 704 juniors – a decrease of 75 compared to the previous year's figure of 1,115.

The total circulation was 3,216; an increase of 446 over the previous year's total of 2,770. There were 596 home loans and 2,620 reference consultations. Information was consulted on a variety of topics such as folklore, religious education, Jamaican athletes, kumina and chemistry.

Computer usage totalled 1,327 comprised of 1,028 internet usage and 299 word processing activities. Computer usage the previous year totalled 1,991. Three additional computers were received for public access during the year.

The outreach programmes offered included Homework and Embroidery and Sewing Clubs. Class visits were conducted at Port Royal Primary and Infant and Port Royal Basic schools.

Thirty-three (33) children attended the annual summer programme and the rich cultural history of Port Royal was featured to promote community pride.

There were seven exhibitions mounted during the year to mark national and international observances.

Shortwood

The Shortwood Branch Library maintained its tradition of delivering a vibrant programme of outreach activities during the year. The branch recorded the second highest number of entrants in the National Reading Competition. Circulation and usage of information and communication technology services ranked second to the main library.

The total stock was 3,855 compared to 3,880 at the end of last year. The total comprised 1,027 adult books, 1,635 junior books, 1,159 paperback books and 34 audiovisual items.

At the end of the year total membership was 1,265 in comparison to 1,215 recorded for the previous year. The total comprised 368 adults and 897 juniors. The addition to membership was highest during the April to June quarter especially from juniors entering the National Reading Competition.

Total circulation was 26,468 compared to 39,025 recorded the previous year. Home loans totalled 2,105 and reference consultations 24,363. Subject areas frequently consulted included computer, religion, Rastafarianism, sports personalities, biographies, weather and the Haitian revolution.

The high demand for computer services resulted in total usage of 10,128 comprised of 9,379 internet usage and 749 word processing activities. The EBSCOHost database was promoted with the aim of increasing usage in the upcoming year. A total of 78 facsimile transmissions were

sent. During the year two additional computers were received to increase public access. Basic computer training for juniors commenced in January 2013 with 15 participants from the primary level.

The branch library hosted six clubs for juniors namely, Spanish, Art and Craft, 'Animal Kraze', Reading, Fun Fridaze and Homework Assistance. All club activities targeted children from ages 6 to 12 years. There was a minimum of four and up to 16 children participating in the club sessions.

A total of 27 exhibitions were mounted to highlight important events and raise public awareness. Approximately 1,850 persons viewed these exhibitions.

Stony Hill

The Stony Hill Branch Library performed well during the period and demonstrated potential for further growth in the provision of various library services to the bustling community of Stony Hill.

At the end of the 2012/2013 period, total stock was 4,915, an increase of 105 compared to the total of 4,810 at the end of 2011/2012. The total stock was comprised of 1,905 adult books, 1,249 junior books, 1,729 paperback books and 32 audiovisual items.

The total membership recorded was 1,318 comprised of 432 adults and 886 juniors. There was an increase of 48 over 1,270 recorded the previous year.

Total circulation for the period was 31,001 compared to 51,575 as at the end of March 2012. This significant reduction resulted from an error in the calculations done in the previous year. Home loans totalled 1,292 and reference consultations totalled 29,709. Subjects researched included sports, literature, music personalities, diseases, business administration, art and family life.

For the year computer usage totalled 21,017 comprising 16,517 internet usage and 4,500 word processing activities. The EBSCOHost database was accessed three times. Wireless service made available in March 2013 was utilized by five adults. One computer was added to the inventory during the year. A total of 191 facsimile transmissions were sent.

There were several sessions held for the various clubs organized for juniors. Ten juniors participated in the Reading Club sessions and there were two sessions held for the Homework Club. Class visits were made to the branch by the Zion Hill Basic, Mannings Hill Primary and Brook Level Basic schools.

The annual summer programme was held with 18 children in attendance. For the two weeks of the programme the participants were exposed to activities that highlighted Jamaica's 50th Anniversary of Independence. These included making the national flag, post cards, posters and

creating a collage to showcase Jamaican heritage. Additionally, there were traditional dances and ring games in celebration of Jamaica's year of jubilee. The children participated fully in the activities and thoroughly enjoyed the experience.

There were six exhibitions featuring events of national interest, which were viewed by 802 persons.

Tivoli Gardens

During the year activities were undertaken to refurbish the Branch and enhance service delivery. Photocopying service was introduced in the last quarter of the year and increased ICT access was positively received by users.

The total stock as at March 2013 was 3,906, a decrease of 48 in comparison to the total of 3,858 last year. The stock comprised 1,153 adult books, 2,278 junior books, 466 paperback books, nine audiotapes and one CD-ROM.

The total membership at the end of the year was 1,158 comprised of 782 adult members and 376 junior members. The total reflected an increase of 12 when compared to the figure of 1,146 for 2011/2012.

The total circulation was 5,549, compared to 7,365 at the end of the previous year. The circulation total was comprised of 246 home loans and 5,303 reference consultations.

There was an increase in the usage of ICT services at the branch library and this was attributed to the two new computers received in January 2013 bringing to five the number of computers available for public access. Computer usage for the year totalled 3,761 compared to 2,557 the previous year. Internet usage was 3,531 and word processing 230.

On November 14, 2012 a representative from the Child Development Agency made a presentation to eight adults and three children in celebration of Parent Month.

The annual summer programme was successfully held with 17 participants. The activities undertaken included Anansi storytelling, art and craft, reading, dancing, and Jamaican Heritage. Information technology sessions were held on using the Internet for research.

A total of six exhibitions were mounted with a combined viewership of 210 persons.

Part-Time Branch Libraries

Higholborn Street

This branch library continued to provide educational and informational activities to members of the community.

The stock at the end of 2012/2013 was 2,081; an increase of 121 when compared to the total of 1,960 for the corresponding period ending March 2012. The total was comprised of 483 adult books, 1,126 junior books and 456 paperback books and 16 audiovisual items.

Membership at year end totalled 446, comprising 100 adults and 346 juniors. This was an increase of six over the previous year. Registration of members was impacted by the slow return of address verification required to complete the registration process.

Total circulation figure for the year was 1,066 reflecting a decrease of 743 when compared to the total of 1,809 for the corresponding period last year. During the review period there were 183 home loans and 883 reference consultations. Teachers from the nearby basic schools used the library to prepare material for their students and parents used the library to assist their children with homework.

The addition of a new printer in November 2012 and the allocation of two new computers for public access on January 9, 2013 enhanced the provision of ICT services. Computer usage for the period totalled 1,647 comprising 1,314 internet usage and 333 word processing activities. The service was utilized heavily for school based assessments, assignments, resumes and application letters.

A presentation on Fire Prevention Measures was held in collaboration with the Jamaica Fire Brigade on November 15, 2012. There were 39 persons in attendance who participated enthusiastically in the interactive presentation. A presentation was made by a representative from the Child Development Agency on November 28, 2012 for Parent Month. Sixty (60) persons were in attendance including parents and teachers from the Higholborn Street Basic School.

There were five class visits from the Higholborn Street Basic School with a total of 51 students and two teachers participating. Five sessions were held during the year with the Homework Club members. Ten juniors registered for the annual National Reading Competition.

Four exhibitions were mounted to raise public awareness on annual national and international events.

MOBILE LIBRARY SERVICE

The Mobile Library visited 24 stops in communities in the parishes of Kingston and St. Andrew. Two new stops were established at Mavis Bank and the Carberry Court Special School.

Stock for the year totalled 5,954; comprising 392 adult books, 3,335 junior books and 2,227 paperback books. There was an increase of 145 when compared to the previous year's stock of 5,809.

The membership of the mobile library as at March 2013 was 8,396. This represented an increase of 320 when compared with the previous year's total of 8,076. Adult members totalled 1,909 and junior members 6,487. Forty-one (41) students from the Carberry Court Special School registered for membership on February 4, 2013.

At year end the mobile library recorded total circulation of 9,231 a decrease of 3,161 in comparison to 12,392 for the previous year. Internet access was not available on the mobile library during the year.

The mobile library was utilized at the Peace Mobile Community Fair and Health Expo held on November 1, 2012 through collaboration with the Citizen Security and Justice Programme at Maverely Primary School. There were 175 persons who visited the mobile library to access information on library services offered.

Two hundred (200) persons visited the mobile library at the Urban Development Corporation 'School's In Extravaganza Fair' at Orange Park on November 9, 2012. Information on the Kingston and St. Andrew Parish Library and resource material from the collection were on display.

ST. CATHERINE PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	501,674	518,345
Membership:	34,959	33,205
Library Outlets:		
Main Library	1	1
Branches	11	11
Mobile Library Stops	-	-
Areas of Service to Special Communities	1	4
Staff Establishment:	76	76
Collection:	58,072	61,365
Circulation:	234,029	239,371
Computer Use:	94,178	90,655

The St. Catherine Parish Library Network provided a diverse menu of informational, educational and recreational programmes and services to support life-long learning during the year in review.

It was a productive and eventful year and several programmes were undertaken that contributed to the milestones of progress for the Network in a year that celebrated Jamaica's 50th Anniversary of Independence.

HIGHLIGHTS

- Launch of computer training for infants on March 13, 2013
- Symbolic cake cutting on August 2, 2012 to mark Jamaica's 50th Anniversary of Independence

PARISH LIBRARY

The parish library had a satisfactory year of performance. Every effort was made to provide users with excellent customer service and an environment conducive to learning. There were increases in stock and circulations and a decrease in membership during the year.

The stock at the parish library was 16,722 and comprised 8,713 adult books 5,779 junior books, 1,570 paperback books and 660 audiovisual items. There was an increase of 1,303 when the total was compared with the corresponding period's figure of 15,419. There was a shortfall in adult fiction, junior reference and vocational titles in the allocations received from Headquarters during the year. The collection of audiovisual items was utilized by five visually impaired members.

The total membership at the end of March 2013 was 16,673 consisting of 7,537 adult members and 9,136 junior members. There was a decrease of 130 when the figure was compared with last year's total of 16,803. The updating of the membership database was ongoing throughout the year.

The number of items circulated at the parish library was 61,066 comprised of 9,194 home loans, 51,794 reference consultations and 78 audiovisual items. There was an increase of 5,802 when this figure was compared to the previous year's total of 55,264.

Paperbacks continued to be popular for leisure reading especially the romance titles among the female readers. The juniors selected widely from the collection including the perennial favourites of *Nancy Drew*, *Hardy Boys* and the "*Tree House*" series. There was a great need for reference material for juniors and easy readers for those reading below their age levels. Early childhood education, information technology, social sciences, hospitality management, religion, and West Indian history were some of the subject areas highly researched.

The computer service was augmented by 10 computers allocated to the parish library in December 2012. Computer usage totalled 15,553 comprising 11,717 internet usage and 3,836 word processing activities. The wireless internet was accessed 939 times and the EBSCOHost database 46 times. A total of 42 seniors benefitted from basic computer training during the period. There were three computers equipped with the Job Access With Speech (JAWS) software to provide computer access for the visually impaired. During the year one visually impaired member utilized the service. There were 90,274 photocopies done during the year.

Scheduled visits were made to the Rio Cobre Juvenile Correctional Centre to conduct information literacy and story hour sessions. Library services were provided to the Fort Augusta, St. Catherine Adult and the Tamarind Farm Correctional facilities.

A total of 45 students from primary schools in Spanish Town participated in the annual Child Month concert at the parish library on May 31, 2012. Heritage Day celebration on October 9, 2012 was organized as a mini open day and concert hosted by staff members and this was well received.

A special programme was organized to celebrate the first anniversary of the “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” on Saturday, November 16, 2012. The guest presenter was from the Child Development Agency. The delivery of the programme was enhanced by additional toys, books and educational resources received from Headquarters during the year.

The Readers and Writers and Spanish Clubs met on Tuesdays and Fridays at the parish library. A total of 208 primary school students participated in 22 sessions of the Readers and Writers Clubs during the year. The Spanish Club was also very popular and 18 sessions were held with 101 participants at the primary level and two at the early childhood level. The GSAT Support Club held 15 sessions with 55 primary level students.

Full-Time Branch Libraries

Bog Walk

The Bog Walk Branch Library completed a fairly successful year of providing service to the Bog Walk community and its environs. There were increases in stock and materials circulated and a decrease in membership.

A total of 251 new books were added to stock and 87 books were withdrawn. At year end the Branch had a total stock of 2,808 consisting of 919 adult books, 818 junior books and 1,071 paperback books. There was an increase of 166 when compared to last year’s total of 2,642.

Ninety-six (96) new members were added to the membership and 117 were withdrawn for the period. The branch recorded a total membership of 577 comprising 310 adults and 267 juniors; a decrease of 17 when compared to last year’s total of 594.

The circulation at the end of the period was 30,406. This figure comprised 4,955 home loans and 25,451 reference consultations. There was an increase of 1,171 when compared to the previous year’s total of 29,235.

The users continued to make good use of the collection. Adults maintained their interest in paperbacks and also read from the variety of fiction and non-fiction books. The juniors made selections from all the genres available in the collection.

The ICT services were well utilized and at the end of the year the total computer usage was 4,027 and this comprised 3,529 internet usage and 458 word processing activities. The photocopying service continued to have a high level of demand by the library users in the community. Total photocopies recorded for the year was 40,808.

The outreach programmes for the year included 37 displays mounted to highlight several observances. Regular story hour sessions were held Mondays to Fridays and provided reading and storytelling for students six to ten years. Six Homework Assistance sessions were held during June 2012 for primary school students.

Two schools visited the library during the year namely, Mount Hermon Basic School and St. Andrew Preparatory School. Library staff made visits to Jew Pen and Bybrook Basic schools.

Members at the branch participated in the 9 – 11 years and 15 – 20 years age groups of the National Reading Competition. The annual summer programme was held with 50 participants who were exposed to a variety of cultural and other educational programmes and activities.

Bridgeport

The Bridgeport Branch Library continued to offer valuable service to the community and its environs. Computer and photocopying services were well utilized.

A total of 404 books were added to stock during the year. The total stock at the end of the year was 2,992; this comprised 902 adult books, 885 junior books and 1,195 paperback books. This reflected an increase of 353 when compared to last year's total of 2,639.

Membership continued to increase at the branch and during the year 96 new members were registered; while the membership of 19 persons was cancelled. The total membership for the period was 1,274 comprising 453 adults and 821 juniors. At the end of the year there was an increase of 75 in the membership when compared to the total of 1,199 for the previous year.

The circulation of material at the end of the period was 5,518 comprised of 2,292 home loans and 3,226 reference consultations. There was a decrease of 750 when compared to the previous year's total of 6,268. The paperback collection was well utilized for home loans and many adult members made constant requests for new material.

The branch received four new computers for public access on January 8, 2013. ICT services at the branch continued to be in high demand and a total of 3,042 was recorded for computer usage. The internet was accessed 2,584 times while word processing activities were done 458 times. The branch received a new photocopier on November 8, 2012 and the service continued to be well utilized. A total of 116,709 copies were done for the period under review.

Several outreach activities were organized including seven displays highlighting commemorative activities of public interest. A public forum on Fire Prevention and Safety Measures was held on January 16, 2013 with 28 students and three teachers in attendance. Several school visits were made to conduct reading and story hour sessions. On November 29, 2012 a story hour session was held at the branch with 81 students from the Bridgeport Basic School.

A total of 15 juniors participated in the 9-11 and 12-14 age groups of the National Reading Competition. There were 35 children in attendance at the annual summer programme. The children participated with enthusiasm in a variety of educational programmes and activities.

Greater Portmore

The Greater Portmore Branch continued to serve its large clientele by providing effective library services to a wide cross section of users. There was an increase in stock, but membership and circulation figures decreased.

During the year 111 books were added to the stock and 588 books were withdrawn. At the end of the year the branch total stock was 17,897; this comprised 5,078 adult books, 6,561 junior books, 6,142 paperback books and 116 audiovisual items. An increase of 377 was recorded when compared to the previous year's total of 17,520.

A total of 493 new members were registered for the year comprised of 162 adult and 331 junior members. At the end of the year total membership was 6,016 comprised of 1,648 adult and 4,368 junior members. There was a decrease of 1,283 when compared with 7,299 for the corresponding period last year. This decrease was related to the updating of the membership register.

The total material circulated for the period was 41,395. This comprised 8,561 home loans, 32,823 reference consultations and 11 audiovisual items. There was a decrease of 5,552 when compared to the previous year's total of 46,947.

Paperbacks continued to be read extensively by adults particularly romance titles from the *Harlequin* and *Mills and Boons* series. The juniors made good use of the variety of fiction books available in the collection.

The ICT services continued to be well utilized by the users. The branch received four new computers for public access on January 17, 2013. Three visually impaired members accessed the computer using the JAWS software. Total computer usage was 43,107; this comprised 40,025 internet usage and 3,082 word processing activities. A total of 99,787 photocopies were done and 799 facsimile transmissions sent during the period.

Computer training offered for seniors enjoyed a high level of enthusiasm from the 16 seniors trained during the year. Certificates of participation were presented at the prizegiving ceremony held on September 27, 2012 at the Phillipo Baptist Church.

The outreach activities organized included 25 displays mounted to highlight commemorative events and develop public interest. There were 31 story hour sessions held during the period.

Five school visits were conducted at Greater Portmore Primary, Waterford Infant, Bridgeport Primary and Belmont Park Primary during the period. The visits resulted in several students registering as members of the library.

Thirty-four (34) students from the Belmont Park Primary visited the branch for reading session. Twenty-three (23) students and two teachers from the Kensington Basic School visited on October 9, 2013. Nine homework sessions and 18 reading sessions were held.

A total of 31 members registered and participated in the National Reading Competition for the five age categories. The annual summer programme was fairly successful with 76 juniors participating in the programme.

Guys Hill

The Guys Hill Branch Library offered library services to the immediate and surrounding communities. The search continued for a more spacious accommodation to relocate the Branch. The period under review was productive recording increases in stock, membership and circulation.

A total of 119 books were added to the collection and total stock at year end was 2,359; of this total 819 were adult books, 650 junior books and 890 paperback books. An increase of 115 was recorded when compared with the previous year's total stock of 2,244.

Seven new members were added for the period; this comprised one adult and six junior members. Membership was 1,545; comprising 430 adult and 1,115 junior members; an overall increase of 16 when a comparison was made with the previous year's total of 1,529.

The total material circulated for the year was 23,972; this comprised 2,398 home loans and 21,574 reference consultations. There was an increase of 6,266 when compared with the circulation total for the previous year of 17,706.

Total computer usage for the year was 145; comprised of 133 internet usage and 12 word processing activities.

The junior members read from a variety of fiction books and adult members showed preferences for paperbacks, fiction and periodicals.

During the year users were kept abreast of topical and important observances through 18 displays mounted during the year. Primary and high school students benefitted from homework sessions that provided students with techniques to access information using the encyclopedia, dictionary,

yearbook and other primary reference sources. The branch library registered 24 entrants for the National Reading Competition in all the age categories. The annual summer programme recorded 27 participants who were engaged in a host of fun and educational activities to highlight the theme.

Hellshire Park

The Hellshire Park community fully utilized the services provided at the branch library. The community welcomed the introduction of extended opening hours during the year.

A total of 107 books were added to the stock and 56 books were withdrawn. Total stock was 2,262 and comprised 475 adult books, 808 junior books and 979 paperback books. There was an increase of 1,931 when compared with the last year's total of 4,193.

A total of 19 new members were added to membership consisting of six adults and 13 juniors. Total membership for the year was 209; comprising 85 adult and 124 junior members. An increase of 15 members was recorded when compared to the previous year's total of 194.

Circulation at the end of the year was 4,000 consisting of 571 home loans and 3,429 reference consultations. A decrease of 1,087 was recorded when compared to last year's total of 5,087.

The branch received two new computers for public access on January 14, 2013. Computer services were satisfactorily utilized by the library users and usage recorded 3,322 internet usage, 313 word processing activities and ten EBSCOHost database searches.

The photocopying service recorded 2,378 copies for the period.

The branch mounted 13 displays during the year to highlight activities of national and international importance.

Regular story hour sessions engaged students in exciting reading sessions that were thoroughly enjoyed. A reading and poetry session was conducted with a group of students from the Hellshire Park Basic School during a visit to the library.

The homework programme was held on Wednesdays and Saturdays and targeted the junior members.

During the period seven junior members registered and participated in the National Reading Competition and this total comprised two 6-8, three 9-11 and two 12-14 age categories. A total of 25 juniors participated in the annual summer programme.

Linstead

The year under review was fairly productive and all services offered at the branch were of benefit to users. At the end of the year there were increases in stock and membership.

During the review period, a total of 124 books and one set of World Book Encyclopedia 2012 edition were added to the stock while 157 books were withdrawn. The total stock was 2,774; comprised of 1,333 adult books, 691 junior books and 750 paperback books. There was an increase of 79 when compared to last year's stock figure of 2,695.

During the year 196 new members were registered resulting in a making total membership of 1,444. This comprised 583 adult and 861 junior members; an increase of 35 when compared with the previous year's total of 1,409.

Total circulation was 39,010; comprising 5,681 home loans and 33,329 reference consultations. There was a decrease of 1,298 when compared to last year's total of 40,308.

The provision of ICT services was boosted by four new computers for public access. The total computer usage was 7,722 and of this total 5,548 were internet usage and 2,174 word processing activities. The photocopying service was well utilized and yielded 41,925 copies. The facsimile service facilitated 161 transmissions.

Outreach activities undertaken during the year included 32 displays, story hour sessions, class visits and homework sessions. Nineteen (19) members participated in the National Reading Competition and 28 junior members attended the annual summer programme.

Old Harbour

The Old Harbour Branch Library continued to provide valuable library services to the community and its environs.

The total stock for the period was 4,209 comprising 1,775 adult books, 739 junior books, 1,650 paperback books and 45 audiovisual items. There was a decrease of 309 when compared with last year's total of 4,518. Dated material was withdrawn from the collection during the year.

Total membership for the period was 1,267; comprising 511 adult and 756 junior members. The total reflected a decrease of 476 when compared to the previous year's figure of 1,743. The decrease resulted from withdrawal of dormant members and cancellations of membership.

Circulation totalled 14,715 comprised of 2,916 home loans and 11,799 reference consultations; an increase of 764 when compared to last year's total of 13,951.

The high demand for ICT services at the branch was alleviated by the addition of four new computers for public access on December 14, 2012. Computer usage totalled 6,787 comprised of 6,733 internet usage and 54 word processing activities.

A new photocopier was installed and the service yielded 12,353 copies. Facsimile transmissions totalled 272 for the year.

Nine displays on national and international observances were mounted during the year. Students participated in the story hour sessions offered weekly. Twenty-four (24) members participated in the five age groups of the National Reading Competition and 35 juniors attended the annual summer programme.

Riversdale

The Riversdale Branch Library provided the community with a productive year of service. There were increases in the stock, membership and circulation figures.

A total of 539 books were added to stock during the year bringing the total stock to 1,626 comprised of 422 adult books, 505 junior books and 699 paperback books. An increase of 471 was reflected when compared to the previous year's total of 1,155.

Membership for the period was 337 comprising 132 adult and 205 junior members. An increase of 23 was recorded when compared to the previous year's total of 314.

Material circulated for the period was 3,816 comprised of 439 home loans and 3,377 reference consultations. There was an increase of 1,218 when compared to last year's total of 2,598.

Two new computers for public access were added to the inventory on December 13, 2012. Computer usage was 748; comprised of 746 internet usage and two (2) word processing activities.

Commemorative events during the year were highlighted through 23 displays. In the National Reading Competition only four members registered in the junior category; while 14 juniors participated in the annual summer programme.

Waterford

The branch successfully offered library and information service to the community of Waterford and its environs.

The total stock for the period was 3,311 comprising 793 adult books, 648 junior books, 1,865 paperback books and five audiovisual items. When compared to last year's total of 3,040 there was an increase of 271.

A total of 97 new members were registered for the year comprised of 63 juniors and 34 adults. The membership of six persons was cancelled. Membership for the year was 2,126 comprised of 579 adult and 1,547 junior members. At the end of the year there was an increase of 91 over last year's figure of 2,035.

The circulation figure at the end of the period was 5,274; comprised of 2,537 home loans, 3,445 reference consultations and four audiovisual loans. There was a decrease of 1,418 when compared to last year's total of 6,692.

Computer usage was boosted by the addition of four new computers for public access on January 4, 2013. Total computer usage was 3,474, comprised 886 word processing activities and 2,588 internet usage. A total of 11 EBSCOHost database searches were conducted. A total of 58,824 photocopies were done and 207 facsimile transmissions were sent.

Extension activities conducted during the year included five displays, class visits and homework sessions. Fourteen (14) members participated in the National Reading Competition and the 15-20 years age group parish champion emerged from the Branch. The summer programme recorded an attendance of 22 juniors.

Part-Time Branch Libraries

Kitson Town

The branch continued to serve the community of Kitson Town and its environs through a variety of programmes and services. The year was productive and increases were recorded in stock, membership and circulation.

The total stock was 2,421 comprised of 990 adult books, 503 junior books, 926 paperback books and two audiovisual items. There was an increase of 97 when compared to the previous year's figure of 2,324.

Membership was 888 comprised of 227 adult and 661 junior members. At the end of the year the figure showed an increase of 50 over last year's total membership of 838.

Circulation at the end of the year was 3,317; consisting of 1,232 home loans, 2,084 reference consultations and one audiovisual item. There was an increase of 647 over last year's total of 2,670.

Public access to computers was increased with the addition of two new computers on December 13, 2012. Computer usage was 1,370 comprised of 1,109 internet usage and 261 word processing activities.

Ten (10) public education displays were mounted to highlight commemorative activities. There were three story hour sessions and four adults and 24 juniors registered for the National Reading Competition. The summer programme was attended by 20 juniors who participated in educational and craft activities.

Point Hill

The branch library provided reference and information services and outreach activities to the Point Hill community and its environs.

A total of 92 books were added and total stock at the end of the period was 1,983. This comprised 651 adult books, 494 junior books, five audiovisual items and 833 paperback books. An increase of 283 was recorded when compared to the previous year's total of 1,700.

Membership was 849 consisting of 325 adult and 524 junior members. A decrease of 153 was recorded when compared to last year's total of 1,002. The decrease was related to the withdrawal of dormant members and cancellation of membership.

Circulation of material was 6,882 comprised of 1,469 home loans and 5,413 reference consultations. There was a decrease of 401 when compared to the previous year's total of 7,283.

Three new computers for public access were received on December 13, 2012. Computer usage was 1,045 comprising 834 internet usage and 211 word processing activities. Two EBSCOHost database searches were conducted.

Eleven (11) displays were mounted to highlight commemorative activities and raise public awareness. Outreach activities included reading and story hour sessions. A class visit was hosted for students of Juan-de-Bolas Primary school on May 30, 2012. Students from Garden Hill Primary and Point Hill Leased Primary and Junior High participated in the Grade Six Achievement Test revision classes at the Branch. There were 35 members who participated in the five age groups of the National Reading Competition. The annual summer programme was attended by 58 children who participated in a variety of educational activities involving drama, dance, speech, poetry, reading, art and craft and physical education.

MOBILE LIBRARY SERVICE

The mobile library service remained suspended during the year due to the unavailability of an appropriate unit to provide the service.

REGION TWO**ST. JAMES PARISH LIBRARY NETWORK**

	2011/12	2012/13
Parish Population:	185,605	184,662
Membership:	49,928	49,883
Library Outlets:		
Main Library	1	1
Branches	9	9
Mobile Library Stops	30	28
Areas of Service to Special Communities	2	1
Staff Establishment:	60	61
Collection:	42,307	46,353
Circulation:	213,421	180,657
Computer Use:	62,286	70,079

The St. James Parish Library joined in celebrating the significant milestone in Jamaica's history as the country celebrated its 50th Anniversary of Independence with an exciting array of events under the theme "*Jamaica 50: A Nation on a Mission.*"

HIGHLIGHTS

- 50th Anniversary Independence parish exhibition entitled "*Montego Bay: 50 years – 1962 and Beyond*" mounted at the Montego Bay Civic Centre
- Receipt of 30 computers for additional public access
- Major renovation of perimeter fencing at the Parish Library
- Construction of additional restroom facilities for the public at the Parish Library

PARISH LIBRARY

It was a year of improvements at the parish library and several areas were refurbished to the benefit of staff and users. Every effort was made to make it a memorable year. A decline was however recorded in the material circulated for home loans.

The stock at the Parish Library at the end of March 2013 was 16,177. The total was comprised of 9,582 adult books, 2,986 junior books, 3,121 paperback books and 488 audiovisual items. When a comparison was made with the stock of 14,630 at the end of the previous year, an increase of 1,547 was recorded.

Membership at the end of the year was 34,018 comprising 19,524 adult and 14,494 junior members. This figure was an increase of 273 when compared to 33,745 at the end of last year. Five hundred and eighty-three (583) members were registered. Default in membership resulted in 310 cancellations.

Circulation at the end of the year totalled 117,378. This figure comprised 18,503 home loans, 98,693 reference consultations and 182 audiovisual items. Reference consultations for the period 2011/12 totalled 84,424 and when compared with the current year there was an increase of 14,269. Home loans decreased by 26,452 from 45,137 recorded last year to 18,685 at year end.

Library services were offered to the visually impaired users through regular visits to the monthly meetings hosted by the Lions Club of Montego Bay. Seventeen (17) visually impaired persons were provided access to audiovisual items and at the end of the year the circulation totalled 182. When a comparison was made with 234 items circulated for the previous year there was a decline of 52.

The pamphlets, periodicals and newspaper clippings collections continued to be an important supplement to the book stock.

The older children clamoured for mystery novels, adventure series and classic fairy tales while the younger children were satisfied with the colourful picture books. The demand for light fiction paperback books continued to dominate the reading preference for adults. The adult females selected mainly romance novels and the male readers westerns and non-fiction in the subject areas of religion, history, sociology, technology and literature. Along with paperback books as the preferred choice, readers were encouraged to select material by their favourite authors also available in hard covers. These included books by Sandra Brown, John Grisham, James Patterson, Sidney Sheldon and Judith McNaught.

Reference sources consulted reflected the diverse interest of the users and covered a wide range of subject areas that reflected the curricula of secondary and tertiary institutions. There were consultations in local history, sports, biographies, religion and information technology.

The demand for computer services continued to be very high and the addition of ten new computers during the year was very timely. Seven computers were allocated to the junior library much to the delight of the young users. These allowed the children increased access to conduct research, play games and surf the Internet. The remaining three computers were placed in the Reference Library. During the year there was a significant increase in the usage of the ICT services at the parish library. The computer service was accessed a total of 53,399 times, comprising of 50,282 internet searches and 3,117 word processing activities. Wireless internet was also accessed by users with personal devices. The EBSCOHost database was utilized to conduct research on 38 occasions by tertiary and secondary students. Photocopying service yielded 319,250 copies.

Members of staff in an effort to better assist users participated in a training session on the features and benefits of the EBSCOHost database to improve their competencies in utilizing the database for reference work.

Fifty-four (54) members participated in the National Reading Competition, 31 in the junior categories and 23 in the adult categories. Four of the five parish champions emerged from the parish library and represented the parish at the national finals namely Roschell Clayton, 9-11 years age group, Vinique Lyttle, 12 -14 years age group, Tahir Thompson, 15-20 years age group and Shantol Gray, 21 and over age group.

Informative and interesting exhibitions and book displays for Child Month, Heritage Week, Cancer Awareness Month and Reggae Month were all highlighted in the calendar of events for the parish library. Twenty-six (26) exhibitions were mounted to commemorate national and international observances, promote the library services and to increase public awareness. These included the Independence exhibition for the parish of St. James entitled "*Montego Bay: 50 years -1962 and Beyond*" at the Montego Bay Civic Centre from July 27 to August 12, 2012.

The parish library was represented at the St. James Horticultural Society Show and the St. James 4-H Achievement Day. The parish library was presented with an award for the display that best depicted the theme. Five hundred and sixty-seven (567) persons viewed the exhibition. The parish library partnered with the Jamaica Cultural Development Commission on August 21, 2012 to mount an exhibition on the life and work of cultural icon the Hon. Louise Bennett-Coverley in celebration of Miss Lou's birthday.

The Jamaica 50 celebrations at the parish library culminated with a food display entitled "***Lick Yuh Finga.***" Staff members from all service points within the parish presented a display of traditional Jamaican dishes accompanied by the recipes. This was viewed by students, teachers and the general public on April 30, 2012 at the parish library.

A successful Summer Programme was held for two weeks from July 17 – 29, 2012 with a total attendance of 94 children ranging in ages from 3 to 14 years. They participated in activities planned around the theme "*Jamaica 50: A Nation on a Mission – Summer Expression.*" The Sandals Foundation partnered with the parish library to deliver the programme of activities. On the final day Sesame Street characters, gifts and refreshment provided were thoroughly enjoyed by the children.

Several clubs were organized for juniors during the year. The Music Club was launched in November 2012 comprised of 22 children from ages 5 to 12 years. Six sessions were held for the year and a total of 38 children participated at the primary level. The Sign Language Club held its first session in January 2013 with 24 children ranging in age from 6 to 13 years. The Club held four sessions at the end of March 2013.

The main library partnered with individuals and organizations to deliver "*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*" early literacy programme. A total of 16 sessions were held with 31 parents and 34 children from ages nine months to five years. The addition of interactive games, books and DVDs received from Headquarters increased the impact of the programme.

Full-Time Branch Libraries**Anchovy**

The Anchovy Branch Library continued to be well utilized and played a significant role in providing information to users. The year in review recorded increases in stock and circulation and a decline in membership.

At end of the review period, the total stock was 3,595 in comparison to last year's total of 3,313. There was an increase of 282. Four hundred and sixty-six (466) books were added to the stock while 184 books were withdrawn during the year.

Total membership was 788; a decrease of three compared to last year's figure of 791. Forty-one (41) members were withdrawn during the period while 38 new persons were registered comprising 12 adults and 26 juniors. Data on members registered during the year was added to the membership database.

Circulation totalled 12,881 at the end of the reporting period compared to 6,882 for the previous year, reflecting an increase of 5,999. Adult reference consultations reflected the largest increase with a total of 10,663 at the end of the year in comparison to 5,608 for the previous year.

Computer services continued to be well utilized by the public and recorded a total usage of 3,277 comprising 2,686 internet usage and 591 word processing activities. Word processing service was used mainly to prepare resumes, job applications and presentations for school based assessments.

Extension activities included story hour sessions, exhibitions and a homework assistance programme. Students from Anchovy Basic School, Triumphant Basic School, St. Mary's Preparatory School and Anchovy Primary School benefitted from the homework assistance programme.

A vibrant summer programme was held in July with 30 children in attendance. There were 12 entrants in the junior category of the National Reading Competition.

Cambridge

The branch library continued to play an active role in the development of the community of Cambridge and its environs through the provision of informational and other library services.

At the end of the year, the stock was 4,250 comprising 2,207 adult books, 703 junior books and 1,340 paperback books. This represented an increase of 488 over the total stock of 3,762 at the end of March 2012.

Membership increased by 87 from 2,016 in 2011/12 to 2,103 for the reporting period. Membership was comprised of 554 adults and 1,549 juniors. One hundred and eighteen (118) new persons were registered and 31 members were cancelled from the records.

The total circulation during the year was 16,586. This figure comprised 2,027 home loans and 14,559 reference consultations. Home loans increased by 418 when compared to the figure of 1,609 for the previous year. Reference consultations however decreased by 11,279 when compared to 25,838 for the previous year.

The ICT services continued to be well utilized. Two additional computers for public access were allocated to the branch on January 4, 2013. Computer usage totalled 4,686, comprising 3,942 internet usage and 744 word processing activities. There was an increase of 1,741 in computer usage when compared to last year's total of 2,945. The photocopying service was well utilized, especially by students resulting in a total of 21,981 photocopies. The EBSCOHost database was accessed 24 times by tertiary students.

Twenty (20) juniors and one adult participated in the National Reading Competition. The participant in the 6-8 age group Shonii-Anne Smith emerged parish winner and advanced to represent the parish at the national finals.

The annual summer programme was held for two weeks with a total of 46 participants. The programme of activities highlighted Jamaica's 50th Anniversary of Independence.

Four story hour sessions were held during the year with a total of 30 children at the early childhood and primary levels. A Homework Assistance Club was one of the major outreach activities at the branch during the year. The inaugural session was held January 2, 2013 and 25 children at the early childhood level, 162 students at the primary level and 59 high school students participated in the sessions.

Hopeton

The Hopeton Branch Library was underutilized resulting in a decline in circulation. The absence of a photocopier and internet access led to users visiting other libraries to access these services.

At the end of March 2013 the stock was 2,590 volumes comprising 791 adult books, 643 junior books and 1,156 paperback books. There was an increase of 456 when a comparison was made with the previous year's total of 2,134. During the year a total of 438 books were allocated to the branch.

Membership for the period under review totalled 1342 comprising 102 adult members and 1,240 junior members. An increase of 14 was reflected when the total membership was compared with the last year's figure of 1,328. Fourteen (14) members were added during the year - nine juniors and five adults. The library services are utilized mainly by juniors.

The circulation figure at the end of the period under review was 3,941. This figure comprised 2,196 loans for home reading and 1,745 for reference consultations. There was an increase of 715 compared to the previous year's figure of 3,226.

The female adult readers continued to show preference for light fiction paperbacks. The juniors showed appreciation for titles in the "*Voice Reading*" and "*Literary Source*" series.

Two additional computers for public access were received on January 3, 2013. The computer service was severely impacted by the unavailability of Internet access in the community. There is ongoing discussion with the service provider for a resolution. Computer usage totalled 1,192 comprised of 640 internet usage and 552 word processing activities.

Weekly story hour sessions were held with an average attendance of 21 students from the nearby Camrose Basic and Buckingham Primary schools. The branch held monthly sessions of the Sign Language Club with an average of 24 participants from the early childhood and primary levels on each occasion.

The annual summer programme and National Reading Competition were supported by children in the community.

Mount Salem

Mount Salem Branch Library continued to respond positively to the informational and recreational needs of the community.

The stock at the end of the review period was 4,078, consisting of 1,382 adult books, 1,260 junior books and 1,436 paperback books. There was an increase of 290 when compared with the previous year's figure of 3,788. A total of 366 books were added to stock and 76 books were withdrawn.

The collection was supplemented by pamphlets, newspaper clippings, periodicals and internet resources for research. Periodicals were received in limited quantities but highly appreciated by the teenagers and young adults.

Membership comprised 127 adult members and 835 junior members; a total of 962. At the end of the year a decrease of six was recorded when compared to 968 for 2011/2012. Twenty-six (26) persons became members during the year and the membership of 32 delinquent readers was cancelled.

The total figure for material circulated was 4,637, consisting of 1,999 home loans and 2,638 reference consultations. Total circulation the previous year was 9,522. There was a significant decline of 4,012 in the material circulated for reference when compared to 6,650 the previous year. The decline in material circulated may be attributed to a reduction in enrollment at the nearby Mt. Salem Primary and Junior High School due to the change to a single shift system at the school.

Three new computers were added to the inventory during the period under review resulting in a total of five computers for public access. The total computer usage for the year was 1,574, comprising 1,195 internet usage and 379 word processing activities. The EBSCOHost database was accessed 506 times.

There were 19 exhibitions to highlight topical issues and to promote the library services. The information provided was also used to satisfy reference queries. Two of the 19 exhibitions namely Child Month and Reggae Month were mounted at the Mt. Salem Primary and Junior High School. These were viewed by 2,775 persons.

There were 24 participants in the National Reading Competition. The annual summer programme held under the theme “*Nation on a Mission: Summer Expression*” was well supported and had a total attendance of 53 children. A wide range of activities were organized to highlight Jamaica’s 50th Anniversary of Independence.

A Reading Club was launched on January 24, 2013 with 11 members between the ages of 6 and 14 years participating. Six sessions were held to the end of March. The assistance of a reading specialist for the sessions resulted in marked improvements in the children’s reading competency.

Part-Time Branch Libraries

Chatham

During the year the branch continued to provide valuable service to the community of Chatham and its environs.

At the end of the year under review total stock was 3,008; of this total 957 were adult books, 1,194 were junior books and 857 were paperback books. There was an increase of 386 when last year’s total of 2,622 was compared with the total for the review period.

Membership at the end of March 2013 was 1,431, comprising 353 adult and 1,078 junior members. An increase of 25 was noted when the total was compared to the figure of 1,406 for the previous year.

Material circulation totalled 2,394 comprising 2,029 home loans and 365 reference consultations. This reflected a decrease of 1,260 when compared to last year’s figure of 3,654.

Two new computers delivered to the branch in January increased the number of public access computers. Usage of the computers for the period totalled 962 comprising 933 internet usage and 29 word processing activities. The photocopying service was well utilized by students and other community persons.

The branch performed fairly well in the National Reading Competition with 14 participants. Britanessia Beckford placed third at the parish level in the competition in the 9-11 years age group and Marsha Dixon was the runner-up in the 21 and over age group at the parish level. The branch hosted the annual summer programme from July 16 – 26, 2012 and had a daily attendance of 35 children.

A “*live burn*” demonstration and a talk by personnel from the St. James Fire Department on Friday, September 28, formed part of activities undertaken in commemoration of Fire Safety

Awareness Week under the theme “*140 Years of Fighting Fire- Prevention and Evolving*”. Sixty five persons were in attendance inclusive of 48 children and 17 adults. The children particularly enjoyed the one minute preparation session where the fire fighters did a simulation exercise of how they get ready to tackle a fire once a call was received.

Lottery

The repainting of the branch library in the corporate colours that commenced the previous year was completed.

The total stock at the end of the period under review was 3,505, an increase of 433 when a comparison was made with the figure of 3,072 for the previous year. The stock consisted of 1,034 adult books, 1,314 junior books and 1,157 paperback books. Material allocated to the branch during the year assisted in filling the gaps in the collection.

Lottery Branch Library continued to record a greater junior than adult membership. There were 81 adult members and 593 junior members at the end of the year. Total membership however decreased by six from 680 to 674 when a comparison was made with the previous year's figure.

The membership of 37 delinquent readers was withdrawn and 31 persons were registered during the year. Six dormant members had their membership re-activated.

The branch library recorded the lowest decrease in circulation at the end of the year. Total circulation for the year was 8,717 reflecting a decline of 378 when compared to 9,095 for 2011/2012. There were 6,731 home loans and 1,986 reference consultations. Strategies engaged to retrieve overdue books yielded the return of 196 books. The Adult readers showed a preference for paperback books for home reading.

Computer services to the public were enhanced by the addition of three computers received from Headquarters in January 2013. For yet another year there was no internet service at the branch due to the absence of internet connectivity in the community. This negatively impacted computer usage at the library. A total of 195 word processing activities were done for the period.

There was a remarkable improvement in extension activities for the year. The programmes included 20 story hour sessions held with 248 children participating and nine exhibitions marking cultural and national observances and viewed by 277 persons. Two school visits were made to the Sunderland Basic School and 20 children along with their teacher participated in these sessions. The Reading Club and the Homework Assistance programme was newly offered to juniors during the year. Three Reading Club sessions were held with 18 children participating. Students from the basic and primary levels benefitted from the Homework assistance programme.

The National Reading Competition was held with 12 persons registered, four in the adult category and eight in the junior category. The 12-14 years age winner Justin Frater placed second in that category at the parish finals.

The annual summer programme was held for two weeks with 35 participants. Daily activities included storytelling, cultural quizzes, art and craft and needlework.

Maroon Town

The Maroon Town Branch Library continued to offer invaluable and efficient service to the community and its environs.

The stock for the period under review was 2,451. This represented an increase of 747 when compared to the figure of 1,704 for the previous year. The total comprised 731 adult books, 558 junior books and 1,162 paperback books.

At the end of the year the total membership was 1,504. There were 490 adult members and 1,014 junior members. When compared to the previous year's total of 1,544, there was a decrease of 40. Thirty seven (37) new members were added during the year and the membership of 77 was cancelled.

Total circulation for the period was 2,890 comprising of 2,260 home loans and 630 reference consultations. Circulation declined by 5,703 when the total of 2,890 was compared to the previous year's total of 8,593. The decline may be related to the upsurge in crime making community members fearful to go about their business. The EBSCOHost database was utilized 248 times for research by students. Twenty (20) facsimile transmissions were sent for the year.

Overdue books advisory sent to delinquent readers resulted in the retrieval of 60 books.

The computer services were of tremendous value to the communities served by this branch. Two additional computers received in March 2013 resulted in six computers available for public access. Usage of the computer service totalled 4,671 comprising, 3,651 internet usage and 1,020 word processing activities. There was a decrease of 786 when compared to the previous year's total of 5,457.

Twenty-six (26) story hour sessions were carried out during the year with primary level students and eight students at the early childhood level.

Twenty-one (21) persons registered and participated in the National Reading Competition.

The annual summer programme was held with 30 children participating in activities such as art and craft, needlework, pop quizzes, games, computer training and cultural presentations.

The Homework Assistance Club was introduced at the branch on November 19, 2012. A total of 26 sessions were held with 126 participants at the early childhood and primary levels. Regular story hour sessions were held with average attendance of 11 primary level students and six early childhood students participating. There were 11 exhibitions in commemoration of national and international observances and for promotion of the library's services.

Somerton

Somerton Branch Library reported a fairly good year despite the challenges encountered. The branch was closed for approximately one month during February and March of 2013 to effect repairs to the building. The Mobile Library provided library service to the community during the closure of the Branch.

The stock decreased by 96 at the end of the year from 1,772 in 2011/2012 to 1,676 at year end. The stock consisted of 549 adult books, 586 junior books and 541 paperback books.

The membership at the end of the year was 3,070 and represented an increase of 24 when compared with 3,046 for the previous year. The membership consisted of 474 adults and 2,596 junior members. The membership of 44 persons was cancelled during the year and 68 persons were registered as members.

Circulation decreased by 2,652 at the end of the year totalling 1,840 compared to 4,492 at the end of the previous year. The decrease was related to the temporary closure of the branch during February and March.

Two new computers were received improving the computer services offered at the branch. The users repeatedly requested Internet access but the service was not available in the community.

There is ongoing dialogue with the Internet Service Provider and a resolution is anticipated early in the coming year. The computers were utilized 118 times for word processing activities.

A Reading Club was successfully established for basic and primary level students during the year. Exhibitions were the main extension activities undertaken and at the end of the year a total of six exhibitions were mounted to increase public awareness on topical issues.

The branch held its annual summer programme with 30 participants in attendance. This consisted of six children at the early childhood level, 14 at the primary level and ten at the high school level. The group participated fully in an exciting programme of activities.

The National Reading Competition had participants in both the adult and junior categories. Sixteen children and two adults registered and completed.

Springfield

This branch had a productive year and recorded increases in stock and membership.

Allocation of material received during the year increased the stock to 2,380. The collection consisted of 755 adult books, 692 junior books and 933 paperback books. At the end of the year in review, an increase of 441 was recorded over the previous year's total of 1,939.

At the end of the year there were 3,054 members, comprising 705 adults and 2,349 juniors. There was an increase of 22 when compared with the previous year's membership of 3,032. Twenty-three (23) new members were registered during the year and one membership was cancelled.

Total circulation was 3,009, recording a decrease of 1,074 when compared to last year's total of 4,083. Home loans were 2,772 and there were 237 reference consultations. Circulation for non-fiction books was mainly in the subject areas of religion, social science, technology and literature.

Adult members showed preferences for romance paperbacks and westerns. The junior members read widely across the collection. Picture books and series such as *Harry Potter*, *Sweet Valley Twins* and *Bobbsey Twins* were in demand by young readers.

Computer service delivery was improved with the addition of two new computers increasing public access computers to six. A total of five word processing activities were done for the year under review. The demand for internet services was not satisfied due to the absence of internet connectivity in the community.

A number of extension activities were hosted during the period. These included eight story hour sessions with 38 children and six exhibitions to highlight topical events and observances and heighten public awareness. Summer programme was held for two weeks with 26 children in attendance. Ten juniors and two adult competitors from the branch participated in the National Reading Competition.

MOBILE LIBRARY SERVICE

The mobile library extended the reach of library services to communities.

At the end of March 2013 the mobile library recorded a total stock of 2,643 comprising 390 adult books, 956 junior books and 1,297 paperbacks. This was 264 less than the stock of 2,907 the previous year. Six hundred and thirty-eight (638) books were added to stock and 902 were withdrawn. Two hundred books were repaired and returned to the collection.

Membership totalled 937; a decline of 435 compared to 1,372 members in 2011/2012. The circulation at the end of the year was 6,384; an increase of 1,492 over last year's total of 4,892. The statistical records showed that the mobile library had strong support from Route 4 comprising the communities of Orange, Sudbury, Adelphi and Irwing which accounted for 29.84% of total circulation.

Junior readers read widely from the genres in the collection. There was a preference for picture books and series such as *Nancy Drew*, *Harry Potter*, *Diary of a Wimpy Kid* and *Series of Unfortunate Events*. The adults selected romance and western novels and the young adults were mainly interested in mystery, science fiction and suspense novels.

Access to the Internet and computer services introduced on mobile library routes the previous year was negatively impacted by the unreliable internet connectivity and slow browsing speeds in most of the communities visited.

HANOVER PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	70,378	69,874
Membership:	9,078	8,444
Library Outlets:		
Main Library	1	1
Branches	5	6
Mobile Library Stops	45	39
Areas of Service to Special Communities	1	1
Staff Establishment:	41	41
Collection:	35,898	37,069
Circulation:	66,333	58,626
Computer Use:	50,473	39,694

During the year the Hanover Parish Library Network repositioned to embrace the demands of the technology age and adapt to changing trends of access to information. Strong emphasis was also placed on promotional activities and community involvement.

The year was highlighted by the Jamaica 50 celebrations across the parish and some locations were decorated in the national colours. Travelling exhibitions, displays of artifacts and extension activities were held to celebrate the first fifty years of the country's independence.

HIGHLIGHTS

- Jamaica 50 celebratory activities
- Resumption of the senior citizens computer training
- Increased public access to computers and the Internet
- Wi-Fi hotspot at Hopewell Branch Library

PARISH LIBRARY

At the end of the year the stock was 11,374 which comprised 5,744 adult books, 2,421 junior books and 2,669 paperback books and 540 audiovisual items. There was an increase of 1,030 in the book stock when compared to the previous year's total of 10,344.

The membership at the end of the reporting period was 3,139 a decrease of 442 when compared to the 3,581 at the end of 2011/2012. Adults accounted for 2,176 and juniors 963. During the year a total of 179 persons were registered; 110 juniors and 69 adults. Cancellations of delinquent members totalled 620 during the year and was comprised of 534 junior members and 86 adults.

At the end of the year circulation totalled 28,413, comprised of 6,274 home loans and 22,139 reference consultations. This represented a decrease of 441 when compared to the 28,854 recorded in the previous year.

The Information Communication Technology services experienced decline due to challenges encountered during the year. At the end of the reporting period total computer usage was 23,988 compared to 25,997 for the previous year. Computer usage for the parish library was 20,374 comprising 20,374 internet usage and 3,614 word processing activities. Five persons accessed the EBSCOHost database.

During the year reference consultations were high in the subject areas of hospitality services, information and communications technology, early childhood education and business related topics. Paperback romance novels were always in demand especially on the Mobile Library.

The parish library continued to provide a welcoming environment for everyone from the toddler to the senior citizen. The foyer was furnished to provide a relaxing atmosphere to browse periodicals, read the daily newspapers or wait to use the computer service. Topical documentaries and motivational movies were viewed in the foyer to educate, inform and entertain users as they await the use of the various services.

In celebration of Jamaica's Golden Jubilee the annual National Reading Competition was held under the theme "*Jamaica 50: A Nation on a Mission to Read*". The competition commenced on March 1, 2012 and ended on July 27, 2012 and was held at the main library, the five branch libraries and at the Green Island Mobile Library stop. A total of 171 children and 25 adults registered for the competition and 69 participants completed all the rounds.

The annual summer programme was held at the parish library with 69 participants. The art and craft activities were centred on the Jamaica 50 celebrations. Guest presenters from the Dental Health Department and the Lucea Police Department addressed the participants on dental hygiene and child safety and security respectively.

