

Public Libraries Consultative Committee

Minutes of the meeting held Monday 14 July 2014
 Shellharbour Council Chambers, 12.30 pm to 2.30 pm
 TRIM File No: 32540



1.	<p>Present: Jan Richards (Library Council – Chair), Alex Byrne (State Library), Andrew Tink (Library Council), Susan Doyle (Library Council) Frances Sims (State Library), Michelle Simon (NSW MPLA), Clr Graham Smith (PLNSW), Keryl Collard (PLNSW), Clr Julie Hegarty (LGNSW), Robert Knight (PLNSW), Cameron Morley (State Library – Minutes)</p>	
2.	<p>Apologies: Clr Veronique Marchandean (NSW MPLA), Paul Scully (NSW MPLA), Noel Baum (LGNSW), Natasa Mitic (Office of Local Government)</p>	
3.	<p>Confirmation of previous minutes 17 March 2014: The Minutes of the 71st meeting held on 17 March 2014, which had been circulated, were confirmed and accepted as a true record.</p>	
		ACTION
4.	<p>Business arising from previous minutes: Cameron Morley advised that TAFE NSW has been engaged to provide a course for NSW public library staff entitled <i>Digital Repositories: Resource Creation and Management in Public Libraries</i> from August to November 2014. The course will be provided in response to the need identified in the public library Professional Development Needs Audit considered by the PLCC in March 2014.</p> <p>The course will include a component allowing participants to work at their own pace, and a full day of face to face hands on teaching at TAFE Sydney Institute. The aim is to train one person from each NSW public library service, and will assist libraries to develop and manage collections of digital materials.</p> <p>The Committee noted it was very pleased with the development of this course.</p>	
5.	<p>Establishment of the NSW Public Libraries Association: Frances Sims introduced the paper, which included a copy of the State Librarian's speech that was delivered to the joint meeting of the NSW public library associations on Friday 20 June 2014.</p>	

	<p>The Committee noted the establishment of a single NSW Public Libraries Association which occurred following specially convened meetings of the NSW MPLA and Public Libraries NSW on 20 June 2014.</p> <p>Graham Smith noted that the intention is to formally constitute the new Association at the November 2014 Public Library Conference in Mudgee. The NSW MPLA and the Public Libraries NSW Associations would also hold their final AGMs at this Conference.</p> <p>The Committee offered its congratulations to the representatives present. Association representatives thanked Dr Alex Byrne for his assistance with facilitating joint discussions of the MPLA and PLNSW Executives. It was noted that these discussions greatly assisted the process.</p> <p>The Public Libraries Consultative Committee is a committee of the Library Council of New South Wales and hence its terms of reference and composition are determined by the Library Council. The current terms of reference make provision for the following membership from the associations:</p> <ul style="list-style-type: none"> • 3 members nominated by the Metropolitan Public Library Association of NSW • 3 members nominated by Public Libraries NSW <p>It has been advised that the new Association when constituted will seek to maintain the numbers of representatives to six but with a change to the composition of the membership. It would be appropriate for the officers handling the constitution to write to the State Librarian and Chief Executive as Secretary to the Library Council to request the change.</p> <p>Following approval of that change, the State Librarian would then invite the new association to nominate its representatives.</p> <p>It was agreed that the members of the current Associations remain on the PLCC for 2014 and that new Association members, when endorsed, be appointed to the PLCC for 2015.</p> <p>Recommendation</p> <p>The Public Libraries Consultative Committee:</p> <ol style="list-style-type: none"> 1. Noted the establishment of the NSW Public Library Association and congratulated the public libraries on a single association for NSW; 2. Noted the process for changes to representation for the new Association on the PLCC; and 3. Thanked the State Librarian for his significant role in bringing the two associations together. 	

6.

Public Library Funding Strategy 2014/15:

The Committee considered the draft Public Library Funding Strategy for recommendation to the Library Council of NSW.