Black History month presentation with Professor Verene Shepherd from the University of the West Indies, Mona, was co-hosted with the Rastafari Development Foundation.

The Gleaner Company Limited in association with the Bank of Nova Scotia Jamaica Limited and the Jamaica Library Service mounted a touring exhibition entitled "*Journey of Champions: 50 Years of Jamaican Athletic Excellence*" at the parish library following an official launch on April 25, 2012. The exhibition featured the performance of Jamaica in the Olympic Games during the past fifty years as well as Olympics of the pre-independence period namely the 1948 and 1952 Games. The exhibition was well received by the viewing public. Mrs. Joyce Ottey, mother of Olympian Merlene Ottey was in attendance at the launch.

The Annual Child Month concert was held during the month of May under the theme "*Jamaica 50: Lets Celebrate our Children*".

The programme *Armchair Travel* related to Cuba and Palestine were hosted during the year. The Cuban experience was presented by Mr. Daniel Martin, Cuban native and Spanish Teacher at the Merlene Ottey High School, at the Pondside Branch Library. The Palestinian experience hosted at the parish library was conducted by Miss Mennatallah Albarqi, a Palestinian student at the Hollins University in Virginia, U.S.A.

Full-Time Branch Libraries

Chester Castle

The branch offered a varied menu of programmes and services to the community and its environs. Community members were very pleased at the introduction of scanning services which had been an ongoing request.

During the year the stock increased to 3,666 and was 96 more than the stock of 3,570 recorded during the previous year. The stock at the end of period included 1,062 adult books, 1,116 junior books and 1,488 paperback books.

The total membership of 389 comprised 124 adult members and 265 junior members. This was a decrease of eight when compared to the previous year when the figure recorded was 397.

The total number of books circulated for the period was 3,486 comprised of 2,567 home loans and 919 reference consultations. Circulation for the 2012/2013 period showed an increase of 911 when compared to the previous year when the figure recorded was 2,575. Increase in circulation resulted from the re-activation of the membership of a number of dormant readers.

Two new computers were received during the year. At the end of the period computer usage was 6,149, comprising 5,646 internet usage and 503 word processing activities. Total computer usage at March 2013 reflected a decrease of eight (8) when compared to the previous year's total of 6,157.

A total of 19 users registered for the National Reading Competition comprised of 16 for the children category and three for the adult category. There were 15 story hour sessions and seven *Weeny Wednesdays* sessions. Reading Week activities included a visit to the Chester Castle Basic School and stories were read to the 23 students who participated. Participants in the annual summer programme enjoyed the games, needlework, art and craft activities as well as library and information sessions that were organized.

Eight displays were mounted during the year to sensitize and inform the public about World Book and Copyright Day, Child Month, Disaster Preparedness Month, Jamaica Independence, Heritage Week, Parent Month, Earthquake Awareness Week and Black History Month.

Green Island

The branch library remained closed during the year to facilitate repairs to the roof. The Mobile Library provided a limited library service to community members while some users elected to utilize the service at the parish library.

Building plans were approved by the Hanover Parish Council and the repairs should begin in the upcoming year.

Hopewell

The branch continued to offer valuable service to the people of Hopewell and adjoining communities. The demand for document services, such as printing and photocopying increased during the year.

At March 2013 the stock was 4,001 and reflected an increase of 86 when compared to the 3,915 recorded at March 2012. The stock comprised 1,625 adult books, 819 junior books and 1,557 paperback books.

The number of registered users as at March 2013 was 1,870, and comprised 565 adult members and 1,305 junior members. The number of registered users showed an increase of 63 when compared to the previous year when the figure recorded was 1,807. The increase in membership was attributed to additional members registering to participate in the annual National Reading Competition.

Material circulated during the year totaled 12,805; a decline of 3,795 when compared to 9,010, the total for the previous year. Total circulation comprised 2,850 home loans and 6,160 reference consultations.

The ICT services were greatly enhanced during the year with the introduction of the Local Area Network, the wireless access along with an addition of six computers for public access.

Computer usage at March 2013 was 7,732 which comprised of 6,756 internet searches and 976 word processing activities. Total computer usage recorded a decrease of 2,754 when compared to the previous year's total of 10,486. The decrease in computer usage was as a result of challenges experienced during the year. The EBSCOHost database was accessed 28 times by persons pursuing tertiary level education, and the wireless service was accessed 501 times.

The photocopying service continued to be well utilized during the year and a total of 69,875 photocopies were done, 7,796 more than the 62,079 photocopies done in 2011/2012.

Forty (40) persons registered in the children and adult categories of the National Reading Competition and 32 completed all the rounds.

Seven story hour sessions were conducted with 21 students from several schools in the community. Four *Weeny Wednesdays* sessions were hosted with 35 students from basic schools in the community.

The annual summer programme was held with a daily average attendance of 30 children. The participants were engaged in activities organized on Jamaican cultural heritage.

Five class visits were conducted by schools in the communities served and 51 students benefited from these visits. A Child Month forum was held on May 29, 2012 under the theme: "*Protecting Our Children Against Sexual Abuse.*" The presenter was Mr. Eric Vassell, from The Child Development Agency (CDA). A total of 22 students and seven adults participated in the interactive and engaging session.

Eleven displays were mounted to celebrate and commemorate special events and national observances. Displays were mounted for Child Month, World No-Tobacco Day, Disaster Preparedness Month, Jamaica's Independence, Miss Lou's birthday, Heritage Week, Parent Month, Drug Awareness Month, Earthquake Awareness Week and Black History Month. One display was also mounted to promote and celebrate the National Reading Competition.

Part-Time Branch Libraries

Askenish

The community of Askenish and its environs continued to benefit from the provision of library services at the branch.

At the end of the year the stock was 3,515 and reflected an increase of 237 when compared to the same period last year, when the figure recorded was 3,278. The stock comprised 1,109 adult books, 722 junior books and 1,684 paperback books.

The membership of 459 recorded a decrease of 157 when compared to the 616 recorded as at March 2012. The membership was comprised of 191 adult members and 268 junior members. The decrease in membership was as a result of the cancellations of inactive members and the delisting of defaulters.

Circulation for the period was 5,480 comprised of 3,950 home loans and 1,530 reference consultations. Total circulation for the period showed a decrease of 2,485 when compared to the previous year when the figure recorded was 7,965.

Only word processing was offered due to the absence of internet connectivity in the community. Computer usage for the year was 209 and this was 699 less than the 908 recorded at the end of March 2012. Unfortunately the branch was without computers for most of the year resulting from the organization's inability to offer the service at a satisfactory level. Two new computers were received during the last quarter and it is anticipated that the usage will increase in the coming year.

The photocopying service was re-introduced at the branch during the last quarter of the year and 839 photocopies were done at the end of March 2013.

A total of 80 children participated in a presentation on Sexual Abuse in Children organized in collaboration with the Hanover Police Department at the Askenish All-Age School.

Eighteen (18) story hour sessions were conducted during the year with 58 students from the Askenish Primary and 23 students from the Askenish Basic schools.

The annual summer programme was well supported by students from the community. A total of 68 children registered, and the daily attendance was approximately 45 participants. The art and craft activities placed emphasis on the use of indigenous materials from the community. A talk on Oral Hygiene was presented by a representative from the Hanover Health Department. The programme culminated with a concert on July 20, 2012.

Twenty-four (24) children registered for the children category of the National Reading Competition.

Displays were mounted to inform the community about the National Reading Competition, Child Month, Disaster Awareness Month, Earthquake Awareness Week, Jamaica Independence, Dengue Prevention, Drug Awareness Month and Black History Month.

Jericho

The branch continued to be underutilized by the residents of the community. To encourage increased usage a pilot internet service was introduced in March 2013.

The stock of 4,056 reflected an increase of 182 when compared to the previous year when the figure recorded was 3,874. The stock comprised 1,290 adult books, 945 junior books and 1,821 paperback books.

As at March 2013 membership was 171; a decrease of eight when compared to the previous year's figure of 179. The total comprised 47 adult members and 124 junior members.

Total circulation was 1,282 which comprised 1,064 home loans and 218 reference consultations. Circulation recorded a decrease of 314 when compared to the previous year's total of 1,596. The decrease in circulation was related to a reduction in the number of students who accessed the lending and reference services.

Public access to computers was improved by the introduction of internet service in March 2013. Computer usage was 134 for word processing; reflecting a decrease of 33 when compared to the previous year when the figure was 167. A total of 2,839 photocopies were done during the year.

One training session was conducted for four senior citizens of the community and two staff members. The senior citizens received basic computer training including the use of Microsoft Word and the Internet.

Farmers' Month was highlighted with a public lecture on April 26, 2012. The presenter was Mr. Dale Hartley, Field Officer from the Rural Agricultural Development Authority. A total of 27 community members attended and participated in the educational discussion.

The Claremont Basic School visited the branch on two occasions for orientation and a story hour session. One *Weeny Wednesdays* session was conducted to celebrate Child Month 2012 with 28 children from the Jericho Basic School.

The branch held a vibrant summer programme with 66 children in attendance. The activities included needlework, art and craft and storytelling. There was a presentation on Personal Hygiene by Ms Rose-Marie James from the Hanover Health Department.

Only one junior and one adult participated in the National Reading Competition.

Eight displays were mounted during the year to raise public awareness on Farmers' Month, Child Month, the National Reading Competition, Disaster Awareness Week, Jamaica's 50th Anniversary of Independence, Heritage Week, Fire Awareness Week and Reggae Month.

Pondside

The branch continued to be a beacon in the community of Pondside reflecting increased usage during the year.

One hundred and forty-two (142) volumes were added to the collection and 188 volumes were withdrawn. At the end of March 2013 the branch stock was 3,702. This total was 46 less than the 3,748 recorded at year ending March 2012. The decrease in the stock resulted from weeding of the stock. The stock comprised 1,173 adult books, 866 junior books and 1,663 paperback books.

Membership as at March 2013 was 220 and the total reflected a decrease of 131 when compared to 351 recorded at the end of March 2012. The decrease was as a result of membership cancellation and delisting of defaulters. The membership at March 2013 comprised 85 adult and 135 junior members.

Total circulation at the end of March 2013 was 3,977; comprising 1,802 home loans and 2,175 reference consultations. This represented an increase of 975 when compared to last year's total of 3,002. Home loans increased by 334 in comparison to 1,468 recorded for last year and reference consultations increased by 641 when compared to last year's figure of 1,534.

Two computers were added to the inventory during the financial year resulting in increased public access. Computer usage as at March 2013 was 1,482 and this was 277 more than the 1,205 recorded for the previous year. There was an increase in the number of students utilizing the CD-ROMs for research and recreational purposes. A total of 145 was recorded for CD-ROM usage.

There was an increased demand for photocopying service and a total of 6,645 photocopies were recorded.

Eight story hour sessions and three *Weeny Wednesdays* sessions were held with 90 students in attendance from Pondside Primary and Pondside Basic schools and 38 students in attendance from the Pondside Basic School respectively.

There was an increase in the number of participants who registered for the annual National Reading Competition comprising 22 junior members and five adult members.

A total of 44 students registered for the annual summer programme and approximately 35 students attended on a daily basis. The participants were engaged in art and craft and several educational lecture sessions. On July 17, 2012 Ms. E. Bailey from the Hanover Health Department made a presentation on Personal Hygiene and Cholera.

The programme *Armchair Travel* related to Cuba was held on June 17, 2012. The presenter was Mr. Daniel Martin, native of Cuba and Spanish teacher at the Merlene Ottey High School. Twenty-nine (29) students from the Merlene Ottey High and the Pondside Primary schools participated in the session.

To promote and celebrate the champions in the National Reading Competition a display was mounted at the branch. Eight additional displays were mounted to inform the community about World No Tobacco Day, Disaster Preparedness Month, Cuba, Child Month, Dengue Alert, Drug Awareness Month, Earthquake Awareness Week and Black History Month.

MOBILE LIBRARY SERVICE

The Mobile Library provided limited service during the year. Circulation was affected by the inconsistency in the service that was offered during the year.

The stock at the end of the period was 3,892, this figure showed an increase of 144 when compared to the previous year's total of 3,748. The stock consisted of 567 adult books, 801 junior books, and 2,524 paperback books.

Membership at the end of March 2013 was 1,681 comprised of 262 adult members and 1,419 junior members. Membership showed an increase of 49 when compared to 1,632 recorded at the end of March 2012. The increase in membership was welcomed as great effort was made to integrate reading and library usage into the literacy programme of the schools visited by the mobile library.

Circulation for the period was 6,978, a decrease of 912 when compared to the previous year's total of 7,890. The irregular service that was provided to the communities impacted negatively the level of circulation.

The provision of the ICT service was adversely affected by the limited internet connectivity in the communities visited. As a result there was no usage recorded for the period.

Sixteen (16) users from the Green Island Mobile Library stop registered for the junior category of the National Reading Competition. The mobile library stop produced the parish champion in the 6-8 age group.

TRELAWNY PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	76,107	75,558
Membership:	25,593	6,971
Library Outlets:		
Main Library	1	1
Branches	5	5
Mobile Library Stops	20	21
Areas of Service to Special Communities	1	1
Staff Establishment:	40	40
Collection:	26,479	27,904
Circulation:	73,341	77,945
Computer Use:	62,905	48,203

The library's achievements over the past year proved to be an encouraging indicator of the vital role played by the Parish Network in the delivery of the library services to constituents.

During the year service was provided through the operation of the main library, four branch libraries and 21 mobile library stops. Increases were recorded in the stock at all locations while a significant decrease was recorded in the membership figures due to the reregistration of members and the removal of inactive members from the register.

HIGHLIGHTS

- Inaugural Caribbean Quiz.
- Two runners-up in the National Reading Competition finals
- Receipt of 32 new computers for public access
- Poetry Day on March 27, 2013

PARISH LIBRARY

The main library remained the focal point for the parish service with management providing leadership and guidance for the network.

The statistical record showed an increase in stock in all service points. The stock at the end of the review period was 10,600. The total consisted of 5,857 adult books, 2,061 junior books, 2,308 paperback books and 374 audiovisual items. When this figure was compared with 10,324 recorded for 2011/2012 there was an increase of 276.

Membership at the end of the year was 1,499, comprising 808 adult members and 691 junior members. This represented a significant decrease of 12,094 when compared to 13,593 recorded for the previous year. This decrease was as a result of the removal of inactive members through the re-registration process.

The total number of items circulated was 42,858. This comprised 4,336 home loans and 38,522 reference consultations. An overall decrease of 5,991 was recorded when the figure was compared with the 48,849 recorded for the previous year. There was a decline in both home loans and reference consultations. Home loans decreased by 597 in comparison to the 4,933 recorded for the previous year and reference consultations by 5,394 when compared to 43,916 for last year.

The computer service was well utilized totalling 27,350. A breakdown showed that the Internet was accessed on 23,174 occasions and word processing was utilized 4,176 times. The figures reflected a decrease of 1,719, when compared to the corresponding period last year when the total was 29,069.

The EBSCOHost database was accessed for research on 16 occasions in comparison to 17 for last year.

The parish library provided 100,026 photocopies for the public and 331 facsimile transmissions. A total of 83 spiral binding, 32,707 prints and 329 scans were also done.

Twenty-two (22) exhibitions were mounted to mark important occasions and to keep the public informed on national and international events.

Students from the Daniel Town Primary School visited the library on April 25, 2012 and participated in library orientation and a special story hour session. Holland High School benefitted from a presentation at the Career's Day held at the school on May 3, 2012. A display was mounted to highlight Career Choices. Sixty (60) students participated in the interactive session.

A total of 70 junior members and 9 adult members were registered for the National Reading Competition and Dwight Samuels emerged the parish champion in the 21 and over age category.

A total of 81 children participated in the summer programme held under the theme “*A Nation on a Mission: Summer Expression*” from July 12 – 27, 2012 at the parish library. In keeping with the theme activities were organized to reflect celebratory activities for the nation’s 50th Anniversary of Independence.

Parents, babies and toddlers participated in the sessions held for “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers.*” Activities entailed parents and staff reading with children. Ten (10) children along with their parents attended the sessions where they read together, played and viewed educational presentations.

The Trelawny Parish Library participated in the Read Across Jamaica Day at three primary schools and one Infant school. Staff read short exciting stories to the students and the students were also encouraged to read. The schools visited were Hague Primary school with 106 students, Granville Primary school 48 students, Wakefield Primary school 95 students and 36 students at the Falmouth Infant school.

Beginning February 2013 the parish library began working with Grade 4 students from the Freeman’s Hall and Clarks Town Primary schools and Falmouth and Duncans All Age schools to assist students to master literacy at the Grade 4 level. Ten sessions were held with 45 students, comprised of 38 males and 7 females.

On March 21, 2013, the parish library participated in the third annual Roy Barrett’s Memorial Lecture Series which was hosted by the Holland High School under the theme “*Indigenous Religions of the Caribbean.*” The library presented an exhibition in keeping with the theme and this was viewed by 63 students, teachers and persons from the business community.

Three schools participated in the third annual Poetry Day held on March 27, 2013. The low participation of schools was due to the Grade Six Achievement Test preparation and the closure of schools for the Easter holidays. There were 45 persons in attendance.

Full-Time Branch Libraries

Albert Town

The Branch Library continued to respond positively to the needs of its users.

At the end of the year, the stock totalled 2,928 consisting of 1,391 adult books, 672 junior books, 857 paperback books and eight audiovisual items. The total stock represented an increase of 227 when compared with the total of 2,701 for the previous year.

The total number of members at the end of the year was 275, consisting of 41 adults and 234 juniors. The figure represented a decrease of 3,717 when compared to the 3,992 members recorded for last year. The decrease was as a result of re-registration of members.

Total circulation at the end of March 2013 was 14,881; comprising 3,069 home loans and 11,812 reference consultations. This represented an increase of 5,377 when compared to the previous year's total of 9,504. Home loans increased by 202 in comparison to 2,867 recorded for last year and reference consultations significantly increased by 5,175 when compared to last year's figure of 6,637.

Computer usage totalled 8,482, a decrease of 6,943 in comparison to 15,425 recorded for last year. There were 8,347 internet searches and 135 word processing activities. The branch recorded 23 EBSCOHost database searches.

The wireless internet connection was activated during the year and recorded 379 uses.

A total of 43,814 photocopies were done at the branch and 340 facsimile transmissions.

The branch library hosted various outreach activities and 16 exhibitions. Activities included a collaboration with the Trelawny Health Department for a Wellness and Child Month exposition, resulting in 40 persons in attendance.

Resource persons from the Child Development Agency were invited for a presentation on The Rights of the Child on May 28, 2012. There were 14 students in attendance.

On August 16, 2012 a presentation on Leptospirosis was conducted by Nurse Marlene Hayes from the Trelawny Health Services with 35 students in attendance. In recognition of National Heritage Week, a Cultural Reading Competition was held on November 9, 2012, and 18 students participated. Fourteen (14) students and their teachers from the St. Andrews Basic School attended a special Christmas Story Hour held on December 17, 2012.

Members participated in the National Reading Competition and were successful at the parish finals with Debra Codner emerging parish champion for the 12-14 age group and Kalisha Gager placing second. Melisa Brown placed second in the 21 & over category.

The summer programme was successfully executed for two weeks. A total of 48 children attended. Activities included poetry sessions, craft, drama and needle work. During the summer programme a Fire Safety presentation was conducted by Officer Fabian Gray from the Falmouth Fire Department. The summer programme culminated with a concert.

Duncans

The branch library continued to offer valuable service to the community. There were increases in all areas except membership and this was as a result of a re-registration exercise during the year.

The stock at the end of the year was 3,684 and consisted of 1,382 adult books, 1,136 junior books, 1,160 paperback books and six audiovisual items. There was an increase of 248 when compared to the figure of 3,436 for the previous year.

The re-registration resulted in a membership total of 480 comprising 174 adults and 306 juniors; a decrease of 3,754 when compared to the previous year's figure of 4,234.

Total circulation for the period was 5,650 an increase of 578 over the last year's circulation of 5,072. Home loans totalled 2,558 and reference consultations were 3,092. Home loans, consisted of 430 adult books, 1,326 junior books, and 802 paperback books. There was an increase of 258 when compared to the figure of 2,300 for the previous year.

The community benefitted from the computer and photocopying services that were offered at the branch library. Computer usage for the year totalled 5,156. The internet was accessed 4,727 times while word processing was done 429 times. An increase of 834 was recorded when compared to the 2011/2012 figure of 4,322. The branch library was the only service point that recorded increases in computer usage. The photocopying service provided 25,809 copies for users decreasing by 303 when compared to the 26,112 copies done for the previous year. There were 556 facsimile transmissions.

The branch hosted a number of outreach activities comprised of exhibitions, computer training for seniors, story hour sessions and a Spanish Club. A total of 183 students participated in the weekly story hour sessions. On May 8, 2012 a special story hour session was held at the Stephen James Basic School with 20 students. On May 22, 2012, ten students attended the Children's Expression Day at the branch library and participated in several activities.

Eighteen (18) persons registered for the National Reading Competition, however, only seven participants completed. The annual summer programme was held for two weeks with 28 participants. The introduction of a Spanish Club on February 11, 2013 added a new dimension to the programme for juniors and 20 students became members of the club.

Basic computer training for seniors resumed on January 14, 2013, with 12 persons. A total of 42 sessions were held Mondays to Thursdays weekly.

Part-Time Branch Libraries

Clarks Town

The Clarks Town Branch Library continued to show much potential for growth; there were increases in reference consultations and computer usage.

The stock at the end of the period under review was 2,951 which consisted of 1,176 adult books; 981 junior books, 770 paperback books and 24 audiovisual items. There was an increase of 229 when compared to 2,722 for the previous year.

At the end of the year there were 2,038 members comprising 460 adults and 1,578 juniors. When compared to the figure of 1,835 for the previous year, membership increased by 203.

Book circulation totalled 6,474. This included 4,316 home loans and 2,158 reference consultations.

Computer usage at the branch totalled 1,424. The internet was accessed 1,015 times and word processing 409 times. Computer usage recorded an increase of 1,319 when compared to last year's figure of 105. For the year 6,155 photocopies were done for the public.

The Branch conducted several outreach activities during the period under review. These included a Child Month concert and a display at the Clarks Town Primary School for Jamaica Day. Nine exhibitions were mounted to commemorate local and international observances.

Forty (40) students and two teachers from the Clarks Town Primary visited the branch library for orientation and a presentation on Reference Resources on September 12, 2012.

A reading club was established in November 2012 with 32 members. Two class visits were made to the Hyde and Clarks Town Primary schools to conduct story hour sessions with 75 students.

A total of 52 persons registered for the National Reading Competition; however, only 22 persons completed the competition. Gabriel Dixon placed first in the parish finals in the 9-11 age group and Kenroy Davis placed second in the 15-20 age group.

Summer Programme was held with 49 participants. The activities organized included poetry sessions, library orientation, culture and drama sessions.

Wakefield

It was a very challenging year for the branch library. The electricity supply was negatively impacted by Hurricane Sandy on October 22, 2012. In addition, there were security challenges that resulted in the suspension of information technology services to the public for several months.

Stock at the end of the year totalled 2,512; consisting of 816 junior books, 703 adult books, 992 paperback books and one audiovisual item. When compared to the total 2,334 for the previous year, an increase of 178 was recorded.

Membership at the end of the period was 271; consisting of 37 adult members and 234 junior members. When compared to the figure of 1,642 for the previous year, a decrease of 1,371 was recorded.

Total circulation at the end of the year was 3,317; comprising 1,027 home loans and 2,290 reference consultations. There was an increase of 24 in circulation of material when compared to the total of 3,293 for the previous year.

Computer usage totalled 5,791. The Internet was accessed 5,122 times while word processing was done 669 times. When compared with the previous year's total of 10,550 there was a decrease of 4,759. The EBSCOHost database was used on three occasions for research. Documents photocopied for the public totalled 101.

Extension activities during the period included seven exhibitions highlighting events of national and international significance.

A special story hour session was conducted with students from the Faith Tabernacle Early Childhood Institution on May 31, 2012 and there were 20 parents and 50 students in attendance. In recognition of Heritage Week, a cultural crossword puzzle competition was held with 20 students. During the year a Music Club was formed with nine students aged nine to fourteen years who were taught how to play the recorder.

The branch successfully participated in the National Reading Competition with Andrew McIntosh placing second in the 6-8 category and Deandra Needham second in the 15-20 category at the national finals. The results were encouraging from the total of ten persons who completed from the branch.

The summer programme was held for two weeks with 23 children from ages 4 to 14. Creative ways of representing different aspects of the Jamaican culture were explored in craft and music to the enjoyment of the participants.

MOBILE LIBRARY SERVICE

A mobile library service was provided bimonthly through six routes with a total of 21 stops to communities. A Toyota Hiace motor vehicle was used to deliver the service.

Stock totalled 2,737; comprising 380 adult books, 1,141 junior books and 1,216 paperback books. The stock recorded an increase of 156 when compared with 2,581 for last year.

Total membership for the year was 661 comprising 66 adults and 595 juniors. When compared to 36 recorded for last year, there was an increase of 625.

At the end of the period under review the figure for circulation totalled 4,765 reflecting an increase of 4,733 when compared to the previous year's total of 32.

The mobile library provided services to the community of Stewart Town following the closure of the branch library, including the Stewart Town Primary school. Seven exhibitions were mounted at the school stop.

REGION THREE**MANCHESTER PARISH LIBRARY NETWORK**

	2011/12	2012/13
Parish Population:	192,155	190,812
Membership:	68,157	68,661
Library Outlets:		
Main Library	1	1
Branches	12	12
Mobile Library Stops	-	-
Areas of Service to Special Communities	4	4
Staff Establishment:	73	73
Collection:	64,293	67,174
Circulation:	189,793	153,748
Computer Use:	55,673	44,980

The Manchester Parish Library completed another year of satisfactory performance marked by a number of activities to celebrate Jamaica's 50th Anniversary of Independence. These included a ceremonial cake cutting on August 3, 2012 to mark the anniversary, the yearlong decoration of the Parish Library in the national colours and a cultural concert on December 7, 2012.

HIGHLIGHTS

- Celebratory activities to commemorate Jamaica's 50th Anniversary of Independence
- The allocation of forty-three (43) additional computers to the parish network
- Grade 4 literacy intervention programme extended to branch libraries.

PARISH LIBRARY

At the end of the review year there was an overall decrease in stock, membership and circulation.

The total stock recorded at year end was 27,862 comprising of 14,960 adult books, 5,750 junior books, 5,348 paperback books and 1,804 audiovisual items. There was an increase of 1,691 when compared to 26,171 the figure recorded for the previous year. Nine hundred and thirty-six (936) books were added to stock consisting of 527 adult books and 409 junior books. Withdrawals totalled 1,050 and included 482 adult books and 568 junior books.

Registered members totalled 33,574 comprising 14,417 adult and 19,157 junior readers. An overall increase in membership of 36 was recorded when compared to the previous year's total of 33,538.

Material circulated totalled 41,202 comprising 22,004 home loans and 19,194 reference consultations and four (4) audiovisual items. Home loans consisted of 4,286 adult books, 6,248 junior books and 11,470 paperback books. Reference consultations comprised 14,625 adult and 4,569 junior consultations of books and other materials. A comparison with last year showed a decrease in circulation of 3,524 from 44,726 recorded for the previous year.

The reading trend continued to reflect that for leisure reading, the adults especially females maintained interests in the paperback collection. Books by well-known authors such as Danielle Steele, John Grisham and Sandra Brown as well as other romance novels were in constant demand. Collections were specifically highlighted, namely, the West Indian and Young Adult to maintain the growing interest in West Indian fiction and to pique the interest of the new adult readers.

Non-fiction home loans included the subject areas of philosophy, religion, health, home economics, literature and biographies.

The junior readers maintained keen interest in the popular series *Nancy Drew*, *Hardy Boys*, *Twilight*, *Goosebumps*, *Enid Blyton* and the *Series of Unfortunate Events*. The boys showed preference for horror, mystery and adventure and the girls fairytales, horror, mystery, adventure and contemporary fiction. The children requested paperback books in their favourite genre.

There was a noticeable increase in the use of information technology for research by adults and juniors.

Computer usage for the year totalled 14,589 comprising 13,237 internet usage and 1,352 word processing activities. The wireless service was accessed 3,418 times. The EBSCOHost database was accessed by users conducting research. Photocopies done totalled 135,057 and 68 facsimile transmissions were sent.

Two visually impaired users began utilizing the Job Access With Speech (JAWS) software at the parish library in August 2012. The JAWS software was installed in the Junior Library located on the ground floor to facilitate easy access for the visually challenged users.

The main library continued to partner with the National Council for Senior Citizens in conducting computer training for seniors from the various associations in Mandeville and its environs. During the year three groups of seniors were trained and a new group that began January 28, 2013 was scheduled to complete training in the coming year.

A team from the parish library spearheaded the introduction of Grade 4 literacy intervention activities in a number of the branch libraries during the review period. The programme targetted schools with students who were deemed to be performing below Grade 4 level. A total of 24 sessions were held with 140 participants from Broadleaf, Christiana, Cross Keys, Huntley/Mt. Prospect, Lancaster, Marlie Hill and Mile Gully Branch Libraries.

Boys Reading Day activities were held under the theme “*A Nation That Reads Succeeds*” on May 11, 2012. Motivational talks were given by Mr. Winsworth McCatty, ASTEP Literacy Coordinator, Mr. Robert Newman, Lecturer, Church Teachers College and Mr. Amazu Morrison, Personal Banking Officer, Bank of Nova Scotia, Mandeville. One hundred and twenty (120) students and their teachers from eight Primary and All Age schools were in attendance.

The “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” sessions were held monthly. A total of 61 parents and 89 children attended the seven sessions held during the year. The parents benefitted from presentations related to tips on reading with their children and parenting.

Summer Programme 2012 was launched at the parish library on July 9, 2012 under the theme: “*A Nation on a Mission: Summer Expression*” and was held at all service points for varying periods of one to three weeks from July 9 to August 3, 2012. The programme at the parish library was held for three weeks from July 9 – 27, 2012. A total of 142 children participated in activities that centred on Jamaican heritage in keeping with the theme of the 50th Anniversary Independence.

The parish motorcade and prize giving ceremony for the National Reading Competition was held on August 10, 2012 to celebrate the parish winners who later participated in the national finals held August 23, 2012 in the studios at Television Jamaica.

Full-Time Branch Libraries

Bellefield

The performance of the branch compared favourably with that of the previous year recording increases in stock and membership.

The stock totalled 3,827 reflecting an increase of 255 compared to 3,572 recorded the previous year. Membership increased from 1,887 for the previous year to 1,905.

The overall circulation was 5,498 a decrease of 2,099 when compared to 7,597 at the end of last year. There was a decrease of 1,754 in reference consultations and 345 in home loans. The decline could be attributed to a new school library that opened at the nearby Bellefield Primary School. Many students who accessed reference services at the branch began using the school library.

The reference and lending services recorded deficiencies in a number of areas and these included agriculture, history, religion, business, social studies, building technology, electrical installation,

auto mechanics, natural sciences, physical education, information technology, english language, mathematics and encyclopedias. The demand for paperback books by both juniors and adults was not satisfied due to inadequate supply.

The computer service received a boost with the addition of three computers, funded through the Universal Service Fund. The Internet was utilized 3,814 times while word processing was done 704 times totaling 4,518. The photocopying service was well utilized with 15,010 copies being done for the year.

Bombay

The branch library recorded a satisfactory performance at the end of the year. The stock increased by 254 over the previous year's total of 2,577 and at the end of the year the stock at the branch was 2,831. The membership increased by 7 to 2,074 from the total of 2,067 recorded for the previous year.

The overall circulation of 6,311 recorded a decrease of 2,865, in comparison with the figure for the previous year. Home loans totalled 2,678 and reference consultations totalled 3,633. The decrease was due largely to a decline of 2,127 in the number of items loaned for home reading. The number of reference consultations decreased by 738.

During the year the branch received four new computers for public access, bringing the total number of computers to six. There was no internet connectivity in the community and the computers were utilized for 536 word processing activities. The branch continued to offer photocopying service and 9,064 copies were done during the year.

A vibrant programme of outreach activities were organized and included displays and exhibitions on a range of topics, class visits, the National Reading Competition and the annual summer programme. Story hour and adult literacy sessions were held on a regular basis and 32 and 122 sessions held respectively. The branch hosted 42 class visits for library orientation. Sixteen (16) children participated in the National Reading Competition and the summer programme engaged a total of 22 children.

The Reading Club conducted remedial reading activities with adults and with children at the primary level.

Broadleaf

The year was marked by an increase in stock and declines in membership and circulation. At the end of the year stock totalled 2,033 an increase of 174 over the previous year's total of 1,859.

Membership was 1,450 in comparison to 1,452 for the previous year.

Circulation of 2,115 reflected a decrease of 963 when compared to last year's figure. The decrease in circulation was due mainly to a decline of 916 in home loans and 47 in reference consultations.

Computer services were restored during the last quarter of the year with the installation of four new computers. At year end computer usage totalled 885 comprising 776 internet usage and 109 word processing activities.

Outreach activities undertaken for the year included displays and exhibitions, class visits, the National Reading Competition, the annual summer programme, and Grade 4 literacy intervention sessions to assist slow readers. Remedial reading activities were conducted with adults and children. Reading sessions were held at the Broadleaf Primary School. A homework assistance programme was also offered to juniors and the students found these activities quite informative and enjoyable.

Christiana

At the end of the year the stock and membership totalled 6,279 and 9,484, respectively. There was an increase of 371 in stock and 939 in membership, over the previous year. The inadequate supply of reference material to satisfy research needs and fiction books for leisure reading contributed to the decline in circulation.

A total circulation of 53,321 was recorded for the period. Home loans totalled 7,153 and reference consultations totalled 46,168. When compared with the total circulation of 76,105 for the previous year, there was a decrease of 22,784 resulting from a decrease of 1,680 in home loans and 21,104 in reference consultations.

The installation of two new computers for public access, toward the end of the year boosted the delivery of computer services. Computer usage for the year totalled 8,140 comprising 7,971 internet usage and 169 word processing activities. A total of 70,768 photocopies were done.

The National Reading Competition, annual summer programme, a number of promotional and public education activities comprised the extension activities that were undertaken for the year. Among the latter were various displays and exhibitions and the Grade 4 literacy intervention programme.

Boys Reading Day activities were also held under the theme "*A Nation That Reads Succeeds*" on April 27, 2012. Motivational talks were given by representatives from the Church Teachers College and the Bank of Nova Scotia and by a Literacy Specialist. The programme was also held at the Devon All Age School with 20 Grade 4 boys who were engaged in poetry writing and exposition.

Huntley/Mt. Prospect

The branch library's stock of 2,326 reflected an increase of 142 when compared with the previous year's total of 2,184.

At the end of the review period, the membership was 410, comprising 266 juniors and 144 adults.

Circulation totalled 3,804; home loans accounted for 3,223 and reference consultations totalled 581. There was a decrease of 2,891 when the figure was compared to the previous year's. A book exchange programme was introduced to facilitate Grades 1 and 2 students at the Huntley Primary School who were unable to visit the library. Books were taken to the school for exchange and the programme was well received.

Computer service was introduced with the allocation of four new computers assigned towards the end of the year. The offering of computer services will commence in the upcoming year. A total of 1,896 photocopies were done for the period under review.

Outreach activities included the National Reading Competition, annual summer programme, story hour and Grade 4 Literacy activities. Several exhibitions were also mounted in recognition of national events. Literacy intervention classes were held at the Huntley Primary School on Tuesdays.

Mile Gully

This branch recorded increases in stock and membership during the review period. The stock of 3,132 recorded an increase of 156 over the previous year's total of 2,976. The total membership was 2,834; an increase of 52 in comparison to the previous year's total of 2,782. Circulation totalled 6,111; a decrease of 1,207 from the total of 7,318 for the previous year.

The information seeking activities of users reflected a need for additional reference material in the technical and vocational subject areas.

The computer inventory was augmented with four new computers for public access. Computer usage for the year totalled 7,113 comprising 5,887 internet usage and 1,226 word processing activities.

The photocopying and computer services continued to be of tremendous benefit to users. A total of 22,348 photocopies were done for the year under review.

The extension activities during the year included the National Reading Competition, annual summer programme, exhibitions, story hour sessions, and the Grade 4 literacy intervention programmes at the Mile Gully Primary School. The "*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*" programme was introduced during the year.

Newport

At the end of the review period stock totalled 3,668 and membership 1,467. When compared with the previous year's figures stock increased by 154 and membership by 11.

A total of 3,947 material was circulated, a decrease of 48 compared to the previous year. Circulation comprised 2,916 home loans and 1,031 reference consultations.

During the year, the branch received three new computers for public access. Computer usage for the period totalled 5,264 comprised of 4,957 internet usage and 307 word processing activities. The photocopying service recorded 6,799 copies for the public.

During the year the branch organized activities to mark various national and international events. The annual summer programme and National Reading Competition were held and engaged junior and adult members. Two participants from the branch – Beloushii Levy and Shakera Fagan emerged parish champions in the 9-11 and 12-14 years age categories respectively of the Reading Competition. Story hour sessions were held during the year.

Porus

At the end of the review period, the stock was 4,977; an increase of 188 over the previous year's total. Membership was 3,167, an increase of 63 over last year's figure. Material circulated totalled 21,354 comprising 2,772 home loans and 18,582 reference consultations. This was an increase of 991 over the previous year's figure. The deficiencies in some areas of the collection impacted the information seeking pursuits of users, especially the juniors.

Computer usage for the period totalled 2,701 comprising 2,014 internet usage and 687 word processing activities. The addition of four new computers to the inventory boosted the access to computer services.

The National Reading Competition was held with a total participation of 33 children and one adult. The annual summer programme was also held with 45 participants.

A number of exhibitions were mounted in observance of some international events.

Part-Time Branch Libraries**Cross Keys**

The stock of 2,382 recorded an increase of 174 when compared to the previous year's total of 2,208. The membership of 1,756 reflected an increase of 41 over the previous year's total of 1,715. Material circulated totalled 2,009 comprised of 1,702 home loans and 307 reference consultations. There was an increase of 120 in comparison with the previous year's total.

Towards the end of the year, the computer service benefitted from the addition of three new computers for public access. Computer usage for the year was 375 word processing activities.

Junior members participated enthusiastically in the annual summer programme. The extension activities also included weekly story hour sessions and the Grade 4 Literacy intervention activities.

Lancaster

Circulation for the period totalled 1,591; consisting of 1,501 home loans and 90 reference consultations. This reflected an overall decrease of 28 in comparison to the previous year's circulation of 1,619.

The stock of 2,351 and membership of 387 recorded increases of 167 and 10 respectively, over the stock of 2,184 and membership of 377 recorded for the previous year.

The computer inventory was augmented by three new computers increasing to five the number available for public access which greatly improved the service to users. Computer usage for the period totalled 859 comprising 748 internet usage and 111 word processing activities.

The National Reading Competition and the annual summer programme were held during the year. The branch collaborated with the Frankfield Primary and Infant School to organize literacy intervention activities for Grade 4 students and provided homework assistance for 130 children at the school.

Maidstone

During the year the stock totalled 2,285 and membership was 2,836. Stock increased by 158 and membership by 42 when the totals were compared with those for the previous year. Circulation for the period totalled 4,335 comprising 3,843 home loans and 492 reference consultations. There was a decrease in circulation of 530 when compared with the figure for the previous year.

Outreach programmes included the annual summer programme and the National Reading Competition. The branch collaborated with the Nazareth All Age School in organizing Grade 4 literacy intervention programme and activities. In recognition of various national and international events programmes were organized for Read-Across-Jamaica-Day, International Literacy Day, National Heritage Week, World Poetry and Story Telling Day.

Marlie Hill

At the end of the year the membership of 155 increased by 13 over that of the previous year bringing the total to 168. The stock totalled 2,319 which was an increase of 73 from 2,246 recorded for the previous year. Material circulated totalled 2,150. This figure reflected a decrease of 407 from 2,557 the figure for last year.

Outreach activities held over the period included the National Reading Competition, annual summer programme and exhibitions mounted to highlight topics of interest. The Marlie Hill Primary School was engaged in Grade 4 literacy intervention activities for the students.

MOBILE LIBRARY SERVICE

The mobile service remained dormant. The Network is awaiting the assignment of a vehicle to restore the service.

CLARENDON PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	248,112	246,322
Membership:	73,930	74,598
Library Outlets:		
Main Library	1	1
Branches	8	8
Mobile Library Stops	64	64
Areas of Service to Special Communities	1	2
Staff Establishment:	62	62
Collection:	50,946	52,859
Circulation:	271,788	228,902
Computer Use:	63,034	80,277

The year under review was very productive for the Clarendon Parish Library Network. Despite the many challenges during the year there were a number of achievements. The year was marked by a number of celebratory activities at all service points to commemorate Jamaica's 50th Anniversary of Independence under the theme: *Jamaica 50: A Nation on a Mission.*"

HIGHLIGHTS

- Launch of "*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*" programme at the Chapelton Branch Library
- Jamaica Quiz Competition and Annual Debating Competition based on Jamaica's 50th Anniversary of Independence theme
- Fundraising benefit performance of the National Pantomime, 'Skoolaz'

- Award of national champion in the 15-20 and national runner-up in the 21 and over age groups at the National Reading Competition finals
- Launch of the Spanish Club at the Chapelton Branch Library
- Reactivation of Hospital Service at the Percy Junor Hospital

PARISH LIBRARY

At the end of the year the parish library had a total stock of 11,506 comprising 6,517 adult books, 2,430 junior books 2,030 paperback books and 529 audiovisual items. A comparison with last year's total of 11,149 reflected an increase of 357.

There was growth in membership with a total of 25,781, an increase of 314 over the previous year's figure of 25,467. The total comprised 9,716 adults and 16,065 juniors.

Total circulation was 49,165. This comprised 9,327 home loans and 39,838 reference consultations. Circulation decreased by 1,948 when compared with last year's total of 51,113.

There was an increased demand for information in subject areas such as local history, education, social studies and health among others. The collection revealed gaps in the subject areas of biology, education, child development, information technology, technical drawing and office administration.

The computer services at the parish library received a significant boost with the addition of nine new computers for public access. Computer usage totalled 47,283 comprised of 34,825 internet usage and 12,458 word processing activities. Seniors and juniors benefitted from basic computer training resulting in 57 seniors and eight (8) juniors trained for the year. Photocopies totalled 389,213 and 504 facsimile transmissions were sent.

Promotional activities to increase usage of the EBSCOHost database reaped success and resulted in 481 searches for the period under review. The database was also introduced to seniors during training.

The Postal Readers' Service remained dormant during the review period. The service will be re-launched in the first quarter of the upcoming year.

As part of the activities to mark Jamaica's 50th year of Independence the parish library organized a Jamaica Quiz Competition for primary schools. Denbigh Primary emerged the winner from the 42 primary schools that participated. Jamaica's 50th Anniversary was also marked by the invitation to high schools to participate in the annual Debating Competition. Twenty-two (22)

primary schools and three high schools debated the moot “*Be it resolved that Jamaica’s heritage is a dying art.*” Frankfield and Kilsyth Primary Schools tied for first place in the primary school category and Kellits High emerged the winner in the high school category.

The parish library mounted a visually appealing exhibition produced by Headquarters for the organization’s participation in the annual Denbigh Agricultural and Industrial Food Show. The show was held August 4 – 6, 2012 under the theme “*Grow What You Eat... Eat What You Grow.*”

The range of outreach programmes and activities offered during the year included the annual summer programme, story hour sessions and exhibitions to mark significant local and international events.

Full-Time Branch Libraries

Chapelton

The Branch Library continued to play an integral role in providing educational, informational and recreational resources to meet the needs of the community.

At the end of the year the stock totalled 3,913, comprising 2,003 adult books, 1,274 junior books, 593 paperback books and 43 audiovisual items. A comparison with last year’s figure of 3,518 reflected an increase of 395.

There was a total membership of 4,455 consisting of 3,015 juniors and 1,440 adults at the end of the year. During the year 62 members were added to the portfolio with 21 delisted.

Home loans totalled 1,522 and reference consultations 27,442. Total book circulation for the year was 28,964. When compared to 19,438 for last year, circulation increased by 9,526.

Proceeds from a fundraising benefit performance of the national pantomime were used to provide additional space for computer services which resulted in notable improvements in the delivery of ICT services. The introduction of wireless internet access was welcomed by users. A total of 8,558 internet usage and 559 word processing activities resulted in computer usage of 9,117. Three new computers were installed at the branch in October 2012 as a result of the allocation of new computers to the parish network.

Chapelton Cultural Day was held on the library grounds on October 30, 2012. The participating schools showcased Jamaica’s rich and vibrant cultural heritage through song, dance, music and speech. The highlight of extension activities during the year was the launch of the “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” programme at the branch library on September 28, 2012. Representatives from the Jamaica National Building Society Foundation, which funded additional resources for the islandwide programme, attended the function. A variety of sessions were offered to sustain the interest of parents with babies and toddlers.

The “Primer Paso” Spanish Club targeting children ages 5-12 years old was launched on March 28, 2013. Forty (40) persons comprising 11 parents and teachers, 10 children at the early childhood level and 19 children at the primary level attended.

Claire McWhinnie Memorial

The branch recorded a successful year and library services were provided at a high standard. At the end of the year the stock total at the branch was 5,774, consisting of 2,390 adult books, 1,066 junior books, 2,278 paperback books and 40 audiovisual items. The stock increased by 65 when compared to last year's total of 5,709.

The branch had a total of 2,082 members, comprising 574 adults and 1,508 juniors. The membership showed an increase of 46 when a comparison was made with last year's total of 2,036.

At the end of the year a total of 5,408 material was circulated for home loans and 22,881 for reference consultations. Total circulation was 28,289 and when compared to 48,423 for the previous year, there was a decrease of 20,134. The decrease in circulation could be attributed to the temporary closure of two HEART training facilities in close proximity to the branch. The students from these facilities usually conducted research at the library.

Computer usage for the year totalled 4,079 comprised of 3,633 internet usage and 446 word processing activities. Two new computers were added to the inventory for public access.

The annual mini-reading competition was held in May under the theme “*Jamaica 50: Let's Celebrate our Children*”. Twenty-one (21) readers participated in the age groups 6-8, 9-11 and 12-14 years.

Frankfield

The Branch Library offered an efficient service to the citizens of Frankfield and neighbouring communities.

The stock at the end of the year totalled 3,869, consisting of 1,708 adult books, 790 junior books, 1,362 paperback books and 9 audiovisual items. A comparison with the total of 3,679 recorded at the end of the previous year reflected an increase of 190.

Membership totalled 351. This was comprised of 99 adults and 252 juniors. A comparison with the previous year's total of 270 reflected an increase of 81.

The total material circulated for home loans was 1,714 and 12,293 reference consultations resulting in a total circulation of 14,007. When compared to 14,677 for the previous year there was a decrease of 670.

The delivery of ICT services was enhanced by the addition of four new computers to the inventory. Total computer usage of 2,659 consisted of 2,529 internet usage and 130 word processing activities.

James Hill

The Branch Library recorded a productive and rewarding year. Library services were provided at a high standard to the communities served. There was a significant increase in the use of reference materials.

Stock at the end of the year was 3,397, which consisted of 1,204 adult books, 526 junior books, 1,651 paperback books, and 16 audiovisual items. A comparison with the previous year's total of 3,564 showed a decrease of 167.

The membership increased by 143 and the total at the end of the year was 3,582. This consisted of 1,140 adults and 2,442 juniors. The total for the previous year was 3,439.

There were 5,281 home loans; an increase of 799 over last year's figure. The previous year's total of 7,257 reference consultations reflected an increase of 3,033 to 10,290 at the end of the year.

Computer usage for the year was 1,701 comprised of 759 internet usage and 942 word processing activities. The branch received three new computers and the delivery of computer services was expanded to include Internet access.

Kellits

The branch continued to play an integral role in the growth and development of the communities served. There were a number of collaborations with schools for several activities namely the National Reading Competition, class and school visits and a successful Reggae Day programme.

At the end of the year, 4,835 was recorded for the stock. This total comprised 1,754 adult books, 1,025 junior books and 2,056 paperback books. A comparison with the previous year's total of 4,633 showed an increase of 202.

Membership at the end of the year totalled 2,606. This was comprised of 853 adult members and 1,753 junior members. Membership increased by 17 when compared with the previous year's total of 2,589.

There were 5,377 home loans and 36,607 reference consultations resulting in an overall circulation of 41,984. This was a significant decrease of 19,702 in comparison to the previous year's total of 61,686. During the year a number of training institutions in the Kellits community was closed.

Computer usage totalled 4,629 consisting of 4,324 internet usage and 305 word processing activities. Four new computers were installed at the branch during the year.

Ninety-eight (98) students and nine teachers from six schools, including Infant, Primary and High schools participated in a Reggae Day programme held on February 26, 2013.

The annual mini-reading competition was held in May under the theme “*Jamaica 50: Let’s Celebrate our Children*”. Thirty-one (31) students participated in the age groups 6-8, 9-11 and 12-14 years.

Lionel Town

The Branch Library recorded another successful year of operation. At the end of the year the total stock was 3,732 comprising of 1,221 junior books, 1,352 adult books, 1,155 paperback books and 4 audiovisual items. A comparison made with last year’s total of 3,579 showed an increase of 153.

Total membership was 1,551. This included 847 adults and 704 juniors. A comparison with last year’s total of 1,547 reflected an increase of 4.

Home loans were 1,748 and reference consultations were 11,285 resulting in 13,033 items circulated. When compared to the previous year’s total of 16,659 there was a decrease of 3,626.

Computer service delivery was enhanced with the addition of three new computers. A total of 5,731 was recorded for computer usage. This was comprised of 5,609 internet usage and 122 word processing activities. There were 63,048 photocopies done and 164 facsimile transmissions were sent.

Pennants

The branch continued to provide services to the community of Pennants and environs. At the end of the year the stock totalled 4,663. The total for the previous year was 4,161 reflecting an increase of 502. There were 1,451 adult books, 1,176 junior books, 2,008 paperback books and 28 audiovisual items.

The membership was 1,834 consisting of 330 adult members and 1,504 junior members. The previous year’s total was 1,854, reflecting a decrease of 20.

There were 1,962 home loans and reference consultations totalled 8,204 resulting in a circulation of 10,166. When compared to 10,584 recorded for the previous year, there was a decrease of 418.

The branch benefitted from three new computers for public access during the year. Computer usage totalled 2,887 comprised of 2,697 internet usage and 190 word processing activities. Photocopies done totalled 6,277.

Spalding

The Branch Library continued to serve the Spalding community and its environs. The reactivation of the service to the Percy Junor Hospital in March 2013 was one of the highlights of the year. Five nurses were trained to support service delivery to the patients.

At the end of the year, the figure for stock was 6,401. This figure included 2,163 adult books, 2,128 junior books and 2,110 paperback books. When a comparison was made with the previous year's total of 6,332, an increase of 69 was reflected.

The branch recorded a decrease of 27 in the membership when the total membership at the end of the year of 5,123 was compared with the previous year's total of 5,150.

Circulation totalled 24,627; comprised of 3,801 home loans and 20,826 reference consultations. There was a decrease of 1,325 when compared to 25,952 recorded for the previous year.

The allocation of four new computers during the year boosted computer service delivery. There were 1,516 internet usage and 675 word processing activities totalling 2,191. Photocopies done totalled 103,592.

Part-Time Branch Libraries

The Aenon Town and Monymusk Branch Libraries remained closed during the year as solutions were explored to address the housing problem for the libraries. Towards the end of the year, negotiations began with the Ministry of Agriculture and Fisheries Sugar Transformation Unit for the refurbishing of the Monymusk Branch Library. It is hoped that the project will be approved in the upcoming year.

MOBILE LIBRARY SERVICE

The Mobile Library Service was suspended during the months of June to December 2012 due to a comprehensive review of the service. Service to members resumed in January 2013.

At the end of the year the stock totalled 4,171 comprising of 1,468 junior books, 453 adult books, and 2,250 paperback books. A comparison made with the previous year's total of 4,024 reflected an increase of 147.

Membership was 26,550 consisting of 9,307 adult members and 17,243 junior members. At the end of the year membership recorded an increase of 103 when compared to last year's figure of 26,447.

At the end of the year a total of 3,096 items were circulated comprising 498 adult books, 1,471 junior books and 1,127 paperback books. The suspension of the service for six months contributed to the decrease in circulation of 3,793.

REGION FOUR**ST. ANN PARISH LIBRARY NETWORK**

	2011/12	2012/13
Parish Population:	174,536	173,232
Membership:	28,527	23,702
Library Outlets:		
Main Library	1	1
Branches	11	11
Mobile Library Stops	48	48
Areas of Service to Special Communities	1	1
Staff Establishment:	55	55
Collection:	66,548	72,606
Circulation:	356,438	335,097
Computer Use:	87,584	88,573

The St. Ann Parish Library Network continued to play a vital role in providing access to information and a variety of programmes and services in an environment that fostered creativity and learning.

HIGHLIGHTS

- Official opening of the Marcus Garvey Centre at the Parish Library
- Celebration of Miss Lou Day
- Launch of the “*Journey of Champions: 50 Years of Jamaican Athletic Excellence*” Travelling Exhibition
- Participation in Her Majesty the Queen Jubilee Beacon Lighting Ceremony

PARISH LIBRARY

At the end of year the parish library recorded increases in stock and circulation figures. The stock totalled 23,900 consisting of 11,935 adult books, 3,733 junior books, 8,029 paperback books and 203 audiovisual items. There was an increase of 3,858 over the previous year’s total of 20,042.

Membership at the end of March 2013 was 4,265 consisting of 466 adults and 3,799 juniors. There was a decrease of 178 when compared to membership of 4,443 for the previous year.

Home loans increased by 247, from 11,581 in the 2011/2012 period to 11,828 at year end March 2013. Reference consultations decreased significantly from 98,775 in the previous year to 85,511 for the year under review. Home loans and reference consultations resulted in a total circulation of 97,339 for the year.

Computer usage for the period totalled 29,915, a decrease of 2,440 compared to 32,355 for the previous year. Internet usage totalled 27,625 and word processing 2,290. Nine new computers received were a welcomed addition to the inventory and increased public access computers to 23. The wireless service was accessed 1,963 times by users with their personal devices. The EBCSOHost database and Gleaner Archives resources were utilized for research by staff and users. The photocopying service yielded a total of 94,836 copies and 438 facsimile transmissions were sent.

The long awaited Marcus Garvey Centre was officially opened at the parish library on August 17, 2012 by Mrs. Patricia Roberts, Director General and The Hon. Radcliffe Walters, Custos Rotulorum, St. Ann, and Chairman, St. Ann Parish Library Committee. The opening of the Centre was one of the parish activities planned to commemorate the 125th anniversary of the birth of the Right Excellent Marcus Mosiah Garvey, National Hero. The public response to the historic opening was overwhelming.

Visitors to the Centre included Jamaicans and persons from the United Kingdom, Germany, Caribbean Islands, Mexico, United States, Canada, South Africa, Ghana and Gambia. One hundred and seventy-eight (178) persons visited between August 18, 2012 and March 31, 2013 and there were 246 reference consultations.

Thirty-five (35) seniors successfully completed basic computer training and graduated on August 29, 2012 at a function held at the parish library. A new group commenced training on February 8, 2013. Computer training for juniors was also offered and 13 students from the St. Ann Primary School benefitted.

The parish library mounted several exhibitions of significance and hosted a number of outreach programmes reflective of community needs. The exhibitions included the *Journey of Champions: 50 Years of Jamaican Athletic Excellence* and the Independence exhibition mounted under the theme "*Jamaica 50: A Nation on a Mission.*" Collaboration with the St. Ann Improvement Committee resulted in a public forum entitled "*Jamaica 50 Reflections*" on July 17, 2012.

Full-Time Branch Libraries

Brown's Town

For the year in review the Brown's Town Branch Library recorded increases in stock, membership and computer usage.

The stock increased from 7,416 in 2011/2012 to 7,548 at the end of the review year. There were 3,518 adult books, 1,673 junior books, 2,233 paperback books and 124 audiovisual items. The stock recorded an increase of 132 over the previous year.

Membership for the period totalled 3,601 comprising 1,017 adults and 2,584 juniors. When compared to the previous year's total of 3,449, there was an increase of 152.

The overall circulation at the end of the year totalled 58,343. There was a decrease of 12,738 in circulation when compared to 71,081 material circulated in the previous year. The decrease was recorded in home loans and reference consultations. Home loans totalled 8,070 consisting of 580 adult books, 2,298 junior books and 5,192 paperback loans. Reference consultations totalled 50,273.

The computer service was well utilized and at March 2013 usage totalled 18,459. Computer usage consisted of 3,842 electronic mail, 2,475 browsing sessions, 2,991 word processing activities and 9,151 reference searches. The wireless service recorded 1,346 usages for the period. Four new computers were assigned for public access. The photocopying service recorded 148,451 copies produced for the public and 394 facsimile transmissions were sent.

Outreach activities were undertaken to stimulate interest in library services and heighten public awareness. These activities included a Parent and Child Month Forum, Child Month concert, Bob Marley Symposium and a high school essay competition. Class visits to the library for orientation were hosted and displays were mounted to highlight local and international events.

The annual summer programme was held under the theme "*Jamaica 50: Nation on a Mission... Summer Expression.*" Sixty (60) children in attendance participated in cultural activities, traditional dance, art and craft and storytelling.

Claremont

The records indicated increases in stock and membership at the end of the year.

Stock at the end of the 2012/2013 was 6,106 comprised of 3,111 adult books, 995 junior books, 1,934 paperback books and 66 audiovisual items. There was an increase of 223 when the total was compared with last year's figure.

There was an increase in membership with 3,675 members being recorded consisting of 1,051 adults and 2,624 juniors. There was an increase of 49 when compared to 3,626 for the 2011/2012 period.

Total circulation recorded at the end of March 2013 was 43,788. This comprised 4,670 home loans and 39,118 reference consultations. Home loans declined by 582 when compared to 5,252 for the 2011/2012 period and reference consultations declined by 7,164 when compared to 46,282 for the 2011/2012 period.

Computer usage for the period totalled 6,555. Internet usage totalled 5,956 and word processing 599. Public access was increased as a result of two new computers allocated to the branch.

The photocopying service produced a total of 53,265 copies for the public and 115 facsimile transmissions were sent.

Forty-two (42) persons participated in the National Reading Competition and the branch fielded two parish champions who advanced to the national finals. They were Stannelle Mais and Ugochukwu Durueke.

A successful staging of the annual summer programme was held July 23 – 27, 2012. Thirty-seven (37) participants were actively engaged in storytelling, treasure hunts, quiz, fashion show along with art and craft activities.

The outreach programmes during the year included class visits to the library for celebratory activities to promote Reading Week and Read across Jamaica Day. Displays were mounted in recognition of Parent Month and Black History Month. Ten (10) persons participated in the Jamaica 50 Literacy and Poster Competition and the winners were presented with trophies donated by the Hon. Lisa Hanna, the Member of Parliament.

Discovery Bay

At the end of year increases were recorded in the stock, membership and circulation of material. Computer services recorded a decrease in usage.

Stock at year end was 4,842 and comprised 1,524 adult books, 748 junior books, 2,498 paperback books and 72 audiovisual items. There was an increase of 318 when compared to 4,524 recorded for last year.

Membership for the year totalled 834 consisting of 275 adult and 559 junior members. There was an increase of 59 from the 775 recorded for the 2011/2012 period.

There was an increase in home loans and reference consultations. Home loans totalled 2,949 an increase of 308 when compared to 2,641 for 2011/2012. Reference consultations were 4,134 an increase of 917 when compared to 3,217 recorded for the previous year. Total circulation for the year was 7,083, an increase of 1,225 compared to 5,858 recorded at the end of 2011/2012.

Computer usage for the period totalled 2,112 comprising 1,913 for internet usage and 199 for word processing. Photocopying done was 24,732 and the facsimile service recorded 1,988 transmissions sent.

The annual summer programme was held with 30 children in attendance.

Moneague

The year under review proved productive and rewarding for the Moneague Branch Library. The branch continued to provide satisfactory service to the community of Moneague and its environs. Increases were recorded in stock, membership, home loans and reference consultations.

Stock as at March 2013 was 3,863 comprising 1,394 adult books, 839 junior books, 1,574 paperback books and 56 audiovisual items. When the figure was compared to 3,326 for last year there was an increase of 537.

At the end of the year total membership was 3,043 consisting of 717 adults and 2,326 juniors. When compared to last year's total of 2,919, there was an increase of 124.

Circulation for the year was 37,482 an increase from 35,234 for the previous year. Home loans were 3,052 consisting of 374 adults, 770 juniors, 1,896 paperback books and 12 audiovisual loans. An overall increase of 498 was recorded when compared to last year's total of 2,554. Reference consultations totalled 34,430, an increase of 1,750 over 32,680 for the previous year.

Computer usage for the period totalled 6,720 comprising 5,654 for internet usage and 1,066 for word processing. The branch received three new computers during the year and this increased public access to computers and the Internet. A total of 33,767 photocopies were done for the public.

A number of outreach activities to garner support and engage the community was organized. Two hundred and fifty (250) persons attended the annual Health Fair on February 20, 2013 and benefitted from services offered by the Dental Association, Cancer Society, Red Cross, Registrar General's Department and the Programme of Advancement through Health and Education.

Displays were mounted in recognition of Heritage Week, Parent Month, Earthquake Awareness Week and Black History Month. The juniors benefitted from story hour sessions, Spanish Club sessions and orientation exercises during class visits to the library.

The annual summer programme was held with 42 children participating.

Ocho Rios

Total stock at the end of the period under review was 5,527 comprising 2,929 adults, 1,307 juniors, 1,205 paperback books and 86 audiovisual items. There was an increase of 91 when compared to the figure of 5,436 recorded for 2011/2012.

Membership totalled 2,225, consisting of 735 adults and 1,490 juniors. There was a decrease of seven when the total was compared with last year's membership of 2,232.

Material circulated during the period totalled 49,723 a decrease of 22,205 when compared to the previous year's figure of 71,928. Circulation was comprised of 4,782 home loans and 44,941 reference consultations. Reference consultations declined by 22,064 when compared to the previous year's figure of 67,005.

Computer usage for the period totalled 15,453 comprising 14,109 for internet usage and 1,344 for word processing. The branch received three new computers for public access. A total of 119,735 photocopies were done and 1,084 facsimile transmissions were sent.

During the year a total of 334 children participated in the weekly Kidz Club activities held at the branch every Tuesday. The children were engaged in art and craft, creative writing and sing-a-long.

Displays were mounted to mark national events and among these were Bob Marley's birthday, Black History Month and Reggae Month. A concert was held on February 27, 2013 in observance of Reggae Day.

As is customary the annual summer programme was held and 50 children attended and participated fully in the activities organized. The annual National Reading Competition had the participation of junior members.

Part-Time Branch Libraries

Bamboo

During the period under review the stock decreased by 298 from 3,974 to 3,676 comprised of 1,204 adult books, 784 junior books, 1,618 paperback books and 70 audiovisual items.

The total membership was 1,736, comprising 338 adult members and 1,398 junior members. This reflected an increase of 139 when compared to the figure of 1,597 recorded in 2011/2012.

Material circulated was 17,329. There was a decrease of 5,921 when compared to 23,250 recorded for the previous year. The decrease in circulation resulted from a decrease in both home loans and reference consultations. Home loans decreased by 1,659 when compared to 8,241 for the 2011/2012 period and reference consultations decreased by 4,262 when compared to 15,009 recorded for 2011/2012.

Computer usage totalled 6,450 comprising 6,112 for internet usage and 338 for word processing activities. A total of 14,282 photocopies were done and 217 facsimile transmissions sent.

Story hour sessions, homework assistance and reading corner sessions were conducted during the year. Thirty (30) members registered for the National Reading Competition. The annual summer programme was held and 76 children participated. The children were actively engaged in art and craft, essay writing, crossword puzzles, story writing, treasure hunt, glasses and hat days and a quiz competition.

Linton Park

The overall performance of the branch for the year in review was disappointing with decreases reflected in two areas.

Stock totalled 3,655; an increase of 93 over last year's figure of 3,562. There were 740 adult books, 759 junior books, 2,117 paperback books and 39 audiovisual items.

At the end of the period membership was 523 a decrease of 15 in comparison to last year's total of 538. There were 390 juniors and 133 adults.

The circulation figure of 3,144 showed an increase of 264 in comparison to the 2011/2012 figure of 2,880. Home loans totalled 2,060 comprising 34 adult books, 610 junior books and 1,416 paperback books. A decrease of 145 when compared to the previous year's total of 2,205. A total of 1084 reference consultations were done an increase of 409 when compared to the previous year's total of 675. A total of 822 photocopies were done.

The Branch successfully hosted the annual summer programme with 68 children participating in storytelling, art and craft, quiz, games, nature walk and face painting. Homework assistance was provided for juniors and sessions were held three times weekly for Social Studies, Science, English Language and Mathematics. There were class visits to the library by students from the Linton Park Basic and Linton Park All-Age Schools.

Mt. Zion

There were decreases in membership and circulation of material. For the year ending March 2013, stock was 2,189; an increase of 99 over last year's figure. This comprised 870 adult books, 605 junior books, 667 paperback books and 47 audiovisual items.

Membership at the end of March 2013 was 546 a decrease of 116 when compared to 662 for the previous year. This comprised 312 adults and 234 juniors.

Total circulation recorded a decrease when compared to the previous year total of 9,842. At the end of the year circulation was 3,687 a decrease of 6,155 when compared to 2011/2012. There were 2,818 home loans and 869 reference consultations.

Computer usage totalled 418 word processing activities. There was no internet service due to an absence of connectivity in the community.

During the last quarter of the year there were class visits by students from the Mt. Zion Basic and Mt. Zion Primary Schools. The annual summer programme was attended by 47 children.

Runaway Bay

For the year in review the Runaway Bay Branch Library recorded growth in some areas.

At the end of the year stock was 2,202 increasing by 348 when compared to 1,854 for the previous year. The stock comprised 712 adult books, 560 junior books, 929 paperback books and one audio visual item. Membership for the year totalled 478 consisting of 214 adults and 264 juniors; an increase of 27 over last year's total of 451.

Total circulation of 588 also showed an increase of 109 at year end; representing 406 home loans and 182 reference consultations.

Computer usage for the period totalled 2,491. There were 2,154 internet usage and 337 word processing activities.

For the first time the branch fielded a parish winner in the 15-20 category of the National Reading Competition namely Miss Dana Brown. Twenty-six (26) persons participated in the annual summer programme.

Sturge Town

At the end of the year the stock was 2,506 and represented an increase of 242 when compared to 2,264 recorded for the previous year.

Membership was 537 comprised of 119 adults and 418 juniors; a decrease of 144 over last year's figure. The decrease resulted from withdrawal of the membership of dormant and delinquent members. Total circulation was 3,105 consisting of 2,936 home loans and 169 reference consultations.

Summer programme was held with 25 children participating in a fun-filled programme.

The branch registered juniors and adults for the National Reading Competition. One story hour session was conducted with students from the Sturge Town Primary School and a display entitled "*The Change Makers*" was mounted in recognition of Black History Month.

Watt Town

The performance of the Watt Town Branch Library during the year was quite encouraging. There were increases in stock, membership and total circulation.

The branch ended the year with stock figures of 2,619 an increase of 90 when compared to 2,529 recorded for last year. This consisted of 787 adult books, 600 junior books and 1,196 paperback books and 36 audiovisual items.

There was a total membership of 261 consisting of 29 adults and 232 juniors. Circulation for the period was 3,649 comprised of 2,735 home loans and 914 reference consultations. Home loans recorded a decrease of 13 and reference consultations recorded an increase of 265 when compared to the figures for the previous year.

Junior members registered for the National Reading Competition and three competitors were successful in advancing to the parish finals. Summer programme was held and 20 children participated on a daily basis.

The branch staff visited the Retirement Primary School and participated in Reading Week activities. There were story hour sessions and activities to target slow readers. A concert was held in February in recognition of Black History Month.

MOBILE LIBRARY SERVICE

During the year in review the performance of the mobile library was negatively impacted by challenges with the vehicle. The stock increased but decreases were recorded in membership and home loans.

The service was provided through the use of the Mitsubishi panel van from the School Library Network.

Stock at the end of the year totalled 3,769 comprised of 529 adult books, 1,048 junior books and 2,192 paperback books. There was an increase of 135 when compared to 3,634 last year.

The mobile library recorded a decrease of 4,600 in membership for the year from 6,544 to 1,944 members. This was due to the discovery of errors which were corrected during the year.

The total circulation for the mobile library was 6,725; a decrease of 3,188 when compared with the figure of 9,913 for 2011/2012.

ST. MARY PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	115,056	114,227
Membership:	8,297	9,006
Library Outlets:		
Main Library	1	1
Branches	9	9
Mobile Library Stops	34	37
Areas of Service to Special Communities	1	2
Staff Establishment:	38	38
Collection:	46,837	47,718
Circulation:	259,339	204,046
Computer Use:	60,222	62,914

In pursuit of its mission the St. Mary Parish Library Network provided access to information and communication technologies, research and information services and extension activities to meet the diverse needs of the communities served. The passage of Hurricane Sandy in October 2012

resulted in extensive damage to the Annotto Bay and Highgate Branch Libraries. Quick restoration of these libraries resulted in early resumption of the services to the affected communities.

HIGHLIGHTS

- Successful staging of the 8th Annual Tacky Day
- Celebratory activities to mark Jamaica's 50th Anniversary of Independence
- 29 new computer systems allocated to the Network
- Successful outreach programmes to support literacy at the early childhood and primary levels

PARISH LIBRARY

The increasing demand for information in electronic format and growth in the use of ICT services contributed to the parish library being the busiest service point in the parish network.

At the end of March 2013 the stock increased by 2,249 to 16,391 from 14,142 recorded at the end of 2011/2012. This comprised 6,032 adult books, 5,027 junior books, 4,743 paperback books and 589 audiovisual items.

There was an increase of 129 in membership resulting in a total of 1,344 when compared to 1,215 recorded in 2011/2012.

Home loans decreased by 303 to 7,748 at the end of March 2013 when compared to 8,051 for 2011/2012. Reference consultations recorded a decrease of 11,844 when a comparison was made with 46,641 recorded in 2011/2012 and 34,797 recorded in 2012/2013. Total circulation reflected a decrease of 12,147 from 54,692 recorded in 2011/2012 to 42,545 recorded at the end of March 2013.

The collection was augmented by allocations received from Headquarters during the year. Periodicals and pamphlets continued to play a vital role in supplementing the book collection along with information downloaded from the Internet and made available to users. Newspapers were also important sources of current information especially utilized by teachers and students for research on current affairs.

Reading trends showed that all subject areas were researched and usage was heaviest in the areas of information and communications technology, business studies, hospitality services, including tourism, local history and heritage, Caribbean and international affairs and technical and vocational subjects.

Computer usage for the period reviewed totalled 23,717. This figure comprised 21,454 internet usage and 2,263 word processing activities. The EBSCOHost database was accessed six times and the Gleaner Archives on one occasion. Wireless usage at the parish library was accessed by users with their personal devices and usage totalled 2,350. Computer training was provided for adults and juniors. There were 175,156 photocopies done for the public and 1,137 facsimile transmissions sent.

The JLS/KFC Chicky Reading Corner and Home Work Centre marked its 5th year and continued to be well utilized by the juniors.

Service to the visually impaired users offered by the parish library was accessed by six members. The audiovisual collection comprised 1,169 audio materials. There was an increase of 108 items when compared to 1,061 recorded in 2011/2012. There was a decline of 10 in home loans which totalled 23 when compared to 33 recorded in 2011/2012. The audiovisual collection was also accessed by regular users who expressed an interest in the collection.

Library service to the Richmond Farm Adult Correctional Centre was satisfactory provided during the period. There was an increase in the stock from 210 for the previous year to 221 at the end of the review year.

The membership of inmates increased by 18 to 235 when compared to 217 recorded for 2011/2012. Home loans decreased by 1,338 to 639 from 1,977 in 2011/2012. Reference consultations also decreased by 218 to 127 when compared to 345 consultations recorded in 2011/2012. Total circulation for the year was 766, a decrease of 1,556 when compared to 2,322 recorded in 2011/2012.

The eighth annual celebration of Tacky Day held on May 8, 2012 was well attended. The guest speaker Mrs. Laleta Davis-Mattis, Executive Director, Jamaica National Heritage Trust addressed the audience under the theme: "*Jamaica 50: Marketing Jamaica and Beyond.*" This was one of the activities to mark the celebration of Jamaica's 50th Anniversary.

The annual Christmas Fair for children was hosted on the grounds of the parish library on December 20, 2012. There was over 500 children and adults in attendance and attractive prizes were awarded for participation in activities organized to promote literacy and an awareness of the library services offered. The Fair was a resounding success.

Full-Time Branch Libraries

Annotto Bay

The search continued for an alternate location for the Annotto Bay Branch Library. There was renewed effort to acquire land adjoining the branch owned by the National Works Agency.

The branch library suffered the most damage in the Parish Network from the passage of Hurricane Sandy. There was extensive damage to a section of the roof and ceiling of the building which resulted in severe flooding. A total of 157 non-fiction books at a cost of \$229,728.63 and 290 fiction books at a cost of \$311,113.60 were damaged. The branch was closed to the public during the period October 25 to December 16, 2012 to facilitate roof repairs by the landlord. This negatively impacted all services offered. The branch library was re-opened to the public on December 17, 2012.

The stock decreased by 474 from 4,746 recorded at the end of 2011/2012 to 4,272 recorded at the end of 2012/2013. The decrease resulted from the withdrawal of books in the adult section of the library that were damaged by the hurricane. The stock consisted of 1,143 adult books, 726 junior books, 2,292 paperback books and 111 audiovisual items.

Membership decreased by ten to 614 during the period in review from 624 recorded in 2011/2012 and consisted of 274 adult members and 340 junior members.

Home loans decreased by 1,978 from 4,954 recorded in 2011/2012 to 2,976 recorded in 2012/2013. The decrease in the number of home loans resulted from the closure of the branch library for two months following the damages caused by Hurricane Sandy. There was also a decrease in reference consultations of 13,279 from 32,935 consultations to 19,656 when 2011/2012 and 2012/2013 were compared. There was a subsequent decrease in overall circulation of 15,257 when a comparison was made with 37,889 recorded in 2011/2012 and 22,632 recorded in 2012/2013.

Computer usage decreased by 1,391 from 7,212 in 2011/2012 to 5,821 in 2012/2013. At the end of March 2013 the Internet was accessed 3,880 times and word processing was done 1,941 times.

The Gleaner Archives was accessed on four occasions. Four new computers were allocated during the year.

The branch library offered local and international facsimile service to the public and 1,137 facsimile transmissions were sent during the period.

The “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers Programme*” sessions were held on the fourth Wednesday of each month and enjoyed significant support from parents with their children. Additional toys and educational games received from Headquarters were an immediate attraction to the babies and toddlers and enhanced the programme delivery. The testimonials from parents confirmed appreciation for the programme.

Gayle

On April 8, 2011, the Gayle Branch Library was closed to the public to facilitate repairs to the building. In the interim the mobile library provided service to the community on Fridays. The

closure of the branch library resulted in massive decrease in library usage. However, as soon as the users became familiar with the schedule of the mobile library there was greater usage of the service.

The stock for the branch library recorded an increase of 70 from 3,065 recorded in 2011/2012 to 3,135 at the end of March 2013. The stock was comprised of 1,398 adult books, 736 junior books, 959 paperback books and 42 audiovisual items.

Membership increased by 64 from 882 to 946 when the period 2011/2012 was compared with 2012/2013.

At the end of the year circulation totalled 4,291. There were 3,814 home loans and 477 reference consultations. Home loans consisted of 445 adult books, 800 junior books and 2,569 paperback books. Reference consultations however decreased by 287 as 764 was recorded in the previous year.

Highgate

The branch library suffered damage to the roof and sections of the adult reference and junior library consequent on the passing of Hurricane Sandy.

The stock for the branch library increased by 259 from 4,459 in 2011/2012 to 4,718 in 2012/2013. The stock consisted of 1,978 adult books, 883 junior books, 1,767 paperback books and 90 audiovisual items. Sixty-eight (68) volumes valuing \$112,061.44 were damaged.

Membership increased by 42 from 437 recorded in 2011/2012 when compared to 479 recorded in 2012/2013.

There was a decrease in home loans by 27 to 4,507 at the end of March 2013 from 4,534 recorded in 2011/2012. Reference consultations also decreased by 35,632 from 73,162 in 2011/2012 to 37,530 consultations in 2012/2013. Total circulation for the period declined from 77,696 last year to 42,037 and represented a decrease of 35,659. Several factors contributed to the decrease in circulation. Members of the Richmond Branch Library, who had utilized the services of the Highgate Branch Library while Richmond was closed, resumed at Richmond following the re-opening on July 16, 2012.

Computer usage increased by 1,967 during the period from 5,856 in 2011/2012 to 7,823 in 2012/2013 and represented the highest increase within the Network. Three new computers boosted the provision for public access. Internet usage totalled 6,506 and word processing activities 1,317. Seven persons accessed the EBSCOHost database for research. Library users ranging in ages 13-19 years were the most frequent users accessing the service 4,946 times.

Basic computer training was offered to adults and juniors. The branch provided 1,137 local and international facsimile transmissions for the public.

The JLS/KFC Chicky Reading Corner and Home Work Centre marked its 5th year and the resources continued to be well utilized by the juniors.

Oracabessa

The relocation of the branch library to a more spacious and aesthetically pleasing environment resulted in increased usage of library services. Growth was recorded in stock, reference and computer usage.

There was an increase of 53 in the stock figures from 4,098 to 4,151 when 2011/2012 and 2012/2013 were compared. The stock comprised 1,645 adult books, 611 junior books, 1,751 paperback books and 144 audiovisual items.

Membership decreased by 94 from 1,419 during 2011/2012 to 1,325 in 2012/2013. The decrease was related to the withdrawal of dormant members who did not respond to an invitation to re-activate their membership and the delisting of delinquent members.

Total circulation increased by 1,154 from 35,947 recorded in 2011/2012 to 37,101 recorded in 2012/2013. Home loans decreased by 1,189 items from 4,249 recorded in 2011/2012 to 3,060 recorded during 2012/2013. Reference consultations increased by 2,343 from 31,698 to 34,041, when the periods 2011/2012 and 2012/2013 were compared.

Computer usage increased by 1,482 when usage of 11,322 recorded in 2011/2012 was compared to 12,804 recorded in the review year. Two additional new computers were allocated to the branch for public access. The total figure was comprised of 11,971 internet usage and 833 word processing activities. Two persons accessed the EBSCOHost database and two persons accessed the Gleaner Archives on-line.

Retreat

The stock at the Retreat Branch Library increased by 276 from 2,898 recorded in 2011/2012 to 3,174 recorded in 2012/2013. The stock consisted of 1,253 adult books, 655 junior books, 1,190 paperback books and 76 audiovisual items.

Membership increased to 688 in 2012/2013 from 619 recorded in 2011/2012 representing an increase of 69. The membership consisted of 233 adults and 455 juniors.

The total circulation figure was 17,295 reflecting a decrease of 1,756 when a comparison was made with 19,051 the figure for the same period last year. Home loans increased by 428 from 2,513 recorded in 2011/2012 to 2,941 in 2012/2013. Reference consultations decreased by 2,184 from 16,538 consultations recorded in 2011/2012 to 14,354 consultations in 2012/2013.

The loss of electricity and the Internet following the passage of Hurricane Sandy impacted the computer service. At year end computer usage recorded a decrease of 925. Usage declined from

7,964 recorded in 2011/2012 to 7,039 in 2012/2013. The computer usage included 4,457 electronic mail, 1,409 browsing, 709 researches and 464 word processing activities.

The branch library offered local and international facsimile service to the public. One thousand one hundred and thirty-seven (1,137) facsimile transmissions were sent during the period.

Part-Time Branch Libraries

Camberwell

The branch library was closed to the public on July 2, 2012 to effect repairs. On November 14, 2012 the stock, furniture and equipment were removed and the building vacated. A suitable location to re-locate the Branch Library was pursued during the remainder of the year.

The stock increased by 38 items from 2,832 recorded in 2011/2012 to 2,870 in 2012/2013. The stock included 534 adult books, 618 junior books, 1,701 paperback books and 17 audiovisual items.

During the year membership increased by two from 91 members recorded in 2011/2012 to 93 recorded in 2012/2013. Membership totalled 28 adults and 65 juniors.

Home loans recorded a decline of 1,160 when 1,600 items recorded in 2011/2012 was compared with 440 recorded in the period under review. The loans consisted of 62 adults books, 149 juniors books and 229 paperback books. Reference consultations recorded a decrease of 1,443 when a comparison is made with 2,017 recorded in 2011/2012 and 574 recorded in 2012/2013. Total circulation therefore reflected a decrease of 2,603 as 3,617 were recorded in 2011/2012 and 1,014 items were recorded in 2012/2013.

Computer usage decreased by 220 from 373 recorded in 2011/2012 to 153 recorded in 2012/2013. The computers were utilized on 153 occasions for word processing activities. The recorded decline was related to the closure of the service point on July 2, 2012.

Castleton

The mobile library provided services to the Castleton community on Wednesdays due to the continued closure of the Castleton Branch Library. Dialogue continued with the National Land Agency to resolve matters concerning the property acquired to accommodate the branch on the grounds of the Castleton Community Centre.

A total of 406 books were loaned during 2012/2013 compared to 913 books loaned in 2011/2012. This represented a decrease of 507 items when both periods were compared. Material borrowed consisted of five adult books, 79 junior books and 322 paperback books.

Total circulation was 594; 599 items less than was recorded in 2011/2012 when the figure was 1,193.

Islington

The Islington Branch Library recorded improvement in stock, membership and computer usage figures but there was a significant decline in circulation.

The stock for the branch increased from 2,846 in 2011/2012 to 3,041 in 2012/2013. This represented an increase of 195 when both periods were compared. The stock for the branch totalled 1,104 adult books, 625 junior books, 1,289 paperback books and 23 audiovisual items.

The membership increased by 56 during the period under review, from 345 recorded in 2011/2012 to 401 recorded in 2012/2013. Membership comprised 67 adult members and 334 junior members.

Total circulation during the period was 599; compared to 7,417 recorded in the previous year, there was a significant decrease of 6,818.

Computer usage increased by 551 from 2,421 recorded in 2011/2012 to 2,972 recorded in 2012/2013. The computer usage was comprised of 173 electronic mail, 1,766 browsing, 838 researches and 195 word processing activities. Three new computer systems received in December 2012 increased public access and assisted in meeting the demands of the community and improved delivery of the service.

Richmond

The Richmond Branch Library is housed in a section of the Richmond Baptist Church and was closed on June 30, 2011 to facilitate renovation of the church building and repairs to the roof.

The closure resulted in declines in home loans, reference, stock, total circulation and computer usage. The mobile library provided services twice per month on Mondays. Users were offered service at the Highgate Branch Library which was the nearest branch library. The library was officially re-opened to the public on July 16, 2012.

The stock increased by 96, from 2,066 recorded in 2011/2012 to 2,162 recorded during the year in review. The stock consisted of 667 adult books, 533 junior books, 937 paperback books and 25 audiovisual items.

The membership for the branch library increased by 105 from 152 recorded in 2011/2012 to 257 recorded in 2012/2013. Membership totalled 40 adults and 217 juniors.

Total circulation increased by 6,444 to 7,837 during the year. This was in comparison to 1,393 recorded in 2011/2012. Home loans increased by 2,172; from 1,121 recorded in 2011/2012 to 3,293 recorded in 2012/2013. Reference consultations reflected a significant increase to 4,544 in 2012/2013 from 272 in 2011/2012. This was an increase of 4,272 when both periods were compared. This improvement resulted from the re-opening of the branch library and the resumption of full library services.

Three new computers received in December 2012 increased public access. The branch also received internet connection with Asymmetric Digital Subscriber Line (ADSL) in July 2012 that allowed for faster internet connection and download speed. This proved a welcomed feature and led to a significant increase in usage.

Computer usage increased significantly by 2,958 to record 2,972 during the period reviewed when compared to 14 that was recorded in 2011/2012. Three new computers received during the year increased public access. The computer usage comprised of 2,777 internet access and 195 word processing activities.

Wood Park

Wood Park Branch Library continued to provide services to the immediate community and environs.

The stock increased by 145 items from 3,438 recorded in 2011/2012 to total 3,583 during the period reviewed. The stock comprised 923 adult books, 1,003 junior books, 1,605 paperback books and 52 audiovisual items.

Membership increased by 49 from 208 recorded in 2011/2012 to 257 in 2012/2013 and consisted of 81 adults and 176 juniors.

Total circulation for 2012/2013 was 5,636 when compared to 11,906 recorded in 2011/2012. There was a significant decrease of 6,270. The overall circulation figure was affected by the significant decrease in home loans. Home loans was 870 compared to 7,422 in the previous year; the decrease recorded was 6,552. This included 21 adult books, 291 junior books and 558 paperback books. Reference consultations for 2012/2013 was 4,766, an increase of 282 when compared to 4,484 recorded in 2011/2012.

Computer usage for 2012/2013 was 1,911 an increase of 1,315 from 596 recorded in 2011/2012. The computer usage was comprised of 1,819 internet access and 92 word processing activities. An additional computer assigned in December 2012 brought to two the total number of computers available for public access. Computers were mainly used for word processing and printing. The branch library was without internet access due to the unavailability of connectivity in the community.

MOBILE LIBRARY SERVICE

Mobile library service was provided on eight routes covering a total of 37 stops every 4 weeks. The service was greatly welcomed by readers in the communities served and remained an essential support to their recreational and informational needs.

The communities of Gayle and Richmond were provided with mobile library service during the closure of the branch libraries to facilitate repairs to the buildings. The mobile library continued to serve the community of Castleton while efforts to re-open the branch were pursued.

The community of Gayle was visited every Friday between the hours of 10:00 am – 4:00 pm. Richmond was visited on the third and fourth Mondays of each month while Castleton was visited on the third and fourth Wednesdays of each month.

Membership for the mobile library service increased by 530 during the period under review and 2,361 members were recorded at the end of March 2013 when compared to 1,831 members in 2011/2012. Membership consisted of 479 adults and 1,882 juniors. Over the same period home loans also increased by 2,240 from 5,500 in 2011/2012 to 7,740 in 2012/2013. Reference consultation recorded 211 in 2012/2013.

REGION FIVE

PORTLAND PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	82,777	82,183
Membership:	13,462	13,707
Library Outlets:		
Main Library	1	1
Branches	6	7
Mobile Library Stops	34	38
Areas of Service to Special Communities	2	1
Staff Establishment:	34	34
Collection:	43,562	45,070
Circulation:	299,209	285,082
Computer Use:	66,335	62,050

The programmes and services delivered by the Portland Parish Library Network had a positive impact on the lives of users. Many benefitted from free access to computers and the Internet, home loans, reference consultations and a variety of innovative outreach programmes that catered to the needs of adults and juniors.

HIGHLIGHTS

- Award of national champion in the 12 – 14 age group at the National Reading Competition finals

- Launch of Grade 4 Literacy Club
- Relocation of Mt. Pleasant Branch Library

PARISH LIBRARY

At the end of the year total stock at the parish library was 21,273. The total comprised 6,739 adult books, 5,475 junior books, 8,589 paperback books and 470 audiovisual items. An increase of 1,816 was recorded when compared with the figure of 19,457 for last year.

Membership for the year was 4,186. This total when compared to 3,873 recorded for the previous year reflected an increase of 313. There were 2,311 adult members and 1,875 junior members.

At the end of March 2013 circulation of material totalled 135,337 a decrease of 16,039 when compared to the previous year's total of 151,376. There were 17,704 home loans and 117,633 reference consultations. This represented a decrease of 2,333 in home loans and 13,706 in reference consultations when compared to the previous year's total of 20,037 and 131,339 respectively.

Though the stock at the parish library increased generally there was an inadequate supply of paperback fiction books to meet the demands of the adults. The paperback collection was quickly exhausted by some members. There were deficiencies noted in some subject areas consulted for research.

Computer usage totalled 29,008 comprised of 23,615 internet usage and 5,393 word processing activities. A wider variety of mobile devices were used to utilize the wireless access. A total of 4,655 was recorded for wireless usage an increase of 2,650 when compared to 2,005 recorded for the previous year. Public access to computers and the Internet was increased through the allocation of eight computers to the parish library.

The Port Antonio Hospital benefitted from library services through weekly visits. A total stock of 770 books was maintained at the hospital to provide the service to staff and patients. At the end of March 2013 a total membership of 229 was recorded, an increase of four when compared to 225 recorded at the end of March 2012. Material borrowed by the members resulted in a total circulation of 304, an increase of 38 when compared to 266 recorded at the end of March 2012. Paperback selections were very popular and loans from the collection totalled 290 in comparison to 14 selected from hardcovers.

Seniors continued to gain computer literacy through basic computer training provided at the library. A total of 24 seniors were trained during this period under review. This figure compared to 19 trained at the end of March 2012 reflected an increase of 5 seniors trained. The Computer Literacy Training for seniors was held in collaboration with the Ministry of Labour and Social Security.

Many interesting and relevant extension activities that lent support to the development of the communities were successfully executed. The library provided leadership in hosting and co-hosting educational activities to highlight and celebrate national observances such as Disaster Preparedness Month, Library Week, Fire Safety Week, Earthquake Awareness Week, Bob Marley Week, Black History Month, Mental Health Week and Heritage Month.

A poetry competition was held November 28, 2012 in collaboration with the Jamaica Cultural Development Commission. Fifty (50) persons participated in the competition.

A Grade 4 Literacy Club was launched at the parish library on January 30, 2013. The club was initiated to help students develop good reading habits, increase understanding in comprehension and writing skills. Twenty-five students and three teachers from three schools participated at the launch. Six sessions were held with six children for the year.

During the year under review a total of 76 parents and 99 children participated in the *“We Likkle But We Tallawah: Parents Reading With Babies and Toddlers”* programme. The programme continued to provide encouragement and support to parents who were willing to make reading with their babies and toddlers a priority. The programme catered to pregnant mothers and parents with babies up to three years old.

A welcomed success was experienced when Shamoy Mckenzie 12-14 years parish champion emerged the national champion at the finals of the National Reading Competition on August 23, 2012. There were 67 participants who registered for the Competition with 45 completing.

The annual summer programme was well supported by the children in the communities. The children were engaged in fun filled activities through art and craft, song, dance and games. The activities focused on celebrating the country’s anniversary of Independence under the theme *“Jamaica 50: A Nation On A Mission – Summer Expression.”*

Full-Time Branch Libraries

Buff Bay

The Buff Bay Branch Library continued to play an integral role in the development of the life of the users in the surrounding communities by catering to their educational, recreational and informational needs.

During the year the branch received new allocation of books to the delight of the users. It was noted that additional fiction titles were needed to adequately satisfy the users’ needs. At the end of the period under review the stock figure was 5,480 which comprised 2,390 adult books, 2,279 junior books, 803 paperback books and 8 audiovisual items. An increase of 624 was recorded when 5,480 was compared to 4,856 recorded for last year.

At the end of March 2013 total membership was 1,065; a decrease of 80 when compared to 1,145 the figure for the same period last year. The total membership figure comprised 207 adult

members and 858 junior members. In an effort to update the membership register, invitation letters to resume using the library were sent to dormant users. Membership was withdrawn for members who did not respond. This resulted in the decline in the record at year end.

Total circulation amounted to 42,712, which consisted of 6,083 home loans and 36,629 reference consultations. There was an increase of 14,316 when compared to 28,396 recorded at the end of March 2012. Promotion of library material, the benefits of reading and talks on finding information using the Dewey Decimal Classification System contributed to circulation increase.

The ICT services continued to be well utilized by the users. Computer usage for the year amounted to 18,977 which consisted of 15,406 internet usage and 3,571 word processing activities. A total of 323 wireless usages were recorded.

Thirty (30) seniors were trained in basic computer skills during the year resulting from three training sessions.

The National Reading Competition began in April, as was customary. Thirty-two (32) members registered for the Junior category and six members for the adult category. Valaine Kirkland from the Branch Library was selected parish champion for the 9 – 11 age group and advanced to represent the parish in the finals in Kingston.

A Young Adult Club was launched on November 30, 2012 and 33 students from high schools in Buff Bay and nearby communities participated in the launch.

Staff and users participated in an earthquake drill on January 21, 2013 in support of Earthquake Awareness Week.

On February 27, 2013 a public forum was presented on the topical issue of ‘*Skin Bleaching*’. The presenter was Dr. Candi Hayden-Pert from the Annotto Bay Hospital. Thirty (30) persons were in attendance.

A Literacy Club was launched on February 20, 2012. The club catered to students at the grade 4 level who were performing below their grade level. A total of five sessions were held following the launch with ten participants who were all males.

A total of 23 vibrant story hour sessions were conducted during the year. The annual summer programme was held with 60 children under the theme “*Jamaica 50: A Nation On A Mission – Summer Expression.*”

Part-Time Branch Libraries

Bybrook

A high quality of customer service was provided to the users in an aesthetically pleasing environment to relax, socialize and conduct research.

The branch recorded the highest increase in stock among the branch libraries in the Network. The total was 3,901 at the end of March 2013 in comparison to 3,066 recorded for 2012. This represented an increase of 835.

Throughout the year the branch received books from the parish library and a few donations from individuals in the community which boosted the collection. Stock figures recorded at the end of the review period comprised of 1,110 adult books, 1,130 junior books, 1,642 paperbacks and 19 audiovisual items.

At the end of March 2013, there were 143 registered members. This figure comprised 66 adults and 77 juniors. This reflected an increase of 15 members when compared to the figure of 128 recorded for last year.

Circulation figure at the end of the period was 11,721 comprising 2,650 home loans and 9,071 reference consultations. The figure for total circulation recorded at the end of March 2012 was 11,091. A comparison of both figures showed that circulation increased by 630.

The branch was without internet access due to the absence of internet service in the area. Clients utilized the Encarta Encyclopedia installed on the computers to conduct research. A total of 2,747 word processing usage was recorded at the end of March 2013. This figure when compared to 2,595 for the year ending March 2013 showed an increase of 152.

Eleven participants registered at the branch in the junior category of the National Reading Competition held in 2012. Two children in the 9-11 age group completed the competition. Three participants registered for the adult category. Throughout the year 45 story hour sessions were successfully hosted.

Hector's River

The Hector's River Branch Library continued to provide users with current and relevant information to satisfy their needs.

The stock increased with an addition of 563 volumes during the review period. Total stock was 3,751 compared to 3,188 recorded at the end of March 2012. The total figure of 3,751 included 1,202 adult books; 998 junior books and 1,540 paperback books and 11 audiovisual items.

At the end of March 2013 total membership amounted to 704. Sixty (60) new readers were registered during the year. This resulted in an increase in the membership figure when 704 was compared to 644 recorded for the previous year.

At the end of the period the total circulation amounted to 8,060, which was comprised of 1,471 home loans and 6,589 reference consultations. This reflected an increase in circulation of 2,375 when compared to last year's figure of 5,685.

Users responded positively to the promotion of reference material and to learning to locate information using the Dewey Decimal System.

Internet usage at the end of the review period was 1,901. This showed a major increase of 1,005 in usage when compared to the figure of 896 reported for last year. The increase was related to the additional computers received for public awareness during the year.

Word processing usage figure for the period was 55 while the recorded figure for last year was 67. An analysis of both figures reflected a decrease of 12. Usage of wireless service totalled 697.

There were 46 entrants in the National Reading Competition during the year. Many completed their reading and oral quizzes however shied away from the written test. There were 16 vibrant story hour sessions conducted at the branch.

Miss Simone Jackson, Youth Empowerment Officer from the Portland Youth Information Centre presented a PowerPoint presentation in support of Child Month under the theme '*The Rights of a Child*'. A total of 21 students from primary schools in the area were in attendance and were informed on child abuse and about their rights as a child. A PowerPoint presentation in November 2012 at the branch in recognition of Parent Month entitled "*Am I Ready for Parenthood?*" Twelve (12) persons attended the session and the presenter was again Miss Simone Jackson.

Hope Bay

The year under review proved to be a very successful one for the Hope Bay Branch Library. The dedication and hard work of the staff enabled the branch to fulfill its aim of providing access to current and reliable information to users in Hope Bay and its environs. The members of the community became more aware of the services offered and utilized the offerings.

Stock figure at the end of March 2013 totalled 3,682 reflecting an increase of 529 volumes compared to the same period last year when the stock figure was 3,153. The total stock figure consisted of 925 adult books; 970 junior books; 1,779 paperback books and eight audiovisual items.

Junior and adult membership amounted to 518 at end of the review period. The figure comprised of 141 adult members and 377 junior members. At the end of March 2012 there was a total of 460 registered users. Fifty-eight (58) new users registered for membership during the course of the year.

Circulation figure for the year under review totalled 32,288; a decrease of 1,561 when compared to last year when the figure recorded was 33,849. The circulation figure for the year under review comprised 4,531 home loans and 27,757 reference consultations.

The opening of two new internet cafés in the community impacted circulation. Users gravitated to cafés to access wireless services and colour printing which were unavailable at the Branch.

During the period challenges were experienced with the Internet service and usage at year end totalled 4,588 recording a decrease of 1,881 when compared to last year when the figure was 6,469. A total of 4,386 was recorded for internet usage and 202 word processing activities.

The branch successfully participated in the National Reading Competition with a total of 56 participants registered across all five age groups. Despite the large registration only 34 participants completed; consisting of 27 participants in the junior category and seven participants in the adult category.

During the month of July the branch hosted a Jamaica Day. Twenty three (23) children and 6 adults attended the function. There were Jamaican foods and artifacts on display and an interactive game entitled "*Anancy and Turtle goes to dinner*" was enjoyed by all.

Story hour sessions continued to play an integral role in the programme menu at the branch and provided children with activities such as storytelling, art and craft activities, talks, movies and games. Throughout the year 9 sessions were held. A total of 85 children participated.

The Remedial Club met three times during the year with 5 boys at the primary level from the Hope Bay community who received assistance.

The branch held its Annual Parent Month Forum on November 23, 2012. The guest speaker was a Guidance Counsellor at the Windsor Castle All Age School. Seven persons were in attendance at the very informative and interactive session.

Long Bay

A very productive year was experienced as increases were realized in the areas of stock and membership. The services offered were well utilized by the surrounding communities.

During the year the branch received a total of 333 books. There was an increase of 133 volumes when 3,610 the figure for last year was compared to 3,743 recorded at the end of the review period. The figure included 1,430 adult books; 1,000 junior books; 1,264 paperback books and 49 audiovisual items.

Membership at the end of the period under review was recorded at 246, which consisted of 127 adult members and 119 junior members. A comparison with last year's figure of 233 showed an increase of 13.

Circulation totalled 38,305 for the period. Home loans for the year totalled 4,647, which consisted of 693 adult books, 1,439 junior books and 2,515 paperback books. A comparison with last year's figure of 4,625 reflected an increase of 22. Reference consultations reflected a

decrease. At the end of the year reference consultations amounted to 33,658 a decrease of 1,916 when compared to last year's figure of 35,574.

Internet service was well utilized and supplemented the reference collection. It was also popularly used to access the social networking sites resulting in a great demand for information and communication technology services throughout the year. A total of 2,492 was recorded for internet usage at the end of the period. The figure showed an overall decrease of 2,576 when compared to last year's figure of 5,102. Word processing usage for the year was 34.

The branch had representatives in each age group of the National Reading Competition in both the adult and junior categories. A total of 17 entrants registered for participation and 13 completed the competition. The 21 & over participant from the branch was declared parish champion.

A total of 16 displays were mounted during the year to heighten public awareness on local and international events. These displays were widely viewed and the information displayed proved very useful and educational as users requested copies of the information.

Manchioneal

At the end of the year under review the Manchioneal Branch Library remained closed. The Branch Library was temporarily closed on August 2, 2011 as the Manchioneal All Age School that housed the library in a section of the school buildings required the space to accommodate students of the Alternative Secondary Transitional Education Programme (ASTEP). No alternate location was found to relocate the branch during the period of review.

Mount Pleasant

The branch library was relocated to another premises in the community of Mt. Pleasant in October 2012. The new location provided more space to house the collection and to accommodate clients comfortably. An increase in opening hours was also granted to facilitate extended access time for users.

During the year under review additional volumes were allocated to the branch. This resulted in an increase of 360 in the stock when the figure 2,470 recorded at the end of March 2013 was compared to the figure of 2,110 recorded at the end of last year. Total stock at the end of March 2013 consisted of 901 adult books, 746 junior books, 821 paperback books and two audiovisual items.

Membership at the end of the year amounted to 317, an increase of 51 when compared to 266 recorded at the end of March 2012. Total membership comprised 116 adults and 201 juniors. These figures when compared to 266 members for year ending March 2012 showed an increase of 51. Promotion of the library services and encouragement to access computers and the Internet was successful as many responded by becoming registered users.

The circulation figure recorded at the end of the year in review was 5,193; this reflected a drastic decrease of 2,632 when compared to the figure of 7,825 recorded for last year. An increase of 938 was recorded for home loans when the total of 1,103 recorded at the end of the year was compared with 165 recorded for last year. The addition of new fiction books for both adults and juniors led to the increase. Reference consultations recorded a decrease of 2,826. This was evident when 4,090 consultations recorded at the end of March 2012 was compared to 6,916 at the end of March 2013. Decreases in the reference consultation figure and the overall circulation was anticipated given the disruptions in service which occurred during the relocation process. The passage of hurricane Sandy on October 24, 2012 also had an impact as the community was without electricity for weeks.

The overall figure for ICT usage at the end of 2013 was 2,303 which consisted of 2,067 internet usages and 236 word processing activities. Computer usage at the end of 2012 was 3,264 and a comparison of the figure with that of last year showed a decrease of 961. The disruptions in electricity may have contributed to the decline during the year.

A total of 29 entrants registered in the National Reading Competition with 12 children and one adult completing. Eight displays were mounted to mark national events and increase public awareness.

MOBILE LIBRARY SERVICE

The mobile library provided a reliable service to all 34 communities visited during the year. A total of 139 visits were made with the Toyota Hilux pick-up truck utilized to service some routes.

Adult and junior membership recorded increases of 21 and 48 respectively. There were 3,669 adult members and 2,630 junior members recorded at the end of March 2013 when compared to 3,648 adult members and 2,582 junior members for last year. The overall increase of 69 resulted from ongoing promotion of the service. Members in the communities served, eagerly anticipated the monthly visits.

Total circulation was 11,162. Home loans totalled 9,458 consisting of 694 adult books, 2,217 junior books and 6,546 paperback books and one audiovisual item. When compared to 11,552 recorded at the end of March 2012 a decrease of 2,094 was shown for home loans. Reference consultations recorded at the end of the year were 1,704. There was an increase of 665 when compared to 1,039 recorded for the previous year.

Some mobile library users also visited the libraries at fixed locations nearest to their communities to conduct research utilizing the computers to complete assignments. Readers maintained a strong interest in the service which contributed to the increase and the children read while their parents did their book selections.

ST. THOMAS PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	94,854	94,410
Membership:	12,748	12,704
Library Outlets:		
Main Library	1	1
Branches	4	4
Mobile Library Stops	44	38
Areas of Service to Special Communities	-	1
Staff Establishment:	35	35
Collection:	33,661	39,238
Circulation:	180,276	199,330
Computer Use:	68,324	64,823

The St. Thomas Parish Library Network marked the year with special focus on activities to improve literacy at the early childhood and primary levels, increase free public access to computers and the Internet and create library environments that supported learning.

HIGHLIGHTS

- Award of national champion in the 6-8 age group and first runner-up in 12-14 age group at the National Reading Competition finals
- Fifteen (15) new computers for public access allocated to the parish library and branch libraries

PARISH LIBRARY

The stock at the end of the period was 15,084. This was an increase of 1,324 when compared to 13,760 for the previous year. The stock comprised 6,876 adult books, 3,629 junior books, 3,392 paperback books and 1,187 audiovisual items.