It was noted that the Library Act 1939 sets out that the Library Council of NSW advises the Minister on the provision of assistance to local libraries (s4A) and makes recommendations on subsidies payable under the Act (s5) each year.

The NSW Budget was released on 17 June 2014. The Public Library Grants and Subsidies for 2014/15 total \$27,518,000. This includes the separate programs *Revitalising Regional Libraries* (\$1M – year 4 of 4) and the *Public Library Infrastructure Grants Fund* (\$3M – year 1 of 4).

Library Subsidy and Disability and Geographic Adjustment 2014/15

On 3 April 2014 the Australian Bureau of Statistics released its Estimated Resident Population for NSW LGAs as at 30 June 2013. In accordance with the Library Regulation this is the population we are to use for 2014/15 Subsidy calculations.

The combined populations of the 151 councils providing library services was 7,407,208 at 30 June 2013 - an increase of 120,122 people over the previous year (note that Central Darling and Unincorporated Area populations are excluded).

Accordingly a total of \$20,294,945 is required to meet the combined cost of Subsidy and DGA payments in 2014/15, an increase of **\$312,291** over 2013/14 for these components.

Proposed Subsidy/DGA payments by council were considered and noted.

The Committee considered and endorsed the following funding components:

Library Subsidy	\$13,703,335
Disability and Geographic Adjustment	\$6,591,610
NSW.net	\$2,440,000
Outback Letterbox Library	\$100,000
Strategic Network Projects	\$485,955
State Library Services to Public Libraries	\$697,100
Public Library Infrastructure Grants	\$3,000,000
Revitalising Regional Libraries Grants	\$500,000
Total	\$27,518,000

	<p>Recommendation The Public Libraries Consultative Committee endorsed the 2014/15 Public Library Funding Strategy for Library Council consideration.</p>	Frances Sims
7.	<p>Public Library Infrastructure Grants: As announced in the State Budget on 17 June 2014, the Government will provide an additional \$15M over 4 years for the Public Library Infrastructure Fund, commencing at \$3M in 2014/15, growing to \$4M per annum for the following 3 years.</p> <p>Frances Sims advised the Committee that the State Library pursued the Public Library Infrastructure Fund as a replacement for the Library Development Grants through the submission of a New Policy Proposal as part of the 2014/15 Budget process.</p> <p>The Committee considered and endorsed draft program Guidelines that had been developed in accordance with the Department of Premier and Cabinet's <i>Good Practice Guide to Grants Administration</i>.</p> <p>The Committee was advised that annual program evaluation will be undertaken to quantify:</p> <ul style="list-style-type: none"> • the number and distribution of applicant councils • the number and proportion of projects funded, including number of significant projects (grants of over \$150,000) • the amount of funding contributed to projects by councils <p>In addition a comprehensive evaluation will be conducted in year 4 of the program to document the improvement in public library buildings and services as a result of the Fund. The State Library's relevant standards and guidelines will be used as the baseline for comparison.</p> <p>It was noted that public library infrastructure is the key focus of the program, and an emphasis on buildings and facilities is accordingly evident in the draft Guidelines.</p> <p>It is intended that the Committee's terms of reference will be amended to replace references to "Library Development Grants" with "Public Library Infrastructure Grants".</p> <p>The Chair thanked the State Librarian, Director and Manager for all the work they had put into the development of the Grant Guidelines.</p> <p>Recommendation The Committee endorsed Draft Public Library Infrastructure Grant Guidelines for Library Council consideration.</p>	