An increase of 192 new members was recorded when the total membership of 6,019 for 2012/2013 was compared to 5,827 for the previous year. Both adult and junior membership recorded increases of 113 and 79 respectively. Adult membership increased from 3,361 to 3,474 and junior membership from 2,466 to 2,545.

Overall circulation of 53,862 recorded an increase of 3,473 compared to 50,389 in 2011/2012. The total comprised 9,543 loans for home reading, 44,274 reference consultations and 45 audiovisual items. Home loans increased by 1,324 and reference consultations by 2,149 when compared with the total for 2011/2012 of 8,264 and 42,125, respectively. Reference consultations reflected frequent requests made for material on Caribbean culture, Jamaican sports personalities, poetry, religion, geography, food and nutrition and natural disasters. Research on

Caribbean culture was not adequately satisfied by the available material. The reading habits of adults were consistent as in previous years with selections of paperback books for home loans. *Diary of A Wimpy Kid* was heavily read by the females. Juniors maintained similar interests to the previous year and made selections from the *Voices Reading* and *Sweet Valley High* series and the usual favourite mysteries from *Nancy Drew*, *Hardy Boys* and the *Bobbsey Twins* series. Books with colourful illustrations and simple vocabulary were also popular.

The ICT services were enhanced during the year with the addition of eight new computers for public access. Five computers were assigned to the adult reference department for research purposes including a designated computer for EBSCOHost database search. Three computers were assigned to the junior library. The users were pleased with the additional computers especially the children as access increased from one to four computers. Computer services remained the most utilized of the services offered. Usage included browsing, electronic mail, social networking, research, word processing and scanning. Total computer usage was 32,930 for internet usage and word processing, an overall decrease of 15,709 compared to 48,639 last year. EBSCOHost database usage was 74, a decline of 231 compared to 305 in 2011/2012. Increased usage is anticipated in the coming year following training conducted in March to enhance staff competencies in utilizing the database for reference work.

The offering of children's programmes continued with the National Reading Competition, annual summer programme, story hour, Homework Assistance Club, "*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*" programme and computer training for juniors. Ten sessions of "*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*" programme were held during the year. Parents' training series were provided in interactive read aloud strategies to foster the development of early literacy skills to the target group of parents and pregnant teens. Resource material received from Headquarters for the programme significantly enhanced the sessions. These included additional toys, games, musical instruments, dexterity and other activity tools. Outreach programmes included several displays which highlighted commemorative events and topical issues for both juniors and adults.

The annual summer programme held July 9 – 27, 2012 engaged 74 children during three weeks of activities. Thirty-eight (38) story hour sessions were held with 1,065 children engaged in lively and fun-filled activities to broaden their literacy experience. The Homework Assistance Club held 11 sessions with 75 primary level children.

Computer training for early childhood and primary level children was launched on March 15, 2013 to teach juniors computer literacy skills. The parish library continued to provide computer training for seniors in collaboration with the St. Thomas Senior Citizens Association.

Full-Time Branch Libraries

Cheswick

The branch library maintained a satisfactory level of service delivery to the community.

Total stock at the end of the year was 4,997, an increase of 1,060 compared to 3,937 for the previous year. One thousand two hundred (1,200) books were added to the stock during the year. At year end the total stock comprised 1,072 adult books, 1,477 junior books, 2,334 paperback books and 114 audiovisual items.

Ninety-four persons (94) comprising 39 adults and 55 juniors registered for membership during the year. The membership of three dormant readers was re-activated. The total membership was 591 comprised of 204 adults and 387 juniors. When compared to 726 for the previous year, membership decreased by 135. This was as a result of updating the register to reflect the active membership. A total of 232 members were de-registered due to cancellations and delisting.

The total material circulated for the year was 28,909; this comprised 3,389 home loans and 25,520 reference consultations. There was an increase of 5,647 when compared with 23,262 the total figure for the previous year.

The reading trend for adults reflected a continued interest in historical romance, mystery, romance, suspense, westerns and West Indian literature. The *Mills and Boon series* and titles by notable authors Brenda Barrett, Sandra Brown, Joan Collins, John Grisham, James Patterson, Nora Roberts and Danielle Steele were also popular. Junior readers maintained an avid interest in mysteries and fairy tales. The Tiny Tots collection was also favoured for selections by the juniors. Periodicals were read mainly by children and young adults and the daily newspapers were frequently consulted by adults and young adults for general information and job opportunities.

Requests for additional resource material were satisfied through allocations from Headquarters to strengthen areas of the collection in agriculture, biology, business studies, Caribbean history, food and nutrition, information technology and integrated science. Reference consultations increased in the subject areas of careers, Caribbean geography, clothing and textiles, cosmetology, industrial techniques, Jamaican athletics, mathematics, musical instruments, physical education, religions, child abuse, family life, visual arts and West African history.

Computer usage totalled 6,038, comprising 4,547 internet usage and 1,491 word processing activities. There was an increase of 207 when compared to last year's total of 5,831.

The library maintained a vibrant programme of outreach activities which included 16 displays and exhibitions, six public fora, two class visits, and a health fair. The health fair organized in collaboration with Intown Medical Centre and Image Optical Limited was held at the branch on February 21, 2013. A total of 106 persons attended and benefitted from free health tests and several presentations on healthy lifestyles.

A total of 59 persons registered for the National Reading Competition. Tris-Ann Robinson was awarded first place in the 9-11 age group at the parish finals and advanced to represent the parish at the national finals. Thirty-six (36) children participated in the annual summer programme and

were engaged in educational and informational activities in a fun-filled atmosphere. The Reading Club held 21 sessions for the year and participants from ages 9-15 years were assisted with reading, writing and comprehension skills.

Port Morant

Although located in a small building the branch strived to provide an impactful service to users.

At the close of the year the stock was 3,533 an increase of 579 compared to the previous year's total of 2,954. A total of 608 new books and 20 audiovisual items were added to the collection during the year resulting in a total of 898 adult books, 805 junior books, 1,791 paperback books and 39 audiovisual items.

Sixty (60) persons comprising 25 adults and 35 juniors registered for membership during the year. At the close of the year the total membership was 397 which comprised 144 adults and 253 juniors; an increase of seven when compared to the total of 390 recorded for the previous year.

Home loans at the close of the year totalled 1,218 which showed an increase of 42 when compared to 1,176 recorded at the end of March 2012. Reference consultations for the year totalled 5,439; an increase of 3,517 compared to the total of 1,922 recorded in the previous year. Total overall circulation of material was 6,657 for the year. Library usage has steadily increased since the branch was refurbished and reopened to the public on April 11, 2011.

Computer usage totalled 7,397 an increase of 3,704 when compared to the previous year's total of 3,693. Computer usage comprised 6,730 internet usage and 667 word processing activities.

The five persons who registered for the National Reading Competition did not progress beyond the preliminary round of the competition. Summer programme was held in July and a total of 20 children participated in educational sessions and recreational activities in keeping with the theme of the programme. The story hour programme was reactivated after being dormant for most of the year. Four sessions were held with children 9-15 years and the activities included outdoor and indoor games, art and craft, reading and storytelling. There were 15 exhibitions during the year that highlighted local and international events and these were viewed by 250 persons.

Seaforth

The Seaforth Branch Library continued to be one of the busiest branch libraries in the Network as students from nearby schools converged on the facilities daily to conduct research.

The total stock at the end of the year was 4,267, an increase of 680 compared to the total of 3,587 for the previous year. There were 724 additions to stock during the year and at year end stock was comprised of 1,273 adult books, 918 junior books, 2,058 paperback books and 18 audiovisual items.

One hundred and twenty-two (122) persons comprising 24 adults and 98 juniors registered for membership during the year. At the close of the year the total membership was 1,200 compared to 1,313 for the previous year reflecting a decrease of 113. There were 255 adult and 945 junior members. The membership register was updated to reflect the active membership which resulted in the delisting of 235 members.

Total circulation was 69,637 for the year. Home loans consisted of 333 adult books, 1,030 junior books and 1,609 paperback books resulting in a total of 2,972. This reflected an increase of 710 loans compared to the previous year's total of 2,262. Reference consultations for the year totalled to 66,665 which showed an increase of 5,869 compared to the total of 60,796 recorded in the previous year. The reference collection continued to be well utilized by primary and secondary students from the community.

Noted authors such as James Patterson, John Grisham, Stephen King, Robert Ludlum, Danielle Steele and Mary Higgins Clarke enjoyed the loyalty of adult readers who consistently selected their books. The junior readers maintained interest in the *Hardy Boys*, *Nancy Drew*, *Babysitters Club*, *Voices Reading* and *Goosebumps* series. Tiny tots were delighted with the nursery rhymes and fairy tales.

There was a significant gap in material to support secondary students' conducting research in agriculture, English Language, business studies, industrial techniques, home management, human and social biology and history. There were requests for additional resources on Caribbean trade and culture, sociology, psychology and vocational skills.

Three additional computers increased to six the number of computers available for public access. One computer was designated to facilitate access to the EBSCOHost database. At year end computer usage totalled 7,701 an increase of 1,008 when compared to the previous year's total of 6,693. Computer usage comprised 6,617 internet usage and 1,084 word processing activities.

Several outreach programmes were initiated to complement the regular activities. Thirteen (13) persons registered for the National Reading Competition and the annual summer programme was attended by 20 children ages six to 14 years who were engaged in activities reflecting the theme for the programme. The children were entertained, trained and informed on a variety of topics beneficial to their development and well-being. Ten story hour sessions were held to develop reading skills. Fifty (50) students accompanied by their teachers from three early childhood institutions participated in class visits to the library and benefitted from library orientation sessions.

There were five exhibitions to raise public awareness on events of local and international significance.

Yallahs

The branch maintained a strong presence in the community through the provision of efficient library services.

Total stock at the end of the period was 5,155 comprised of 1,460 adult books, 1,057 junior books, 2,628 paperback books and ten audiovisual items. There was an increase of 642 when compared to the total of 4,513 recorded for the previous year.

Two hundred and forty-eight (248) persons comprising 62 adults and 186 juniors registered for membership during the year. The total membership at the end of the year was 1,741 comprising 293 adults and 1,448 juniors. There was an increase of four members compared to the previous year's total of 1,737. Cancellations of membership totalled 244 for the year.

Total circulation for the period was 35,468. Home loans was 4,695 consisting of 640 adult books, 1,537 junior books and 2,518 paperback books. There was a decrease of 3,293 compared to the previous year's total of 7,988. There were 30,773 reference consultations reflecting an increase of 302 compared to the total of 30,471 recorded in the previous year.

Adult readers selected titles by their favourite authors namely James Patterson, John Grisham, Stephen King, Robert Ludlum, Danielle Steele, Sydney Sheldon and Mary Higgins Clarke. Reference consultations comprised request by students for information on hospitality management, food and nutrition, electrical and mechanical engineering, cake baking and decorating, cosmetology, West Indian history, World history, social science, education and pure sciences.

Computer usage totalled 10,717 a decrease of 4,807 when compared to the previous year's total of 15,524. Computer usage comprised 9,660 internet access and 1,057 word processing activities. The decline resulted from repair work to the machines during year. Wireless internet access was installed on November 15, 2012. The service was accessed 321 times during the 5-month period.

At the close of the year, two additional computers were installed and increased to four the number of computers available for public access.

Several extension activities were hosted to extend the reach of the library in the community. These included a public forum on "*Responsible Parenting*" presented by the guest speaker, Miss Mona Henry from the Victim Support Unit. In September 2012, a group of seven early childhood students visited the branch and benefitted from a presentation on plagiarism. In celebration of Education Week the branch staff participated in "Read Across Jamaica Day" activities on May 8, 2012.

A three day remedial reading session designed to assist reading and literacy skills was held at the branch July 23 – 25, 2012, for children between ages eight to 12 years. Three story hour sessions were held with primary level students to foster the habit of reading. There were 39 persons registered for the National Reading Competition and 60 children in the annual summer programme. A variety of educational and recreational activities in keeping with the theme were delivered to the participants.

Eleven (11) displays were mounted to sensitize the public on local and international events.

Part-Time Branch Libraries**Cedar Valley**

There were no developments towards re-establishing the branch which remained closed for the year.

Heartease

The branch library remained closed during the year. Library service was offered to the community through the mobile library.

MOBILE LIBRARY SERVICE

For the year in review, the mobile library schedule of visits was reduced from eight to seven routes totalling 38 stops in the communities served in the parish. Each route was visited once per month due to cost containment efforts.

Readers continued to request visits twice per month as was offered in previous years and for additional stops in their communities. Further assessment will be done in the coming year regarding these requests and to achieve optimal coverage of the rural communities in the Network.

At the close of the year, the stock for the mobile library was 6,202, an increase of 2,012 compared to the previous year's total of 4,190. Additions to the stock during the year were mainly paperback books for the junior readers from the *Voices Reading* series. At year end the stock was comprised of 466 adult books, 1,452 junior books, 4,277 paperback books and seven audiovisual items.

Total membership at the end of the year was 2,120 which comprised 201 adults and 1,919 juniors. This reflected an increase of one when compared to the total of 2,119 recorded in the previous year.

Home loans at the close of the year consisted of 338 adult books, 1,312 junior books and 3,147 paperback books. Circulation totalled 4,797 an increase of 749 compared to the total of 4,048 recorded in the previous year.

John Grisham, Sydney Sheldon, James Patterson, Danielle Steele, Nora Roberts, Sandra Brown and titles from the Harlequin Romance series were the popular selections made by adults for home reading. The junior readers maintained an avid interest in the *Hardy Boys*, *Nancy Drew*, *Babysitter's Club*, *Goosebumps* and *Voices Reading* series.

A new Internet service provider was engaged to enable access to 4th Generation services. New equipment was installed on the mobile library on July 26, 2012. The service was accessible only in three communities namely Danvers Pen, Heartease and Pear Tree River. A total of 17 users accessed the service during the period.

The mobile library visited three primary schools following requests made by the principals. Visits were also made to the Sunning Hill Basic and Bath Primary schools on March 6, 2013 in support of World Read Aloud Day. A display on reading was mounted and reading sessions were held with the children. The National Reading Competition was promoted and audio books were played through the speaker system on the vehicle. A total of 70 students benefitted.

REGION SIX

ST. ELIZABETH PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	152,099	150,993
Membership:	23,526	24,209
Library Outlets:		
Main Library	1	1
Branches	10	10
Mobile Library Stops	-	-
Areas of Service to Special Communities	2	2
Staff Establishment:	46	46
Collection:	49,281	53,064
Circulation:	262,001	210,235
Computer Use:	87,599	60,027

The year April 2012 to March 2013 was challenging but successful for the St. Elizabeth Parish Library Network. The Network contributed to narrowing the digital divide through increased public access to computers and the Internet. Library users visited the network of service points for access to informational resources, utilize services and attend programmes in an environment conducive to research and study.

HIGHLIGHTS

- Award of national champion in the 21 and over and first Runner-up in the 9-11 age groups at the National Reading Competition finals
- Opening of the JLS/KFC Chicky Reading Corner and Homework centre at the Santa Cruz Branch Library on September 22, 2012
- Allocation of 26 computer systems to the parish network on December 7, 2012

PARISH LIBRARY

Work continued on gathering information for the Memory of the Parish Project. The branch libraries were provided with copies of the information compiled on their respective communities for the collection.

At the end of March 2013, the stock at the main library totalled 10,235, consisting of 5,569 adult books, 2,411 junior books, 1,958 paperback books and 297 audiovisual items. An increase of 172 was recorded when the stock was compared to the total stock of 10,063 for last year.

Membership at the end of the year was 10,182. The figure showed an increase of 58 compared to 10,124 at the end of the previous year. Two hundred and nine (209) new members were registered and the membership of 151 delinquent readers was cancelled.

During the year circulation amounted to 75,304. This figure comprised 5,812 for home loans and 69,492 for reference consultations. There was a decrease of 23,670 in circulation when the figures were compared to 98,974 at the end of March 2012. A further analysis of the circulation figure showed that home loans decreased by 1,202 and reference consultations were 22,468 less than the previous year. Patrons expressed appreciation for the periodical titles received from Headquarters. These included *Time*, *Jet*, *National Geographic* and *Readers' Digest*. The pamphlets, newspaper clippings and periodicals were important sources of current information that supplemented the stock. The newspaper clippings collection was a frequently consulted source for local and regional information.

The reading interests of juniors included mysteries, fairy tales, adventures and Bible stories. The *Goose Bumps*, *Sweet Valley High* and the *Baby Sitters Club* series remained popular selections. Several requests were received for the *Harry Potter* books. The tiny tots collection of picture books was an overwhelming favourite with many of the children.

Adult readers favoured paperback books but the supply was inadequate to satisfy the demand as in previous years. Readers were disappointed with the limited quantities of western, detective and romance novels. Non-fiction books on religion, history, education, geography, the social sciences, music, literature, home economics and sports were borrowed for home loans. Books on computers, philosophy and psychology were also in high demand.

Reference material related to the business subjects, West Indian history, tourism, social studies, biographical works, industrial arts, information technology, environmental science, agricultural science and domestic sciences were the most frequently consulted sources.

The computer and photocopying services were well utilized during the review period. Six (6) new computers were allocated for public access. Computer usage totalled 21,965, comprising 19,296 internet usage and 2,669 for word processing. Wireless access was utilized by users from their personal devices. The facsimile service was used to send 1,911 transmissions for the public.

The parish library organized a variety of outreach programmes to engage the community. Twenty-six (26) exhibitions were mounted to promote library services and raise public awareness on events of interest and significance. The junior library mounted four exhibitions

during the year; two at the primary level and two at the early childhood level. The official opening of the exhibition entitled “*Journey of Champions: 50 Years of Jamaican Athletic Excellence*” was held on April 4, 2012. An estimated 1,540 persons viewed the exhibitions and displays that were mounted during the year.

Visits were made to three schools during the year to conduct Grade 4 Literacy Intervention activities namely Marie Cole Memorial Primary School on February 1, 2013 and at Slipe Leased Primary School on March 8, 2013. The Springfield All Age School was visited for Read Across Jamaica Day on May 8, 2012. Read Across Jamaica Day activities and reading sessions were also conducted at Pondside All Age, Parottee, Mountainside and Barbary Hall primary schools. Alternative Secondary Transition Education Programme (ASTEP) students from Newcombe Valley Primary School visited the library for orientation sessions and completed their school projects using the computers. Grade 4 students and two teachers from Braes River Primary School visited the Library on February 27, 2013 for a guided tour and special story hour session.

Thirty-eight (38) story hour sessions were conducted with an attendance of 15 children weekly. Karae Shirley emerged as parish champion for the 6-8 years age group and Camille Thompson emerged as parish champion in the 15-20 age group and both represented the Parish at the national finals.

Summer Programme was held from July 23 to August 10, 2012. Fifty-two (52) children participated fully in the activities that were centred on the Jamaica 50 celebrations.

Several organizations partnered with the parish library in mounting exhibitions to promote their activities. These included the St. Elizabeth Health Department, St. Elizabeth Credit Union, St. Elizabeth Horticultural Society, St. Elizabeth Parish Council and Jamaica Cultural Development Commission.

An exhibition and book display was mounted under the theme “*Growing through 50 Years*” at the St. Elizabeth Horticultural Society Annual Flower Show on Easter Monday, April 21, 2012. A book display was mounted at the Green 4 Life Music Festival held at Riverfalls in Maggotty on June 23, 2012. The parish library participated as an exhibitor at the St. Elizabeth 4-H Achievement Day at the Lacovia High School on March 14, 2013. All the exhibitions were well received by the public. Copies of the information displayed were requested for research purposes and persons were also observed taking notes from the exhibits.

The Local Government Month exhibition was officially launched at the parish library on November 2, 2012. The guest speaker was the Chairman of the St. Elizabeth Parish Council, His Worship the Mayor, Councillor Everton Fisher. The function attracted public participation and interest.

Postal Reader Service

The Postal Reader Service continued to serve a small membership throughout the year. Two adults registered as members and the membership of one junior reader was cancelled. The

membership at the end of the year was 13, comprising ten adults and three juniors. During the year, a total of 108 books were circulated. There was a decrease of 54 in comparison to the circulation of 162 for the year ending March 31, 2012. Members were loaned books from the junior, adult fiction and non-fiction collections.

Hospital Service

The service to the Pediatric Ward at the Black River Hospital on Thursdays continued during the year. Visits to the Ward by staff involved reading or playing stories for the children who were able to sit on the verandah. Staff also visited with the children who were unable to join the group. Books were made available to the children for leisure reading between visits. Twenty-two (22) story hour sessions were held and a total of 164 books circulated among 83 children during the year.

Full-Time Branch Libraries

Junction

The year under review was challenging but fairly successful for the Junction Branch Library. The service was impacted by the inability to offer photocopying and printing services during the final quarter of the reporting year. A computer system, educational software, two bean bags and books were sent on May 3, 2012 from Headquarters under the project funded by the Jamaica National Foundation.

Total stock at the end of the year was 3,379 comprising 1,143 adult books, 851 junior books, 1,379 paperback books and six audiovisual items. There was an increase of 224 when compared with the stock of 3,155 recorded for the previous year. Membership for the period under review was 2,160, which reflected an increase of 154 over the figure of 2,006 for the corresponding period last year. One hundred and eighty five (185) persons were registered for membership during the year and 60 delinquent members were delisted.

During the year 29,536 books were circulated, consisting of 5,330 home loans, 24,190 reference consultations and 16 audiovisual items. There was a decrease of 2,998 when compared to the figure of 32,534 for the previous year. Reference consultations accounted for 82% of the total circulation.

Computer service which was well utilized during the year was boosted with the addition of two new computers for public access. Total usage recorded was 6,439 comprising of 5,714 internet usage and 725 word processing activities. The photocopying service produced 42,289 photocopies for patrons.

A total of 29 persons participated in the National Reading Competition. There were 19 entrants in the children category and ten in the adult category. Fifteen (15) children ranging from ages 6-15 years participated in the annual summer programme. The story hour sessions recorded an increase in the number of sessions held and high participation levels. A total of 24 sessions were held with an average attendance of 24 participants. Two of the participants were at the early

childhood level and 22 at the primary level. Several exhibitions were mounted throughout the year and students benefitted greatly as the information assisted with their research projects. An estimated 325 persons viewed the exhibitions.

Malvern

The year was fairly successful for the Malvern Branch Library as it continued to provide for the educational and recreational needs of users. Computer and photocopying services offered to the public were fully utilized throughout the year.

Total stock at the end of the review period was 5,444 comprising 1,949 adult books, 1,518 junior books, 1,917 paperback books and 60 audiovisual items. There was an increase of 1,675 when compared to the figure of 3,769 recorded for 2011/2012.

Membership at March 31, 2013 was 394, which consisted of 167 adults and 227 juniors. There was an increase of 14 when compared to 380 members for last year. Fifty-two (52) new members were added and the membership of 19 delinquent persons was cancelled.

During the year a total of 20,007 books were circulated, consisting of 1,361 home loans and 18,646 reference consultations. The circulation figure recorded a significant decrease of 7,221 when compared to the previous year's total of 27,228. The pamphlets, clippings collection, and periodicals provided important sources of current information to supplement the stock. The daily newspapers and the Internet were also accessed as informational sources.

The computer service was well utilized throughout the year. Total computer usage was 5,075 comprising 3,873 for internet usage and 1,202 for word processing. Seven thousand, one hundred and two (7,102) photocopies were done for users.

A total of eight members registered for the National Reading Competition. There were six entrants in the junior category and two in the adult category. Sashaunna Carr from the 12-14 years age group emerged parish champion and represented the Network at the national finals. In the 6-8 years age group, Philar Thomas, placed second and in the adult category, T'Ka Walker placed second in the 15-20 years age group at the parish finals.

Eighteen (18) children participated in the annual summer programme held August 7 – 24, 2012. The children were engaged in creative activities using recycled materials to produce beautiful pieces of art work. Other activities in the programme included games, role playing, a research project and rap sessions.

Ten (10) displays were mounted during the year in recognition of national and international events. An estimated 350 persons viewed the exhibitions.

Santa Cruz

The Santa Cruz Branch Library proved very effective in offering efficient service to users during the year.

The tiny tots area was refurbished by Restaurants of Jamaica Limited and the JLS/KFC Chicky Reading Corner and Homework centre was officially opened on September 22, 2012. Attorney-at-law, Yushane Morgan was the guest speaker and the audience included KFC managers and prominent members of the Santa Cruz community. Entertainment was provided by Sean Barnwell, a student of Wilmor Preparatory School and Cheyenne Darby from Santa Cruz Primary and Junior High School. The response of the children to the facility was overwhelming.

Total stock at the end of the year was 5,308 comprising 2,535 adult books, 1,272 junior books, 1,469 paperback books and 32 audiovisual items. There was an increase of 261 books when compared with the figure of 5,047 recorded for last year.

Membership for the period was 5,127, which reflected a significant increase of 341 over the figure of 4,786 for the previous year. The branch recorded the largest increase in membership for the entire Network. Three hundred and forty-seven (347) persons were registered for membership of which 266 were juniors. The membership of 75 delinquent members was cancelled during the year.

A total of 39,525 books were circulated, consisting of 9,264 home loans and 30,261 reference consultations. Home loans for junior members increased significantly in the third quarter of the year. This was as a result of the refurbishing of the Tiny Tots area and the addition of new material to the junior collection following the launch of the JLS/KFC Chicky Reading Corner. There was a decrease of 5,173 in circulation when compared to the figure of 44,698 for the previous year.

Two new computers received during the year increased to seven computers for public access. There was a steady demand for computer services during the year and usage totalled 17,396. Internet and electronic mail access amounted to 12,367 and word processing was done 5,029 times. The wireless service was accessed 3,225 times.

The summer programme was held from August 7 – 24, 2012 with 38 children participating fully in the activities which included art and craft, games, rap sessions and research projects on Jamaican culture. Forty (40) children were registered for the National Reading Competition and 14 completed. Andre Green placed second in the 6-8 years age group at the parish finals. Four adults participated in the adult category and Miss Amoy Powell was second runner-up at the parish finals.

Nine displays were mounted during the period to mark important occasions and to keep the public abreast of topical issues. The displays generated much interest and an estimated 750 persons viewed during the year.

Southfield

The Branch continued to be fully utilized by citizens as well as tourists visiting the community. Southfield Branch Library recorded the highest number of home loans in the parish Network.

At the end of the period under review, the collection totalled 4,755 volumes; consisting of 1,784 adult books, 1,056 junior books, 1,912 paperback books and three audiovisual items. There was an increase of 289 when compared to the figure of 4,466 for last year. Membership for the period was 1,083 comprising 419 adults and 664 juniors and reflected an increase of 49 over the total of 1,034 for the previous year.

During the year 16,385 books were circulated, consisting of 10,954 home loans and 5,431 reference consultations. There was a decrease of 2,636 in circulation when compared to the figure of 19,021 for last year. Home loans accounted for 65% of the total circulation.

The computer service was well utilized throughout the year. Total computer usage was 2,240, comprising 2,003 for internet usage and 237 for word processing. The photocopying service yielded 74,946 photocopies for customers.

The branch performed outstandingly in the National Reading Competition. Ashley Lindo emerged Parish Champion for the 9-11 age group and represented the parish at the national finals where she placed as first runner-up. Ten children participated in the National Reading Competition. There were no adult participants.

Twenty-three (23) story hour sessions were conducted with a total of 18 children participating. The annual summer programme was held for three weeks from July 30 to August 17, 2012 and 17 children participated.

Twelve (12) displays were mounted to mark important events and keep the public informed. The exhibitions were well received and viewed by an estimated 540 persons.

The branch library continued to benefit from the generosity of community persons and visitors who made several donations during the year.

Part-Time Branch Libraries

Balaclava

During the period under review the part-time operations of the Balaclava Branch Library was appreciated by residents of Balaclava and adjacent communities.

Total stock at the end of the year was 3,618 comprising 1,112 adult books, 967 junior books, 1,534 paperback books and five audiovisual items. There was an increase of 306 when compared with the total of 3,312 recorded for the year ending March 31, 2012.

At the end of the year membership was 1,553 consisting of 486 adult members and 1,067 junior members. When compared with the figure of 1,562 for the previous year, a decrease of 9 was recorded. Sixty-four (64) new members were registered and 73 delinquent members were delisted from the register.

During the year 4,862 books were circulated, consisting of 1,911 home loans and 2,951 reference consultations. There was a decrease of 1,283 when compared to the figure of 6,145 for the previous year. Reference consultations accounted for 61% of the total circulation.

The computer service was well utilized throughout the year. Total computer usage was 1,708, comprising 1,262 for internet and electronic mail and 446 for word processing. The photocopying service generated 2,911 photocopies for patrons.

Twenty-nine (29) members participated in the annual National Reading Competition; 27 in the junior category and two in the adult category. Jerdaine Knight from the 6-8 age group, D'Janae Patterson the 9-11 age group and Ramona Stewart in the 12-14 age group represented the branch at the parish finals. Twelve (12) children participated in the annual summer programme.

Eight exhibitions were mounted during the period under review to mark important events and keep the public abreast of topical issues. An estimated 320 persons viewed the exhibitions. Students and teachers from Balaclava and Roses Valley Primary Schools visited the library on three occasions for orientation sessions and reference consultations for group assignments.

Elderslie

The Elderslie Branch Library continued to play a pivotal role in providing informational and recreational programmes and services. Extension activities included the National Reading Competition, annual summer programme and informative displays providing variety in the service offering.

Total stock at the end of the year was 4,971 comprising 1,363 adult books, 1,434 junior books, 2,151 paperback books and 23 audiovisual items. There was an increase of 232 when compared with the figure of 4,739 recorded for last year.

At year end membership totalled 933 consisting of 265 adult members and 668 junior members. This was one more than the membership of 932 at the end of last year. Sixty eight (68) new members were registered and the membership of 72 delinquents were cancelled.

The branch was the only service point in the Network that recorded an increase in circulation during the year. Five thousand, five hundred and twenty (5,520) books were circulated, consisting of 3,351 home loans and 2,169 reference consultations. There was a 5% increase in circulation when compared to the figure of 5,683 for last year. Juniors read from a variety of fiction books and adults showed interest in paperback books and magazines. Frequent consultations were made for information on social studies, agricultural science, integrated science, and biology.

The computer service was well utilized throughout the year. Total computer usage was 1,477; comprising 669 for internet usage and 808 for word processing. The photocopying service produced 8,953 photocopies for customers.

A total of 19 children participated in the National Reading Competition. There were no adult participants from the branch. Twelve (12) children registered for the annual summer programme. The children were engaged in activities related to the Jamaican culture and included art and craft, games, quizzes and rap sessions. Seven exhibitions were mounted during the year. An estimated 250 persons viewed the exhibitions.

Lewisville

The Lewisville Branch Library continued to have a positive impact on the community through the provision of resources to meet the educational and recreational needs of users.

During the year under review, the branch maintained a collection of 4,190 volumes; consisting of 1,295 adult books, 976 junior books, 1,918 paperback books and one audiovisual item. There was a decrease of 21 when compared to the figure of 4,211 for the previous year.

Membership at the end of the year was 1,484 consisting of 296 adult members and 1,188 junior members. When compared with the figure of 1,451 for last year an increase of 33 was recorded. Sixty-three (63) new members were registered and 31 members were removed from the register.

Total circulation for the year was 4,556 consisting of 2,586 home loans and 1,970 reference consultations. There was a significant decrease of 7,658 in circulation when compared to the figure of 12,214 for last year. Reference consultations accounted for 43% of the total circulation.

The community was without internet connectivity and this impacted computer service delivery. At the end of the year the computer usage totaled 1,174 for word processing. The photocopying service generated a total of 23,816 photocopies.

The “*We Likkle But We Tallawah: Parents Reading With Babies and Toddlers*” programme was introduced on March 1, 2013. Participants included seven children and four parents. A total of 17 members participated in the National Reading Competition. There were 13 entrants in the junior category and four in the adult category. Chrisann Delisser was second runner-up in the 12-14 years age group at the parish finals.

The annual summer programme was held with 70 children who were engaged in educational and fun activities including art and craft and games.

There were ten class visits to the branch during the year. Students from New Roads All Age, Clapham and Giddy Hall primary schools visited for library orientation. Students and teachers from Mocho Early Childhood Institution visited the library for research and story hour. Seventeen (17) exhibitions were mounted during the year and an estimated 370 persons viewed the exhibits.

Nain

The Nain Branch Library provided a wide range of programmes and services to the community during the year.

Total stock at the end of the year was 2,945 comprising 1,050 adult books, 775 junior books, 1,116 paperback books and four audiovisual items. There was a decrease of 92 when compared with the figure of 3,037 recorded at the end of last year.

Membership for the period under review was 400, which was 3 more than the figure of 397 for the previous year. Sixty-two (62) new members were registered and the memberships of 60 defaulters were cancelled. The membership of 14 dormant members was reactivated.

During the year 3,880 books were circulated, consisting of 1,747 home loans and 2,133 reference consultations. There was a 14% decrease in circulation when compared to the figure of 4,503 for last year. Reference consultations accounted for 55% of the total circulation. The junior readers selected fairy tales and mysteries and the adult readers favoured paperback romance novels for leisure reading. History, religion, philosophy and technology were the most frequently consulted subject areas by students conducting research for school assignments.

Computer services were well utilized during the year under review. Total usage recorded was 7,141 comprising of 6,373 usages for research and electronic mail and 698 for word processing.

The photocopying service yielded a total of 26,487 photocopies for patrons.

There were six participants in the junior category of the National Reading Competition. Class visits were accommodated for library orientation sessions.

A total of 15 story hour sessions were held with 12 children participating. Twenty-three (23) children participated in the annual summer programme.

Red Bank

The Red Bank Branch Library continued to show much potential for growth, and had a successful year providing library services to the community of Red Bank and surrounding areas. The exterior of the library and a section of the computer room were repainted under the Jamaica Emergency Employment Programme.

Total stock at the end of the year was 4,545 comprising 1,395 adult books, 1,220 junior books 1,928 paperback books and two audiovisual items. There was an increase of 405 when compared with the stock of 4,140 recorded for the previous year.

At the end of the year membership was 482 consisting of 89 adult members and 393 junior members. When compared with the total of 460 for last year, an increase of 22 was recorded. Twenty-six (26) new members were registered during the year and the membership of four persons was cancelled.

At year end total circulation amounted to 2,731, consisting of 1,733 home loans and 998 reference consultations. There was a 5% decrease in circulation when compared to the figure of 2,883 for last year. Reference consultations accounted for 37% of the total circulation.

The total for computer usage during the year was 265 for word processing. The photocopying service generated 32,794 photocopies for the public.

The performance of the branch was outstanding in the National Reading Competition. Fifteen (15) members registered for the junior category of the competition. Aliyah Bromfield and

Bridget Robinson were first runners-up in both the 9-11 and 12-14 years age group at the parish finals. Miss Khandi Ford, the parish champion for the 21 and over category emerged as national champion for that age group at the national finals.

The annual summer programme was held with 19 children participating. Twenty-one (21) story hour sessions were conducted with children from the early childhood and primary levels.

Sixteen (16) exhibitions were mounted during the year with an estimated 350 persons viewing. Students found the exhibitions very useful and included the information provided in their research projects.

Warminster

The Warminster Branch Library experienced a satisfactory year overall. The resources of the library were fully utilized, especially by juniors and young adults.

Total stock at the end of the year was 3,674 comprising 1,086 adult books, 1,156 junior books, 1,424 paperback books and eight (8) audiovisual items. There was an increase of 332 when compared with the figure of 3,342 recorded for last year.

At the end of the year membership was 398 consisting of 218 adult members and 180 junior members. When compared with the total membership of 383 for the year ending March 31, 2012, a marginal increase of 15 was recorded. Thirty-five (35) new members were added and the membership of 25 delinquent readers was cancelled.

During the year 7,657 books were circulated, consisting of 2,403 home loans and 5,254 reference consultations. There was a decrease of 52 in circulation when compared to the figure of 7,709 for the year ending March 31, 2012. Adult members showed a preference for light romance and detective stories and the juniors for fairy tales, short stories and mystery books.

The photocopying and computer services provided were fully utilized by the community. The computer service was utilized 189 times for word processing. A total of 5,190 photocopies were done for the public.

Forty-seven (47) story hour sessions were held over the period with 25 regular participants comprising four early childhood and 21 primary level students. The average weekly attendance was 21 children. Thirty-eight (38) children participated in the annual summer programme. Twelve exhibitions were mounted during the year, with an estimated 604 persons viewing. Eighteen (18) children registered for the National Reading Competition but only five completed. There were no adult participants from the branch.

MOBILE LIBRARY SERVICE

The mobile library service remained suspended due to the absence of a vehicle.

WESTMORELAND PARISH LIBRARY NETWORK

	2011/12	2012/13
Parish Population:	145,926	144,817
Membership:	35,678	35,565
Library Outlets:		
Main Library	1	1
Branches	7	7
Mobile Library Stops	34	34
Areas of Service to Special Communities	1	-
Staff Establishment:	38	38
Collection:	48,780	49,190
Circulation:	184,560	162,002
Computer Use:	83,628	91,815

The Westmoreland Parish Library continued to play an integral role in providing its constituents with access to a wide range of informational resources, programmes and services in an enriched learning environment.

HIGHLIGHTS

- Commencement of construction for a branch library in Grange Hill
- Allocation of 35 new computers to increase public access
- Exhibition and official launch of Jamaica 50 Parish Celebrations
- Introduction of activity and learning clubs for juniors

PARISH LIBRARY

The year was marked by the successful delivery of programmes and services. The stock at the end of the review year was 13,395. The total was comprised of 6,686 adult books, 3,226 junior books, 3,088 paperback books and 395 audiovisual items. A comparison with the total stock of 13,602 for 2011/2012 reflected a decrease of 207.

Membership at the end of the year was 15,444. This represented an increase of 27 when compared to the total of 15,417 for the previous year. The re-registration of members for the electronic membership database was ongoing during the year.

The circulation at the end of the year totalled 58,822. This was comprised of 13,220 home loans and 45,602 reference consultations. There was an increase of 4,704 when compared with total circulation of 54,118 recorded for the previous year. There was a decline in reference consultations as secondary level students increasingly pursued their research on the Internet to complete school based assessment projects and assignments.

Eight new computers were allocated to the parish library for public access in December 2012. Free wireless internet was fully utilized by the public resulting in a tremendous increase in usage. There was a total usage of 49,285 for the computer services consisting of 33,720 internet access and 15,565 word processing activities.

The photocopying service was heavily utilized and recorded a total of 334,534 copies done for the public. Students, staff from the Court House and the Police Station were the main clients.

The Early Childhood programme *“We Likkle But We Tallawah: Parents Reading With Babies and Toddlers”* reaped success throughout the year. Robust sessions were delivered that attracted and sustained a high level of participation from parents with their babies and toddlers.

The annual summer programme was held at the parish library for two weeks July 9 – 20, 2013 under the theme *“Jamaica 50: A Nation On A Mission – Summer Expression.”* A vibrant programme of activities to reflect the theme was delivered to 70 enthusiastic participants.

A special year ending story hour session was held on December 14, 2012. Parents and children from the *“We Likkle But We Tallawah: Parents Reading With Babies and Toddlers”* programme were invited to join the festivities. The children enjoyed a day filled with games, art and craft, face painting and other activities to bring Christmas cheer. During the last quarter of the year the Sign Language and Homework Assistance Clubs were formed and the juniors eagerly joined the groups.

Several exhibitions were mounted during the year to heighten awareness of national and international events. Extension activities were held to highlight Jamaica’s 50th Anniversary of Independence.

Full-Time Branch Libraries

Bethel Town

The stock at the end of the review period was 5,424. This was comprised of 1,758 adult books, 1,549 junior books, 2,071 paperback books and 46 audiovisual items. There was a decrease of 191 when total stock was compared with 5,615 recorded for the previous year.

Total membership at the end of the year in review was 3,267 comprising 762 adult members and 2,505 junior members. When compared with the total of 3,453 for the previous year, there was a decrease of 186.

For the year in review, the total number of books circulated was 20,875. This figure included 3,764 home loans and 17,111 reference consultations. When compared to the total of 20,993 for the previous year, a decrease of 118 was recorded.

The number of computers for public access was increased to six with the allocation of four new computers. The computer service was well utilized by patrons and recorded a total usage of 6,586. The Internet was accessed 6,022 times and word processing activities totalled 564. The freeware Cybera Internet Café software was installed to manage the time users were assigned on the computer. The internet and wireless connections operated without interruptions.

The photocopying service yielded 26,496 copies for the public.

A summer programme was held for two weeks and 158 participants were in attendance. The children visited the nearby Bethel Town Police Station and participated in a flag raising ceremony organized in collaboration with the Police.

Fifty-seven (57) children participated in the National Reading Competition.

Extension activities were vibrant throughout the year and included 20 story hour sessions and 23 exhibitions mounted for public education.

Negril

The Negril Branch Library remained a beacon in the community and continued to provide access to information and delivered programmes and services in an environment that fostered creativity and learning.

At the end of the year the stock totalled 7,439, comprising 2,240 adult books, 1,901 junior books, 3,231 other paperback books and 67 audiovisual items.

Total membership at the end of the year in review was 1,107 comprising 518 adult members and 589 junior members. When compared with the total of 1,232 for the previous year, there was a decrease of 125.

Circulation totalled 45,547 comprised of 6,990 home loans and 38,557 reference consultations. When compared to the figure of 59,583 for the previous year a decrease of 14,036 was recorded. Reference consultations accounted for 85% of the overall circulation. Economics, history, business, management and general sciences were the most frequently researched subject areas.

The number of computers for public access was increased to 16 with the allocation of three new computers. The computer service was well utilized by patrons and usage totalled 19,133 comprised of 14,234 internet access and 4,899 word processing activities.

The photocopying service recorded 73,619 copies done for the public.

A total of 63 persons participated in the National Reading Competition and there were 35 participants in the summer programme. A pet care session with veterinarians from Canada and Poetry sessions with Constable Evon McIntyre of the Negril Police Station were highlights of the programme of outreach activities during the year. The 4th Annual Green Globe Challenge Quiz and Poster Competition was held on November 30, 2012. The theme for the competition was "*Environment and Tourism*." Six schools participated and for the third time Negril All Age emerged the winner. There were 37 story hour sessions throughout the year with 282 students in attendance. Twenty (20) exhibitions were mounted to provide information to raise awareness of national and international issues.

The Chess Club introduced on March 8, 2013, held two sessions with 20 students at the primary level. A Homework Assistance programme was started on January 5, 2013 and a total of ten sessions were held with 15 students at the primary level.

Petersfield

The branch library delivered several programmes and activities to raise awareness in the community. Among these were the National Reading Competition, story hour sessions, and exhibitions mounted to stimulate interest in national and international events.

The year ended with a total stock of 4,555 consisting of 1,641 adult books and 1,236 junior books, 1,648 paperback books and 30 audiovisual items. There was an increase of 261 when compared with the total of 4,294 for 2011/2012.

There were 2,717 members comprising of 618 adults and 2,099 juniors. An increase of 51 was recorded when a comparison was made with the total of 2,666 for the previous year.

Materials circulated totalled 5,384 comprised of 1,392 home loans and 3,992 reference consultations. There was a decrease of 15,162 when compared to the total of 20,546 for the previous year.

The reading habits of adults were consistent with that of previous years with a high demand for paperback books.

The branch received three new computers bringing to five the number of computers for public access. The computer service was well utilized by patrons and recorded a usage of 6,477. This was comprised of 5,962 internet usage and 515 word processing activities. The photocopying service yielded a total of 17,366 copies for the public.

Fourteen (14) exhibitions were displayed during the year to provide public education on events and activities of significance.

Thirty-five (35) members participated in the National Reading Competition and 40 children attended the vibrant summer programme that was organized for two weeks. A Reading Club was introduced on January 25, 2013 and the participation level was encouraging.

Whitehouse

The year in review ended with, a total stock of 4,096. This consisted of 1,570 adult books, 792 junior books, 1,726 paperback books and eight audiovisual items. There was an increase of 15 when compared to the total of 4,081 for the previous year.

The total number of members at the end of the year was 4,288; this comprised 1,217 adults and 3,071 juniors. At the end of the period there was a decrease of 38 members when compared to the figure of 4,326 for the previous year.

Circulation totalled 13,594. Home loans accounted for 4,033 and reference consultations totalled 9,561. An increase of 1,463 was recorded when compared to the previous year's total of 12,131.

During the year eight new computers were provided to increase public access. The computer service was well utilized and total usage recorded was 5,845. The Internet was accessed on 4,787 occasions and word processing was done 1,058 times. The photocopying service yielded 36,144 copies for the public.

There was a total of 27 participants in the adult and junior categories of the National Reading Competition. A total of 12 children attended the annual summer programme. Students from Kings Primary and Junior High, New Hope Junior High and Whitehouse Basic Schools participated in the story hour sessions during the year.

Twelve (12) exhibitions were mounted for public education during the year.

Part-Time Branch Libraries**Beeston Spring**

The branch library continued to play an active role in the community of Beeston Spring and its environs through the provision of a variety of programmes and services.

The library had a total stock of 3,775 at the end of the reporting period. This consisted of 1,270 adult books, 682 junior books, 1,777 paperback books and 46 audiovisual items. There was a decrease of 129 when the total for the review period was compared to the total of 3,904 for the previous year.

The pamphlets, periodicals and newspaper clippings collection provided useful sources of information to supplement the stock.

The branch had a total membership of 379 at the end of the year. There were 208 adult members and 171 junior members. An increase of 34 was recorded when compared to the total of 345 for the previous year.

For the period under review the total circulation was 4,570. This was comprised of 2,698 home loans and 1,872 reference consultations. There was an increase of 955 when compared to the total of 3,615 for the previous year.

The reading trends showed that notable authors Mary Higgins Clarke, Michael Crichton, Sandra Brown, and Danielle Steele were in constant demand. There were frequent consultations in mathematics, food and nutrition, and business related subjects. In general requests were satisfied but noticeable gaps in the collection were identified in the areas of home management, physical education, information technology and hospitality.

The computer service was accessed mainly by students and teachers from the community. Four new computers were received for public access. Computer usage totalled 907 at year end and was comprised of 495 internet access and 412 word processing activities. The photocopying service recorded 8,382 copies made for the public.

A total of 41 persons participated in the National Reading Competition. The summer programme was well supported by the children in the community and a total of 36 participants attended and participated in the activities organized. Twenty (20) exhibitions were mounted to heighten public awareness and promote the library.

Darliston

The Darliston Branch Library continued to offer excellent service to the community and its environs.

The stock recorded for the year in review was 3,567. The total consisted of 1,340 adult books, 602 junior books, 1,614 paperback books and 11 audiovisual items. There was a decrease of 252 when compared to the figure of 3,819 for the previous year.

Membership at the end of the year totalled 1,346, a decrease of 12 when compared to 1,358 for the previous year. There were 363 adult members and 983 junior members.

Material circulation totalled 5,370 comprised of 1,859 home loans and 3,511 reference consultations. A comparison with the total of 4,990 for the previous year reflected an increase of 380.

Six additional new computers received during the year increased public access at the branch. Computer usage totalled 3,428 comprised of 1,495 internet access and 1,933 word processing activities. Photocopies done totalled 509 for the year.

There were nine exhibitions and participants were registered in all five age groups of the National Reading Competition. Students from Maud McLeod High School, Darliston Primary School, Enfield Primary School and Holly Hill Primary School were regular attendees at story hour sessions during the year. The summer programme was supported by the children in the community and a total of 55 participants attended.

Homework Assistance and Reading Clubs were introduced on January 25, 2013. The juniors eagerly participated in both clubs.

St. Leonards

The period under review was fairly successful and rewarding. Library users benefitted from a range of programmes and services offered. The facility was well utilized particularly on Saturdays as students from the various schools conducted research and utilized the computer services.

The stock at the end of the year was 3,143, which consisted of 829 adult books, 937 junior books, 1,366 paperback books and 11 audiovisual items. This reflected a decrease of 14 when compared to the previous year's total of 3,157.

The total number of members at the end of the year was 1,753. There were 436 adult members and 1,317 junior members. A comparison with the total of 1,726 for the previous year recorded an increase of 27.

Circulation for the period totalled 2,854, comprised of 1,087 home loans and 1,767 reference consultations. There was a decrease of 337 when compared to the 2011/2012 total circulation of 3,191.

Students from Cambridge, Mannings, Herbert Morrison high schools; Seaford Town All Age and St. Leonards Primary were the main users of the library conducting research through books, encyclopedias, newspaper clippings, and the Encarta Encyclopedia CD.

Five new computers were allocated during the year. Computer usage totalled 154 comprising two internet usages and 152 word processing activities. The photocopying service was heavily utilized and recorded 11,326 copies done for the public.

The annual National Reading Competition registered 23 entrants in the five age categories. There were story hour sessions throughout the year. The children were read stories and participated in question and answer sessions based on the stories to stimulate comprehension skills. Twelve (12) children participated in the summer programme and were actively engaged in the activities organized.

Music, Reading and Homework Assistance Clubs were introduced for the juniors in the last quarter of the year.

Twelve (12) exhibitions were mounted to stimulate public interest in national and international events.

MOBILE LIBRARY SERVICE

The Toyota Hiace Panel Van was utilized to provide a mobile library service to communities without access to fixed locations.

The stock at the end of the year was 3,796; which consisted of 267 adult books, 633 junior books and 2,896 paperback books. This reflected an increase of 281 when compared to the previous year's total of 3,515.

The total membership at the end of the year was 5,264. There were 1,496 adult members and 3,768 junior members. An increase of four was recorded when compared with the total of 5,260 for the previous year.

Total circulation of material was 4,986 during the year. There were 302 adult books, 588 junior books, and the remaining 4,096 were junior and adult paperback books.

The mobile library service was satisfactorily delivered throughout the year.

CONCLUSION

Library users continued to benefit from access to information through the provision of an increasing range of resources, programmes and services available in public libraries.

During the year, several new programmes were introduced in parish library networks to target juniors and improve literacy skills. In the upcoming year a major information and communication technology project will be initiated to narrow the digital divide to increase innovation in libraries and significantly expand the delivery of programmes and services to empower individuals and communities and to have a positive impact on national development.

SCHOOL LIBRARY NETWORK

INTRODUCTION

The School Library Network continued to serve school libraries on behalf of the Ministry of Education in the following categories:

- 29 Infant
- 544 Primary
- 157 All Age
- 87 Primary & Junior High
- 9 Technical High
- 97 High
- 4 Special Schools

The 927 school libraries served are distributed by parishes over 6 regions as follows:¹

- Region 1 - Kingston, St. Andrew and St. Catherine
- Region 2 - St. James, Hanover and Trelawny
- Region 3 - Manchester and Clarendon
- Region 4 - St. Ann and St. Mary
- Region 5 - Portland and St. Thomas
- Region 6 - St. Elizabeth and Westmoreland

1. COLLECTION MANAGEMENT

Collection management remained critical to the delivery of enhanced library services to users. The Collection Management Committee continued to manage the selection and procurement process through ongoing collaborations, book reviews and selection of appropriate reading material for all levels.

Acquisitions

Purchases

Twenty-nine thousand, four hundred and fifty-six (29,456) items of resource material were purchased at a cost of \$27,845,513.93 (see Table 1). This represented an increase in expenditure of \$17,757,619.18 over the previous year. Of the total spent \$21,797,877.99 represented the amount spent on overseas purchases from the 2011/2012 committed funds.

¹ Appendix SLN 001: School Libraries Served by Regions

Table 1: Purchases by Categories

Category		No. of Items	Cost (\$)
Non-Fiction	Primary	14,657	9,550,544.07
	Secondary	800	784,710.65
Reference	Primary	3,732 + 4 globes	7,526,060.41
	Secondary	2,371	3,696,499.93
Fiction	Primary	3,195	2,470,772.49
	Secondary	560	274,543.90
Fiction/Junior	Primary	4,137	3,501,744.98
Commission			40,637.50
Total		29,456	27,845,513.93

The total expenditure was inclusive of \$6,047,635.94 which was expended on items of resource material purchased locally.²

The selections covered a range of subjects suitable for students performing at different academic levels.

Periodicals

Acquisition of journals and magazines continued through direct purchases. These items remained useful sources of information to their target readers. During the period 750 copies of periodicals were purchased and 25 were received as donations. The quantity purchased decreased by 150 in comparison with the 900 copies purchased during the corresponding period 2011/2012 (see Table 2).

Table 2: Periodicals by Titles

Titles	Volume	Cost (\$)
Next Generation	400	80,000.00
Jamaica Journal	300	324,000.00
A Cultural Journey- 1963-2012	50	40,000.00
Total	750	444,000.00

² Appendix SLN 002: Local Suppliers

Donations

The Network continued to be the recipient of resource material from individuals and organizations. One thousand, three hundred and sixty-eight (1,368) items of resource material were received by the network through donations which comprised 1,090 books, 125 booklets, 25 magazines, 10 CDs, 30 DVDs, 13 posters and 75 brochures.³

Distributions

The material distributed to the six regional offices consisted of 32,014 books, 42 sets encyclopedia, 746 periodicals, one atlas, 233 DVDs, 666 CDs, 2,134 catalogue cards, 50 booklets, 25 charts/posters, five banners, four globes, 19 pamphlets, 500 borrowers' cards and 3,154 presentation leaflets.

Forty-one sets *World Book Encyclopedia*, one set *Encyclopedia of People and Places* and 322 single volume encyclopedias were allocated to 283 school libraries. The *Encyclopedia of Jamaican Heritage* accounted for 172 copies of the single volume encyclopedias. The *Kingfisher Science Encyclopedia*, *Kingfisher Nature Encyclopedia* and the *Kingfisher Animal Encyclopedia* were the other three titles.⁴

The quantity of single volume encyclopedia received by the network increased by 212 while the sets decreased by 22 when compared with the corresponding period 2011/2012. The number of schools which benefitted increased by 115.

Similar to previous years, books continued to constitute the largest area of the collection. On-going assessment identified the need for general and subject encyclopedias, high frequency low vocabulary literature and material to supplement the following subject areas in both the primary and secondary schools:

- Geography
- Caribbean History
- Jamaican Culture
- Religious Education
- Librarianship
- Agricultural Science
- Plumbing
- Civics
- Physical Education

³ Appendix SLN 003: Donations

⁴ Appendix SLN 004: Encyclopedias Allocated to School Libraries in Regions 1-6

Reading Trends

The selection pattern, in several schools indicated a demand for books and other material for students with low reading levels. Fiction/Junior and simple non-fiction books continued to be the major selections of the primary schools in all regions. *The Voices Reading* and *Diary of a Wimpy Kid* series continued to be popular among readers. The main requests within the majority of the primary schools were for general encyclopaedias, simple fiction, fiction/junior books, maps and audiovisuals.

In Region 1, there were numerous requests by primary school personnel for the *Diary of a Wimpy Kid*, *Nancy Drew* and *Miles Kelly* series. In the secondary division requests were made mainly for material to satisfy information needs in Cosmetology, Geography, Careers, Technology, English Literature, Business Studies, Technical Drawing, Plumbing, Civics and Physical Education at both the Caribbean Secondary Education Certificate (CSEC) and Caribbean Advanced Proficiency Examination (CAPE) levels.

In Region 2, the non-fiction category continued to show the highest level of selections followed by the fiction /junior category. There was a significant increase in the selection of reference material when compared to the figure in 2011/2012. The selection of books from the general fiction category remained relatively low.

In Region 3, there was great demand for large print material. Non-fiction books were chosen mainly to satisfy information needs in relation to topics from the curriculum, while the fiction and fiction/junior books were used for home reading and special reading programmes at the schools. The major areas of selection for non-fiction literature included Religions of the World, Jamaican Heritage, Sports, Poetry, Manners and Etiquette. Special interest was placed on selecting Science books covering topics such as the human body, the senses, weather and climate. There was an increased demand for science fiction stories and mysteries including the Hardy Boy and Nancy Drew series.

In Region 4, selections were mainly from the non-fiction and fiction/junior categories. The selected non-fiction books were mainly on Folklore and Natural Sciences. Similar to previous years, there were requests for additional reference material to support the curriculum particularly at the primary level especially for the schools located in the very rural areas.

In Region 5, requests from students in the infant and lower primary levels continued to be dominated by popular media characters such as Dora, Ratatouille and Sponge Bob. Fairy tales were also in demand. While in the upper levels, primary school students gravitated to books on celebrities/ entertainers and from the Goose Bumps, Baby Sitters Club, Hardy Boys, Harry Potter and Nancy Drew series. In the secondary schools, the male students showed a sustained interest in sports stories and fantasy novels, while the female remained interested in folktales, myths and legends. Requests were made for easy fiction to attract slow readers to use the libraries and develop good reading habits.

In Region 6, it was observed over the period that teacher/librarians have been showing interest in improving the literacy level at the schools. As a result, *the Voices Reading series* was heavily utilized to assist students with reading challenges.

Additionally, books were selected and purchased to satisfy the special requests made by most schools. These titles included *Encyclopedia of Jamaican Heritage*, *Social Studies for CSEC*, *Biology -CAPE*, *Integrated Science for CSEC*, *Carlong English B for CSEC*, *Communication Studies-CAPE*, *Information Technology for CSEC*, *Carlong Primary Religious Education 5 & 6* and the *World Book Encyclopedia*. These titles were well received and requests were made for additional titles in the CSEC and CAPE series.

Binding/Repairs

A total of 1,734 books was repaired during the review period. The figure showed a decrease of 511 when compared with the previous year's figure of 2,245.

Withdrawals

Nineteen thousand, six hundred and ninety-four (19,694) books were withdrawn from the collections in the primary division, while 2,581 were withdrawn from the secondary division. In total 22,275 books were withdrawn.

Eleven thousand, five hundred and twenty-two (11,522) book cards and 55 accession cards were withdrawn from the Accession Register.

2. INFORMATION COMMUNICATION TECHNOLOGY (ICT) SERVICES – SCHOOL LIBRARIES

The application of Information Communication Technology (ICT) continued to impact the efficiency of the operations of the School Library Network. The teachers continued to use ICT in the schools to improve the delivery of lessons, conduct research, enrich reading programmes to increase literacy and complete projects for school based assessments.

In Region 1, nine of the 11 infant school libraries continued to utilize ICT services. The teachers used the technology to enrich the learning experience of the students at the early childhood level as they made their lessons more interactive and visually appealing to the students. The majority of the primary schools had internet access and students with low literacy levels were introduced to online books and educational activities. The technology was mainly utilized in the primary and high schools for research and recreational purposes.

An increased number of primary schools and all high schools in Region 2 had access to ICT services. Columbus Communications – Flow Jamaica - through its outreach programme provided some schools with free internet access and educational cable services. Although Brampton Primary School had a computer laboratory they had no internet access.

Fifty-three (53) school libraries in Region 3 were equipped with computers and offered ICT services. Twenty-eight (28) of these school libraries had computers and internet access while the remaining 25 school libraries had computers but no internet service. This reflected an increase of four when compared with the 49 schools that utilized ICT services during the previous year.

At most primary schools in Region 4, the computer laboratories were well equipped for teaching but less emphasis was put on providing computer facilities in the libraries. Many primary schools in the very rural areas lacked internet access which was further compounded by old and malfunctioning computer equipment. Only 12 primary school libraries in the region were equipped with computers and six of the 12 libraries had internet access. It was noted that several school libraries shared space with computer laboratories. At some schools the library's collection was accommodated on shelves or in cupboards in computer laboratories. All high schools however, were equipped with computer facilities for both students and teachers although the number of units available varied.

In Region 5 there were 38 school libraries with computer facilities in their library rooms, while at 16 other schools students had access to computer facilities in the computer laboratories or in their classrooms. In addition, Fair Prospect, Lyssons and Seaforth Primary Schools had internet access in their library rooms. School library personnel used ICT to assist with teaching Library Skills. All high schools in Region 5 except for Bath Primary and Junior High had computer facilities in their library rooms or in adjoining computer laboratories.

A total of 34 school libraries in Region 6, or 23% had access to computer facilities. This figure reflected a decrease of 36 schools when compared to 70 in the previous year. Of the 34 school libraries with computers, 22 had internet access. All high schools in the region had computers in their libraries except Lewisville and Maud McLeod High.

3. FIELD OPERATIONS

Infant/Primary/All Age/Junior High School Libraries

The School Library Network fulfilled its mandate through scheduled visits to schools to assess libraries, conduct stock counts, supply resource material to enhance library collections, to reorganize collections, provide training for library personnel, conduct

outreach programmes and carry out other routine operations. The programme of visits provided support and the necessary interventions to ensure that school libraries maintained an active role in teaching and learning in the schools.

A total of 785 visits were made to 592 Infant, Primary, All Age, Primary and Junior High Schools this year compared to 851 visits undertaken to 696 primary school libraries in the previous year (see Table 3).

Table 3: Primary School Libraries Visited

Region	Number of Visits		Number of Schools Visited		Total Number of Schools Served
	2011/2012	2012/2013	2011/2012	2012/2013	
1	133	107	133	98	207
2	123	144	99	108	108
3	182	194	149	134	147
4	143	124	107	96	128
5	80	31	76	28	83
6	190	185	132	128	130
Total	851	785	696	592	803

There were 211 schools that were not visited this year for various reasons which included natural disaster, cancellations by some schools and lack of preparation for the exercise by other schools.

Resource material supplied to the primary school libraries totalled 58,542 books, 183 periodicals, 240 CDs, 252 poster/charts, 107 booklets, 124 pamphlets, two DVDs, seven cassettes, one map, 70 bookmarks, 1,972 borrower's cards, 55 brochures and four globes. The quantity of all the distributed items excepting borrower's cards and bookmarks showed a significant decrease when compared with the 2011/2012 figures. Notably, the quantity of books supplied decreased by 18,257 when compared with 76,799 for the previous year.

The School Library Network has been working in collaboration with the Ministry of Education, Region 5 with the aim to increase the literacy rates of students especially at the Grade 4 level. During the review period, Region 3 continued the work at Medina, Mt. Olivet, Richmond, St. Jago and Somerset Primary also Rose Hill and Waterloo All Age Schools in Manchester. The literacy programme was extended to an additional seven schools in Region 6 namely, Marie Cole Memorial, Retirement, Slipe Leased, Roses Valley and Thornton Primary Schools, Bogue and Lititz All Age and Infant Schools in St. Elizabeth.

The School Library Network, Grade 4 Literacy Intervention Programme was conducted in various formats in these 14 schools and this year's results showed an increased interest in reading among the students who were involved in the programme. The selected

schools for the programme were visited once per month. Topics that were covered over the period included *Water, Prints in the Environment, Friends, Simple and Complex Machines, and Providers of Goods and Services*. Approximately 344 students participated.

High School Libraries

During the year, 213 visits were made to 121 high school libraries in comparison to the 213 visits to 103 high schools accomplished during the previous year. Visits to high schools were reduced minimally by seven. The number of schools visited this year represented 97.6% as compared to 83.1% visited last year (see Table 4).

Table 4: High School Libraries Visited

Region	Number of Visits		Number of Schools Visited		Total Number of Schools served
	2011/2012	2012/2013	2011/2012	2012/2013	
1	83	60	38	39	41
2	17	21	9	14	14
3	43	32	23	23	23
4	41	47	14	14	14
5	22	25	15	15	15
6	7	28	4	16	17
Total	213	213	103	121	124

Resource material supplied to the high school libraries totalled 10,221 books 390 periodicals, 255 DVDs, 561 CDs, one atlas, 95 booklets, 16 flyers and 1,635 catalogue cards. There was an increase of 732 books supplied when compared to 9,489 in the previous year.

Twenty-one (21) of the 37 schools visited in the high school category benefitted from repeat visits in Region 1.

Thirty-three (33) visits were made to the regional offices in Regions 1, 2 and 5 by representatives of both primary and secondary schools. School representatives collected items for displays, sought assistance with school projects, received guidance in re-organizing/re-establishing libraries, accessed training and selected books and other resource material.

Special Visits

The School Library Network continued to provide support for the establishment and development of school libraries through special visits to schools based on requests made for guidance and assistance.

Seventy (70) visits were made to 63 schools that sought the assistance of the Network. This included special visits to the Albert Town, Cross Keys and Titchfield High Schools which were zonal winners of the KB ESSA School Library Upgrade Award and St. Jago High School which was the winner of the KB ESSA National School Library Upgrade Award. A comprehensive report on each school library along with recommendations made for refurbishing and collection development was submitted to the Chief Executive Officer, Kingston Bookshop.

Representatives from Region 1 made 49 visits to 47 schools for inspection, assessment and guidance. Allman Town Infant, Denham Town and Golden Spring Primary Schools and Garden Hill All Age School were each visited twice. The necessary recommendations were made to transform the school libraries to support a higher standard of service delivery.

Six special visits were made to four schools in Region 2. Following discussions, recommendations were made regarding the development of the collection at Albert Town High School. The Lucea Infant School Library which was developed under the Infant School Libraries Development Project, Phase 1 was converted to a classroom. The principal was instructed to have it reverted to the library by May 13, 2013.

Ten special visits were made to eight schools in Region 3 and relevant ideas were shared and advice given which contributed to quality library service and operations. The schools that benefitted were Alley and May Pen Infant, Effortville, Mocho and Tweedside Primary, Kendal All Age, Cross Keys and Kemps Hill High Schools.

The remaining five special visits were made to Brown's Town Infant School in Region 4, Titchfield High School in Region 5 and Maud McLeod and Sydney Pagon Agricultural High Schools in Region 6. Brown's Town Infant received two visits.

Missing Books

The perennial problem of missing books continued to be of great concern for collections in school libraries. The main factors, which contributed to missing books, were unsecured library accommodation, insufficient number or lack of school library personnel to adequately supervise library operations. Staff maintained vigilance in ensuring that the schools were made accountable for books missing from their collections. Consequently, lists of missing books and their costs were prepared and sent to the schools affected after stock counts were conducted. In addition meetings were held with administrators of

school libraries to remind them of the importance of carefully managing and maintaining their library collections to reduce losses. As a result some schools have started proper record keeping.

In Region 2, lists of missing books were issued to 27 schools. As a result, 555 missing books were recovered from schools. Money was collected from Albert Town, Corinaldi Avenue and Mount Hannah Primary for missing books. The number of missing books recovered increased by 222 when compared with the 333 which were recovered during 2011/2012. Missing books lists were issued to the following schools:

Montego Bay Infant
 Albert Town Primary
 Bounty Hall Primary
 Catherine Hall Primary, Infant & Special Education
 Clifton Primary
 Church Hill Primary
 Corinaldi Avenue Primary
 Falmouth All Age
 Freeman's Hall Primary & Infant
 Lucea Primary
 Maldon Primary
 Mount Hannah Primary
 Mount Peto Primary
 Mount Ward Primary

Niagara Primary
 St. Simon's Primary
 Salt Spring Primary
 Stewart Town Primary
 Tower Hill Primary
 Unity Primary
 Wilson's Run Primary
 Barrett Town All Age
 Claremont All Age
 John's Hall All Age
 Mount Horeb All Age & Infant
 Sudbury All Age
 Garlands Primary & Junior High

In Region 3, a total of 300 books were reported missing from five schools, namely Mt. Carmel, Pindar's Valley, Portland Cottage, Treadlight Primary and New Green Primary & Junior High. This showed an increase of 49 books missing when compared to 251 missing books last year. The Region was successful in recovering the cost of a missing book from New Green Primary & Junior High School.

Active / Partially Active School Libraries⁵

One of the objectives of the Jamaica Library Service is to ensure that the 927 school libraries remained active. There were sustained efforts to transform school libraries classified as inactive, to active or partially active status. This was achieved through regular visits to schools and discussions with school principals to sensitize them to the importance of school libraries. The literacy thrust of the Ministry of Education to attain 100% literacy among the educable population by 2015 gave impetus to the integral role of the school library. To guarantee support for the nation's educational goals the effort

⁵ Appendix SLN 005: Active, Partially Active and Inactive School Libraries

to lobby the principals was therefore not only sustained but increased during visits to the schools. Many principals realized the important role the school library played in their literacy programmes and worked to improve the status of the school libraries.

The status of school libraries is guided by the Jamaica Library Service's three basic criteria for active school libraries:

- A designated room with an organized collection
- Personnel in charge of the library
- Access to the collection

At the end of the review period 617 or 66.5% of the 927 schools had active school libraries and 222 or 24% had partially active libraries (see Table 5). The number of active school libraries reflected an increase of 13 and the partially active figure decreased by 14 when compared to the 2011/2012 figures of 604 and 236 respectively.

A total of 27 school libraries were improved to active status. Eighteen of the 27 were partially active while nine were inactive during the corresponding period, 2011/2012. In addition, the status of three inactive and seven active libraries was changed to partially active. Regrettably, the status of 15 libraries was changed to inactive which impacted negatively on the year's accomplishment (see Table 5 and Appendix SLN 005).

Table 5: Change of Status of School Libraries

Changes	Regions						Total
	1	2	3	4	5	6	
Partially Active to Active	7	6	3	2	-	-	18
Inactive to Active	3	3	-	2	1	-	9
Active to Partially Active	5	-	-	2	-	-	7
Inactive to Partially Active	-	1	-	-	-	2	3
Active to Inactive	3	-	-	2	2	1	8
Partially Active to Inactive	3	-	-	2	1	1	7

In Region 1, the number of school libraries with active status increased by two when compared with the previous year. While the status of nine of the previous year's 177 active school libraries was changed to partially active or inactive 11 were upgraded to active status bringing the total to 179 for the reporting period. These were August Town, Clan Carthy, Clifton, Denham Town, Drews Avenue, George Headley, Port Henderson, Tavares Gardens, Tower Hill Primary and Berry Hill Primary & Infant and Port Royal All Age & Infant.

In Region 2, there were 86 active school libraries. The figure increased by ten when compared to the figure for the 2011/2012 period. During 2011/2012 six of the school libraries with improved status were partially active while the remaining four were inactive.

In Region 3, the number of active libraries increased from 103 to 106. Thus, the number of partially active libraries was reduced from 66 to 63. The three school libraries with improved status were Alley Infant, Bunkers Hill Primary and Thompson Town High.

In Region 4, there were 86 active school libraries and 48 partially active. Of the 86 active libraries in the region, 44 were located in St. Mary and 42 in St. Ann. The number of active school libraries increased by one while the partially active libraries reduced by two. The status of Moneague Primary and Junior High, Exchange All Age and Labyrinth Primary School Libraries was upgraded from inactive to active; Gayle Primary and Keith All Age School Libraries changed status from partially active to active while Murray Mountain Primary School Library changed status from active to partially active. Unfortunately, Devon Pen and Port Maria Primary and Mount Angus Primary & Junior High School libraries deteriorated to an inactive status as a result of termite infestation and flooding caused by Hurricane Sandy and other tropical depression.

In Region 5, 63 school libraries were active and 15 were partially active. When compared with the previous year, there were minimal changes in the status of libraries with the figure for active and partially active libraries decreasing by one. Notably, Cascade Primary and Junior High School was re-established. However, Black Hill and Morant Bay Primary School libraries were no longer active, and Windsor Castle All Age which was partially active became inactive. Both Black Hill Primary and Windsor Castle All Age School library rooms were destroyed by the ravages of Hurricane Sandy. Morant Bay Primary School library was converted to a classroom.

Overall, there were 97 active and 43 partially active school libraries in Region 6. During the year, two school libraries, Mount Herman and Friendship Primary School libraries were among those libraries that had become inactive as a result of termite infestation.

Inactive School Libraries

At the end of the review period, 88 or 9.5% of the 927 schools served were classified as inactive (see Table 6). When compared to the previous year, there was an increase of one in the number

of inactive libraries. Regions 1, 4 and 5 reflected increases when compared with the figures reported last year. Continuous collaboration and sustained and purposeful efforts produced the desired positive results.

Region 1 recorded two additional inactive school libraries when compared with the 47 that were reported last year.

Region 2 has been successful in reducing the number of inactive school libraries. Four of the seven inactive school libraries were reactivated including Salt Spring All Age which had experienced repeated break-ins at the school. By the end of the reporting period the inactive figure was 2.4% (3) of the total schools served.

Mile Gully remained the only inactive school library in Region 3. Its inactive status has persisted because there is no accommodation at the school for a library.

Inactive school libraries in Region 4 increased from seven recorded in the previous year to eight. The schools that continued to have inactive libraries were Scotts Hall in St. Mary and Charlton & Brittonville Primary, and Lime Tree Garden Primary & Infant and Philadelphia All Age in St. Ann. Port Maria and Preston Primary and Mt. Angus Primary & Junior High School libraries became inactive during the reporting period.

In Region 5 there were nine inactive school libraries in Portland and 11 in St. Thomas, totalling 20. When compared to last year's figure of 18 two additional inactive school libraries were reflected for this year.

Seven of the total schools served in Region 6 were inactive. Discussions will continue with the respective principals in order to improve the status of these school libraries.

Table 6: Status of School Libraries Served By Regions

Region	Active		Partially Active		Inactive		Total Number of Libraries Served
	2011/2012	2012/2013	2011/2012	2012/2013	2011/2012	2012/2013	
1	177	179	24	20	47	49	248
2	76	86	39	33	7	3	122
3	103	106	66	63	1	1	170
4	85	86	50	48	7	8	142
5	64	63	16	15	18	20	98
6	99	97	41	43	7	7	147
Total	604	617	236	222	87	88	927

Mobile Library Fleet

The fleet of motor vehicles assigned throughout the Network continued to provide creditable service during the period under review with the exception of the mobile library assigned to Region 1. Region 6 was the only one utilizing a mobile library unit, all other Regions used substitute vehicles. The Region 1 Nissan Civilian Mobile Library experienced mechanical problems at the beginning of the year and has since been inoperable. The Toyota Hilux assigned to the School Library Network, Headquarters was used to undertake visits in the Region.

The Toyota Hiace panel van assigned to Region 2 and the Mitsubishi panel van assigned to Region 3 underwent some repairs but functioned well throughout the year. The Toyota Hilux was used to visit school libraries in Region 4. This vehicle functioned satisfactorily and proved to be the most suitable vehicle to manoeuvre the poor terrain in the rural areas. A Mitsubishi panel van was assigned also to the Region. In Region 5 the Mitsubishi panel van underwent minor repairs during the year. The first and latter quarter was most disruptive, as the vehicle had to be extensively serviced and fitted with replacement parts which impacted negatively on the number of visits to schools.

The Mitsubishi Rosa assigned to Region 6 operated well and was kept road-worthy with scheduled servicing and the requisite repairs.

BUILDINGS AND PHYSICAL INFRASTRUCTURE

School administrators were instrumental in the acquisition of school libraries through the construction of new buildings and the renovation of existing library rooms. Many library rooms were converted to comfortable and aesthetically pleasing library environments where students were more motivated to utilize the services. In instances where schools were challenged by inadequate space, the school libraries were converted to classrooms. Others schools had space which was only adequate to house the collection and to facilitate the circulation of the material.

In Region 1, improvements were made to the facilities of five school libraries. The Denham Town Primary School library was renovated and restored to its active status. Planters All Age and Infant was relocated to a smaller but more secure room where the collection was accessible to the users. With assistance from friends in Canada, Tavares Gardens Primary repaired the library shelves, provided new tables and chairs and repainted the room making it more aesthetically pleasing. At Tulloch Primary three rooms were identified to relocate the library, which was being refurbished. Additionally, Simon Primary acquired a designated library room which was painted and outfitted with shelves.

In Region 2, Anchovy, Mount Ward, Chetwood Memorial and Middlesex Corner Primary, Maryland and Wait-A-Bit All Age as well as Catadupa Primary & Junior High School each established dedicated space for the library where students had access to the collections. The new

building at the Falmouth Infant School was completed and a section was designated to house the library collection. Additionally the collection, furniture and equipment were improved at the Cambridge Infant School library. A library room was identified at the Salt Spring All Age School and was commissioned into service in the period under review. Ground breaking was conducted at the Barrett Town All Age School for the construction of a computer laboratory and library while the construction of a library room at the Catherine Hall Primary & Infant School was proceeding satisfactorily.

In addition to Alley and May Pen Infant Schools, six school library facilities were improved in Region 3. An area was enclosed at the Devon All Age School and the collection was reorganized. At Aenon Town All Age a new library room was erected, shelves were installed and proper seating facilities were being sought. Mount Providence Primary School library was relocated from a cupboard to a small room.

The Ebenezer and Brandon Hill Primary School libraries were repainted in brilliant and attractive colours. Shelves were installed also in the library at Ebenezer Primary to accommodate the books which were previously stored in cabinets but proper seating was not yet in place. The library room which was converted into a classroom at the Bryce Primary School was reverted to the library.

In Region 4, Brown's Town Infant School Library was developed under the Infant School Libraries Development Project, Phase II. The construction of the library building at Charlton Primary was completed but yet to be furnished. With the re-roofing of the library at the Labrynth Primary School and the renovation of the Moneague Primary & Junior High active library services resumed at both schools.

The Jacks River Primary School library was relocated to a more appropriate room. Access was provided to the collection at Exchange All Age as the library room was no longer being used as a storeroom. A room was being constructed at Philadelphia All Age to be used as library and computer room.

In October 2012, Hurricane Sandy seriously affected two of the school libraries in the Region. At Preston Primary School the roof was destroyed and the Port Maria Primary was flooded during which the majority of the books and other resource material were destroyed. Scotts Hall Primary, Lime Tree Garden Primary & Infant and Mt. Angus Primary and Junior High library rooms were infested with termites. Brittonville Primary School was relocated to a Church Hall where no accommodation was available to house a library.

Cascade Primary & Junior High in Region 5 was refurbished and the service re-established in September 2012. However, Morant Bay Primary School's library space was transformed into a classroom while Black Hill Primary and Windsor Castle All Age Schools' roofs were damaged by Hurricane Sandy.

In Region 6, there were two libraries which had improved spaces and one was being constructed. Petersfield Primary & Infant School library was furnished and equipped with computers and

internet access. Black River Primary School library room was reconverted to a library from a classroom. Ballards Valley Primary School was in the process of constructing a new library room.

INFANT SCHOOL LIBRARIES DEVELOPMENT PROJECT PHASE II

Four infant school libraries namely May Pen and Alley Infant in Clarendon, Brown's Town Infant in St. Ann and Cambridge Infant in St. James were developed under the Infant School Libraries Development Project, Phase II. The project was funded by the Culture, Health, Arts, Sports and Education (CHASE) Fund in the sum of \$6,647,120.00. The items received by the schools included computers, printers, television sets, radio/CD players, multi-media projectors, furniture, library accessories and resource material.⁶

REGIONAL OFFICES

The Region 1 office was well maintained and continued to be aesthetically pleasing while the offices in Regions 2, 4, 5 and 6 offered comfortable accommodation for the staff. In Region 3, the need for additional office space and repairs to the flooring were being addressed.

HEADQUARTERS

TEACHER/LIBRARIANS' SEMINARS

Training was provided for school library personnel through six Teacher/Librarians' Seminars which were successfully held from January 17 to March 14, 2013. The seminars were held for one day in each Region under the theme **"The Changing Face of School Libraries."** The objectives of the training were to:

- Train personnel to effectively manage their school libraries
- Provide continuing education for school library personnel
- Achieve functional libraries in all schools
- Provide a forum for Teacher/Librarians to network and share ideas to develop their school libraries

Four hundred and twenty-five (425) school library personnel from 416 schools participated in the training. A participant each from Rio Cobre Juvenile Correctional Centre, Jamaica Bible College, Hopewell and Harrison Memorial High Schools were given special permission to participate in the Regions 1, 2 & 3 seminars. All the Regions except Region 3 showed a decrease in attendance, overall there were 28 persons less than the 453 who attended the 2011/2012 seminars (see Table 7).

⁶ Appendix SLN 006: Items received by project schools

Table 7: Attendance at Teacher/Librarians' Seminars by Regions

Regions	2012/2013 Seminar Venue	Seminar Date	Number of Participants 2012/2013	Number of Participants 2011/2012	Increase/ Decrease
1	Jamaica Conference Centre, Kingston	January 17, 2013	123	133	-10
2	Montego Bay Convention Centre, Montego Bay	January 31, 2013	61	65	-4
3	The Mandeville Hotel, Mandeville	February 28, 2013	69	66	3
4	The Cardiff Hotel and Spa, Runaway Bay	February 21, 2013	62	71	-9
5	Hotel Tim Bamboo, Port Antonio	March 14, 2013	52	58	-6
6	The Santa Crest Hotel, Santa Cruz	March 7, 2013	58	60	-2
Total			425	453	-28

The topics which were presented were well received by the participants. They were as follows:

- Information Literacy: The Know How
- Books and Beyond: New Strategies to Motivate Readers
- Partnerships and your School Library

The training seminars were anticipated by some school library personnel in charge of school libraries especially those who attended in previous years. The newer persons welcomed this training opportunity as they were sensitized to aspects of school library operations.

At the end of the seminars, teacher/librarians were usually motivated and spurred on to develop their school libraries. As a consequence notable improvements have been made in some school libraries.

Teacher /Librarians

Most of the school libraries continued to be managed by teachers who did not have the requisite training in librarianship. There were 128 schools that had 131 teachers who were qualified to manage the portfolio. The figure decreased by two when compared to last year. Jonathan Grant High, Marcus Garvey Technical High and Seaforth High each had two teacher/librarians who were responsible for their libraries. The distribution of the 131 teacher/librarians is as outlined in Table 8.

Table 8: Teacher/Librarians Administering School Libraries

Regions	Primary	All Age	Primary & Junior High	Secondary	Special	Total
1	24	4	12	28 1 school had 2 teacher/librarians	1	69
2				3		3
3	5		2	14		21
4	5	1	1	6 1 school had 2 teacher/librarians		13
5	6	1	-	11 1 school had 2 teacher/librarians		18
6	1	-	-	6		7
Grand Total	41	6	15	68	1	131

4. PROGRAMMES AND SERVICES

Information Requests

Requests for information and programmes offered by the Jamaica Library Service were received from schools, other institutions and the public. All requests were satisfied and referrals made where necessary.

Displays and Extension Activities

Thirty-nine (39) displays/exhibitions were mounted at 53 school libraries for infant primary, and high schools to promote and stimulate interest in current, historical and cultural events. Additionally 82 extension activities were conducted in 70 schools islandwide. Of the 70 activities 11 were conducted at eight infant schools. Approximately 6,195 persons benefitted. The activities included storytelling, presentations on Jamaican culture and talks on disaster and emergency management.

5. PLANS/PROJECTS TO BE COMPLETED 2012/2013

- Purchase and process 3,800 items of resource material to develop school library collections in support of the curricula.
- Purchase 1,350 copies of periodicals
- Organize and conduct professional development training programmes for 500 school library personnel
- Continue programmes to increase literacy among slow and remedial readers in 20 schools and implement in 20 additional schools
- Plan and conduct meetings with 150 Principals to develop programmes and funding initiatives to support 30% increase in active and partially active/libraries
- Make special visits to conduct grade 4 literacy intervention programmes.
- Accomplish 200 educational and informational programmes through talks, story hours, panel discussions and displays to encourage children to utilize libraries.
- Re-establish 100 school libraries islandwide.

CONCLUSION

The Jamaica Library Service continued to support Early Childhood Education by developing and remodelling infant school libraries. It is hoped that more children will be encouraged to use libraries from the early stages through to adulthood and become lifelong learners.

Various programmes were conducted in all categories of schools to encourage the reading habit and to increase literacy levels.

It is anticipated that in the next year the number of inactive libraries will be reduced and therefore more schools will have their libraries to support the process of learning.

FINANCE DIVISION

INTRODUCTION

The financial year 2012/2013 was not without its challenges as the organization continued to struggle with the limited fiscal space in the public sector. Despite the reduction in the approved budget however, a number of planned activities including project implementation were successfully completed supported by appropriation-in-aid and income generating activities.

Expenditure was closely monitored and the utilization of resources was done in the most efficient and effective manner. Adherence to all stated accounting procedures and practices were undertaken to ensure accountability and transparency in all activities.

Budget

The approved budget of \$852.184M represented approximately 55.5% of the budget that was submitted in the amount of \$1,535.521M. Subvention received for the year was \$870.915M which included an amount of \$3.210M for increases in motor vehicle upkeep and commuted allowances implemented in June 2012 and the retroactive payments made in December 2012. An amount of \$36.67M was also included for retroactive salary payments made in May and October 2012. Total expenditure for the year was \$922.552M (See Table 1). The level of approval was similar to that of the previous financial year. For six months of the financial year no subvention was received for object 25 – Purchases of Goods and Services.

Table 1
Expenditure by cost centre for the Financial Year 2012 -2013

Cost Centre	Submitted	Approved	Subvention Received	Expenditure
	J\$M	J\$M	J\$M	J\$M
Direction & Administration	419.189	198.853	220.497	257.681
School Library Network	185.567	76.704	69.553	79.763
Public Library Network	930.765	576.627	580.865	585.108
TOTAL	1,535.521	852.184	870.915	922.552

Direction and Administration

Of the \$419.189M submitted for Direction and Administration 47% was approved in the amount of \$198.853M (See Table 2). The subvention received was \$220.497M, which included the allocation for the 7% retroactive salary increase payable in five installments May and October each year until May 2015.

The only area of the budget which was fully funded was Object 21 – Compensation of Employees. Additional funding of \$7.12M was received for retroactive salaries paid in May and October 2012.

Object 22 – Travel Expenses and Subsistence – additional funding of \$2.53M was received for payment of the new rates for motor vehicle upkeep which was implemented June 2012, the retroactive amounts were paid in December 2012.

Areas of grave concern were:

Object 25 – Purchase of Other Goods and Services – of the submitted amount of \$135.846M, less than 1% was approved in the sum of \$8.458M. Of the amount approved only \$4.780M was received resulting in a shortfall of \$3.67M of the approved budget. The expenditure for the year was \$40.163M. The shortfall of \$35.383M was funded by other funding streams.

Object 28 – Retirement Benefits – of the submitted amount of \$89.218M, 49% was approved in the amount of \$43.838. Expenditure for the year was \$79.464M, the Ministry of Education (MOE) provided an additional \$20M during the year, total receipts from the MOE was \$63.838M and the shortfall of \$15.62M was funded from income generating activities and other funding sources.

No funds were approved for Object 31 – Purchase of Capital Goods.

TABLE 2
DIRECTION AND ADMINISTRATION
ESTIMATES OF EXPENDITURE BY OBJECTS

		Submitted	MOFPS Approved	Subvention Received	Expenditure
Objects	Description	\$M	\$M	\$M	\$M
21	Compensation of Employees	126.124	126.124	133.252	112.999
22	Travel Expenses and Subsistence	15.238	9.666	11.202	15.827
23	Rental of Property	2.451	2.200	2.200	1.602
24	Public Utility Services	16.091	8.567	5.225	6.300
25	Purchase of Other Goods and Services	135.846	8.458	4.780	40.163
28	Retirement Benefits	89.218	43.838	63.838	79.464
30	Grants and Contributions	0.151	0	0	0.149
31	Purchase of Capital Goods	34.070	0	0	1.175
Total		419.189	198.853	220.497	257.681

Public Library Network

Funding granted for the Public Library Network supported the maintenance and development of library services in thirteen (13) parish systems throughout the island. Of the \$930.65M submitted for the Parish Library Network (see Table 3), 62% was approved in the amount of \$576.627M. In addition to the serious lack of financing for Object 25 – Purchases of Other Goods and Services, the operations of the Public Library Network was greatly hampered by the inadequate funding for Object 22 - Travel Expenses and Subsistence and Object 24 - Public Utility Services. The operations were to a large extent supported by income generating activities and other funding sources.

Subvention received for the financial year was \$580.865M. Expenditure for the year was \$585.108M. There was a shortfall of \$4.24M which was funded from income generating activities and other funding streams.

Object 21 – Compensation of Employees – of the submitted budget of \$536.628M an amount of \$510.910M was approved. The subvention received of \$537.986M included an additional amount of \$27.07M for retroactive salaries which were paid in May and October 2012. The expenditure for the year was \$425.128M.

Object 22 – Travel Expenses and Subsistence – the amount submitted was \$21.734M an amount of \$11.454M was approved. The subvention received was \$13.124M, the additional funds of \$1.67M was received for payments of the new rates for motor vehicle upkeep which was implemented June 2012 as well as retroactive payments which were made in December 2012.

Object 24 – Public Utility Services – the amount submitted was \$34.999M an amount of \$18.304M was approved. Since October 10, 2010 new measures were implemented by the Ministry of Finance and the Public Service mandating that the payment of electricity and water bills would be done through the Accountant General's Department. In the case of the organization this would be managed through the parent ministry, Ministry of Education. Expenditure for the year was \$29.782M. The Ministry of Education paid on behalf of the organization from the approved subvention an amount of \$14.030M. The remaining amount was paid directly by the organization from subvention received in the amount of \$1.480M, income generating activities and other funding streams.

Object 25 – Purchase of Other Goods and Services – The amount submitted was \$139.044M of which \$21.699M, 1.56% was approved. Subvention of \$13.995M received was \$7.704M less than the approved budget. Expenditure for the year was \$89.190M. The additional expenditure of \$75.19M was funded from income generating activities and other funding sources.

No funds were approved for Object 31 – Purchase of Capital Goods.

TABLE 3

**PUBLIC LIBRARY NETWORK
ESTIMATES OF EXPENDITURE BY OBJECTS**

Objec ts	Description	Submitted	MOFPS Approved	Subvention Received	Expenditure
		\$M	\$M	\$M	\$M
21	Compensation of Employees	536.628	510.910	537.986	425.128
22	Travel Expenses and Subsistence	21.734	11.454	13.124	16.557
23	Rental of Property	23.905	14.260	14.260	13.985
24	Public Utility Services	34.999	18.304	1.500	29.782
25	Purchase of Other Goods and Services	139.044	21.699	13.995	89.190
30	Grants and Contributions	0.239	0	0	0.003
31	Purchase of Capital Goods	174.216	0	0	10.463
Total		930.765	576.627	580.865	585.108

School Library Network

The budget submitted for the School Library Network was \$185.567M, 41% was approved in the amount of \$76.704M (see Table 4). However the amounts received as subvention vote was less than the approved budget; to reflect a total receipt of \$69.553M, and the expenditure for the year was \$79.763M.

Only Object 23 – Rental of Property, Machinery & Equipment received full approval for funding for the financial year.

No funds were approved for Object 31 – Purchase of Capital Goods.

Object 21 — Compensation of Employees – The budget submitted was \$45.588M an amount of \$41.364M was approved. The subvention received of \$44.862M included an additional amount of \$3.49M representing funds for retroactive salary payments in May and October 2012. Expenditure totalled \$26.374M for the year.

Object 22 – Travel Expenses and Subsistence – of the submitted budget of \$4.227M approximately 50% was approved in the amount of \$2.103M. Subvention received was \$2.486M which included an additional amount of \$0.38M for the payment of increase in motor vehicle upkeep and commuted allowances which was implemented in June 2012 and the retroactive amounts paid in December 2012.

Object 24 – Public Utility Services – the budget submitted was \$5.817M and \$4.545M, 78% was approved. The subvention received was \$3.738M there was a shortfall of \$0.80M in the approved budget. Expenditure for the year was \$4.262M there was an additional expenditure of \$0.52M which was funded from other funding sources.

Object 25 – Purchase of Other Goods and Services – the budget submitted was \$128.370M an amount of \$28.192M, 22% was approved. Subvention received was \$17.966M reflecting a \$10.22M shortfall in the approved budget. Expenditure for the year was \$46.487M. The additional expenditure of \$28.52M was funded from other funding sources.

TABLE 4
SCHOOL LIBRARY NETWORK
ESTIMATES OF EXPENDITURE BY OBJECTS

		Submitted	MOFPS Approved	Subvention Received	Expenditure
Objects	Description	\$M	\$M	\$M	\$M
21	Compensation of Employees	45.588	41.364	44.862	26.374
22	Travel Expenses and Subsistence	4.227	2.103	2.486	2.612
23	Rental of Property	0.500	0.500	0.500	0
24	Public Utility Services	5.817	4.545	3.738	4.262
25	Purchase of Other Goods and Services	128.370	28.192	17.966	46.487
30	Grants and Contributions	0.039	0	0	0.027
31	Purchase of Capital Goods	1.026	0	0	0
Total		185.567	76.704	69.553	79.763

Income Generating Activities

Income generating activities throughout the Network resulted in a net inflow of \$24.937M which provided additional cash flow for operational expenditure.

The approved services include the following:

- photocopying services
- rental of premises
- facsimile services
- printing services
- scanning services
- chair rental
- laminating services.

HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION DIVISION

INTRODUCTION

The organization recognized that the human capital is its most important asset and therefore every effort was made to provide a supportive environment in which employees could excel. The Division focused on supporting the Mission of having a well-trained, competent, motivated and empowered team. There was also an emphasis on ensuring an aesthetically pleasing environment for both internal and external customers.

1. HUMAN RESOURCE MANAGEMENT

1.1 Staffing

During the financial year 2012/13 in consultation with organizational executives the Ministry of Finance and Planning (Public Service Establishment Division) abolished six posts from the present 869 on the Establishment resulting in a staff establishment of 863¹. The abolished posts were vacant for a number of years and as a part of the rationalization of the Public Sector they were identified and abolished. The posts that were abolished are listed below:

Table 1: Posts Abolished

Post Title	Classification	Post Number	Location
Cleaner/Attendant	LMO/TS 1	253176	Hopeton Branch Library, St. James
Cleaner/Attendant	LMO/TS 1	253177	Lottery Branch Library, St. James
Technical Operator	PIDG/TO 1	252989	St. Mary Parish Library
Deputy Director, Administration	GMG/SEG 1	269483	Headquarters
Deputy Director, Database & Network	MIS/IT 5	269482	Headquarters
Telephone Operator	OPS/TO 2	252364	Headquarters

¹ Appendix HRM 001 Distribution of Staff Establishment

A special submission was made to the Ministry of Finance and Planning to retain 16 posts in the Librarian series although they had been vacant for an extended period to facilitate placement of staff members pursuing the degree in Library & Information Studies.

1.2 Recruitment/Provisional Appointment

As required by the Ministry of Finance and Planning, requests to fill vacancies were submitted to the Post Operations Committee seeking their approval. This affected the timeliness of the recruitment process because of the instructions from the Ministry that the recruitment process must not begin before approval is obtained. There were cases where employees did not give the required notice period when tendering their resignation which further affected the timely submission of the request to the Ministry to fill said vacancies.

Being guided by the approval from the Post Operations Committee – Ministry of Finance and Planning, recruitment was undertaken resulting in 30 persons being selected and granted provisional appointment.²

1.3 Permanent Appointment

For the period under review, after a successful performance appraisal process 21 members of staff were granted permanent appointment.³

1.4 Summer Employment

Over the summer period, the organization partnered with the National Youth Service and accommodated 559 students from their summer employment programme. The island-wide network was assigned students who participated in the Jamaica Library Service's summer programme. A partnership was also forged with the Petroleum Corporation of Jamaica resulting in 14 persons from their summer programme assigned to the Kingston & St. Andrew Parish Library Network and the St. Catherine Parish Library Network.

1.5 Resignation/Separation

During the year 31 employees were separated from the organization through resignation and termination of service⁴. Exit interviews were conducted with the persons who resigned however the majority of persons (18) chose not to give the reason for leaving the organization. It was noted that only one person indicated that the resignation was in order to pursue full time studies in line with her career goals.

The services of four persons were terminated two of which were for convictions of criminal offences unrelated to the organization.

² Appendix HRM 002 Provisional Appointment

³ Appendix HRM 003 Permanent Appointment

⁴ Appendix HRM 004 Resignation/Separation

1.6 Pension Administration

In an effort to assist staff members in transitioning to retirement, a Retirement Seminar was held with those who were due to retire. The seminar included areas such as:-

- How to access the National Insurance Scheme benefits
- Innovative and Accessible Lending for Small Business
- The National Health Fund and Drug for the Elderly
- Presentation from the National Council for Senior Citizens

Timely submissions of claims for retirement benefits were made to the Ministry of Finance and Planning for processing to support timely payment of benefits to all applicable employees.

1.7 Training and Staff Development

The Division coordinated from Headquarters various training and staff development initiatives affecting 126 members of staff.⁵ A major emphasis was on Information Literacy wherein 47 librarians were trained to provide training in this area to library users to enhance their Information Literacy skills.

In support of the development of staff, employees participated in the following:-

- Caribbean Child Research Conference, which was hosted by the University of the West Indies, Planning Institute of Jamaica, Child Development Agency and the Ministry of Education.
- Seminar on *Re-imagining the Library & Information Landscape*, which was hosted by the University of the West Indies
- The Department of Library & Information Studies Conference which was hosted by the University of the West Indies
- Leadership Development Conference which was hosted by the Management Institute for National Development (MIND)

The organization participated in two energy conservation initiatives held by the Ministry of Science, Technology, Energy and Mining, namely:

- Energy Conservation, Efficiency & Management Training
- Private, Public Dialogue on Sustainable energy.

⁵ Appendix HRM 005 Staff Training

Other training initiatives were undertaken which were managed by the Parish Libraries in accordance with specific needs identified by the management of the locations and in consultation with the Divisional Directorate. A number of these initiatives were as follows:-

- The EBSCOHost Database training conducted for employees in all parish networks
- A Workshop for the Preparation and Mounting of Exhibitions and Displays conducted for staff members in Kingston & St. Andrew and St. Catherine Parish Library Networks, in Region 1
- Workshop on Mastering Literacy at the Grade 4 level conducted for select staff members in Trelawny Parish Library
- Seminar on Jamaica Labour Laws and the Public Sector Staff Orders for select staff members.

1.8 Employee Welfare

Members of staff requiring assistance with various issues were referred to the Public Sector Employee Assistance Programme (PSEAP) at the Ministry of Finance & Planning.

In recognition and celebration of Jamaica's 50th Anniversary of Independence, members of staff participated in an Open Day where they displayed their talents in art and craft, culinary and performing arts.

A Fun Day was successfully held at Cornwall Beach, Montego Bay where members of staff fully participated in all activities organized for the day.

Every effort was made to provide support for employees in other areas cognizant to an ever-changing economic environment.

1.9 Industrial Relations

During the period under review, a stable industrial relations climate was maintained. Members of staff were allowed to attend all unions and staff association meetings. When requested venues, for the hosting of meetings were provided by the organization. In addition, all matters brought before disciplinary committees were addressed in a timely manner.

1.10 Transformation of the Public Sector

The organization sent two members of staff to the Leadership and Change Management Workshop organized by the Public Sector Transformation Unit in collaboration with the Management Institute for National Development (MIND). The workshop was designed for officers charged with the responsibility to guide the transformation process. All data and

information requested by the Public Sector Transformation Unit were supplied in a timely manner.

2. ADMINISTRATION

The area of administration was undertaken guided by the vision of the organization of having a well-resourced entity that will support effective and efficient service to all stakeholders.

2.1 Fixed Asset Management

The process of accountability for all fixed assets was managed successfully.

Board of Survey exercises for the disposal or otherwise of broken and unserviceable office furniture and equipment were carried out at Headquarters and all the Parish Library Networks by officers from the Permanent Board of Survey Unit in the Ministry of Finance and Planning. Recommendations made were acted on as instructed.

2.2 Fleet Management

As at March 31, 2013 the organization's fleet inventory⁶ reflected 40 motor vehicles and one motor bike. The maintenance and repairs of all vehicles were in keeping with stated guidelines. However, two Mobile Libraries - Nissan Civilian 9742 AQ and 9149 DW were out of service for the major part of the year due to the inability to source the necessary parts to effect repairs. A number of vehicles in the organization's fleet need to be replaced.

2.3 Insurance

The organization entered into year three which is the final year under the 3 years contract for insurance coverage which was awarded to Allied Insurance Broker (AIB) Limited. All policies were renewed as at October 1, 2012.

For the period under review, insurance claims were submitted to the organization's Broker in a timely manner. The claims history included:

- six (6) - personal accidents
- four (4) - premises burglarized
- one (1) - damage to equipment
- three (3) - motor vehicle accidents
- three (3) - damages to windscreen.

⁶ Appendix HRM 006 Motor Vehicle Fleet Inventory

2.4 Health and Safety

The health and safety of employees remained a focus for the organization. For the period under review efforts were made to provide a safe and healthy work environment for both staff and members of the public. Safety wardens met regularly and safety issues identified were addressed.

Disaster Preparedness measures were an ongoing focus and every effort was made to ensure exposure to risk was reduced and/or mitigated against.

2.5 Security

As a component of ensuring a secure environment security services were employed as necessary and possible given financial constraints. These initiatives included both human and electronic systems. As one of the largest organizational expenditure, there is ongoing review regarding various options for implementation to contain cost and not compromise security.

2.6 Internal Communication

For the reporting period there were a number of general and other staff meetings held which facilitated the internal communication process. As is customary, the Notice Boards were used to disseminate information in respect of the organization and the wider public sector. Staff members made use of the Suggestion Box system which is provided at Headquarters and throughout the Parish Library Networks. Concerns were addressed in a timely manner and suggestions reviewed and applicable feedback provided.

3. BUILDING AND MAINTENANCE

The organization undertook a number of major repairs and construction projects in its commitment to provide a safe and aesthetically pleasing and user-friendly environment for users and staff.

3.1 Building Projects

Projects managed/ monitored by the Building & Maintenance Department included the following:

- St. James Parish Library – construction of public bathroom facility; major electrical upgrade
- Hanover Parish Library – major electrical upgrade
- Portland Parish Library – repairs to the roof
- Kingston & St. Andrew Parish Library – construction of entrance canopy
- St. Catherine Parish Library – internal construction to implement new regional offices
- Trelawny Parish Library – repairs to the roof

In addition, the preparatory work started for a number of major renovation works which should be implemented in the next financial year.

3.2 Maintenance

There was ongoing maintenance of all facilities within the context of budget provision to minimize depreciation of assets. These included repairs to perimeter fence at Headquarters, St. James Parish Library and Port Royal Branch Library.

Regular inspections were conducted island-wide by the Building and Maintenance Officer. Technical supervision was also provided whenever service providers were engaged.

CONCLUSION

The Human Resource Management and Administration Division gave support to the overall strategic direction of the organization by its attention to the human resource asset and facilities management.

INFORMATION TECHNOLOGY DIVISION

INTRODUCTION

During the period under review the focus of the Information Technology Division was to enhance the Information and Communications Technology (ICT) portfolio of the organization through infrastructural improvements, additional hardware and software, increased internet speed and training.

The level of success was not as desired due to financial and other challenges; however, there were major accomplishments for the period.

INFORMATION COMMUNICATION TECHNOLOGY (ICT) INFRASTRUCTURE

Wide Area Network

Significant improvement was made to the Wide Area Network (WAN) through the project funded by the Universal Service Fund (USF) to install/upgrade wide area network connection in 44 library locations island-wide. The following 35 library locations have been completed to date:-

- | | |
|--|---------------------------------|
| 1. Hanover Parish Library | 18. Christiana Branch Library |
| 2. St. James Parish Library | 19. Santa Cruz Branch Library |
| 3. St. Ann Parish Library | 20. Brown's Town Branch Library |
| 4. Trelawny Parish Library | 21. Annotto Bay Branch Library |
| 5. St. Catherine Parish Library | 22. Buff Bay Branch Library |
| 6. Clarendon Parish Library | 23. Runaway Bay Branch Library |
| 7. St. Mary Parish Library | 24. Duncans Branch Library |
| 8. St. Thomas Parish Library | 25. Anchovy Branch Library |
| 9. St. Elizabeth Parish Library | 26. Old Harbour Branch Library |
| 10. Manchester Parish Library | 27. Waterford Branch Library |
| 11. Kingston & St. Andrew Parish Library | 28. Linstead Branch Library |
| 12. Yallahs Branch Library | 29. Chapleton Branch Library |
| 13. Hopewell Branch Library | 30. Harbour View Branch Library |
| 14. Headquarters | 31. Junction Branch Library |
| 15. Negril Branch Library | 32. Southfield Branch Library |
| 16. Greater Portmore Branch Library | 33. Stony Hill Branch Library |
| 17. Spaldings Branch Library | 34. Malvern Branch Library |
| | 35. Mile Gully Branch Library |

Local Area Network

In addition, three Local Area Network (LANs) were installed in the following locations and added to the Wide Area Network (WAN):-

- Hopewell Branch Library
- Anchovy Branch Library
- Yallahs Branch Library

The installed LANs include the provision of additional drop-points for computers and other network devices. Installation of Wireless Fidelity Wireless Internet (WiFi) in these locations when implemented will allow patrons with wireless enabled devices connection to the internet.