8.	<p>Public Library Funding – Future Directions Discussion Paper</p> <p>Alex Byrne introduced the paper for discussion, suggesting that it is timely for the Committee to develop advice for the Library Council of NSW on future directions for NSW public library funding.</p> <p>It was noted that the 2014/15 NSW Budget announced by the Treasurer on 17 June included a total of \$27,518,000 to support public libraries in partnership with local government authorities:</p> <ul style="list-style-type: none"> • \$3 Million (\$15 million over four years) for the Public Library Infrastructure Fund. • \$24,518,000 for subsidies to support Library services by Councils (including \$1 million for the last year of the Revitalising Regional Libraries Program). <p>It is notable that the Public Library Infrastructure Fund provides new money to promote the development of public library infrastructure throughout the State and has, for the first time, established a dedicated fund to support a grants program.</p> <p>The Committee discussed possible future funding directions noting the Government’s NSW 2021 Goal 19 <i>to invest in critical infrastructure across the State</i>, and Goal 27 <i>to enhance cultural, creative and recreational opportunities for the community</i>.</p> <p>The State Library of NSW proposed that the Public Libraries Consultative Committee should reconsider the approach to public library funding in the light of the following considerations.</p> <ul style="list-style-type: none"> • how can the funding best fulfil the objective in the Library Act 1939 to “promote, provide and maintain library services and information services for the people of New South Wales”, including those in urban, regional and remote areas? • what facets of library service are best provided locally, regionally or statewide? • an ongoing system of needs assessments based on the Revitalising Regional Libraries program is desirable to build an evidence base. <p>The Committee considered a recommendation to form a working group, and agreed to defer further discussion to the September meeting.</p> <p>Recommendation The Committee NOTED the discussion paper and AGREED to defer discussion of a revised approach to Public Library funding until the September meeting.</p>	

9.	<p>Revised LIAC Service Model Frances Sims advised the Committee on changes to the Legal Information Access Centre (LIAC) service model.</p> <p>Since 2000 LIAC has been funded by the Public Purpose Fund (PPF) in partnership with the State Library and local government. The PPF is a fund established under the Legal Profession Act 2004 (NSW), controlled by four trustees and administered by the Law Society of NSW. On 27 March 2014 the Trustees of the Public Purpose Fund (PPF) advised the State Library that discretionary funding for LIAC would cease on 30 June 2014.</p> <p>This long standing and successful partnership between the State Library, local government and the Public Purpose Fund represented a unique model for providing the NSW community with plain English legal information and supporting economically and socially disadvantaged individuals.</p> <p>The State Library is disappointed with the decision of the Trustees but remains committed to this valuable community service. A revised LIAC service model has been developed which focuses on continuing the services that enable public libraries to have an ongoing and effective role in providing legal information to their local communities.</p> <p><u>Revised LIAC service model</u></p> <p>The revised service model will maintain a specialist information service that provides quality legal information for NSW communities through the public library network, a dedicated website and through working collaboratively with key agencies.</p> <p>The revised LIAC service model comprises the following programs:</p> <ul style="list-style-type: none"> • Find Legal Answers service in public libraries • Find Legal Answers online • Partnerships <p>The Committee agreed that a letter is sent from the Committee to the PPF Trustees expressing extreme concern about the effect of the decision on the people of NSW.</p> <p>Recommendation That the Committee NOTED the report and expressed its disappointment at the withdrawal of funding to the LIAC service by the Trustees of the Public Purpose Fund.</p>	

<p>10.</p>	<p>NSW.net Service Delivery Strategy 2013-16 – Progress Report January-June 2014</p> <p>Frances Sims presented the report and noted the following key achievements over the six month period:</p> <ul style="list-style-type: none"> • Negotiations with PACNET for the provision of NBN services have been completed for 25M/5M fibre services. From now on subsidies can be applied to these services • Completed 23 upgrades of new and existing internet services • Completed Year 3 of the rollout of the Revitalising Regional Libraries program. 113 WiFi hotspots have been deployed in rural and regional public libraries so far (out of a possible 139), with another 3 implementations in progress • Completed statewide licensed database negotiations which resulted in the upgrade of three products at no extra cost other than the annual CPI • Re-negotiated and released consortia opt-in offers for 140 eResource products • Conducted 23 eLending Kit learning programs which were attended by 123 public library staff • Commenced the eContent Management Platform project which will run for 12 months with participation from Leichhardt and Parramatta libraries. <p>The six month pilots of the Libraries Act! Card project completed on 31 March for Randwick and Great Lakes libraries. The team is now investigating a possible statewide rollout.</p> <p>The PLCC Chair noted the success of the elending kits at the Orange Library.</p> <p>Recommendation The Committee endorsed the NSW.net Service Delivery Strategy 2013-16 Progress Report January to June 2014</p>	
<p>11.</p>	<p>Statewide Projects Update</p> <p>Cameron Morley updated the Committee on the progress of three current statewide projects:</p> <ol style="list-style-type: none"> 1) Early Literacy Framework Research 2) Regional Library Models Research 3) Mobile Libraries and Outreach Models Research <p>Early Literacy Framework Research The Macquarie University Institute of Early Childhood has now been formally engaged to assist with this project. Dr Emilia Djonov and Dr Jane Torr from the Institute have commenced working with the State Library and the public library network to</p>	