The implementation of the WAN project with installation of broadband data link connections has resulted in increased internet speeds in these locations from a low of 13mbps to 50mbps in some instances. LIME Jamaica Limited and Columbus Business Solution (Flow) were the Internet Service Providers (ISPs) used. The organization is in dialogue with the Universal Service Fund to facilitate a second project to include all the other libraries.

FREE COMPUTER USAGE AND INTERNET ACCESS

The provision of free computer and internet access to the public was significantly increased by the acquisition of 400 computers, which were commissioned into service in all networks on December 2012. Uninterruptible Power Supplies (UPS) and software solutions were also included as part of the purchase which was funded by the Universal Service Fund.

Table 1 below shows the location and inventory of public access computers.

PARISH	LOCATION	TOTAL
Kingston & St. Andrew Parish Library	Main Library	33
	Harbour View	6
	Majesty Gardens	3
	Parks Road	2
	Port Royal	3
	Stony Hill	11
	Tivoli Gardens	3
	Higbolborn Street	2
	Mavis Bank	4

PARISH	LOCATION	TOTAL
	Shortwood	5
		72
Clarendon	Main Library	26
	Chapelton	8
	Clare McWhinnie	3
	Frankfield	6
	Kellits	5
	Lionel Town	4
	Pennants	4
	Spaldings	5
	James Hill	3
		64
Hanover	Main Library	18
	Hopewell	5
	Askenish	2
	Jericho	3
	Chester Castle	3
	Pondside	4
		35
Manchester	Main Library	20
	Bombay	4
	Broadleaf	6
	Christiana	6
	Cross Keys	4
	Lancaster	4
	Newport	5
	Bellefield	4
	Mile Gully	6
	Huntley	4
	Porus	1
		64

PARISH	LOCATION	TOTAL
	Main Library	13
	Buff Bay	9
Portland	Hector's River	3
	Hope Bay	5
	Long Bay	3
	Manchioneal	3
	Bybrook	3
	Mt. Pleasant	3
		42
St. Ann	Main Library	23
	Brown's Town	7
	Claremont	5
	Discovery Bay	4
	Ocho Rios	5
	Mt. Zion	2
	Runaway Bay	3
	Bamboo	4
	Moneague	5
		58
St. Catherine	Main Library	7
	Greater Portmore	15
	Linstead	3
	Old Harbour	3
	Hellshire	4
	Kitson Town	1
	Point Hill	1
	Riversdale	1
	Waterford	2
	Bridgeport	2
	Bog Walk	2
		41

PARISH	LOCATION	TOTAL
St. Elizabeth	Main Library	10
	Balaclava	3
	Elderslie	3
	Junction	4
	Lewisville	4
	Malvern	4
	Nain	4
	Southfield	3
	Warminster	2
	Red Bank	3
	Santa Cruz	6
		46
St. James	Main Library	26
	Anchovy	4
	Cambridge	4
	Chatham	3
	Hopeton	3
	Lottery	4
	Maroon Town	5
	Mt. Salem	4
	Somerton	5
	Springfield	4
		62
St. Mary	Main Library	14
	Annotto Bay	4
	Highgate	4
	Oracabessa	5
	Islington	3
	Retreat	3
	Richmond	3
	Woodpark	2

PARISH	LOCATION	TOTAL
		38
St. Thomas	Main Library	21
	Cheswick	4
	Port Morant	2
	Seaforth	6
	Yallahs	6
		39
Trelawny	Main Library	14
	Albert Town	5
	Clark's Town	4
	Duncans	6
	Wakefield	5
		34
Westmoreland	Main Library	19
	Negril	15
	Petersfield	5
	Bethel Town	5
	Darliston	5
	St. Leonard's	7
	White House	8
	Beeston Spring	4
		68
GRAND TOTAL		663

At the end of the year there were 663 functional computers available for public use. These computers are equipped with Microsoft Office Suite and high speed internet access.

SPECIAL PROJECT: BILL AND MELINDA GATES FOUNDATION

The organization was invited by the Bill and Melinda Gates Foundation to submit an application for funding in the amount of Two Million US Dollars (US \$2,000,000.00) to support the development of the organization as it relates to training, information systems for increased free public access to the internet, advocacy and marketing. The project, if approved, would contribute to a significant increase in the ICT infrastructure. The project deliverables would include:

- Computer systems
- Installation and upgrade of network infrastructure
- Acquisition of additional software applications
- Greater promotion and usage of ICT within libraries

WIRELESS ACCESS

Wireless Internet Access was installed in three additional library locations – Anchovy, Hopewell and Yallahs Branch Libraries – increasing the number of libraries with internet access to 22 as set out below:-

- | | |
|---|-----------------------------|
| 1. Kingston & St. Andrew Parish Library | 21. Hopewell Branch Library |
| 2. Manchester Parish Library | 22. Yallahs Branch Library |
| 3. Clarendon Parish Library | |
| 4. Portland Parish Library | |
| 5. Westmoreland Parish Library | |
| 6. Hanover Parish Library | |
| 7. Trelawny Parish Library | |
| 8. St. Catherine Parish Library | |
| 9. St. Elizabeth Parish Library | |
| 10. St. Mary Parish Library | |
| 11. St. Thomas Parish Library | |
| 12. St. Ann Parish Library | |
| 13. St. James Parish Library | |
| 14. Brown's Town Branch Library | |
| 15. Christiana Branch Library | |
| 16. Santa Cruz Branch Library | |
| 17. Greater Portmore Branch Library | |
| 18. Buff Bay Branch Library | |
| 19. Spalding Branch Library | |
| 20. Anchovy Branch Library | |

SOFTWARE SOLUTION

To support greater communication efficiency and work sharing island-wide, two critical software solutions were purchased during the period. These were Microsoft Exchange Server, an electronic mail solution to replace the current Lotus Notes Application and Microsoft SharePoint, a collaborative tool to manage the organization's documents sharing.

Microsoft Exchange Server

Implementation of the Microsoft Exchange Server 2010 began in the review period. The software was installed on a designated server at Headquarters and preliminary configuration undertaken. Discussions are in progress with the Internet service providers regarding other aspects of configuration which, when completed, will finalize the configuration of the software. Staff in the island-wide Network thereafter will have access to the software through the Wide Area Network (WAN). Completion of the implementation process is planned for the next financial year.

Microsoft SharePoint

The implementation of Microsoft SharePoint will commence immediately after the roll-out of Microsoft Exchange Server 2010, as a number of the features used in Microsoft Exchange Server will be incorporated in the installation of Microsoft SharePoint.

Other Software Acquisition

Other software that was procured during the period under review are Microsoft Office Professional (400 copies) and Symantec Protection Suite Enterprise Edition.

Inventory of Software

The Division maintained the inventory of software as outlined below:

- Adobe Creative Suite 4 - Mater Collection
- Corel Draw 9
- Cyberleader
- DBit
- Domino Server 8
- IBM SPSS 20
- Lotus Notes 7/8
- MacAfee Antivirus
- Micropay
- Microsoft FrontPage
- Microsoft Office 2003/2007/2010
- Microsoft SQL Server 2005
- Microsoft Visual Studio 2010
- Microsoft Windows XP
- Microsoft Windows 7
- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Sage AccPac ERP 500 v 6.0
- Turbopay 8
- Symantec Protection Suite Enterprise Edition
- Microsoft Exchange Server
- Microsoft SharePoint

WEBSITE

During the period under review, the redesigning of the website was a priority to ensure its responsiveness as the global department of the organization. A committee was convened to give the necessary oversight to the process. There was a comprehensive review of the first redesigned draft submitted and changes made as recommended. It is planned that the new website will be in service in the new financial year.

INTEGRATED LIBRARY MANAGEMENT SYSTEM (ILMS)

The organization continued the process to identify funding for the acquisition and implementation of a suitable library management system. Proposals were sent to funding agencies and discussions held with the relevant authorities. An Integrated Library Management System is integral to the successful delivery of library services and is crucial to the development of a well-resourced, well-managed and technology-enhanced organization.

MOBILE UNIT

Commitments in the amount of \$27,000,000.00 were secured from the Universal Service Fund (USF) to assist with the purchase of the Mobile Information Technology Laboratory. Due to major challenges with the procurement process, the project was delayed and it is anticipated that all matters will be successfully resolved in the new financial year.

MULTIMEDIA

During the period under review, several audio and video recordings were done for various activities, including the Jamaica 50th celebrations. Banners, posters and brochures were produced for a variety of activities for the organization. Other events benefitting from multimedia support were as follows:

- National Reading Competition 2012 TVJ Studio finals
- National Reading Competition 2012 TVJ Luncheon
- National Reading Fair 2012
- Circulations Department
- Teacher/Librarians' Seminars

Staff Identification Cards

A total of 432 Staff Identification Cards were produced by the Multimedia Department.

MOBILE COMPUTER ACCESS

The internet access speed was significantly increased from 3G to 4G technology. Various initiatives are being pursued to increase the fleet of mobile libraries.

EDUCATIONAL PROGRAMMING THROUGH CABLE SERVICE

The provision of cable service by Columbus Communication Jamaica Limited (trading as FLOW) was maintained in the period under review. The service is available in the following locations:

- Kingston & St. Andrew Parish Library
- Stony Hill Branch Library
- Harbour View Branch Library
- Port Royal Branch Library
- Higholborn Branch Library
- Shortwood Branch Library
- Greater Portmore Branch Library
- Bridgeport Branch Library
- Waterford Branch Library
- St. Ann Parish Library
- St. Mary Parish Library
- Negril Branch Library

COMPUTER MAINTENANCE

The Division continued to successfully maintain the inventory of ICT equipment island-wide. This included providing technical guidance to the Client System Support Officers (CSSOs) in the Library Network. Support was provided in areas such as troubleshooting, computer repairs and upgrades.

A total of 100 ICT devices were submitted to the Information Technology Division for repair during the period under review. Repairs were inclusive of replacement of computer motherboards, power supplies and other system components. Table 2 indicates the ICT items that were submitted for repairs.

Table 2: Inventory of ICT items for Repairs

Item	Items logged for service	Items repaired	Remarks
Computer System Units	78	29	49 system units were irreparable/obsolete Recommended for Board of Survey
Computer Laptop	2	2	Both Laptops were returned to their respective locations.
LCD Monitor	12	1	Circuit Boards damaged Recommended for Board of Survey
CRT Monitor	6	-	All monitors were recommended for Board of Survey
Printer	2	-	Circuit Board damaged Recommended for Board of Survey

CONCLUSION

Improved network infrastructure, significant increase in the inventory of public computer systems and the acquisition of key software solutions have made the period under review a satisfactory one.

INTERNAL AUDIT DEPARTMENT

DECLARATION

The Internal Audit Department carried out its mandate to conduct independent audits of the overall operations of the organization and reported the findings to the Audit Committee of the Jamaica Library Board for the financial year 2012 - 2013. As confirmed by the Internal Auditors, the audit process was in no way encumbered or influenced by any internal or external interest. All the findings contained in the reports were a direct result of the auditors' independent work.

OBJECTIVES

- To give an independent account on the operation of the organization based on audit investigations undertaken over the financial year under review
- Perform reviews of records, systems, policies, procedures, property and activities of Headquarters and the Public Library Network to:
 - Determine the accuracy and propriety of financial transactions
 - Provide advice and guidance on control and the risk aspects of policies, systems, processes and procedures
 - Verify the existence of assets and determine whether proper safeguards are maintained to protect them from loss
 - Determine the level of compliance with all internal guidelines, policies and procedures and established Government Rules, Laws and Regulations
- Recommend new or revised policies, procedures or controls to correct issues identified during the audit
- Conduct follow-up audits on significant issues on a periodic basis to evaluate the adequacy of managerial action taken to correct reported problems
- Perform special reviews, research or investigations as needed or requested

INTRODUCTION

A work plan and an operational plan were developed and approved by the Audit Committee and the Board. Routine audits were concluded, and reports examined by the Audit Committee for twelve (See Table 1) of a total of thirteen audits conducted. Responses to queries were within the scheduled timeframe, and follow-up visits were done to ensure that recommendations were satisfactorily implemented. The areas of concentration for the review period included the following:

- Internal Controls
- Cash Management
- Fixed Asset Management

- Security
- Stores
- Procurement Procedures

AUDIT COMMITTEE

The Audit Committee of the Board for the period April 3, 2012 – April 2, 2015 was appointed on December 4, 2012.

The members of the committee are as follows:-

- Mr. Vivian Crawford – Chairman
- Mr. Howard Dawkins
- Mr. Charles Jones
- Mr. Clive Nicholas
- Mrs. Carole McDowell
- Mr. Jeffrey Brown
- Miss Lorness Fulcott – Organization’s Representative

Consequent on the process for the appointment of the new committee only two meetings were held during the financial year, the first on January 16, 2013 and the second on March 20, 2013.

Internal Controls

The Internal Auditors’ emphasis in continually improving the organization’s internal control systems enhanced the control environment. This situation was strengthened by the positive responses to audit recommendations and systematic monitoring by managerial and supervisory personnel. The audit queries from the Auditor General’s Department were limited and, when there was a challenge, these were expeditiously dealt with by management. Notwithstanding the foregoing, staff shortages in the Parish Library Network continued to present challenges in efficiently carrying out the operations of the organization.

Cash Management

There were minimal queries on the collection, recording, receipting, lodging, vouching, and preparation of receipts and payments statements, appropriation statements and general accounting procedures. Management emphasized to all applicable officers the critical necessity of proper accounting records and ensured that staff members were fully aware of the sanctions applicable if there was non-compliance with the Financial Administration and Audit (FAA) Act and Procurement guidelines. There were also instances where General Consumption Tax (GCT) and Withholding Tax refunds claimed by the parish libraries from the Taxpayer Audit and

Assessment Department (TAAD) were not received in a timely manner and this had a negative impact on the organization's cash flow.

Fixed Asset Management

The management of the fixed asset portfolio improved during the period under review. The Location Records were updated to reflect all the organization's assets.

Security

Physical security at Headquarters and the parish and branch libraries continued to improve with the addition of grills and electronic security systems. In addition, it was noted that the level of break-ins was on the decline during the financial year.

Stores

The operations of Stores continued to show marked improvements in, and overall compliance with, the established system in respect of the procedures, records and physical environment.

Procurement Procedures

The procurement procedures at all locations were carried out adhering to the Government procurement guidelines and established internal procedures. The audits examined the efficiency and effectiveness of the procurement committees, compliance with the procurement procedures, existence of formal contract documents where relevant and qualification of contractors.

ACHIEVEMENTS

Consequent to recommendations by the Internal Audit Department, there were marked improvements as follows:-

1. The management of Stores at Headquarters and the various locations islandwide
2. The existence of accurate documentation for fixed asset inventory records
3. The existence of current formal contracts for security services and leased properties.
4. The recovery of outstanding General Consumption Taxes and Withholding Taxes.

The number and significance of queries from both the Internal Auditors and the Auditor General have decreased in comparison to previous financial years. Responses to Internal Audit Reports were timely and recommendations were satisfactorily fulfilled. Routine audits were concluded for the Parish Library Network as shown in Table 1.

Table 1: Schedule of Audits

Library Network	Date Audited
Clarendon	September 18 – October 5, 2012
St. Catherine	June 26 – July 6, 2012
St. Mary	July 16 – August 30, 2012
Manchester	August 9 – 28, 2012
St. James	October 31 – November 12, 2012
St. Ann	January 2 – 15, 2013
Westmoreland	September 25 – October 11, 2012
Kingston & St. Andrew	May 30 – June 20, 2012
Trelawny	September 6 -17, 2012
St. Thomas	July 16 – 27, 2012
Portland	July 25 – August 14, 2012
St. Elizabeth	November 5 – 16, 2012

CONCLUSION

The Audit Department continued to provide a high level of professional service to management. The Department received the full support from management in carrying out its mandate to provide independent, effective oversight on the financial reporting process and internal controls of the organization.

PLANNING AND RESEARCH DEPARTMENT

INTRODUCTION

The Department provided all applicable support for the planning and research portfolio to ensure the necessary achievement of organizational policy priorities and strategic outcomes in accordance with the Strategic Business Plan and within the stipulated timelines.

1. PLANNING PORTFOLIO

Strategic Business Plan (SBP) 2012-2015

The Jamaica Library Service prepared its three-year Strategic Business Plan 2012-2015 in alignment with the Ministry of Education's Strategic Business Plan and started in April 2012 reporting on library operations for the financial year with the achievement of strategic objectives towards its seven policy priorities as shown below:-

- 1 *Programmes and Services to support 'Competence Based Transition on the basis of mastery in literacy at the Grade 4 level*
- 2 *Governance and Accountability at all levels in the organization*
- 3 *Support access to quality education for all through public and school libraries*
- 4 *Support and enable the creation of an information-literate society*
- 5 *Support and enable universal access to information & knowledge*
- 6 *To have satisfied customers*
- 7 *Support and enable Lifelong Learning.*

Performance against Strategic Business Plan

Initiatives for the achievement of Policy Priority 1: "Programmes and Services to support 'Competence Based Transition on the basis of mastery in literacy at the Grade 4 level'"

Workshops for training of staff to better assist students in the mastery in literacy at the Grade 4 level were on-going. During the reporting period the Grade 4 Literacy Test Workshop was held on January 10, 2013 at the Trelawny Parish Library and participants included Librarians and Library Assistants in charge of Branch Libraries.

These workshops were a continuation of workshops held in the previous financial year.

From the training the deliverable expected was the implementation of relevant programmes at a number of school libraries islandwide.

Dialogue had been held and will continue to be held with Principals and Teachers of Grade 4 to ensure that the topics taught are re-enforced to improve students' mastery levels.

Initiatives for the achievement of Policy Priority 2: "Governance and Accountability at all levels in the organization"

To provide the guidance and stewardship of the organization, the current Board was appointed for the period April 3, 2012 to April 2, 2015, and it subsequently appointed the Parish Library Committee members for the same period. Board meetings and meetings of the Parish Library Committees were held as scheduled at Headquarters and across the islandwide Library Networks respectively.

Compliance with Laws & Regulations

For the period under review the organization met its statutory requirements complying with the relevant Acts, Rules and Regulations.

Revision of the Jamaica Library Service Act

The revision of the Jamaica Library Service Act was ongoing subject to input from the newly appointed Board.

Public Bodies Management & Accountability Act 2001

All the various tenets of the Public Bodies Management & Accountability Act were adhered to including preparation of all the relevant reports.

Access to Information Act

During the reporting period one request under the Access to Information Act was received and satisfactorily addressed.

Restructuring of the Public Sector

With a view to improve efficiency in operations by reducing cost, the planned initiatives were undertaken including constant monitoring of cost savings measures.

Initiatives for the achievement of Policy Priority 3: “Support access to quality education for all through public and school libraries” coupled with Initiatives for the achievement of Policy Priority 7: “Support and enable Lifelong Learning”

Collection Management

In an attempt to improve the ratio of the collection in public libraries against the international standard, initiatives to secure more library material were pursued. Targets were also set for an increase in the collection provided to the schools. Based on economic challenges, the targets were not met despite guidance by the management team islandwide on the provision of all library resources to users of the public libraries, students and other members of the school population. Notwithstanding the challenges, the organization benefitted from donations given by partners both local and international.

Programmes to aid Literacy

During the year emphasis was placed overall on the provision of programmes to aid literacy development of students. **Reading Activity Clubs** and **Story hour sessions** were conducted in public libraries and school libraries for the Early Childhood level. The target was achieved as there were two on-going activities conducted during the period under review. In addition, the following clubs were organized and sessions held in public libraries for the Primary level: reading, music, homework assistance support, foreign language, Grade Six Achievement Test (GSAT) support and chess. Also, 462 and 664 story hour sessions were conducted in parish libraries island-wide for the Early Childhood and Primary levels respectively. The target of two on-going activities was surpassed during the financial year.

Class visits to public libraries/visits of Librarians to schools to promote use of the facilities increased and surpassed the target of 660 during the period under review. This was achieved through strategic planning and effective coordination. Remedial reading sessions for slow readers were targeted in at least 40 public libraries and 130 school libraries for the year. However the targets were not met due to a number of challenges. A review is scheduled early in the next financial year to identify solutions to these challenges.

National Reading Competition and Fair

One of the organization’s flagship annual programmes – the National Reading Competition – was successfully held under the theme “*Jamaica 50: A Nation On A Mission ... To Read*”. The planning and overall coordination by Headquarters was strategically managed to achieve the stated objective.

In addition, the annual National Reading Fair conducted under the same theme was successfully held on November 24, 2012. The Minister of Education declared the National Reading Fair open and the feedback was extremely positive. Participation in a family fun day was at a record level. The targets to increase the registration in the Competition and at the Fair were met. [See the Public Relations & Marketing Department’s report for greater details on both events.]

Summer Programme

In promoting literacy and reading, the target of the summer programme undertaken in at least 80% of public libraries was surpassed as the programme was implemented in 95% of public libraries with 4,139 participants.

Exhibitions/Displays/Public Fora

The planned number of displays, exhibitions, presentations, public fora and fairs were conducted island-wide chiefly in pursuit of National Outcome “The establishment of World Class Education and Training” but also impacted on other National Outcomes including “Authentic and Transformational Culture”, “Effective Social Protection”, “Sustainable Management and Use of Environmental and Natural Resources” as well as “Hazard Risk Reduction and Adaptation to Climate Change.” The level of awareness of public library users and the school population was enhanced. The target of 338 for exhibitions mounted in public libraries for the Primary level was surpassed as 472 exhibitions were mounted. However, the targets set for exhibitions specifically mounted for the Early Childhood level in public libraries and for school libraries were not met.

Building and Maintaining Citizenship/Partnerships

As a part of the organization’s planned initiative to build and maintain citizenship/partnerships, a number of strategic partnerships and alliances including organizations such as the Jamaican Foundation for Lifelong Learning, Jamaica Society for the Blind and Library & Information Association of Jamaica were maintained.

Funding Initiatives/Partnerships

The target of 120 was surpassed as on-going partnerships with private sector entities, government agencies, civil society and non-governmental organizations remained vibrant and the organization benefitted through capital development and service delivery and included the following:-

➤ *The Universal Access Fund –*

- Receipt of 400 additional computers for public access
- The procurement process for the acquisition of the Mobile Laboratory was protracted; however the National Works Agency has submitted the specification which will facilitate the acquisition of the unit.
- A project proposal was resubmitted on October 3, 2012 for procurement and implementation of an Integrated Library Management System (ILMS) in the amount of US\$573,696.00. It is hoped that funding will be secured to facilitate automation of library services, which is crucial to the development of the organization.

- ***The National Commercial Bank (NCB) Foundation*** –
 - The procurement process for the acquisition of the Mobile Library was also protracted; however the National Works Agency has submitted the specification which will facilitate the acquisition of the unit.
- ***The Jamaica National Building Society (JNBS) Foundation*** - expansion of the “*We Likkle But We Tallawah: Parents Reading with Babies and Toddlers*” programme

JNBS Foundation Grant

The organization met all the reporting criteria in the financial year to the JNBS on the expansion of the early literacy programme, which remains extremely successful.

Quarterly reports were submitted to the JNBS Foundation for April-June, July-September and October-December 2012 advising on the number of (a) parents and children participating; (b) parents trained in the programme; (c) sessions held; and (d) the types of library material and equipment purchased and the relevant costs. Testimonials from parents who benefitted from the programme were also submitted.

Discussions regarding additional funding for the programme started as early as December 2012. The timeline of the grant funding ended March 2013; however, the final quarterly report for January-March 2013 will be prepared and submitted early in the next financial year.

Based on the initiative to implement the programme in additional library locations, the programme was successfully implemented at the Chapelton Branch Library in the Clarendon Parish Library Network during the July-September quarter. The target was achieved as there are programmes at 13 locations.

- **Major sponsors** Television Jamaica, Kingston Bookshop and LIME and Associate Sponsor the Gleaner Company along with a number of Donors for the National Reading Competition and the National Reading Fair
- **The Culture, Health, Arts, Sports and Education (CHASE) Fund** to assist with the development of Infant School Libraries.

With funding from the CHASE Fund, the organization was able to procure library books, equipment, computers and other library material to facilitate the transformation of an additional four infant school libraries into model libraries. Although it was projected for five infant school libraries to be transformed, due to financial/economic challenges, only four were completed.

- Bill and Melinda Gates Foundation –
 - With a view to expand the provision of free access to computers and the internet, the organization is in the process of securing funding and a draft proposal was submitted on March 22, 2013 to the Program Officer, *Global Libraries*, Global Development at the Foundation. Feedback is expected early in the new financial year, which will inform the preparation of the final proposal for submission to the Foundation.
- Ministry of Agriculture and Fisheries (MoAF) Grant Agreement –

Based on the receipt of the Grant Agreement, between the MoAF and the organization regarding the Monymusk Branch Library Rehabilitation, amendments /changes have been suggested. It is anticipated that the Grant Agreement will be finalized early in the next financial year.

Initiatives for the achievement of Policy Priority 4: “Support and enable the creation of an information-literate society”

It is proposed that Information Literacy (IL) training modules will become available and accessed on-line; and, to realize this objective, the organization for two days over a consecutive six-week period conducted six (6) IL Workshops, which was coordinated by Dr. C. Shelley-Robinson, IL Specialist. Members of staff were trained on the preparation of tutorials and posters. Sessions were held at Headquarters and modules to be prepared are as shown below:-

Region I – May 30 & 31, 2012

Kingston & St. Andrew PLN: *How to search for information*
 ✓ 9-11 years
 ✓ 15-20 years

St. Catherine PLN: *The Research process*
 ✓ 9-11 years
 ✓ 15-20 years

Region II – June 6 & 7

St. James PLN: *How to use the Library*
 Trelawny PLN: *15-20 years*
 Standard reference sources
 9-11 years
 Introducing Dictionaries & Encyclopedias
 Hanover PLN: *Finding information in the Library – the Dewey Decimal*
 Classification (DDC) Scheme –
 i. Content of DDC presentation
 ii. Dewey Junior poster/visual
 iii. Dewey Senior

Region III – June 13 & 14

- Manchester PLN: *Bibliographic citations*
✓ 9-11 years
✓ 15-20 years
Script Barnes and Sterling
- Clarendon PLN: *Evaluating information sources – print and online*
✓ 9-11 years
✓ 15-20 years

Region IV – June 20 & 21

- St. Ann PLN: *Searching the World Wide Web*
i. *Junior/Junior visuals*
ii. *Senior visuals*
iii. *Poster*
iv. *Lesson Plans 1 & 2*
- St. Mary PLN: *Netiquette*
i. *for Junior – visual*
ii. *for Senior – Storyboard*

Region V – June 27 & 28

- Portland PLN: *Using the Library Catalogue – print and online*
i. *Card catalogue Storyboard*
- St. Thomas PLN: *Note taking*
i. *PowerPoint*
ii. *9 – 11 years*
iii. *Storyboard*

Region VI – July 4 & 5, 2012

- St. Elizabeth PLN: *Searching Electronic Databases – including EBSCO*
i. *Senior Script*
- Westmoreland PLN: *Intellectual Property Rights*
i. *Junior/Senior Scripts*
ii. *Junior/Senior Visuals*
Copyright

The completion of the modules is scheduled for early in the next financial year.

Initiatives for the achievement of Policy Priority 5: “Support and enable universal access to information and knowledge”

Information Technology

In support of “A Technology-Enabled Society”, targets were set with the aim of improving the organization’s Information Communication Technology (ICT) environment and the promotion of its use. During the period under review, a number of initiatives were planned as follows:-

- i. Maintenance/provision of free access to computers and the Internet to all users including the visually challenged;
 - a. Provision successfully maintained.
- ii. Provision of training courses/seminars in ICT to 500 senior citizens and school children overall;
 - a. Target was not met as 212 senior citizens and school children were trained.
- iii. Acquisition of an additional 476 computers for public access;
 - a. Through funding from the Universal Service Fund, an additional 400 computers were acquired and distributed to the islandwide network;
- iv. Networking of staff computers into the Wide Area Network (WAN);
- v. Commencement of Phase 5 of the Local Area Network (LAN) project with 25 additional LANs to be installed.
 - a. Only three LANs were installed in branch libraries. At the December 12 Board meeting, a proposal with ten LANs for implementation was tabled and approved. These will be implemented in the next financial year provided organizational finances are available.
- vi. Increased provision of wireless access to 25 service points;
 - a. Only 23 service points have wireless access. Some locations do not have internet access and discussions are on-going with service providers to increase wireless access
- vii. Acquisition of 100 computers and other resources for administration purposes.
 - a. Target was not met due to financial/economic challenges
 - b. Funding initiatives are being pursued as at least 230 administrative computers are needed for organizational effectiveness.

Computer Services

With the addition of increased ICT resources, there was significant increase with access to the Internet and other computer services.

During the year under review over 66,000 searches were conducted on the EBSCO database and training was provided island-wide to ensure that usage was expanded and will be further improved in the next financial year.

Initiatives for the achievement of Policy Priority 6: “To have satisfied customers”

Responses were provided to customers’ queries/complaints in a satisfactory manner within the stipulated time-frame.

A number of training sessions and other staff-related initiatives to facilitate enhanced customer service delivery and improved efficiency in library operations were successfully undertaken by the Human Resource Management & Administration (HRM&A) Division. At the end of the year 183 employees received at least 12 hours training – falling short of the target of 200.

Staff Attendance at International Conferences

One of the planned human resource initiatives successfully undertaken was attendance at International Conferences. Approval was obtained from the Ministry of Education for staff attendance at the following three overseas conferences:-

- (i) Miss Antoinette Dunston for the Association of Caribbean Universities Research & Institutional Libraries (ACURIL) Conference during June 4-8;
- (ii) Mrs. Patsy Gordon, Director, School Library Network for the International Federation of Library Association (IFLA) Conference in Finland in August;
- (iii) Mrs. Karen Barton, Senior Director, for the International Association of School Librarianship (IASL) Conference in Qatar in November.

During the year social activities were undertaken to provide a platform for the building of team spirit and camaraderie. One such successful event was **Open Day** celebrated on November 2 where staff members showcased culinary and other talents. Judges added a level of professionalism to the event and a trophy was presented to the Department – Accessions – receiving the highest marks.

Despite limited budgetary allocation, a great effort was made to provide a suitable environment for staff and users.

Inspection Visits

Monitoring visits as targetted were conducted at public and school libraries and the target of 1,100 was surpassed as 1,107 visits were conducted at school libraries; however, the target of 1,108 was not achieved for public libraries as only 678 visits representing 61% were conducted.

Staff Meetings

Staff meetings were planned and executed effectively island-wide as forums to share ideas, discuss concepts and influence decision-making with the aim to develop the individuals as well as the organization.

2. RESEARCH PORTFOLIO

Monitoring and Analyzing Overdue portfolio

Data gathering and analyses were successfully managed with information provided in a timely manner from all the 13 parish library networks.

The analyses provided important information to guide the various initiatives undertaken to support a significant reduction in the overdue portfolio.

Evaluation: Teacher/Librarians' Seminars – January-March 2013

The theme of the seminar was “*The Changing Face of School Libraries*”.

Based on the analysis of 374 evaluation forms from participants, the effectiveness of the training was endorsed by 92.7% stating that the seminar *met their personal expectation/objective*; 89.9% expressing the view that the *seminar met/exceeded/far exceeded the stated objective*; and, 89% informing that the content of the seminar *was useful/very useful/extremely useful to increasing efficiency of their job and school library*.

In addition, the support areas enhanced the delivery of the training as participants expressed satisfaction with –

Practical activities	82.3%
Handouts/seminar materials	97.6%
Visual aids	96.3%
Meeting Room	97.6%
Meals	96.8%.

Two hundred and nine (209) Teacher/librarians stated that the main reason for attending the seminar was for ‘*Personal growth and development*’.

It was evident that the topic ‘*Books and Beyond: New Strategies to Motivate Readers*’ presented by the organization’s Regional Director, Region 3, was well received as ratings for Content and Delivery were 99.7% and 98.6% respectively. In addition, 108 participants rated the presentation as *the most outstanding feature of the seminar*.

Evaluation Report on Department of Library & Information Studies (DLIS) 40th Anniversary Conference and Gathering of Graduates – October 4-6, 2012

The DLIS 40th Anniversary Conference and Gathering of Graduates under the theme, “*From Search to Discovery: Reimagining the Library and Information Landscape*” was held at the Mona Visitors’ Lodge and Conference Centre at the University of the West Indies, during October 4-6, 2012.

The Director General presented a paper entitled “*To Brand or Not To Brand Is There a Choice?*”, which was well received. A number of members of staff attended the Conference.

Overall knowledge was gained and shared on library operations across the Caribbean; and, members of staff reported that the experience was worthwhile as the sessions and speakers were interesting and informative.

Evaluation: User Needs Survey for Grange Hill Branch Library

The survey instrument was designed and approved for survey administration by the Senior Director. The cover letter together with the final instrument was forwarded to the Regional Director, Region 6, who is responsible for St. Elizabeth and Westmoreland Parish Libraries.

The survey was administered by the Senior Librarian, Westmoreland Parish Library, and 200 questionnaires were delivered to the Department for analysis. As two of the questionnaires were blank, 198 questionnaires provided data for conducting the evaluation.

Significant findings indicated:

- ✓ 100% of respondents [community members of Grange Hill and surrounding communities] expressed that they would benefit from the provision of library facilities
- ✓ 97.5% showed a willingness to utilize the service if implemented/provided
- ✓ 96% recorded a preference for a fixed library facility (building) instead of mobile library service
- ✓ 100% expressed the view that the library would be regularly utilized between one to five times per week
- ✓ 99.5% expressed that they would utilize the following services: Reference/Research; Loans for home reading; computer usage; newspaper collection; magazine collection; services to the visually impaired; access to the Internet; and, sending electronic mail.
- ✓ 99% indicated that they would participate and derive benefit from programmes to be offered, which would include the summer programme; forums/lectures; Exhibitions/ Displays; Homework assistance support; Story hour sessions; and, Activity Clubs (e.g. chess, reading and music).

- ✓ 98.5% indicated that they would utilize the income generating services, which included photocopying and printing services.
- ✓ A large number of persons (73%) are not members of any Library; therefore, provision of the facility would strategically increase membership and/or usage.

Preparation of User Needs Survey for Brandon Hill Branch Library

The contract for the organization to take possession of the Brandon Hill Branch Library from the Kiwanis Club of Stony Hill and the Brandon Hill Development Committee was signed on February 4, 2013.

Based on the above, a survey instrument was designed and has been presented for review. It is anticipated that approval for survey administration will be obtained and the survey administered early in the new financial year.

CONCLUSION

The Department achieved its objectives overall in ensuring a high level of success with the planning and research portfolio for the period under review.

Activities/projects to be undertaken and/or completed in the financial year 2013-2014 include:

- (a) Preparation of revised Strategic Business Plan 2013-2016 based on the approved budget
 - i. Stringent monitoring of the implementation of initiatives to include:
 - 1. Information Literacy Training Modules – availability to parish libraries for the benefit of users and the school population
 - 2. Customer Satisfaction Surveys
 - 3. Revision of the Jamaica Library Service Act
- (b) Evaluation of Teacher/Librarians' Seminars 2013-2014.

PUBLIC RELATIONS AND MARKETING DEPARTMENT

INTRODUCTION

Recognizing the critical role of Marketing in building customer satisfaction through the provision of the best quality service, there were many successful initiatives to market the organization's programmes and services. The areas of marketing most frequently utilized were public relations, advertising, direct mail among others and the organization benefitted from many publicity initiatives through the various media houses.

The organization's website as the global department experienced major challenges and had to be removed from the Internet to facilitate significant re-design and content changes.

During the period under review the Ministry of Education as a part of the Government's initiatives for resource sharing in the Public Sector began the process of exploring the area of public relations and corporate communications for the Central Ministry and its agencies.

The output from this initiative would be the central management of these areas which should contain cost and also ensure a consistency of messages across entities.

In the next financial year it will be confirmed if the Jamaica Library Service will be a part of the pilot of this initiative.

Strategic Partnerships:

The organization maintained and re-affirmed long standing and mutually beneficial partnerships with organizations and individuals and also established a number of new partnerships.

Numerous programmes and services including the National Reading Competition and the National Reading Fair were supported by the partners as listed below:-

Major Partners

Kingston Bookshop

Television Jamaica

LIME Foundation

Associate Partner

The Gleaner Company Limited

Donors

Carlong Publishers

Allied Insurance Brokers

American Home Assurance

Association of Librarians in the Jamaica Library Service

Britmach Industries

CIBC First Caribbean

Econo Office and School Supplies Ltd

Crazy Jim	Dolphin Cove	Green Grotto Caves
H.D. Hopwood	Jamaica Biscuit Company	
Jamaica National Building Society	Library and Information Association of Jamaica	
Media Impact	Minott Equipment & Chemicals/Services	
Pollyanna Caterers	Sun Island	Tyres and Technical
Wyndham Kingston	Guardsman Limited.	

The various partnerships were instrumental in the provision of a high standard of programme and service delivery.

Publicity, Promotion and Advertising:

The organization's activities were kept at the forefront of the public's mind and attention through numerous publicity placement/promotion from various media houses. These covered various activities and programmes in the organization and included challenges.

Areas of interest to the media resulted in a number of publicity placements such as:-

Publicity

- Gleaner newspaper - *St. Mary remembers Tacky* May 2012 highlighting the eighth annual Day in Honour of Tacky with i. Wreath laying at the monument; ii. Presentation to guest speaker, Executive Director of Jamaica National Heritage Trust; iii. Donation of 16 books from Roy 'Maas Roy' Archer – one of which was presented to Tahalia Ogle, children's services librarian at St. Mary Parish Library.
- Sunday Gleaner newspaper - May 2012 with Mr. Earl Jarrett, general manager of Jamaica National Building Society, making a presentation to Mrs. Karen Barton, senior director of the Jamaica Library Service (JLS) with a copy of "*Behind the Scenes at King's House 1873-2010*" for the library's collection.
- The Star newspaper - May 2012 with "*BETTER PARKING at Spaldings Branch Library*" showing Mr. Azan carrying out an upgrading project which will allow better parking facility for users of the library. It was projected that a proper library, homework centre and a basic school and a post office would be on one complex.
- Gleaner newspaper - "*Rename St. Thomas Parish Library*" August 2012 suggesting that the library be renamed since the late Inez Bowen in 1947 garnered support for the formation of the public library for the town.
- The Observer newspaper - "*Hundreds benefit from JLS/KFC intervention programme*" September 2012 showcasing the KFC's \$30-million investment in the establishment of 14 Chicky Reading Room and Homework Centres across the island. This article makes mention of the most recent Centre opened at the Santa Cruz Branch Library.
- The Observer newspaper - "*Theft impeding student access to texts in school libraries*" October 2012 commenting that, according to the Acting Director General, of the Jamaica Library Service, Mrs. K. Barton, theft is the reason that school libraries are not equipped

to serve as a backup for children without textbooks. The JLS provides supplementary material that cover at least a portion of the subject matter being studied by students.

- The Star newspaper - *“400 computers for library service”* November 2012 stating that the ICT services of the JLS will be improved and expanded with an additional 400 computers following a contract signing with the Universal Service Fund (USF) of the Ministry of Science, Energy and Mining; and Management Control Systems (MC Systems), a Jamaican technology company, which was awarded the contract to supply the computers. The contract was valued at over J\$52 million. Mrs. Patricia Roberts, director general JLS stated, at the signing ceremony, that JLS was very grateful for the computers, which will assist in improving and extending its services to the public. Mr. H. Cross, chief executive director of USF stated that the organization was pleased to be partnering with the JLS to provide modern technology for its users.
- Saturday Gleaner newspaper - *“Library’s free computer service a big help”* February 2013 showcasing the provision of free computer and internet access at the Kingston and St. Andrew Parish Library. A big thank you to the library for the gracious favour.
- The Observer newspaper - *“Lackadaisical customer service”* September 2012 stating that ‘the director of the JLS must put in place the necessary training for the staff members of the St. James Parish Library ...’. The Saturday Gleaner communication September 2012 showed the response from the director general, Mrs Patricia Roberts, *“Better service coming from JLS”* stating that it may well be that the waiting time for using computers was over an hour, but the demand outweighs the number of computers available for public access and persons are served on a first come, first served basis. The JLS in the final stages of procuring 400 additional computers from the Universal Access Fund, which should alleviate the problem. Mrs. Roberts also stated that ‘rude, reprehensible and discourteous’ service is not supported by the organization and ongoing training in customer service for all categories of staff is provided.

Advertising

- *...Become a Librarian - visit the organization’s Interactive booth at the Careers & lifestyles Expo/Symposium & Job Fair 2012* – Gleaner newspaper Oct. 2012
- The Teacher/Librarians’ Seminar 2012/2013 – Sunday Gleaner newspaper Jan. 2013
- The Teacher/Librarians’ Seminar 2012/2013 – Sunday Gleaner newspaper Feb. 2013
- Provision of free library and information services – Sunday Observer newspaper March 2013

Promotional activities

- ✓ *‘We Likkle, But We Tallawah’* highlighting the early literacy outreach project to foster parent-child bonding, The Gleaner, April 2012
- ✓ *Eight (8) Study Tips* highlighting criteria for successful studying, The Daily Observer, April 2012
- ✓ *Everything to make Studying Easy* highlighting free access to EBSCO Host Research Service at the public libraries, The Daily Observer, April 2012

- ✓ *Shortwood Branch Library's annual essay competition* growing highlighting the benefits derived as members/users of public libraries, The Gleaner, April 2012
- ✓ *Jamaica Library Service's Role in the Transformed Education System* highlighting the provision of programmes and services for all, The Flair Magazine, November 2012

Advertising and promotional activities included:

- For the National Reading Fair
 - Newspaper advertisement
 - A 40ft banner on the Kingston & St. Andrew Parish Library wall
 - Commercials on TVJ
 - Commercial on Irie FM
 - Commercial on Zip 103 FM
 - Commercial on Love 101 FM
- For the Teacher/Librarians' Seminar
 - Advertisement

Event Planning, Coordination and Promotion:

There were handing-over ceremonies which were held and videotaped for books donated to the organization.

• **National Reading Competition**

The annual National Reading Competition under the theme "*Jamaica 50: A Nation On A Mission ... To Read*" was successfully held with 3 major sponsorships from Television Jamaica, Kingston Bookshop and LIME, and The Gleaner Company Limited – an associate sponsor – and a number of donors.

Three thousand and thirteen (3,013) participants registered for the children categories as shown:

6-8 yrs	858
9-11 yrs	1,510
12-14 yrs	645.

In addition, four hundred and fifty (450) participants registered for the adult categories as shown:

15-20 yrs	232
21 yrs & over	218.

The **Parish Motorcades** were held from July 20 - August 10, 2012 to celebrate the Parish Champions, promote the Champions in their respective communities and heighten anticipation of the performance of the champions in the Quiz Finals.

The 2012 Parish Champions' **Media Reception** was held in the Joyce Robinson Hall, Kingston and St. Andrew Parish Library on August 22, 2012 to publicly recognize the sponsors of the 2012 season and award the Parish Champions with trophies, certificates and other prizes courtesy of sponsors.

On August 23, 2012 the taping of the **National Quiz** finals was held at Television Jamaica's studio. Sixty-five Parish Champions were declared and the five National Champions were selected as shown below:-

6-8 years National Champion

Name: Kailla Grant

Age: 6

Service Point: St. Thomas Parish Library

Parish: St. Thomas

9-11 years National Champion

Name: Zara Ranglin

Age: 9

Service Point: Kingston & St. Andrew Parish Library

Parish: Kingston & St. Andrew

12-14 years National Champion

Name: Shamoy McKenzie

Age:

Service Point: Portland Parish Library

Parish: Portland

15-20 Adult National Champion

Name: Sherika Chambers

Service Point: Clarendon Parish Library

Parish: Clarendon

21 & over Adult National Champion

Name: Khandi Ford

Service Point: Red Bank Branch Library

Parish: St. Elizabeth

Winner with the highest marks overall:

Kailla Grant (Junior Categories)

Winner with the highest marks overall:

Sherika Chambers (Adult Categories)

Parish Library Network with the best performance in the Quiz/National Finals:

St. James and Hanover

The season's prizes included books, trips overseas, bursaries, trophies, cash and holidays at resorts.

The finals of the competition were aired on TVJ according to the schedule:

Junior Segment

First broadcast: September 10, 2012 - 5:30 p.m. - 6:30 p.m.

Repeat broadcast: September 16, 2012 - 1:00 p.m. - 2:00 p.m.

Adult Segment

First broadcast: September 17, 2012 - 5:30 p.m. - 6:30 p.m.

Repeat Broadcast: September 23, 2012 - 1:00 p.m. - 2:00 p.m.

• National Reading Fair 2012

The annual National Reading Fair under the theme “*Jamaica 50: A Nation On A Mission ... To Read*” was successfully held on November 24, 2012 at the Kingston and St. Andrew Parish Library, from 10:00 a.m. – 5:00 p.m.

Overall there were approximately 2,500 persons who participated in a family fun day including reading and recognizing the National Reading Competition champions along with a Teen Rap session, Readings and Dialects, Karaoke, and a Closing Concert, which was well received.

The Minister of Education declared the National Reading Fair open and the feedback was extremely positive.

The National Reading Competition partners mounted exhibitions/promotional booths at the National Reading Fair. The following entities/individuals also partnered as exhibitors: Altheia Barrett; Britmach Publications; Carlong Publishers; Crazy Jim; David Graham’s Pan Chicken; Delicious Foods; Dunbar & Owen; Dwayne Napier; Gleaner Company; Go GSAT; Jamaica National Building Society; Jamaica Reading Association; Jamaica Urban Transit Company; Jamaican Foundation for Lifelong Learning; Kingston Bookshop; Lime; LMH Publishing (2 tents); Munchie’s Pastries; Novelty Trading Company Ltd.; Top Shelve Restaurant; Rengela’s Treats; Versan Educational Services; Winsome Strawn.

Revenue Generation:

At Headquarters and throughout the Parish Library Network various initiatives were executed to promote the delivery of income-generating services including the following:-

- Rental of - i. Premises; ii. Chairs; iii. Lockers
- Photocopying service (black and white and colour copying)
- Facsimile Service (sending and receiving - intra-island and overseas)
- Computer printing

- Scanning Service
- Spiral Binding Service
- Laminating Service.

CONCLUSION

The Department successfully supported the organization's efforts as a brand to deliver on the message and working towards realizing the Vision.

Many exciting initiatives are planned for the next financial year including a review of the income-generating portfolio for expansion.

APPENDICES

Appendix SLN 001

SCHOOL LIBRARIES SERVED BY REGIONS

Primary School Libraries Served							High School Libraries Served						
Regions	Inf.	Prim.	All-Age	P.J.H.	Spec.	Total		P.J.H.	Tech. High	Sec. High	Spec.	Total	Grand Total
1	11	144	26	24	2	207		2	2	35	2	41	248
2	4	66	27	11	-	108		1	2	11	-	14	122
3	5	97	30	15	-	147		2		21	-	23	170
4	5	90	24	9	-	128		4	2	8	-	14	142
5	2	65	12	4	-	83		5	1	9	-	15	98
6	2	89	31	8	-	130		2	2	13	-	17	147
Total	29	551	150	71	2	803		16	9	97	2	124	927

**** N.B. 16 Primary and Junior High Schools served received both Primary and High School services as follows:**

Region 1: Constant Spring & White Marl Primary & Junior High Schools (2)

Region 2: Bellevue Primary & Junior High (1)

Region 3: Hatfield & Rest Primary and Junior High Schools (2)

Region 4: Moneague, Enfield, Mt. Angus & Retreat Primary & Junior High Schools (4)

Region 5: Avocat, Mt. Hermon, Bath, Cedar Valley & Port Morant Primary & Junior High Schools (5)

Region 6: Elderslie & New Hope Primary & Junior High Schools (2)

Key:

Inf.: Infant

Prim.: Primary

P.J.H.: Primary & Junior High

Spec.: Special

Tech. High: Technical High

Sec. High: Secondary High

Appendix SLN 002

LOCAL SUPPLIERS

Location	#of Titles	# of Copies	Cost (\$)
Kingston Bookshop	16 1 Globe	345 4 Globes	528,472.80 23,760.00
Ian Randle	2	50	100,800.00
Novelty Trading Co. Ltd	2	30	87,500.00
The Book Merchant	11	220	751,423.50
Britmach Industries	1	40 sets encyclopedia (20 vol. each) 880	4,077,311.28
UWI Press	1	20	50,723.36
LMH	16	460	282,920.00
Carlong	1	50	48,825.00
Dr. Joslin U. Salmon	1	30	36,450.00
Evelyn Smart	1	20	50,000.00
Tanya Batson-Savage	1	30	9,450.00
Total Local books	53 1 globe	(2,135 inclusive of 40 sets of encyclopedia) & 4 Globes	6,047,635.94

Appendix SLN 003

DONATIONS TO SCHOOL LIBRARY NETWORK APRIL 2012- MARCH 2013

Donors	Quantity	Cost
Mason Crest	2 books	1,934.01
Rosen	15 books	36,642.45
Hodder	38 books	76,211.99
Macmillan	120 books	156,550.78
CHASE Fund	255 books	1,377,000.00
Geoffrey de Sola Pinto	200 books	240,000.00
Bookpoint	38 books	41,917.43
Nelson Thornes	10 + 1 CD each	22,962.00
Passion & Purity	125 booklets	37,500.00
Jamaica Cultural Development Commission (JCDC)	5 magazines	4,000.00
Caribbean Star Inc.	20 magazines	6,000.00
Jamaica Olympic Association	75 brochures	375.00
UNICEF	248 books 13 posters	74,400.00 2,600.00
Food for the Poor	164 books 30 DVDs	60,000.00 20,000.00
Total	1,090 books, 125 booklets, 25 magazines, 13 posters, 30 DVDs, 10 CDs, 75 brochures	2,158,093.66

List of Active, Partially Active and Inactive School Libraries**Active School Libraries****Region 1****St. Andrew****Primary**

*August Town Primary
 Balmagie Primary
 Bowden Hill Primary
 *Clifton Primary
 Craighton Primary
 *Drews Avenue Primary
 Duhaney Park Primary & Infant
 Dunrobin Primary
 Dupont Primary and Infant
 Excelsior Primary
 Friendship Brook Primary
 *George Headley Primary
 Half -Way Tree Primary
 Harbour View Primary
 Hope Valley Experimental Primary and Infant
 Lawrence Tavern Primary
 Mannings Hill Primary
 Maxfield Park Primary
 Mona Heights Primary
 Mount Fletcher Primary
 New Gardens Primary & Infant
 New Providence Primary
 Pembroke Hall Primary
 Rousseau Primary
 St. Benedict's Primary
 St. Francis Primary & Infant
 St. Patrick's Primary
 St. Peter Claver Primary
 St. Richard's Primary
 Tarrant Primary
 *Tavares Gardens Primary
 *Tower Hill Primary

All Age

Constitution Hill All Age
 Greenwich All Age
 King Weston All Age
 Louise Bennett-Coverley All Age
 Rock Hall All Age
 Somerset All Age & Infant
 Westphalia All Age
 Whitfield All Age

Primary and Junior High

Balcombe Drive Primary and Junior High
 Brandon Hill Primary and Junior High
 Constant Spring Primary and Junior High
 Dallas Primary and Junior High
 Hall's Delight Primary and Junior High
 John Mills Primary and Junior High
 Maverely Primary and Junior High
 Melrose Primary and Junior High
 Mico Practising Primary and Junior High
 New Day Primary and Junior High
 Seaward Primary & Junior High
 Shortwood Practising Primary and Junior High
 Stony Hill Primary and Junior High
 Swallowfield Primary and Junior High

High

Charlie Smith High
 Clan Carthy High
 Donald Quarrie High
 Haile Selassie High
 Mavis Bank High
 Mona High
 Norman Manley High
 Papine High
 Pembroke Hall High

Tarrant High
Trench Town High

Special Schools

Danny Williams School for the Deaf
Lister Mair Gilby High of the Deaf

Kingston

Infant

All Saints Infant
Alpha Infant
Central Branch Infant
St. Anne's Infant
St. Joseph's Infant
St. Michael's Infant

Primary

Allman Town Primary
Alpha Primary
*Clan Carthy Primary
*Denham Town Primary
Franklin Town Primary
Holy Family Primary & Infant
St. Aloysius Primary
St. Anne's Primary

Primary and Junior High

Calabar Primary and Junior High
Norman Gardens Primary and Junior High
Windward Road Primary and Junior High

All Age

*Port Royal All Age & Infant

High

Holy Trinity High
Kingston High
Tivoli Gardens High

Vauxhall High

Technical High

Dunoon Park Technical High

St. Catherine

Infant

Bridgeport Infant
Spanish Town Infant
Waterford Infant

Primary

Angel's Primary
Ascot Primary
Bellas Gate Primary
Belmont Park Primary
*Berry Hill Primary & Infant
Berwick Primary
Bonnett Primary
Bridgeport Primary
Brown's Hall Primary
Eltham Park Primary
Ensom City Primary
Ewarton Primary
Friendship Primary
Garden Hill Primary
Giblatore Primary
Greater Portmore Primary
Guanaboa Vale Primary
Guy's Hill Primary
Hamwalk Primary
Harewood Primary
Hartland Primary
Horizon Park Primary
Independence City Primary
Jericho Primary
Juan de Bolas Primary
Jubilee Town Primary
Kensington Primary
Marlie Hill Primary

Marlie Mount Primary & Infant
 McAuley Primary
 Mount Hermon Primary
 Mount Nebo Primary
 Mount Rosser Primary & Infant
 Old Harbour Bay Primary
 Old Harbour Primary
 Orangefield Primary
 Pear Tree Grove Primary
 Planters Hall Primary and Infant
 Port Henderson Primary
 Portsmouth Primary
 Redwood Primary
 Rose Hill Primary
 Sargeantville Primary
 Seafield Primary and Infant
 Southborough Primary
 Spanish Town Primary
 Springvale Primary
 St. Faith's Primary
 St. John's Primary
 Top Hill Primary
 Top Jackson Primary
 Tydixon Primary
 Wakefield Primary
 Waterford Primary
 Watermount Primary
 York Street Primary

All Age

Bois Content All Age
 Kentish All Age
 Lluidas Vale All Age
 Lucky Valley All Age
 New Mount Industry All Age

Primary and Junior High

Braeton Primary and Junior High
 Linstead Primary and Junior High
 Mount Moreland Primary and Junior High
 Point Hill Leased Primary and Junior High
 Rosemount Primary and Junior High
 Troja Primary and Junior High

Whitemarl Primary and Junior High

High

Ascot High
 Bog Walk High
 Bridgeport High
 Cumberland High
 Eltham High
 Ewarton High
 Glengoffe High
 Greater Portmore High
 Guys Hill High
 Innswood High
 Jonathan Grant High
 McGrath High
 Old Harbour High
 Spanish Town High
 St. Catherine High
 Tacius Golding High
 Waterford High

Technical High

Jose Marti Technical High

Region 2

St James

Infant

Cambridge Infant
 Montego Bay Infant

Primary

*Anchovy Primary
 Barracks Road Primary
 Cambridge Primary
 Chatsworth Primary
 *Chetwood Memorial Primary
 Corinaldi Avenue Primary

Goodwill Primary and Infant
 Granville All Age
 Irwin Primary
 Mount Zion Primary
 Orange Hill Primary
 Roehampton Primary
 Sunderland Primary
 Tower Hill Primary
 Vaughnsfield Primary & Infant

All Age

Bogue Hill All Age
 John's Hall All Age
 Lethe All Age
 Lottery All Age
 *Salt Spring All Age
 *Salter's Hill All Age
 Somerton All Age & Infant
 Sudbury All Age

Primary & Junior High

Albion Primary & Junior High
 *Catadupa Primary & Junior High
 Farm Primary & Junior High
 Flankers Primary & Junior High
 Glendevon Primary & Junior High
 Mount Salem Primary & Junior High

High

Anchovy High
 Cambridge High
 Maldon High
 St. James High

Technical High

Herbert Morrison Technical High

Hanover

Infant

Lucea Infant

Primary

Brownsville Primary
 Clifton Primary
 Cove Primary
 Esher Primary
 Green Island Primary
 Gurney's Mount Primary
 Kendal Primary
 Lucea Primary
 *Middlesex Corner Primary
 Mount Hannah Primary
 *Mount Ward Primary
 Pell River Primary
 Pondside Primary
 Watford Hill Primary

All Age

Askenish All Age
 Chester Castle All Age
 Friendship All Age
 Hillsbrook All Age
 *Maryland All Age
 Riverside All Age

Primary & Junior High

Bethel Primary & Junior High
 Sandy Bay Primary & Junior High

High

Green Island High
 Rusea's High

Technical High

Knockalva Technical High

Trelawny**Infant**

Falmouth Infant

Primary

Albert Town Primary & Infant
 Brampton Primary
 Daniel Town Primary
 Freemans Hall Primary & Infant
 Kinloss Primary
 Refuge Primary
 Rio Bueno Primary
 Salt Marsh Primary
 Spring Garden Primary & Infant
 Stewart Town Primary
 Troy Primary
 Unity Primary
 Waldensia Primary
 Wilson's Run Primary

All Age

Duncan's All Age
 Falmouth All Age
 *Wait-A-Bit All Age

Primary & Junior High

Bellevue Primary & Junior High
 Low River Primary & Junior High

High

Albert Town High
 Cedric Titus High
 Holland High
 Muschett High

Region 3**Manchester****Infant**

Bethabara Infant
 Mandeville Infant
 Porus Infant

Primary

Albion Primary
 Auchtembeddie Primary
 Bellefield Primary
 Bethany Primary
 Bryce Primary
 Chantilly Primary
 Christiana (Leased) Primary & Infant
 Coley Mountain Primary
 Ferguson Primary
 Frankfield Primary & Infant
 Grove Town Primary
 Harmons Primary
 Huntley Primary
 Marlie Hill Primary
 New Broughton Primary
 Old England Primary
 Plowden Primary
 Porus Primary
 Pratville Primart & Infant
 Prospect Primary
 Ramble Primary
 Rose Hill Primary
 Snowdon Primary
 Victoria Town Primary
 Woodlands Primary

All Age

Campbell's Castle All Age
 Craighead All Age
 Harry Watch All Age
 Kendel All Age
 Nazareth All Age

Patrick Town All Age

Primary & Junior High

Bethabara Primary & Junior High
 Hatfield Primary & Junior High
 Mandeville Primary & Junior High
 New Forrest Primary & Junior High & Infant
 New Green Primary & Junior High
 Villa Road Primary & Junior High

High

Bellefield High
 Christiana High
 Cross Keys High
 May Day High
 Mile Gully High
 Porus High
 Winston Jones High

Clarendon

Infant

*Alley Infant
 May Pen Infant

Primary

Alley Primary
 Alston Primary & Infant
 Ashley Primary & Infant
 Brandon Hill Primary
 *Bunkers Hill Primary
 Coffee Piece Primary
 Denbigh Primary
 Effortville Primary
 Elgin Primary
 Frankfield Primary & Infant
 Gimme-me-bit Primary
 Hazard Primary
 James Hill Primary
 Kilsyth Primary & Infant

May Pen Primary
 Mineral Heights Primary
 Moravia Primary
 Pleasant Valley Primary
 Ritchies Primary
 Sanguinetti Primary
 Simon Primary & Infant
 Spaldings Primary
 Treadlight Primary
 Tweedside Primary
 Watsonston Primary
 York Town Primary

All Age

Beulah All Age
 John Austin All Age
 Johns Hall All Age
 McNie All Age
 Portland Cottage All Age
 Rock Rive All Age
 Sunbury All Age
 Wood Hall All Age

Primary & Junior High

Chandlers Pen Primary & Junior High
 Crofts Hill Primary & Junior High
 Cross Primary & Junior High
 Four Paths Primary & Junior High
 Garlogie Primary & Junior High
 Green Park Primary & Junior High
 Hayes Primary & Junior High
 Osbourne Store Primary & Junior High
 Rest Primary & Junior High

High

Alston High
 Bustamante High
 Central High
 Clarendon College
 Claude McKay High
 Denbigh High
 Edwin Allen High

Foga Road High
 Garvey Maceo High
 Kellits High
 Kemps Hill High
 Lennon High
 Spaldings High
 *Thompson Town High

Region 4

St. Ann

Infant

Brown's Town Infant

Primary

Aboukir Primary
 Alderton Primary
 Alva Primary & Infant
 Bensonton Primary
 Breadnut Hill Primary
 Brown's Town Primary
 Camperdown Primary
 Cascade Primary
 Eccleston Primary
 Fort George Primary & Infant
 Free Hill Primary
 Grant's Mountain Primary
 Ocho Rios Primary
 Parry Town Primary
 Pricly Pole Primary
 Priory Primary
 St. Ann's Bay Primary
 Sturge Town Primary
 Waltham Primary
 Watsonville Primary
 York Castle Primary

All Age

Beecher Town All Age
 Chalky Hill All Age

Claremont All Age
 Clarksonville All Age
 Discovery Bay All Age
 *Exchange All Age
 *Keith All Age
 Gibraltar All Age
 Runaway Bay All Age
 St. George's All Age
 Village All Age
 Walkerswood All Age
 Watt Town All Age

Primary & Junior High

Bamboo Primary & Junior High
 *Moneague Primary & Junior High
 Steer Town Primary & Junior High

High

Aabuthnott Gallimore High
 Brown's Town High
 Ocho Rios High

Technical High

Marcus Garvey Technical High

St. Mary

Primary

Albion Mountain Primary
 Baxter's Mountain Primary
 Beecham Hill Primary & Infant
 Bellefield Primary
 Boscobel Primary
 Brainerd Primary
 Carron Hall Primary
 Elliot Primary & Infant
 Epsom Primary
 Free Hill Primary & Infant
 Galina Primary & Infant
 *Gayle Primary
 Goshen Primary

Jack's River Primary
 Labyrinth Primary
 Lewisburg Primary
 Long Road Primary
 Marlborough Primary
 Mason Hall Primary
 May River Primary
 Mount Joseph Primary
 New Orange Hill Primary & Infant
 Oracabessa Primary
 Ramble Primary
 Richmond Primary & Infant
 Rock River Primary
 Rose Bank Primary
 Trinity Primary
 Wallingford Primary
 Water Valley Primary
 Woodside Primary
 Zion Hill Primary

All Age

Annotto Bay All Age
 Bromley All Age

Primary & Junior High

Clonmel Primary & Junior High
 Enfield Primary & Junior High
 Highgate Primary & Junior High
 Retreat Primary & Junior High

High

Annotto Bay High
 Brimmer Vale High
 Islington High
 Oracabessa High
 Tacky High

Technical High

St. Mary Technical High School

Region 5

Portland

Infant

Boundbrook Infant

Primary

Bellevue Primary
 Birnamwood Primary
 Boston Primary & Infant
 Boundbrook Primary
 Buff Bay Primary
 Bybrook Primary
 Coopers Hill Primary
 Fair Prospect Primary
 Fairfield Primary
 Fruitful Vale Primary
 Ken Wright Primary
 Port Antonio Primary
 Reach Primary & Infant
 Seaside Primary
 Sherwood Forest Primary
 Shirley Castle Primary
 Tranquility Primary
 Windsor Primary
 Windsor Forest Primary

All Age

Drapers All Age
 Manchioneal All Age
 Rock Hall All Age

Primary & Junior High

Avocat Primary & Junior High
 *Cascade Primary & Junior High
 Comfort Castle Primary & Junior High
 Fellowship Primary & Junior High
 Moore Town Primary & Junior High
 Mount Hermon Primary & Junior High

High

Buff Bay High
 Fair Prospect High
 Happy Gove High
 Port Antonio High

St. Thomas**Primary**

Airy Castle Primary
 Arcadia Primary
 Dalvey Primary
 Easington Primary
 Golden Grove Primary & Infant
 Grants Pen Primary
 Hayfield Primary
 Johnson Mountain Primary
 Lyssons Primary
 Lystra Primary
 Old Pera Primary
 Pear Tree River Primary & Infant
 Prospect Primary
 Rowlandsfield Primary
 Seaforth Primary
 Thornton Primary
 Trinityville Primary
 White Horses Primary
 Woburn Lawn Primary
 Yallahs Primary

All Age

Bethseda All Age

Primary & Junior High

Bath Primary & Junior High
 Cedar Valley Primary & Junior High & Infant
 Port Morant Primary & Junior High

High

Morant Bay High
 Paul Bogle High
 Robert Lightbourne High
 Seaforth High
 Yallahs High

Technical High

St. Thomas Technical High

Region 6**St. Elizabeth****Primary**

Balaclava Primary
 Ballards Valley Primary
 Barbary Hall Primary
 Bigwoods Primary
 Brinkley Primary
 Brompton Primary
 Burnt Savannah Primary
 Carisbrook Primary
 Clapham Primary
 Epping Forest Primary
 Frazer Primary
 Fyffes Pen Primary
 Geneva Primary
 Glen Stuart Primary
 Happy Grove Primary
 Holland Primary
 Hopeton Primary
 Hopewell Primary
 Kilmarnock Primary
 Lacovia Primary
 Leeds Primary
 Merrywood Primary
 Mount Osborn Primary
 Mountainside Primary
 Mulgrave Primary
 Newton Primary

Parottee Primary
 Pedro Plains Primary
 Pondside Primary
 Russells Primary
 Sandy Bank Primary
 Schoolfield Primary
 Seaview Primary
 Siloah Primary
 St. Mary's Primary
 Thornton Primary
 Top Hill Primary
 Warminster Primary

All Age

Bethlehem All Age & Infant
 Bogue All Age
 Fullerswood All Age
 Giddy Hall All Age
 Goshen All Age
 Mayfield All Age
 Middle Quarters All Age
 Quickstep All Age
 Springfield All Age

Primary & Junior High

Aberdeen Primary & Junior High
 Elderslie Primary & Junior High
 Nain Primary & Junior High
 Santa Cruz Primary & Junior High

High

B.B. Coke High
 Balaclava High
 Black River High
 Lacovia High
 Maggotty High
 Newell High

Technical High

St. Elizabeth Technical High

Westmoreland

Infant

Savanna-la-mar Infant

Primary

Barneyside Primary
 Beaufort Primary
 Blauwearie Primary
 Broughton Primary
 Cairn Curran Primary
 Chantilly Primary
 Cokes View Primary
 Darliston Primary
 Enfield Primary & Infant
 Haddo Primary & Infant
 Holly Hill Primary & Infant
 Kings Primary
 Little London Primary
 Moreland Hill Primary
 New Works Primary & Infant
 Peggy Barry Primary & Infant
 Petersfield Primary & Infant
 Porters Mountain Primary
 Savanna-la-mar Primary
 Sir Clifford Campbell Primary
 St. Paul's Primary
 Unity Primary

All Age

Ashton All Age
 Bethel Town All Age
 Caledonia All Age
 Dundee All Age
 Mount Airy All Age
 Revival All Age
 Seaford Town All Age
 Sheffield All Age
 Williamsfield All Age

Primary & Junior High

Strawberry Primary & Junior High

High

Belmont Academy
 Godfrey Stewart High
 Grange Hill High
 Little London High
 Petersfield High

Technical High

Frome Technical High

Partially Active School Libraries**Region 1****St. Andrew****Primary**

Bito Primary & Infant
 Bloxburgh Primary & Infant
 *Cavaliers Primary
 *Essex Hall Primary
 Golden Valley Primary & Infant
 *Jacks Hill Primary & Infant

All Age

Red Hills All Age

Primary and Junior High

Allman Hill Primary & Junior High
 Cockburn Garden Primary & Junior High

High

Edith Dalton James High

Special Schools

Maxfield Park Children's Home

*The Women's Centre Foundation of Jamaica

Kingston**Infant**

Allman Town Infant

Primary

*Holy Rosary Primary
 Jessie Ripoll Primary
 Rollington Primary
 St. Alban's Primary

St. Catherine**Primary**

Cedar Valley Primary & Infant
 Victoria Primary

All Age

Ginger Ridge All Age

Region 2**St. James****Primary**

Adelphi Primary
 Bickerseth Primary & Infant
 Catherine Hall Primary, Infant & Special Education
 Dumfries Primary
 Howard Cooke Primary
 Maldon Primary
 Niagara Primary

All Age

Barrett Town All Age
Buckingham All Age
Mount Horeb All Age & Infant

Springfield All Age

Primary & Junior High

Garland Primary & Junior High

Hanover**Primary**

Cacoon Castle Primary
 Mount Peto Primary
 St. Simon's Primary

All Age

Cacoon All Age
 Cave Valley All Age
 Chambers Pen All Age
 Claremont All Age
 *Jericho All Age
 Upper Rock Spring All Age & Infant

Primary & Junior High

Success Primary & Junior High

High

Merlene Ottey High

Trelawny**Primary**

Alps Primary & Infant
 Clarke's Town Primary
 Duanvale Primary
 Granville Primary
 Hampden Primary & Infant
 Hastings Primary
 Sawyers Primary
 Ulster Spring Primary
 Warsop Primary

All Age

First Hill All Age

Region 3**Manchester****Primary**

Alligator Pond Primary & Infant
 Broadleaf Primary
 Christiana Moravian Primary & Infant
 Ebenezer Primary
 Fairfield Primary
 McIntosh Memorial Primary
 Medina Primary
 Mount Olivet Primary
 Richmond Primary
 Somerset Primary
 Zion Hill Primary
 St. Jago Primary

All Age

Comfort Hall All Age
 Devon All Age
 Mizpah All Age
 Pike All Age
 Robin's Hall All Age
 St. Paul's All Age
 Top Hill All Age & Infant
 Waterloo All Age

Clarendon**Primary**

Anderson Town Primary
 Arthurs Seat Primary
 Bailleston Primary
 Brixton Hill Primary & Infant
 Collington Primary
 Free Town Primary
 Gravel Hill Primary
 Kellits Primary
 Long Look Primary
 Main Ridge Primary

Milk River Primary
 Mitchell's Hill Primary
 Mitchell Town Primary
 Mocho Primary & Infant
 Morgan's Forest Primary & Infant
 Morgan's Pass Primary
 Mount Airy Primary & Infant
 Mount Providence Primary
 Mount Carmel Primary
 Park Hall Primary & Infant
 Pindars Valley Primary
 Prospect Primary
 Race Course Primary
 Red Hills Primary
 Richmond Park Primary
 Rock Primary
 Rosewell Primary
 Salt Savannah Primary & Infant
 Scotts Pass Primary & Infant
 Smithville Primary
 Thompson Town Primary & Infant
 Victoria Primary
 Wanstead Primary

All Age

Aenon Town All Age
 Chapelton All Age
 Crooked River All Age
 Cumberland All Age
 Mount Liberty All Age
 Staceyville All Age
 Toll Gate All Age & Infant
 Trout Hall All Age

Primary & Junior High

Leicesterfield Primary, Junior High & Infant
 Moores Primary & Junior High

Region 4

St. Ann

Infant

Charlton Infant
 St. Ann's Bay Infant

Primary

Bethany Primary
 Chester Primary
 Clapham Primary
 Clydesdale Primary
 Epworth Primary
 Hoolebury Primary
 Inverness Primary & Infant
 Iron's Mountain Primary
 Jeffreyville Primary
 Liberty Hill Primary
 Lime Hall Primary
 Mount Moriah Primary & Infant
 Mount Waddy Primary
 Mount Zion Primary
 *Murray Mountain Primary
 Retirement Primary
 Servite Primary
 Turnberry Primary
 Waltham Abbey Primary

All Age

Bohemia All Age
 Golden Grove All Age
 Linton Park All Age
 Lower Buxton All Age
 Madras All Age

Primary & Junior High

Higgins Land Primary & Junior High
 Muirhouse Primary & Junior High
 Stephney Primary & Junior High

St. Mary**Infant**

Carron Hall Infant
Port Maria Infant

Primary

Camberwell Primary
Derry Primary
*Devon Pen Primary
Donnington Primary
Hillside Primary
Jeffrey Town Primary
Jobs Hill Primary
Mahoe Hill Primary
Martin's Primary
Preston Hill Primary
Robin's Bay Primary
Three Hills Primary

All Age

Hampstead All Age
Newstead All Age
Paisley All Age

Primary & Junior High

Castleton Primary & Junior High
Jackson Primary & Junior High

Region 5**Portland****Infant**

Port Antonio Infant

Primary

Belle Castle Primary & Infant
Charles Town Primary

Claverty Cottage Primary
Norwich Primary
Rural Hill Primary

All Age

Maidstone All Age
St. Margaret's Bay All Age

St. Thomas**Primary**

Amity Hall Primary & Infant
Barking Lodge Primary
Middleton Primary
Minto Primary
Mount Vernon Primary
Penlyne Castle Primary
Richmond Gap Primary & Infant

Region 6**St. Elizabeth****Primary**

Austin Primary
Beersheba Primary
Braes River Primary
Black River Primary & Infant
Crawford Primary
Lalor Primary
Marie Cole Memorial Primary
Morningside Primary
Newcombe Valley Primary
Nightingale Grove Primary
Park Mountain Primary
Pepper Primary
Red Bank Primary
Retirement Primary
Roses Valley Primary
Slip Lease Primary

St. Alban's Primary
White Hill Primary

All Age

Ginger Hill All Age
Lititz All Age and Infant
Pisgah All Age

Primary & Junior High

Accompong Primary & Junior High

Westmoreland

Infant

St. John's Infant

Primary

Carmel Primary
Ferris Primary
George's Plain Primary
New Castle Primary
Paul Island Primary
St. Leonard's Primary
*Town Head Primary

All Age

Content All Age
Cornwall Mountain All Age
Kew Park All Age & Infant
Little Bay All Age & Infant
Mearnsville All Age
Negril All Age
New Roads All Age
Petersville All Age
Retrieve All Age

Primary & Junior High

Kentucky Primary & Junior High
Mount Grace Primary & Junior High
Salem Primary & Junior High

High

*Maud McLeod High

Inactive School Libraries**Region 1****St. Andrew****Primary**

Content Gap Primary
*Golden Spring Primary
Grove Primary
Iris Gelly Primary
Jones Town Primary
Mountain View Primary
*Padmore Primary
*St. Jude's Primary
St. Martin de Porres Primary
Trench Town Primary
Unity Primary & Infant

All Age

Mount James All Age
St. Theresa All Age
Woodford All Age

High

*Penwood High

Kingston**Primary**

Chetolah Park Primary
Elleston Primary & Infant
North Street Congregational Primary
St. Andrew Primary
St. George's Girls Primary & Infant
St. Michael's Primary

All Age

Boys Town All Age

Central Branch All Age
Rennock Lodge All Age

High

Denham Town High

St. Catherine

Infant

Naggo Head Infant

Primary

Bartons Primary
Bermaddy Primary
Cassava River Primary & Infant
Crescent Primary
Davis Primary
Eccelston Primary
Good Hope Primary
Grateful Hill Primary
Gregory Park Primary
Homestead Primary
McCooks Primary
Naggo Head Primary
Paul Mountain Primary
Pollyground Primary
Simon Primary
St. Catherine Primary
*Time and Patience Primary
Tulloch Primary

All Age

Kitson Town All Age
Sligoville All Age
*Spring Gardens All Age
St. Mary's All Age
Tredegar Park All Age

Region 2

Hanover

Primary

Church Hill Primary

Trelawny

Primary

Bounty Hall Primary
Wakefield Primary

Region 3

Primary

Manchester

Mile Gully Primary

Region 4

St. Ann

Primary

Brittonville Primary
*Charlton Primary
Lime Tree Garden Primary & Infant

All Age

Philadelphia All Age

St. Mary**Primary**

*Port Maria Primary
*Preston Primary
Scotts Hall Primary

Primary & Junior High

*Mount Angus Primary & Junior High

Region 5**Portland****Primary**

Belvedere Primary
Bloomfield Primary
Nonsuch Primary
Orange Bay Primary
Skibo Primary

All Age

*Black Hill All Age
Hope Bay All Age
Mount Pleasant All Age
*Windsor Castle All Age

St. Thomas**Primary**

Duckenfield Primary
Font Hill Primary
Hillside Primary
John's Town Primary
*Morant Bay Primary
Spring Garden Primary
White Hall Primary
Wilmington Primary

Winchester Primary

All Age

Aelous Valley All Age

Bull Bay All Age

Region 6

St. Elizabeth

Primary

*Friendship Primary

*Mount Hermon Primary

Rose Hall All Age

Westmoreland

Primary

Bull Savannah Primary

Grange Hill Primary

Primary & Junior High

New Hope Primary & Junior High

High

Lewisville High

Key

- * Active to Partially Active
- * Partially Active to Active
- * Active to Inactive
- * Partially Active to Inactive
- * Inactive to Active
- * Inactive to Partially Active

Appendix SLN 005

Items Acquired Through the Infant School Libraries Development Project, Phase II

Items Supplied	Schools and Quantity of Items Received			
	Alley Infant	Brown's Town Infant	May Pen Infant	Cambridge Infant
Issue Desk	1	1	1	1
Shelf Unit	3	3	3	3
Computer Workstation	Refurbished	1 (2 bays)	1 (6 bays)	1
Tiny Tots Chairs	28	16	20	16
Tiny Tots Stools	8	6	4	6
Tiny Tots Tables	7	4	5	4
Periodical Displayer	1	1	1	1
Notice Board	1	1	1	1
White Board	1	1	1	1
Catalogue Card Cabinet	1	1	1	1
4-Drawer Filing Cabinet	1	1	1	2
2-Drawer Filing Cabinet				1
Television Set				1
Multi-Media Projector	1	1	1	1
Computer System	1	1	1	1
Printer	1	1	1	1
DVD Player	1	1		1
Radio/CD Player	1			
18" Industrial Wall Fan	1	1	3	
56 " Industrial Ceiling Fan	2			
18 " Industrial Standing Fan				1
Double Panel Display Board	1	1	1	1
Floor Carpet	1	1	1	1
Floor Cushions	3	3	3	3
Stuffed Toys	2	2	3	2
Poster Paint	6 sets			
Crayons		6 boxes		
Play Dough		6 boxes		
Resource Material	136 books, 3 CDs, 1 banner, 1 globe, 5 poster/ charts	136 books, 3 CDs, 1 banner, 1 globe, 5 poster/charts	135 books, 4 CDs, 1 globe, 1 banner, 5 posters/charts	136 books, 4 CDs, 1 banner, 1 globe, 1 poster/chart

Appendix SLN 006

Encyclopedias allocated to School Libraries in Regions 1-6

Region 1	School	Encyclopedia
	Angels Primary	The Kingfisher Science Encyclopedia The Kingfisher Animal Encyclopedia
	Balmagie Primary	Encyclopedia of Jamaican Heritage
	Bartons Primary	Encyclopedia of Jamaican Heritage
	Bellas Gate Primary	The Kingfisher Nature Encyclopedia
	Belmont Park Primary	World Book Encyclopedia (22 volumes) Encyclopedia of Jamaican Heritage
	Berwick Primary	Encyclopedia of Jamaican Heritage
	Bito Primary & Infant	Encyclopedia of Jamaican Heritage
	Bloxburgh Primary & Infant	Encyclopedia of Jamaican Heritage
	Bonnett Primary	The Kingfisher Nature Encyclopedia Encyclopedia of Jamaican Heritage
	Bowden Hill Primary	The Kingfisher Nature Encyclopedia
	Brown's Hall Primary	Encyclopedia of Jamaican Heritage
	Cedar Valley Primary & Infant	World Book Encyclopedia (22 volumes)
	Clifton Primary	Encyclopedia of Jamaican Heritage
	Danny Williams School for the Deaf	Encyclopedia of Jamaican Heritage
	Duhaney Park Primary	The Kingfisher Nature Encyclopedia
	Ensom City Primary	Encyclopedia of Jamaican Heritage
	Ewarton Primary	Encyclopedia of Jamaican Heritage
	Excelsior Primary	Encyclopedia of Jamaican Heritage
	Franklin Town Primary	World Book Encyclopedia (22 volumes)
	Friendship Primary	The Kingfisher Nature Encyclopedia Encyclopedia of Jamaican Heritage
	Garden Hill Primary	Encyclopedia of Jamaican Heritage
	Giblatore Primary	Encyclopedia of Jamaican Heritage
	Golden Spring Primary	Encyclopedia of Jamaican Heritage
	Golden Valley Primary	Encyclopedia of Jamaican Heritage
	Guanaboa Vale Primary	Encyclopedia of Jamaican Heritage
	Half-Way-Tree Primary	The Kingfisher Science Encyclopedia
	Hamwalk Primary	World Book Encyclopedia (22 volumes)
	Harbour View Primary	Encyclopedia of Jamaican Heritage
	Harewood Primary	Encyclopedia of Jamaican Heritage
	Hartlands Primary	Encyclopedia of Jamaican Heritage
	Independence City Primary	Encyclopedia of Jamaican Heritage
	Jerico Primary	Encyclopedia of Jamaican Heritage
	Jubilee Town Primary	World Book Encyclopedia (22 volumes) Encyclopedia of Jamaican Heritage
	Kensington Primary	Encyclopedia of Jamaican Heritage

Region	School	Encyclopedia
	Kentish Primary	Encyclopedia of Jamaican Heritage
	Mannings Hill Primary	Encyclopedia of Jamaican Heritage
	Marlie Hill Primary	Encyclopedia of Jamaican Heritage
	Maxfield Park Primary	The Kingfisher Science Encyclopedia The Kingfisher Nature Encyclopedia Encyclopedia of Jamaican Heritage
	Maxfield Park Children's Home	Encyclopedia of Jamaican Heritage
	New Gardens Primary & Infant	Encyclopedia of Jamaican Heritage
	New Providence Primary	The Kingfisher Science Encyclopedia
	Orangefield Primary	Encyclopedia of Jamaican Heritage
	Pear Tree Grove Primary	Encyclopedia of Jamaican Heritage
	Portsmouth Primary	World Book Encyclopedia (22 volumes)
	Rose Hill Primary	Encyclopedia of Jamaican Heritage
	St. Anne's Primary	The Kingfisher Nature Encyclopedia
	St. Benedict's Primary	Encyclopedia of Jamaican Heritage
	St. Faith's Primary	Encyclopedia of Jamaican Heritage
	St. Francis Primary & Infant	Encyclopedia of Jamaican Heritage
	St. Judes Primary	Encyclopedia of Jamaican Heritage
	St. Patrick's Primary	Encyclopedia of Jamaican Heritage
	St. Peter Claver Primary	Encyclopedia of Jamaican Heritage
	Sargeantville Primary	Encyclopedia of Jamaican Heritage
	Simon Primary	Encyclopedia of Jamaican Heritage
	Southborough Primary	Encyclopedia of Jamaican Heritage
	Springvale Primary	The Kingfisher Animal Encyclopedia
	Tarrant Primary	The Kingfisher Nature Encyclopedia
	Tavares Garden Primary	Encyclopedia of Jamaican Heritage
	Tower Hill Primary	The Kingfisher Animal Encyclopedia
	Wakefield Primary	The Kingfisher Animal Encyclopedia
	Waterford Primary	The Kingfisher Science Encyclopedia
	York Street Primary	The Kingfisher Science Encyclopedia The Kingfisher Animal Encyclopedia
	Bois Content All Age	The Kingfisher Science Encyclopedia Encyclopedia of Jamaican Heritage
	Constitution Hill All Age	Encyclopedia of Jamaican Heritage
	Ginger Ridge All age	Encyclopedia of Jamaican Heritage
	Greenwich All Age	Encyclopedia of Jamaican Heritage
	King Weston All Age	Encyclopedia of Jamaican Heritage
	Lluidas Vale All Age	Encyclopedia of Jamaican Heritage
	Louise Bennett – Coverley All Age	The Kingfisher Science Encyclopedia The Kingfisher Animal Encyclopedia
	Lucky Valley All Age	Encyclopedia of Jamaican Heritage
	Mount James All Age	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia

Region	School	Encyclopedia
	Planters Hall All Age	Encyclopedia of Jamaican Heritage
	Red Hills All Age	Encyclopedia of Jamaican Heritage
	Somerset All Age & Infant	The Kingfisher Animal Encyclopedia World Book Encyclopedia (22 volumes)
	Spring Gardens all Age	Encyclopedia of Jamaican Heritage
	Tredegar Park All Age	Encyclopedia of Jamaican Heritage
	Tydixon All Age	The Kingfisher Science Encyclopedia Encyclopedia of Jamaican Heritage
	Watermount All Age	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Allman Hill Primary & Junior High	Encyclopedia of Jamaican Heritage
	Balcombe Drive Primary & Junior High	Encyclopedia of Jamaican Heritage
	Brandon Hill Primary & Junior High	Encyclopedia of Jamaican Heritage
	Breton Primary & Junior High	The Kingfisher Animal Encyclopedia Encyclopedia of Jamaican Heritage
	Calabar Primary & Junior High and Infant	Encyclopedia of Jamaican Heritage
	Maverley Primary & Junior High	Encyclopedia of Jamaican Heritage
	Melrose Primary & Junior High	World Book Encyclopedia (22 volumes) Encyclopedia of Jamaican Heritage
	Norman Gardens Primary & Junior High	Encyclopedia of Jamaican Heritage
	Rosemount Primary & Junior High	The Kingfisher Animal Encyclopedia World Book Encyclopedia (22 volumes)
	Stony Hill Primary & Junior High & Infant	The Kingfisher Nature Encyclopedia Encyclopedia of Jamaican Heritage
	Swallowfield Primary & Junior High	Encyclopedia of Jamaican Heritage
	Troja Prima & Junior High	Encyclopedia of Jamaican Heritage
	Holy Trinity High	World Book Encyclopedia (22 volumes)
Total	91 schools	10 sets & 99 single volume

Region 2	School	Encyclopedia
	Adelphi Primary	The Kingfisher Nature Encyclopedia
	Anchovy Primary	The Kingfisher Nature Encyclopedia
	Bickersteth Primary & Infant	The Kingfisher Science Encyclopedia
	Cambridge Primary	The Kingfisher Animal Encyclopedia
	Catherine Hall Primary & Infant	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes)
	Chatsworth Primary	The Kingfisher Animal Encyclopedia
	Chetwood Memorial Primary	World Book Encyclopedia (22 volumes)
	Clifton Primary	The Kingfisher Science Encyclopedia
	Daniel Town Primary	World Book Encyclopedia (22 volumes)
	Freemans Hall Primary & Infant	Encyclopedia of Jamaican Heritage
	Green Island Primary	Encyclopedia of Jamaican Heritage
	Hampden Primary & Infant	Encyclopedia of Jamaican Heritage

Region	School	Encyclopedia
	Irwin Primary	The Kingfisher Animal Encyclopedia
	Kinloss Primary	Encyclopedia of Jamaican Heritage
	Middlesex Corner Primary	Encyclopedia of Jamaican Heritage
	Roehampton Primary	The Kingfisher Science Encyclopedia
	St. Simons Primary	Encyclopedia of Jamaican Heritage
	Suderland Primary	The Kingfisher Science Encyclopedia
	Unity Primary	Encyclopedia of Jamaican Heritage
	Vaughansfield Primary & Infant	Encyclopedia of Jamaican Heritage
	Askenish All Age	The Kingfisher Nature Encyclopedia
	Barrett Town All Age	Encyclopedia of Jamaican Heritage
	Cacoon All Age	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Duncans All Age	The Kingfisher Science Encyclopedia
	Falmouth All Age	Encyclopedia of Jamaican Heritage The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	First Hill All Age	The Kingfisher Science Encyclopedia
	Granville All Age	World Book Encyclopedia (22 volumes)
	Lethe All Age	Encyclopedia of Jamaican Heritage
	Riverside All Age	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia
	Somerton All Age & Infant	Encyclopedia of Jamaican Heritage
	Upper Rock Spring All Age	Encyclopedia of Jamaican Heritage
		Encyclopedia of Jamaican Heritage
	Wait-a-Bit All Age	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes) Encyclopedia of People and Places (6 volumes)
	Warsap All Age	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Albion Primary & Junior High	Encyclopedia of Jamaican Heritage
	Bellevue Primary & Junior High	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Bethel Primary & Junior High	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Farm Primary & Junior High	Encyclopedia of Jamaican Heritage
	Garlands Primary & Junior High	World Book Encyclopedia (22 volumes)
	Lowe River Primary & Jnr. High	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia
	Success Primary & Junior High	Encyclopedia of Jamaican Heritage
	Holland High	World Book Encyclopedia (22 volumes)
Total	41 schools	8 sets & 44 single volume

Region 3	School	Encyclopedia
	Alligator Pond Primary & Infant	Encyclopedia of Jamaican Heritage
	Anderson Town Primary	Encyclopedia of Jamaican Heritage
	Bellefield Primary	The Kingfisher Animal Encyclopedia The Kingfisher Nature Encyclopedia The Kingfisher Science Encyclopedia
	Bunkers Hill Primary	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes)
	Ebenezer Primary	Encyclopedia of Jamaican Heritage
	Frankfield Primary & Infant	The Kingfisher Animal Encyclopedia The Kingfisher Nature Encyclopedia
	Gimme-me-bit Primary	Encyclopedia of Jamaican Heritage
	Gravel Hill Primary	The Kingfisher Nature Encyclopedia
	Marlie Hill Primary	Encyclopedia of Jamaican Heritage
	Morgans Forest Primary & Infant	Encyclopedia of Jamaican Heritage
	Mount Providence Primary	World Book Encyclopedia (22 volumes)
	Plowden Primary	The Kingfisher Animal Encyclopedia The Kingfisher Nature Encyclopedia The Kingfisher Science Encyclopedia World Book Encyclopedia (22 volumes)
	Prospect Primary	Encyclopedia of Jamaican Heritage
	Ramble Primary	The Kingfisher Animal Encyclopedia The Kingfisher Nature Encyclopedia The Kingfisher Science Encyclopedia World Book Encyclopedia (22 volumes)
	Red Hills Primary	The Kingfisher Nature Encyclopedia
	Smithville Primary	Encyclopedia of Jamaican Heritage The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	Spaldings Primary	The Kingfisher Science Encyclopedia
	Beulah All Age	Encyclopedia of Jamaican Heritage
	Campbell's Castle All Age	Encyclopedia of Jamaican Heritage
	Devon All Age	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes)
	Harry Watch All Age	The Kingfisher Animal Encyclopedia The Kingfisher Nature Encyclopedia The Kingfisher Science Encyclopedia
	John Austin All Age	Encyclopedia of Jamaican Heritage
	Kendal All Age	Encyclopedia of Jamaican Heritage
	Waterloo All Age	Encyclopedia of Jamaican Heritage
	Bethabara Primary & Jnr. High	Encyclopedia of Jamaican Heritage
	Chandlers Pen Primary & Jnr. High	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes)
	Chapelton All Age	The Kingfisher Animal Encyclopedia

		The Kingfisher Nature Encyclopedia
Region	School	Encyclopedia
	Crofts Hill Primary & Jnr. High	Encyclopedia of Jamaican Heritage
	Crooked River All Age	The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	Four Paths Primary & Jnr. High	Encyclopedia of Jamaican Heritage
	New Forest Primary & Jnr. High & Infant	Encyclopedia of Jamaican Heritage
	Mandeville Primary & Jnr. High	Encyclopedia of Jamaican Heritage
	Portland Cottage All Age	The Kingfisher Science Encyclopedia
	Trout Hall All Age	World Book Encyclopedia (22 volumes)
Total	34 schools	7 sets & 45 single volume
Region 4	School	Encyclopedia
	Albion Mountain Primary	Encyclopedia of Jamaican Heritage
	Fort George Primary & Infant	The Kingfisher Nature Encyclopedia
	Clydesdale Primary	Encyclopedia of Jamaican Heritage
	Galina Primary & Infant	Encyclopedia of Jamaican Heritage
	Grants Mountain Primary	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Labyrinth Primary	The Kingfisher Nature Encyclopedia
	May River Primary	World Book Encyclopedia (22 volumes)
	Mount Moriah Primary & Infant	Encyclopedia of Jamaican Heritage
	New Orange Hill Primary & Infant	Encyclopedia of Jamaican Heritage
	Prickly Pole Primary	The Kingfisher Animal Encyclopedia
	Water Valley Primary	Encyclopedia of Jamaican Heritage
	Richmond Primary & Infant	The Kingfisher Science Encyclopedia
	Watsonville Primary	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia
	York Castle Primary	The Kingfisher Nature Encyclopedia
	Zion Hill Primary	The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	Annotto Bay All Age	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Beecher Town All Age	World Book Encyclopedia (22 volumes)
	Bohemia All Age	Encyclopedia of Jamaican Heritage
	Bromley All Age	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia
	Chalky Hill All Age	Encyclopedia of Jamaican Heritage
	Hampstead All Age	Encyclopedia of Jamaican Heritage
	Keith All Age	World Book Encyclopedia (22 volumes)
	Linton Park All Age	Encyclopedia of Jamaican Heritage
	Newstead All Age	Encyclopedia of Jamaican Heritage

Region	School	Encyclopedia
	Paisley All Age	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes) The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	St. George's All Age	Encyclopedia of Jamaican Heritage The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	Village All Age	The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	Walkerswood All Age	The Kingfisher Science Encyclopedia
	Watt Town All Age	The Kingfisher Science Encyclopedia
	Bamboo Primary & Jnr. High	Encyclopedia of Jamaican Heritage
	Castleton Primary & Junior High	World Book Encyclopedia (22 volumes) The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia The Kingfisher Science Encyclopedia
	Clonmel Primary & Junior High	Encyclopedia of Jamaican Heritage
	Highgate Primary & Junior High	Encyclopedia of Jamaican Heritage
	Moneague Primary & Junior High	World Book Encyclopedia (22 volumes)
	Muirhouse Primary & Junior High	Encyclopedia of Jamaican Heritage
	Steer Town Primary & Junior High	Encyclopedia of Jamaican Heritage
Total	36 schools	6 sets & 44 single volume

Region 5	School	Encyclopedia
	Airy Castle Primary	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia
	Baston Primary & Infant	Encyclopedia of Jamaican Heritage
	Belle Castle Primary & Infant	The Kingfisher Animal Encyclopedia
	Birnamwood Primary	World Book Encyclopedia (22 volumes)
	Charles Town Primary	Encyclopedia of Jamaican Heritage
	Dalvey Primary	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes)
	Easington Primary	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia The Kingfisher Animal Encyclopedia
	Golden Grove Primary & Infant	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia
	Hayfield Primary	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Middleton Primary	The Kingfisher Animal Encyclopedia

Region	School	Encyclopedia
	Minto Primary	The Kingfisher Animal Encyclopedia
	Morant Bay Primary	Encyclopedia of Jamaican Heritage
	Pear Tree River Primary & Infant	Encyclopedia of Jamaican Heritage
	Penlyne Castle Primary	World Book Encyclopedia (22 volumes)
	Richmond Gap Primary & Infant	World Book Encyclopedia (22 volumes)
	Rowlandsfield Primary	Encyclopedia of Jamaican Heritage
	Seaforth Primary	The Kingfisher Science Encyclopedia
	Shirley Castle Primary	Encyclopedia of Jamaican Heritage
	Thornton Primary	The Kingfisher Science Encyclopedia
	Tranquility Primary & Infant	The Kingfisher Science Encyclopedia
	Windsor Forest Primary	Encyclopedia of Jamaican Heritage
	Yallahs Primary	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Bethesda All Age	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia
	Black Hill All Age	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia
	Drapers All Age	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Manchioneal All Age	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia World Book Encyclopedia (22 volumes)
	Reach Primary & Infant	Encyclopedia of Jamaican Heritage
	Rock Hall All Age	The Kingfisher Nature Encyclopedia
	St. Margaret's Bay All Age	The Kingfisher Science Encyclopedia
	White Horses Primary	Encyclopedia of Jamaican Heritage
	Windsor Castle All Age	Encyclopedia of Jamaican Heritage The Kingfisher Nature Encyclopedia
	Woburn Lawn Primary	Encyclopedia of Jamaican Heritage
	Comfort Castle Primary & Junior High	Encyclopedia of Jamaican Heritage
	Fellowship Primary & Junior High	Encyclopedia of Jamaican Heritage
	Moore Town Primary & Junior High	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia The Kingfisher Animal Encyclopedia
Total	35 schools	5 sets & 45 single volume

Region 6	School	Encyclopedia
	Ballards Valley Primary	The Kingfisher Animal Encyclopedia
	Barneyside Primary	The Kingfisher Science Encyclopedia
	Beaufort Primary	The Kingfisher Science Encyclopedia
	Black River Primary & Infant	World Book Encyclopedia (22 volumes)
	Beaufort Primary	Encyclopedia of Jamaican Heritage
	Bigwoods Primary	The Kingfisher Animal Encyclopedia
	Craisbrook Primary	The Kingfisher Animal Encyclopedia
	Epping Forest Primary	The Kingfisher Animal Encyclopedia
	Glen Stuart Primary	Encyclopedia of Jamaican Heritage
	Holly Hill Primary & Infant	Encyclopedia of Jamaican Heritage
	Leeds Primary	The Kingfisher Animal Encyclopedia
	Moreland Hill Primary	The Kingfisher Nature Encyclopedia
	Mountainside Primary	Encyclopedia of Jamaican Heritage
	Peggy Barry Primary & Infant	World Book Encyclopedia (22 volumes)
	Petersfield Primary	World Book Encyclopedia (22 volumes)
	Quickstep All Age	The Kingfisher Nature Encyclopedia
	Retirement Primary	The Kingfisher Nature Encyclopedia
	Revival All Age	The Kingfisher Nature Encyclopedia The Kingfisher Animal Encyclopedia
	Roses Valley Primary	Encyclopedia of Jamaican Heritage
	Russells Primary	The Kingfisher Animal Encyclopedia
	St. Alban's Primary	The Kingfisher Nature Encyclopedia
	St. Paul's Primary	The Kingfisher Nature Encyclopedia
	Sandy Bank Primary	The Kingfisher Nature Encyclopedia
	Siloah Primary	World Book Encyclopedia (22 volumes)
	Sheffield All Age	The Kingfisher Nature Encyclopedia
	Unity Primary	Encyclopedia of Jamaican Heritage
	White Hill Primary	Encyclopedia of Jamaican Heritage
	Ashton All Age	The Kingfisher Science Encyclopedia
	Bethel Town All Age	Encyclopedia of Jamaican Heritage
	Bogue All Age	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia
	Fullerswood All Age	Encyclopedia of Jamaican Heritage The Kingfisher Science Encyclopedia
	Ginger Hill All Age	The Kingfisher Science Encyclopedia
	Goshen All Age	The Kingfisher Science Encyclopedia
	Kew Park All Age & Infant	Encyclopedia of Jamaican Heritage
	Lititz All Age & Infant	Encyclopedia of Jamaican Heritage
	Negril All Age	Encyclopedia of Jamaican Heritage
	Seaford Town All Age	Encyclopedia of Jamaican Heritage
	Springfield All Age	Encyclopedia of Jamaican Heritage
	Aberdeen Primary & Junior High	Encyclopedia of Jamaican Heritage

Region	School	Encyclopedia
	Kentucky Primary & Junior High	Encyclopedia of Jamaican Heritage
	Mount Grace Primary & Junior High	Encyclopedia of Jamaican Heritage
	Nain Primary & Junior High	Encyclopedia of Jamaican Heritage
	Santa Cruz Primary & Junior High	Encyclopedia of Jamaican Heritage
	Strawberry Primary & Junior High	Encyclopedia of Jamaican Heritage World Book Encyclopedia (22 volumes)
	Williamsfield All Age	The Kingfisher Science Encyclopedia The Kingfisher Animal Encyclopedia
	Belmont Academy	World Book Encyclopedia (22 volumes)
Total	46 schools	6 sets & 45 single
Grand Total	283 schools	42 sets & 322 single volume

Appendix SLN 007

DISPLAYS & EXTENSION ACTIVITIES FOR APRIL 2012- MARCH 2013**SCHOOL LIBRARY NETWORK****Headquarters****Promotional Activities****2012**

May 5	Story Hour sessions in recognition of Read Across Jamaica Day at Waterford Infant, Region 1
May 6-11	Education Week display- Theme: <i>“Celebrating the Past- Building on the Legacy”</i> - shared with Grants Pen Primary, Region 5
May 8	Talk and Story Hour sessions in recognition of Read Across Jamaica Day - conducted at All Saints Infant, Franklin Town Primary and Norman Gardens Primary and Junior High
June 26	Reading sessions- Theme: <i>“Read to Learn”</i> - mounted at Rose Garden Preparatory Reading Fair
October 1-31	International School Library Month display- Theme: <i>“School Libraries: A Key to the Past, Present and Future”</i>

Public Education

May 1-31	Child Month display- Theme: <i>“Jamaica 50: Let’s Celebrate Our Children”</i> - shared with Grants Pen Primary, Region 5
June 1-30	Disaster Preparedness Month display- Theme: <i>“Embrace Climate Changer Realities... Build Disaster Resilient Communities”</i> - shared with Hanover Parish Library
November 1-30	Parents’ Month display- Theme: <i>“Parent the Right Way: Start Listening to your Child Today”</i>
December 1	World AIDS Day- Theme: <i>“Getting to Zero: new HIV infections. Zero discriminations. Zero AIDS related deaths”</i>
December 16-31	Display- Theme: <i>“Christmas Around the World”</i>

2013

- February 1-28 Reggae Month display - Theme: ***“Reggae 50 ... A New Dawn”***- circulated to Holy Trinity High and Clan Carthy High
- February 11-28 Black History Month display - Theme: ***“Celebrate Black”***- mounted at Iris Gelly Primary
- March 2-10 International Women’s Week display - Theme: ***“Celebrating Jamaican Women”***

Promotional Activities

- March 8 Grade 4 Literacy Programme- Book Talk/ Story Hour sessions- conducted at Iris Gelly Primary

REGION 1**Promotional Activities****2012**

- May 31 Story hour session- Waterford Infant
- May 2 & 30 Literacy and Numeracy Fair display- Theme: ***“Information Skills: Make it an Adventure”***- mounted at Seaward Primary & Junior High and Independence City Primary respectively
- June 28 Display – Theme: ***“Jamaica Library Service”*** – mounted at Drews Avenue Primary Literacy and Numeracy Fair under the theme: ***“Start Reading Early for a Bright Future”***
- November 9, 16, 17 Literacy activities- ***“ABC Exercises & Sing Along”*** – conducted with students at Allman Town Infant 9/11/12; Spanish Town Infant 17/11/12; St. Anne’s Infant 16/11/12 - 85 participants

Public Education

- November 23 Presentation- Theme: ***“Fire Preventative Measures”***- given to students at George Headley Primary – 45 participants

November 28 Lecture- Theme: *“Parent the Right Way: Start Listening to your Child Today”*- given to parents at Portsmouth Primary- 44 participants

Networking with other Agencies and Communities

May 7 Presentations in collaborating with Early Childhood Commission - conducted at Alpha and St. Joseph’s Infant Schools

Promotional Activities

2013

January 10 Literacy Activities- *“ABC Exercises & Sing Along”*- conducted with students at Bridgeport Infant and Allman Town Infant - 57 participants

February 18 Grade 4 Literacy Programme – Book Talk/ Story Hour session – conducted at Red Hills All Age

March 13 Literacy Activities *“ABC Exercises & Sing Along”*- conducted with students at Allman Town Infant

Public Education

January 16 Forum- Theme: *“Fire Prevention”*- conducted at St. Richards Primary – 60 participants

February 22 Black History Month lecture- Theme: *“Celebrating Jamaica: I’m On It”*- given to students at Innswood High

REGION 2

Promotional Activities

2012

April 26 Story Hour sessions – conducted at Spot Valley High School Career Day

April 27	Story Hour sessions in recognition of Reading Week – conducted with students at Chetwood Memorial Primary
May 6-11	Education Week display - Theme: <i>“Education is a Must”</i> - mounted at Sandy Bay Primary & Junior High
May 8	Story Hour session- conducted with students at Sandy Bay Primary & Junior High Reading Fair
May 10	Story Hour session- conducted with students at Sudbury Basic School
September 13 & 21	Talks – given to students at Howard Cooke Primary
October 10	Reading session – conducted with students at Mt. Hannah Primary – 25 participants
October 11	Story Hour session and Library Tour - Mt. Peto Primary – 40 participants
October 18	Story Hour session and Library Tour – LUAI Basic – 40 participants
October 19	Heritage Quizzes, Story Hour sessions and Library Tour - Adelphi Primary, Mt. Hannah Primary and Goodwill Primary & Infant- 94 participants

Public Education

May 17	Child Month display - Theme: <i>“Jamaica 50: Let’s Celebrate Our Children”</i> - mounted at Barrett Town all Age, Albion Primary & Junior High, Goodwill, Hampden, Kinloss and Saltmarsh Primary
October 18- 30	Heritage Week display- Theme: <i>“Nation on a Mission: Our Heritage... The Foundation”</i> - mounted at Goodwill Primary & Infant 18/10/12; Mt. Hannah Primary 19/10/12; Adelphi Primary 30/10/12

Networking with other Agencies and Communities

August 27	International Literacy Day display – Theme: <i>“Literacy & Peace”</i> – mounted at the Ministry of Education Regional Office, Region 4
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2013**Promotional Activities**

February 4-8	Literacy Fair book display- Theme: <i>“Today a Reader, Tomorrow a Leader”</i> - mounted at Cacoon Primary
March 7	4H Appreciation Day display – mounted at Irwin High
March 20	Story Hour sessions- conducted with students at St. Mary’s Preparatory & Kindergarten – 45 participants

REGION 3**Promotional Activities****2012**

April 16	Grade 4 Literacy Programme- Book Talk and Story Hour sessions- conducted with students at Somerset Primary- 20 participants
April 18	Grade 4 Literacy Programme- Book Talk and Story Hour sessions- conducted with students at St. Jago Primary – 20 participants
April 20	Grade 4 Literacy Programme- Book Talk and Story Hour sessions- conducted with students at Richmond Primary – 17 participants
April 23	Grade 4 Literacy Programme- Book Talk and Story Hour sessions- conducted with students at Waterloo Primary – 16 participants
April 27	Boys Reading Day display-Theme: <i>“A Nation that Reads Succeeds”</i> and story hour session – mounted at Devon All Age
May 4	Grade 4 Literacy Programme- Book Talk and Story Hour sessions- conducted at Mount Olivet Primary – 16 participants
May 8	Story Hour sessions in recognition of Read Across Jamaica Day – conducted with students at Patrick Town and Old England Primary
May 16	Story Hour session – Reading Club- conducted at Kendal All Age
May 22 & 29	Story Hour session- Open Day- conducted at Porus Primary

May 22-29	Story Hour sessions and reading display- Theme: <i>“The More you Read the More You’ll Know, the Smarter You’ll Grow”</i> – mounted at Porus Primary Open Day and Mizpah All Age Reading Day respectively
May 28	Story Hour session- Progressive Reader’s Prize Giving- conducted at Holmwood Technical High
May 29	Story Hour session- Reading Day- Mizpah All Age
May 31	Grade 4 Literacy Programme- Book Talk and Story Hour sessions- Rose Hill Primary – 16 participants
June 20	Story Hour session- Library Prize Giving- conducted at Effortville Primary
October 10	Heritage Month Video presentation on <i>“the Honourable Louise Bennett Coverley (Miss Lou)”</i> – shown at Fairfield Primary – 24 participants
October 18	Staff Development Workshop- conducted with teachers at Alley Infant – 9 participants
October 31	Story Hour session in recognition of International School Library Month- conducted at Pinders Valley Primary – 40 participants
November 8	Staff Development Workshop- conducted with teachers at Devon All Age – 11 participants

Public Education

July 3	Jamaica Day displays- Theme: <i>“Jamaica 50: Golds for Gold”</i> and <i>Jamaica Heritage: Out of Many One People</i> and Story Hour/ Book Talk session – mounted at May Pen Primary – 100 participants
October 22	Display- Theme: <i>“Jamaican Heritage: Out of Many One People”</i> and Story Hour session – conducted at Morgan’s Pass Primary – 26 participants
November 19	Jamaica 50 Quiz Competition- conducted at Ebenezer Primary – 24 participants

Networking with other Agencies and Communities

November 22 Ministry of Education, Region 5 Parent Day Exposition – 100 participants

Promotional Activities**2013**

January 24	Presentation- Parent Teacher's Association Meeting- given at New Broughton Primary
January 29	Grade 4 Literacy Programme- Remedial Reading sessions- conducted with students at Porus Primary – 38 participants
January 31	Career Day exhibition- Theme: <i>"Choices, Decisions and Consequences"</i> - mounted at Alston High
February 6	Grade 4 Literacy Programme- Remedial Reading sessions- conducted with students at Mt. Olivet Primary – 28 participants
February 8	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Nazareth All Age – 29 participants
February 11	Presentation- Parent Teacher's Association Meeting- given at Frankfield Primary and Infant
February 12	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Alligator Pond Primary – 15 participants
February 19	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Hatfield Primary & Junior High – 25 participants
February 22	Black History Month talk – given to students at Thompson Town Primary & Infant
February 22	Jamaica Day Reading session – conducted with students at Woodlawn School of Special Education
February 26	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Richmond Primary

February 27	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Rose Hill Primary
March 5	Peace Day activities and Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Mt. Olivet Primary
March 7	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Robin's Hall – 23 participants
March 8	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Rose Hill Primary
March 12	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Porus Primary
March 15	Career Day Exhibition- Theme: <i>“Career Planning: The Key to a Brighter Future”</i> – mounted at Clarendon College
	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Richmond Primary
March 19	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Robin's Hall Primary
March 26	Grade 4 Literacy Programme- Remedial Reading session- conducted with students at Hatfield Primary & Junior High

Public Education

February 20	Black History Month display and presentation- Theme: <i>“Growing up Black in the Green and Gold”</i> - mounted at Thompson Town Primary & Infant
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REGION 4

Promotional Activities

2012

April 8	Story Hour sessions in recognition of Read Across Jamaica Day – conducted at Watsonville Primary and St. Georges All Age
April 24	Language Day display- mounted at Aabuutnott High

May 8	Read Across Jamaica Day Story Hour sessions – conducted with students at Watsonville Primary and St. Georges All Age
July 3	Presentation- Theme: <i>“Information Literacy Skills”</i> - given to students at Brimmervale High School
October 29	Story Hour session – conducted with students at Lime Tree Garden Primary & Infant
November 8	Story Hour sessions- conducted with students at Castleton Primary & Junior High – 55 participants
November 13	Story Hour sessions- conducted with students at Beecher Town Primary -34 participants
November 15	Story hour sessions- conducted with students at Grants Mountain Primary – 82 participants

Public Education

September 7	Historical display- Theme: <i>“Celebrate Miss Lou”</i> - mounted at St. Ann’s Bay Primary
October 22-26	Heritage Week Display- Theme: <i>“The Right Excellent Marcus Mosiah Garvey 1884-1940”</i> - mounted at Bensonton Primary
November 1-30	Parents’ Month display- Theme: <i>“Parent the Right Way: Start Listening to Your Child Today”</i> - mounted at Bensonton and St. Ann’s Bay Primary

2013

January 17	Story Hour sessions- conducted with students at Paisley All Age
January 25	Presentation- given to students at St. Ann’s Bay Infant – 25 participants
January 31	Story Hour sessions – conducted with students at Mt. Joseph Primary
February 6	Story Hour sessions- conducted with students at Zion Hill Primary
February 8	Grade 4 Literacy Programme- Story Hour session – conducted with students at Golden Grove All Age – 12 participants

February 19 Story Hour sessions – conducted with students at Mason Hall Primary

February 22 Presentation- given to students at St. Ann's Bay Infant

Public Education

February 1-28 Black History Month display- Theme: *“Celebrate Jamaica... I'm in It”*- mounted at Bensonton and St. Ann's Bay Primary

REGION 5

Promotional Activities

October 11 Presentation- Theme: *“The Care and Repair of Books”*- given to students at Ken Wright Primary – 42 participants

Public Education

May 1-31 Child Month display- Theme: *“Jamaica 50: Let's Celebrate Our Children”*- circulated to Windsor Primary and Black Hill All Age

October 14-20 Heritage Week display- Theme: *“Nation on a Mission... The Foundation”*- mounted at St. Margaret's Bay All Age, Windsor and Ken Wright Primary

November 1-30 Parent Month display- Theme: *“Parent the Right Way: Start Listening to Your Child Today”*- mounted at Drapers All Age

2013

January 20-26 Earthquake Awareness Week display- Theme: *“We Ready, Yuh Ready!”*

February 1-28 Black History Month display - mounted at St. Margaret's Bay All Age, Windsor Primary and Manchioneal All Age

Promotional Activities

February 22 Story Hour session and movie presentation- Title: *“Akeliah and the Bee”*- presented at Orange Bay Primary - 97 participants

REGION 6**Promotional Activities****2012**

April 17	Grade 4 Literacy Programme- conducted with students at Roses Valley Primary
April 26	Story Hour session in recognition of Education Week- conducted with students at Dundee Primary
April 30	Grade 4 Literacy Programme- conducted with students at Retirement Primary
May 17	Grade 4 Literacy Programme- conducted with students at Thornton Primary
June 1	Grade 4 Literacy Programme – conducted with students at Roses Valley and Thornton Primary
July 20	Story Hour sessions and Library Tour- Barrett Town All Age

Public Education

November 1-30	Drug Awareness and Parents' Month displays- Themes: <i>“Let Wi Protect Wi Youth from Substance Abuse”</i> <i>“Parent the Right Way- Read, Talk, Play with your Child Everyday”</i> – mounted at St. John's Infant, Beaufort, Epping Forrest, Mt. Osborn, Pisgah, St. Mary's, and Seaview Primary, Mayfield and Ginger Hill All Age
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2013

February 1-28	Black History Month display – Theme: <i>“Growing up Black in the Green and Gold”</i> - circulated to Austin and Kilmarnock Primary, Clapham, Revival, Happy Grove, Springfield and Warminster All Age
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Promotional Activities

January 15	Reading session- conducted with students at Porter's Mountain Primary
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HRM 001: STAFF ESTABLISHMENT IN OCCUPATIONAL CATEGORIES - AS AT MARCH 31, 2013

PARISH LIBRARIES	DIRECTOR/ D.DIRECTOR	REGIONAL DIRECTOR	SENIOR LIBRARIAN	LIBRARIAN 1,2&3	LIBRARY ASSISTANT 1 & 2	RESEARCH/ REFERENCE ASSISTANT	TECHNICAL OPERATOR	ADMIN. OFFICERS	ACCOUNTING PERSONNEL 1,2 & 3	SECRETARIAL 1,2,3 & 4	RECORDS CLERK / OFFICERS	OTHER	TOTAL
HEADQUARTERS	9		5	4	18	3	4	4	10	15	6	22	100
K.S.A.P.L.		1	1	16	19	2	3	1	4	10	24	33	114
CLARENDON			1	3	20		2	1	2	3	7	20	59
HANOVER			1	2	13		2	1	2	1	4	12	38
MANCHESTER		1	1	4	18		2	1	3	4	8	32	74
PORTLAND		1	1	4	7		2	1	2	3	3	12	36
ST. ANN		1	1	4	18		2	1	2	3	5	20	57
ST. CATHERINE			3	5	23		2	1	2	3	6	31	76
ST. ELIZABETH		1	1	1	14		2	1	2	2	7	16	47
ST. JAMES		1	1	4	21		2	1	3	3	4	19	59
ST. MARY			1	2	10		2	1	2	2	7	11	38
TRELAWNY			1	1	14		2	1	2	2	3	14	40
WESTMORELAND			1	2	16		2	1	2	1	0	13	38
ST. THOMAS			1	2	10		2	1	2	1	6	10	35
SCHOOL LIBRARY NETWORK	1		2	11	8		7		1	5	4	13	52
GRAND TOTAL	10	6	22	65	229	5	38	17	41	58	94	278	863

JAMAICA LIBRARY SERVICE**ANNUAL****Appendix HRM 002****Appointments (Provisional) w.e.f. April 2012 - March 2013**

No.	Location	Post Title	Class. / Grade	Post No.	Type of Appt.	Date of Appt.	Remarks
1	Human Resource Management and Administration - HQ	Cleaner/Attendant	LMO/TS 1	252356	Provisional	01.05.2012	Applied and was appointed following sucessful interview
2	St. Thomas Parish Library Network	Technical Operator	PIDG/TO 1	252995	Provisional	01.05.2012	Applied and was appointed following sucessful interview
3	Kingston and St. Andrew Parish Library Network	Technical Operator	PIDG/TO 1	252972	Provisional	01.05.2012	Applied and was appointed following sucessful interview
4	Clarendon Parish Library Network	Cleaner/Attendant	LMO/TS 1	253216	Provisional	01.05.2012	Applied and was appointed following sucessful interview
5	St. James Parish Library Network	Technical Operator	PIDG/TO 1	252977	Provisional	07.05.2012	Applied and was appointed following sucessful interview
6	St. Catherine Parish Library Network	Library Aide	PIDG/LD 1	252921	Provisional	14.05.2012	Applied and was appointed following sucessful interview
7	Audit Department - HQ	Internal Auditor	FMG/AS 3	252330	Provisional	01.06.2012	Applied and was appointed following sucessful interview
8	St. Catherine Parish Library Network	Technical Operator	PIDG/TO 1	252975	Provisional	01.06.2012	Applied and was appointed following sucessful interview
9	St. Catherine Parish Library Network	Library Aide	PIDG/LD 1	252922	Provisional	02.07.2012	Applied and was appointed following sucessful interview

JAMAICA LIBRARY SERVICE**ANNUAL****Appendix HRM 002****Appointments (Provisional) w.e.f. April 2012 - March 2013**

No.	Location	Post Title	Class. / Grade	Post No.	Type of Appt.	Date of Appt.	Remarks
10	Westmoreland Parish Library Network	Library Aide	PIDG/LD 1	252910	Provisional	02.07.2012	Applied and was appointed following successful interview
11	Manchester Parish Library Network	Accounting Technician	FMG/AT 1		Provisional	02.07.2012	Applied and was appointed following successful interview
12	Portland Parish Library Network	Library Aide	PIDG/LD 1	252940	Provisional	02.07.2012	Applied and was appointed following successful interview
13	Kingston and St. Andrew Parish Library Network	Technical Operator	PIDG/TO 1	252972	Provisional	02.08.2012	Applied and was appointed following successful interview
14	St. Ann Parish Library Network	Technical Operator	PIDG/TO 1	252987	Provisional	03.09.2012	Applied and was appointed following successful interview
15	Corporate Suite - Headquarters	Director of Special Projects	GMG/SEG 2	252337	Provisional	17.09.2012	Applied and was appointed following successful interview
16	St. Catherine Parish Library Network	Client System Support Officer	MIS/IT 2	269456	Provisional	08.10.2012	Applied and was appointed following successful interview
17	Human Resource Management and Administration - HQ	Records Clerk	PIDG/RIM 1	252388	Provisional	01.11.2012	Applied and was appointed following successful interview
18	Trelawny Parish Library Network	Secretary	OPS/SS 2	252962	Provisional	03.12.2012	Applied and was appointed following successful interview
19	St. Ann Parish Library Network	Library Assistant	PIDG/LA 1	252721	Provisional	03.12.2012	Applied and was appointed following successful interview
20	St. James Parish Library Network	Library Assistant	PIDG/LA 1	252648	Provisional	03.12.2012	Applied and was appointed following successful interview

JAMAICA LIBRARY SERVICE**ANNUAL****Appendix HRM 002****Appointments (Provisional) w.e.f. April 2012 - March 2013**

No.	Location	Post Title	Class. / Grade	Post No.	Type of Appt.	Date of Appt.	Remarks
21	St. James Parish Library Network	Library Assistant	PIDG/LA 1	252642	Provisional	03.12.2012	Applied and was appointed following successful interview
22	Kingston and St. Andrew Parish Library Network	Library Assistant	PIDG/LA 1	252610	Provisional	10.12.2012	Applied and was appointed following successful interview
23	St. Ann Parish Library Network	Library Assistant	PIDG/LA 1	252723	Provisional	10.12.2012	Applied and was appointed following successful interview
24	St. Catherine Parish Library Network	Cleaner/Attendant	LMO/TS 1	253163	Provisional	10.12.2012	Applied and was appointed following successful interview
25	St. Ann Parish Library Network	Porter	LMO/TS 1	253109	Provisional	10.11.2012	Applied and was appointed following successful interview
26	Westmoreland Parish Library Network	Client System Support Officer	MIS/IT 2	269480	Provisional	10.11.2012	Applied and was appointed following successful interview
27	Kingston and St. Andrew Parish Library Network	Porter	LMO/TS 1	253053	Provisional	01.02.2013	Applied and was appointed following successful interview
28	Kingston and St. Andrew Parish Library Network	Client System Support Officer	MIS/IT 2	269454	Provisional	01.02.2013	Applied and was appointed following successful interview
29	St. James Parish Library Network	Gardener	LMO/TS 1	253254	Provisional	11.02.2013	Applied and was appointed following successful interview

JAMAICA LIBRARY SERVICE						ANNUAL	
							Appendix HRM 002
Appointments (Provisional) w.e.f. April 2012 - March 2013							
No.	Location	Post Title	Class. / Grade	Post No.	Type of Appt.	Date of Appt.	Remarks
30	Human Resource Management and Administration	Records Clerk	PIDG/RIM 1	252388	Provisional	18.03.2013	Applied and was appointed following sucessful interview

Appointments (Permanent) w.e.f. April 2012 - March 2013

No.	Name / Substantive Post	Location	New Post Title	Class. / Grade	Post No.	Type of Appt.	Date of Appt.	Remarks
1	NOLLIA MCNEIL	Kingston and St. Andrew Parish Library Network	Library Assistant	PIDG/LA 1	252619	PERMANENT	01.04.2012	Appointment was granted after review of performance appraisal.
2	KENISHA HUNTER	St. Ann Parish Library Network	Library Assistant	PIDG/LA 1	252592	PERMANENT	01.04.2012	Appointment was granted after review of performance appraisal.
3	TANIA HENRY BLAKE	St. Thomas Parish Library Network	Secretary	OPS/SS 2	252966	PERMANENT	01.04.2012	Appointment was granted after review of performance appraisal.
4	TANESHA BROWN	Kingston and St. Andrew Parish Library Network	Library Assistant	PIDG/LA 1	252623	PERMANENT	01.04.2012	Appointment was granted after review of performance appraisal.
5	TIFFANY WILLIS	St. Catherine Parish Library Network	Library Assistant	PIDG/LA 1	252629	PERMANENT	01.04.2012	Appointment was granted after review of performance appraisal.
6	CARLETTA FRANCIS	St. Thomas Parish Library Network	Cleaner/Attendant	LMO/TS 1	253232	PERMANENT	01.04.2012	Appointment was granted after review of performance appraisal.
7	ROCQUEL BOASE	St. Elizabeth Parish Library Network	Porter	LMO/TS 1	253249	PERMANENT	15.04.2012	Appointment was granted after review of performance appraisal.
8	HOPE LAWRENCE	School Library Network - Region 2	Senior Library Assistant	PIDG/LA 2	269445	PERMANENT	01.05.2012	Appointment was granted after review of performance appraisal.
9	MONIQUE BAILEY	Clarendon Parish Library Network	Library Assistant	PIDG/LA 1	252679	PERMANENT	01.07.2012	Appointment was granted after review of performance appraisal.
10	NORDIA SHAW	Clarendon Parish Library Network	Senior Library Assistant	PIDG/LA 2	252585	PERMANENT	09.07.2012	Appointment was granted after review of performance appraisal.
11	SHANIQUE DAVIS	St. Mary Parish Library Network	Records Clerk	PIDG/RIM 1	252852	PERMANENT	01.08.2012	Appointment was granted after review of performance appraisal.

Appointments (Permanent) w.e.f. April 2012 - March 2013

No.	Name / Substantive Post	Location	New Post Title	Class. / Grade	Post No.	Type of Appt.	Date of Appt.	Remarks
12	JUDETT BROWN	Hanover Parish Library Network	Secretary	OPS/SS 2	252959	PERMANENT	01.08.2012	Appointment was granted after review of performance appraisal.
13	LORNESS FULCOTT	Region 3	Regional Director	PIDG/LB 5	252481	PERMANENT	01.08.2012	Appointment was granted after review of performance appraisal.
14	CECIL GRAHAM	Region 6	Regional Director	PIDG/LB 5	252482	PERMANENT	01.08.2012	Appointment was granted after review of performance appraisal.
15	KADIAN REID	Kingston and St. Andrew Parish Library Network	Records Clerk	PIDG/RIM 1	252802	PERMANENT	01.08.2012	Appointment was granted after review of performance appraisal.
16	CHERALEE BROWN	Clarendon Parish Library Network	Records Clerk	PIDG/RIM 1	252849	PERMANENT	01.09.2012	Appointment was granted after review of performance appraisal.
17	LORRAINE BURKE	Finance Division - Headquarters	Senior Accounting Officer	FMG/PA 2	252341	PERMANENT	01.10.2012	Appointment was granted after review of performance appraisal.
18	TERRY ANN BROWN	Portland Parish Library Network	Senior Library Assistant	PIDG/LD 2	252909	PERMANENT	01.11.2012	Appointment was granted after review of performance appraisal.
19	SHANIQUE DAVIS	St. Mary Parish Library Network	Records Clerk	PIDG/RIM 1	252852	PERMANENT	01.08.2012	Appointment was granted after review of performance appraisal.
20	GAIL GREEN	Human Resource Management and Administration Division - Headquarters	Cleaner/ Attendant	LMO/TS 1	252356	PERMANENT	01.12.2012	Appointment was granted after review of performance appraisal.
20	JACQUELINE COUSINS	Portland Parish Library Network	Administrative Officer	GMG/AM 3	253041	PERMANENT	01.12.2012	Appointment was granted after review of performance appraisal.
21	MARK PETERKIN	Portland Parish Library Network	Library Aide	PIDG/LD 1	252940	PERMANENT	01.03.2013	Appointment was granted after review of performance appraisal.

Resignation/Separation w.e.f April 1, 2012 to March 31, 2013

No.	Name	Post Title	Classification/ Grade	Location	Type of Appointment	Date of Resignation	Remarks
1	Elaine McKnight	Cleaner Attendant	LMO/TS1	St. Ann Parish Library	Part-time Employment	20-Apr-12	Migration
2	Calesha Stewart	Administrative Officer	GMG/AM2	Headquarters	Permanent Employment	27-Apr-12	No reason given
3	Delroy Harris	Library Assistant	PIDG/LA 1	Portland Parish Library	Permanent Employment	30-Apr-12	No reason given
4	Nickeshia Hunter	Library Assistant	PIDG/LA 1	Richmond Branch Library	Part-time Employment	1-Jun-12	No reason given
5	Oscar Brown	Records Clerk	PIDG/RIM 1	KSAPL	Permanent Employment	22-Jun-12	Migration
6	Jada-lee Whytehorn	Rural Development Librarian	PIDG/LB 3	St. Catherine Parish Library	Permanent Employment	25-Jun-12	No reason given
7	Karen Marshall	Deputy Director, HRM	GMG/SEG 1	Headquarters	Permanent	2-Jul-12	No reason given
8	David Dunk	Library Assistant	PIDG/ LA 1	Portland Parish Library	Part-time	1-Aug-12	No reason given
9	Hortense Ross	Library Assistant	PIDG/LA 1	St. Thomas Parish Library	Part-time	11-Aug-12	No reason given
10	Krystle Casey	Records Clerk	PIDG/ RIM 1	Kingston & St. Andrew Parish Library	Provisional	9-Jul-12	No reason given
11	Antia Parke	Records Clerk	PIDG/ RIM 1	Kingston & St. Andrew Parish Library	Permanent	31-Aug-12	No reason given

Resignation/Separation w.e.f April 1, 2012 to March 31, 2013

No.	Name	Post Title	Classification/ Grade	Location	Type of Appointment	Date of Resignation	Remarks
12	Reena Williams	Library Assistant	PIDG/ LA 1	St. Elizabeth Parish Library	Permanent	14-Sep-12	No reason given
13	Monique Sherland	Library Assistant	PIDG/ LA 1	Manchester Parish Library	Permanent	14-Sep-12	Migration
14	Diandra Hamilton	Library Assistant	PIDG/ LA 1	St. Thomas Parish Library	Permanent	6-Sep-12	Job offer
15	Nyoka Dawkins	Library Assistant	PIDG/LA 1	St. Ann Parish Library	Part-time	21-Sep-12	Job offer
16	Trisha Campbell	Library Assistant	PIDG/ LA 1	Hanover Parish Library	Permanent	25-Sep-12	To attend school
17	Tanasha Nembhard- Salmon	Librarian	PIDG/ LB 2	St. Thomas Parish Library	Permanent	1-Oct-12	No reason given
18	Gregory Wright	Client System Support Officer	MIS/ IT 2	Headquarters	Permanent	29-Oct-12	No reason given
19	Holly Rose Robinson	Director of Special Projects	GMG/SEG 2	Headquarters	Provisional	31-Oct-12	Termination
20	Daniel Deer	Senior Library Aide	PIDG/ LD 2	Region 3	Permanent	9-Nov-12	Change of career
21	Cavon Campbell	Accounting Technician	FGM/AT 1	Hanover Parish Library	Permanent	3-Dec-12	No reason given
22	Nickel Stennett	Porter	LMO/ TS 1	KSAPL	Temporary	30-Nov-12	Termination
23	Casrene Bowes	Senior Library Assistant	PIDG/ LA 2	Westmoreland Parish Library	Permanent Appointment	2-Jan-13	No reason given

Resignation/Separation w.e.f April 1, 2012 to March 31, 2013

No.	Name	Post Title	Classification/ Grade	Location	Type of Appointment	Date of Resignation	Remarks
24	Trudiann Wilson	Library Assistant	PIDG/LA 1	St. James Parish Library	Provisional Employment	7-Jan-13	Death
25	Oshane Harriot	Records Clerk	PIDG/RIM 1	Trelawny Parish Library	Permanent Employment	11-Feb-13	No reason given
26	Conroy Haughton	Porter	LMO/ TS 1	St. James Parish Library	Permanent Employment	6-Feb-13	No reason given
27	Saskia Innerarity-Forbes	Library Assistant	PIDG/ LA1	Hanover Parish Library	Permanent Employment	18-Feb-13	No reason given
28	Christopher Richards	Technical Operator	PIDG/TO 1	Westmoreland Parish Library	Permanent Employment	26-Feb-03	Termination Convicted and sent to prison
29	Omar Marshall	Senior Library Assistant	PIDG/LA 2	St. Elizabeth Parish Library	Permanent Employment	1-Mar-13	Termination convicted and sent to prison
30	Claudine Ferron	Accounting Technician	FMG/PA 2	KSAPL	Permanent Employment	27-Mar-13	No reason given
31	Marlon Samuels	Porter	LMO/TS 1	St. Thomas Parish Library	Permanent Employment	27-Mar-13	Change of career

*Appendix HRM 005***STAFF TRAINING & DEVELOPMENT APRIL 2012 - MARCH 2013**

NAME OF COURSE	NO. OF PARTICIPANTS	COST	REMARKS
Leadership Symposium – Effective Talent Management in Finance	3	–	Hosted by Management Institute for National Development (MIND)
Sage Caribbean Customer Conference	2	-	Hosted by Sage
Energy Conservation, Efficiency & Management	2	-	Hosted by Ministry of Science, Technology, Energy & Mining
Information Literacy Workshops	47	\$484,696	In-house conducted by external presenters
Marketing Training	19	\$18,500	In-house by JLS Presenter
Private, Public Dialogue on Sustainable energy	1	-	Hosted by Ministry of Science, Technology, Energy & Mining
Retirement Seminar	22	\$17,800	In-house conducted by external and in-house presenters
Caribbean Child Research Conference	4	\$21,750	Hosted by UWI, PIOJ, CDA, Ministry of Education
Department of Library & Information Studies Conference	4	\$79,634	Hosted by The University of the West Indies
Re-imagining the Library & Information Landscape	8	\$61,080	Hosted by The University of the West Indies
Pension Procedures Seminar	3	-	Hosted by Ministry of Finance & Planning
Leadership Development Conference	9	\$157,907	Hosted by Management Institute for National Development (MIND)
Change Management Workshop	2	\$8,578	Hosted by Management Institute for National Development (MIND)
	126	\$849,945	

Appendix HRM 006

MOTOR VEHICLE FLEET INVENTORY 2012-2013

Make of Vehicle	Registration/ Licence	Date of Purchase	Market Value as at April 2013	Service Point	Age	Comments
Toyota Land Cruiser Prado	2259 EU	May 2006	\$2,500,000.00	Headquarters	6 years	Operational
Toyota Hiace Minibus	0276 FM	December 2008	\$2,550,000.00	Headquarters	4 years	Operational
Toyota Hilux	2461 FD	October 2007	\$2,150,000.00	Headquarters	5 years	Operational
Toyota Hilux Vigo	6711 FL	December 2008	\$3,100,000.00	Headquarters	4 years	Operational
Toyota Hilux	2189 FN	December 2008	\$2,400,000.00	Headquarters - SLN	4 years	Operational
Toyota Hiace	8621 DD	1-Oct-99	\$460,000.00	Headquarters	13 years	Operational
Nissan Civilian Mobile Library	9742 AQ	June 1990	\$100,000.00	Headquarters - Region 1	23 years	Fair to poor
Toyota Hilux	8695 DD	September 30, 1999	\$450,000.00	Kingston & St. Andrew Parish Library Network	13 years	Operational
Nissan Civilian Mobile Library	5877 DZ	April 5, 1998	\$480,000.00	Kingston & St. Andrew Parish Library Network	14 years	Operational
Toyota Hiace Minibus	0277 FM	December 2008	\$2,500,000.00	Kingston & St. Andrew Parish Library Network	4 years	Operational

MOTOR VEHICLE FLEET INVENTORY 2012-2013

Make of Vehicle	Registration/ Licence	Date of Purchase	Market Value as at April 2013	Service Point	Age	Comments
2009 Honda Solo CGL 125 M/Bike	8159 G	July 29, 2009	\$120,000.00	Kingston & St. Andrew Parish Library Network	1 year & 10 months	Operational
Nissan Civilian Mobile Library	9747 AQ	June 1990	\$100,000.00	Kingston & St. Andrew Parish Library Network	23 years	Operational
Toyota Hilux	2463 FD	Oct. 2007	\$2,120,000.00	St. Catherine Parish Library Network	5 years	Operational
Toyota Hiace	7697 DP	August 13, 2001	\$900,000.00	St. Catherine Parish Library Network	11 years	Operational
Mitsubishi Rosa	2531 DZ	2002	\$900,000.00	St. James Parish Library Network	11 years	Operational
Toyota Hilux	5892 FM	December 2008	\$2,460,000.00	St. James Parish Library Network	4 years	Operational
Toyota Panel Van	5894 FM	December 2008	\$1,920,000.00	SLN - Region 2	4 years	Operational
Toyota Hiace	5821 DZ	2003	\$950,000.00	Trelawny Parish Library Network	10 years	Operational
Mitsubishi Rosa	2533 DZ	2002	\$880,000.00	Hanover Parish Library Network	11 years	Operational
Mitsubishi Pajero	4231 DB	May 1999	\$650,000.00	Hanover Parish Library Network	14 years	Operational

Appendix HRM 006

MOTOR VEHICLE FLEET INVENTORY 2012-2013

Make of Vehicle	Registration/ Licence	Date of Purchase	Market Value as at April 2013	Service Point	Age	Comments
Toyota Hilux	7361 BQ	August 1997	\$450,000.00	Manchester Parish Library Network	16 years	Operational
Toyota Hiace Minibus	0278 FM	December 2008	\$3,000,000.00	Manchester Parish Library Network	4 years	Operational
Mitsubishi L300	9293 EU	June 2006	\$1,250,000.00	SLN - Reg. 3	7 years	Operational
Mitsubishi Rosa	2532 DZ	2002	\$930,000.00	Clarendon Parish Library Network	9 years	Operational
Toyota Hilux	2464 FD	Oct. 2007	\$2,200,000.00	Clarendon Parish Library Network	5 years	Operational
Toyota Minibus	0273 FM	December 2008	\$2,850,000.00	Clarendon Parish Library Network	5 years	Operational
Nissan Civilian Mobile Library	9149 DW	June 1990	\$100,000.00	St. Ann Parish Library Network	23 years	Fair to poor
Toyota Hilux	5891 FM	December 2008	\$2,530,000.00	St. Ann Parish Library Network	4 years	Operational
Toyota Hilux	8630 DD	1999	\$400,000.00	St. Ann Parish Library Network	13 years	Operational
Mitsubishi L300	9295 EU	June 2006	\$1,030,000.00	SLN - Reg. 4	7 years	Operational
Mitsubishi Rosa	2535 DZ	2003	\$1,000,000.00	St. Mary Parish Library Network	9 years	Operational

Appendix HRM 006

MOTOR VEHICLE FLEET INVENTORY 2012-2013

Make of Vehicle	Registration/ Licence	Date of Purchase	Market Value as at April 2013	Service Point	Age	Comments
Toyota Hilux	5896 FM	December 2008	\$2,540,000.00	St. Mary Parish Library Network	4 years	Operational
Toyota Hilux	5895 FM	December 2008	\$2,700,000.00	Portland Parish Library Network	2 years	Operational
Toyota Land Cruiser Prado	6404 DR	December 3, 2001	\$1,400,000.00	Portland Parish Library Network	10 years	Operational
Mitsubishi L300	9294 EU	June 2006	\$1,100,000.00	SLN - Reg. 5	5 years	Operational
Mitsubishi Rosa	2534 DZ	2002	\$1,100,000.00	St. Thomas Parish Library Network	9 years	Operational
Toyota Hiace Minibus	0274 FM	December 2008	\$2,500,000.00	St. Thomas Parish Library Network	4 years	Operational
Toyota Hilux	5893 FM	December 2008	\$2,400,000.00	St. Elizabeth Parish Library Network	4 years	Operational
Mitsubishi Rosa	2530 DZ	2002	\$950,000.00	St. Elizabeth Parish Library Network	11 years	Operational
Toyota Hiace Panel Van	0275 FM	December 2008	\$2,300,000.00	Westmoreland Parish Library Network	4 years	Operational
Toyota Hilux	2462 FD	October 2007	\$2,250,000.00	Westmoreland Parish Library Network	5 years	Operational

No. of Operational Vehicles: Forty (40)

Other Vehicle: One (1) Operational Motor Bike

DIRECTORS COMPENSATION

Position of Director	Fees (\$)	Motor Vehicle Upkeep/Travelling Allowance or Value of Assignment of Motor Vehicle (\$)	Honoraria (\$)	All Other Compensation including Non-Cash Benefits as applicable (\$)	Total (\$)
Board Chairman	32,000.00				32,000.00
Chair, Finance Committee	-				-
Chair, HR Committee	-				-
Chair, Audit Committee	7,000.00				7,000.00
Chair, Development Committee	-				-
Board Member 3	15,000.00				15,000.00
Board Member 4	7,500.00				7,500.00
Board Member 5	15,000.00				15,000.00
Board Member 6	15,000.00				15,000.00
Board Member 7	15,000.00				15,000.00
Board Member 8	11,000.00				11,000.00
Board Member 9	7,500.00				7,500.00
Audit Committee Member 1	3,500.00				3,500.00
Audit Committee Member 2	3,500.00				3,500.00
Audit Committee Member 3	3,500.00				3,500.00
Audit Committee Member 4	3,500.00				3,500.00

JAMAICA LIBRARY SERVICE

FINANCIAL STATEMENTS

MARCH 31, 2013

**Jamaica Library Service
Financial Statements
March 31, 2013**

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AUDITOR GENERAL'S DEPARTMENT
P.O. BOX 455
KINGSTON 10
JAMAICA

Email: audgen@auditorgeneral.gov.jm

INDEPENDENT AUDITOR'S REPORT

**To the Chairman
Jamaica Library Service**

Report on the Financial Statements

I have audited the accompanying Financial Statements of the Jamaica Library Service, set out on pages 1 to 12, which comprise the Statement of Financial Position as at March 31, 2013, Statement of Financial Performance, Statement of Changes in Equity and Statement of Cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these Financial Statements in accordance with International Public Sector Accounting Standards. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on these Financial Statements based on my audit. I conducted my audit in accordance with the auditing standards issued by the International Organization of Supreme Audit Institutions (INTOSAI). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Financial Statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Financial Statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Financial Statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

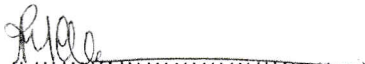
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion the Financial Statements give a true and fair view of the financial position of the Jamaica Library Service as at March 31, 2013, and of its financial performance, and its cash flows for the year then ended in accordance with International Public Sector Accounting Standards.

Report on Additional Requirements of the Library Service Act

I have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of the audit. In my opinion, proper accounting records have been maintained and the Financial Statements are in agreement therewith and give the information required in the manner so required.


Auditor General

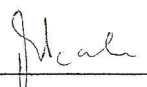
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Jamaica Library Service
Direction & Administration and School Library Network
Statement of Financial Position
As at March 31, 2013

	Note	2013	2012
Non-current assets		\$	\$
Property, plant and equipment	4	179,903,933	187,778,322
Other assets	5	48,893,547	8,258,763
Total non-current assets		228,797,480	196,037,085
Current assets			
Receivables and prepayments	6	75,172,927	90,148,680
Cash and cash equivalents	7	19,696,049	67,786,642
Total current assets		94,868,976	157,935,322
Current liabilities			
Payables and accruals	8	9,987,720	18,364,082
Employee benefits	9	51,140,206	77,179,329
Total current liabilities		61,127,926	95,543,411
Net current assets		33,741,050	62,391,911
Total Assets		262,538,530	258,428,996
Equity			
GOJ Capital Investment	10	290,580,611	290,580,611
Accumulated surplus		(28,042,081)	(32,151,615)
Total equity and surplus		262,538,530	258,428,996

Approved for issue on behalf of the Jamaica Library Service on April 27, 2015 and signed on its behalf by:


Chairman


Director of Finance


Director General

Jamaica Library Service

Direction & Administration and School Library Network

Statement of Financial Performance

For the year ended March 31, 2013

	Note	2013	2012
Income		\$	\$
Subvention		289,937,427	354,281,288
Other income		(56,796)	689,584
Total Income		289,880,631	354,970,872
Expenses			
Compensation of employee	11	114,235,422	210,582,927
Travel and subsistence		18,439,128	12,938,091
Rental of property, machinery and equipment		1,602,276	1,260,000
Public utility service		11,638,583	13,279,343
Purchase of other goods and services		44,260,922	34,348,494
Retirement benefits		79,802,709	76,827,884
Depreciation charges		13,726,006	11,364,375
Other costs		6,049,358	5,813,108
Total expenses		289,754,404	366,414,222
Operating surplus		126,227	(11,443,350)
Subvention for Parish Libraries Network (PLN)		580,862,942	520,358,890
Parish libraries expenses		(581,783,866)	(520,358,890)
Subvention support to PLN		4,904,231	(30,301,628)
Net surplus/(deficit) for the year		4,109,534	(41,744,978)

The accompanying notes on page 5 to 12 form an integral part of the financial statements.

Jamaica Library Service
 Direction & Administration and School Library Network
 Statement of Changes in Equity
 Year ended March 31, 2013

	Note	GOJ Capital Investment	Accumulated surplus	Total
		\$	\$	\$
Balance as at April 1, 2011		290,580,611	9,593,363	300,173,974
Additions		-	-	-
Deficit for the year		-	(41,744,978)	(41,744,978)
Balance as at March 31, 2012		<u>290,580,611</u>	<u>(32,151,615)</u>	<u>258,428,996</u>
Balance as at April 1, 2012		290,580,611	(32,151,615)	258,428,996
Additions		-	-	-
Surplus for the year		-	4,109,534	4,109,534
Balance as at March 31, 2013		<u>290,580,611</u>	<u>(28,042,081)</u>	<u>262,538,530</u>

Jamaica Library Service
Direction & Administration and School Library Network
Statement of Cash Flows
Year ended March 31, 2013

	Note	2013 \$	2012 \$
Cash flows from operating activities			
Surplus/(deficit) for the year		4,109,534	(41,744,978)
Adjustments:			
Depreciation charges		13,726,006	11,364,375
(Increase)/decrease in current assets		14,975,752	(23,269,890)
Increase/(decrease) in current liabilities		(34,415,484)	78,564,062
Net cash provided by operating activities		<u>(1,604,192)</u>	<u>24,913,570</u>
Cash flows from investing activities			
Acquisition of property, plant and equipment		(1,175,398)	(2,400,111)
Acquisition of books		(45,311,003)	-
Net cash flows from investing activities		<u>(46,486,401)</u>	<u>(2,400,111)</u>
Net cash flows from financing activities		<u>-</u>	<u>-</u>
Increase/(decrease) in cash and cash equivalents		(48,090,593)	22,513,459
Cash and cash equivalents at beginning of year		<u>67,786,642</u>	<u>45,273,184</u>
Cash and cash equivalents at end of year		<u><u>19,696,049</u></u>	<u><u>67,786,642</u></u>

Jamaica Library Service
Direction & Administration and School Library Network
 Notes to the Financial Statements
 Year ended March 31, 2013

1. Identification

The Jamaica Library Service was established as a Statutory Body by the JLS ACT of 1949 and Sections 4 and 7 of the Act conferred the following responsibilities to the Board of Directors -

- To establish, maintain, manage, control and operate a library service;
- To make all such appointments as may be necessary to enable the duties imposed by paragraph (a) to be fully and effectually performed;
- To enter into all such contracts as the Board may consider necessary or expedient to be entered into for the due performance of any duty imposed or the effective exercise of any power conferred upon the Board by or under this Act;
- Such other powers as the Minister may by order confer upon the Board at the request of the Board;
- To incur all such expenditure as the Board may consider necessary or expedient, within the limits of the funds at the disposal of the Board, for the due performance of any duty imposed.

2. Statement of compliance, basis of preparation and significant accounting policies

a) Statement of compliance

The financial statements have been prepared in accordance with International Public Sector Accounting Standards (IPSAS) and their interpretation as adopted by the Jamaica Library Service. IPSASs are developed and issued by the International Public Sector Accounting Standards Board (IPSASB). The IPSASB is an independent board of the International Federation of Accountants (IFAC). IPSASs are based on International Financial Reporting Standards (IFRSs).

The preparation of the financial statements to conform to IPSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, contingent assets and contingent liabilities at the balance sheet date and the revenue and expenses during the reporting period. Actual results could differ from those estimates. The estimates and the underlying assumptions are reviewed on an on-going basis and any adjustments that may be necessary would be reflected in the year in which actual results are known.

b) Basis of preparation

The financial statements have been prepared under the historical cost convention and are presented in Jamaican dollars (\$), which is the reporting currency of the Library Service.

Jamaica Library Service

Direction & Administration and School Library Network

Notes to the Financial Statements

Year ended March 31, 2013

c) Significant accounting policies

i. Cash and cash equivalents

Cash and cash equivalents are carried in the statement of financial position at cost. Cash and cash equivalents comprise cash at bank and in hand, and deposits

ii. Receivables

Trade receivables are carried at original invoice amounts less provision made for impairment losses. A provision for impairment is established when there is evidence that the entity will not be able to collect all amounts due according to the original terms of the contract.

iii. Accounts payable and accrued charges

Accounts payables are carried at cost for the supply of goods and services and accruals is based on a fair estimate of liability at the end of the financial year. The amounts are payable within one year.

iv. Property, plant and equipment

Property, plant and equipment are stated at historical cost less accumulated depreciation and impairment reviews, except for building that is carried at market value and it is the Service's policy to revalue its building every three years.

Subsequent costs are included in the asset's carrying amount or are recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Service and the cost of the item can be measured reliably. All other repairs and maintenance costs are charged to other operating expenses during the financial period in which they are incurred.

Depreciation on assets is calculated on the straight-line basis at annual rates that will write off the carrying amount of each asset over the period of its expected useful life. Annual depreciation rates or period over which depreciation is charged are as follows:

Building	2%
Plant and Machinery	10%
Computers	33 1/3 %
Furniture and fixtures	10%
Motor vehicles	20%
Office Equipment	20%

Property, plant and equipment are reviewed periodically for impairment. Where the carrying amount of an asset is greater than its estimated recoverable amount, it is written down immediately to its recoverable amount.

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Notes to the Financial Statements

Year ended March 31, 2013

c) Significant accounting policies (cont'd)

v. Other assets (Books)

Other assets are defined as books (fiction and non-fiction) and other library resources which are fair value. Fair value is determined by the prevailing market rates adjusted by a percentile determine by management. The Service also has a Collection Development Policy document in place which guides the procurement, maintenance and withdrawal of information resources in the collection.

Books and Other Library Resources 10%

iv. Employee benefits

A provision is made for the estimated liability for annual leave earned, for employees, that is not taken as at the date of the statement of financial position and salary arrears. The expected cost of vacation leave that accumulates is calculated based on the accrued entitlement of leave for each member of staff.

v. Provisions

Provisions are recognised when the entity has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and a reliable estimate of the amount of the obligation can be made.

vi. Financial instruments

A financial instrument is any contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity. The Service's financial instruments at March 31, 2013 were receivables and payables.

vii. Revenue Recognition

Revenue represents subvention received from the government of Jamaica, interest received on bank accounts, donation/ grant funding and cash flow from income generating activities.

Interest income, subvention and donations are recognized as when received.

Grant funding is treated on an accrual basis.

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Year ended March 31, 2013

3. Financial risk management

The Service's activities expose it to a variety of financial risks: market risks (including currency risk and price risk), credit risk, liquidity risk, interest rate risk and operational risk. The Service is presently preparing its overall risk management policy framework to guide the preparation of a risk management policy document.

a. Market risk

The Service takes on exposure to market risks, which is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risks mainly arise from changes in foreign currency exchange rates and interest rates. Market risk exposures are measured using sensitivity analysis. There has been no change to the Service's exposure to market risks or the manner in which it manages and measures the risk.

i. Currency risk

Currency risk is the risk that the value of a financial instrument will fluctuate because of changes in foreign exchange rates. The risk is not applicable to the Library Service.

ii. Interest rate risk

Interest rate risk is the risk that the interest earned on interest bearing bank account balances will fluctuate due to changes in market interest rates. As the Library Service has no significant interest bearing assets or liabilities, the organisation's income and operating cash flows are substantially independent of changes in the market interest rates. The organisation's interest rate arises from deposits.

b. Liquidity risk

Liquidity risk is the risk that the organisation will encounter difficulty in raising funds to meet its commitments associated with financial instruments. The risk is managed by maintaining sufficient cash and cash equivalents balances and the government of Jamaica providing budgetary support.

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Notes to the Financial Statements

Year ended March 31, 2013

3. Financial risk management (cont'd)

b. Liquidity risk (cont'd)

2013

<u>Financial liabilities</u>	Carrying amount	Contractual amount	Due within 3 months	Due within 1 year
	\$	\$	\$	\$
Payables and accruals	9,987,720	9,987,720	9,987,720	-
Employee benefits	51,140,206	51,140,206	-	51,140,206
At March 31	61,127,926	61,127,926	9,987,720	51,140,206

2012

<u>Financial liabilities</u>	Carrying amount	Contractual amount	Due within 3 months	Due within 1 year
	\$	\$	\$	\$
Payables and accruals	18,364,082	18,364,082	18,364,082	-
Employee benefits	77,179,329	77,179,329	-	77,179,329
At March 31	95,543,411	95,543,411	18,364,082	77,179,329

c. Credit risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Library Service has the following cash resources:

	<u>2013</u>	<u>2012</u>
	\$	\$
Cash and cash equivalents	<u>19,696,049</u>	<u>67,786,642</u>
Accounts receivable	<u>75,172,927</u>	<u>90,148,680</u>

d. Operational risk

Operational risk is the risk of direct or indirect loss arising from a variety of causes associated with the organisation's processes, personnel, technology and other external factors, other than financial risks. Operational risk is managed through clear lines of accountability, separation of duties, appropriate training, adherence to implemented policies, effective internal audits and prompt corrective action to weaknesses identified and a continuing review and update of policies. Close management oversight underpins these activities.

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Notes to the Financial Statements

Year ended March 31, 2013

4. Property, plant and equipment

Property, plant and equipment are broken down as follows:

	Building \$	Computers \$	Furniture and fittings \$	Motor Vehicles \$	Office Equipment \$	Total
Cost/valuation:						
At April 1, 2012	174,736,959	8,732,233	11,463,185	7,313,343	4,950,284	207,196,004
Additions	-	-	480,366	-	695,032	1,175,398
Disposals	-	-	-	-	-	-
At March 31, 2013	174,736,959	8,732,233	11,943,551	7,313,343	5,645,316	208,371,402
Depreciation:						
At April 1, 2012	3,494,740	5,703,626	3,182,012	4,436,060	2,601,244	19,417,682
Charge for the year	3,494,740	1,152,212	1,634,490	2,024,379	743,966	9,049,787
Disposals	-	-	-	-	-	-
At March 31, 2013	6,989,480	6,855,838	4,816,502	6,460,439	3,345,210	28,467,469
Net book value:						
March 31, 2013	167,747,479	1,876,395	7,127,049	862,904	2,300,106	179,903,933
March 31, 2012	171,242,219	3,028,607	8,281,173	2,877,283	2,394,040	187,778,322

5. Other assets (books and reading materials)

	\$
Cost/valuation:	
At April 1, 2012	9,176,404
Additions	45,311,003
Disposals	-
At March 31, 2013	54,487,407
Depreciation:	
At April 1, 2012	917,641
Charge for the year	4,676,219
Disposals	-
At March 31, 2013	5,593,860
Net book value:	
March 31, 2013	48,893,547
March 31, 2012	8,258,763

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Notes to the Financial Statements

Year ended March 31, 2013

6. Receivables and prepayments

	<u>2013</u>	<u>2012</u>
	\$	\$
AR from Parish Libraries	60,765,203	75,234,924
Staff Advances and Loans	2,550,311	2,814,987
Prepaid expenses	7,906,612	6,824,401
Other receivables	3,950,801	5,274,368
	<u>75,172,927</u>	<u>90,148,680</u>

7. Cash and cash equivalents

The cash and cash equivalents balance is comprised as follows:

	<u>2013</u>	<u>2012</u>
	\$	\$
Cash at bank and in hand	19,696,049	67,786,642
	<u>19,696,049</u>	<u>67,786,642</u>

8. Payables and accruals

	<u>2013</u>	<u>2012</u>
	\$	\$
Accounts payable and accruals	6,238,004	13,428,445
Statutory deductions	-	2,684,119
Other employee deductions	81,302	372,749
Other payables	3,668,414	1,878,769
	<u>9,987,720</u>	<u>18,364,082</u>

9. Employee benefits

	<u>2013</u>	<u>2012</u>
	\$	\$
Provision for vacation leave	13,477,249	14,694,542
Provision for salary arrears	37,662,957	62,064,836
Employee Family benefit payable	-	419,951
	<u>51,140,206</u>	<u>77,179,329</u>

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10. Capital - GOJ investment

The initial capital investment from Government of Jamaica is represented by the value of the fixed assets transferred and are deemed to be the capital assets retained by the Library Service at April 1, 2011.

11. Compensation of employees

	<u>2013</u>	<u>2012</u>
	\$	\$
Salaries and wages	133,719,318	128,119,859
Statutory and other contributions	6,555,226	5,703,689
Employee benefits	(26,039,122)	77,179,330
	<u>114,235,422</u>	<u>210,582,927</u>