develop the early literacy framework for NSW public libraries. The first element of the project is to survey NSW public libraries and establish a database of the types of programs currently on offer across NSW.

A survey for library managers, children's librarians and the branch library staff who deliver early literacy programs will be ready for distribution in August. Promotional materials for early literacy programs (baby bounce, lapsit, preschool storytime, etc.) are being collected at present to provide an overview for the researchers. Dr Djonov has attended a meeting of NSW children's librarians to discuss the project.

Twenty four NSW public libraries will be visited by the researchers in the next phase of the project. The researchers will observe programs and survey participants. Libraries will be invited to participate.

Regional Library Models

The UTS Centre for Local Government has been appointed to assist with this project.

Phase 1 will include sourcing information on the types of existing regional and cooperative library arrangements in NSW. In phase 2 the researchers will investigate other types of cooperative council arrangements that may have utility for library services.

The State Library will contact regional and cooperative library services in the first instance for information.

Mobile Library and Outreach Models in the NSW Public Library Context

This project was suggested through the NSW Public Library Network Research Committee.

The objective of the project is to gain an understanding of current practice with a view to establishing best practice guidelines. Further detail developed for the project Statement of Work is copied below:

Mobile Library Models

In NSW, mobile libraries have traditionally been offered via vehicles (trucks, semi-trailers) however any library service that does not stay in one place may be classed as a mobile library.

There are currently 22 traditional mobile library services operated by NSW public libraries. There are also a growing number of library services that are offered via smaller vehicles, portable library service outlets (for example at train stations, airports, ferry wharves) and "pop-up" libraries which can be offered at different locations at different times.

Other Outreach Models

In addition to mobile library services there are 59 public library *public service outlets* or *deposit stations* in static locations in

	<p>remote communities. These deposit stations typically provide limited collection access only.</p> <p>Most NSW public libraries offer limited personalised delivery models including home library services for clients who are not able to attend the library.</p> <p>Broken Hill City Library operates the Outback Letterbox Library, which delivers collection items to remote residents of Central Darling Shire and the Unincorporated Area of NSW.</p> <p><u>Project Deliverables</u></p> <ol style="list-style-type: none"> 1. Undertake research to identify current NSW public library outreach service and mobile library models. 2. Develop clear descriptions of the various models of outreach and mobile services which include - service offerings, collections, technology access, type of transport used, staffing, budget, target groups, frequency of visits, locations and reach of outreach services models. 3. In consultation with mobile and outreach service providers identify the strengths, weaknesses, costs, benefits and opportunities of different service models. 4. Identify key performance indicators for NSW mobile and outreach services. 5. Review and adaption of existing mobile library guidelines, including the IFLA mobile library guidelines, for the NSW context. 6. Develop good practice guidelines for NSW public library mobile and outreach services for endorsement by the Library Council of NSW and inclusion in the State Library of NSW's <i>Standards and Guidelines for NSW public libraries</i>. <p>Roger Henshaw Consultancy Services Pty Ltd has been engaged to assist with the project.</p> <p>Further updates will be brought to the Committee as the projects progress.</p> <p>Recommendation The Committee NOTED the progress of the current statewide projects.</p>	

<p>12.</p>	<p>Joint Use Libraries – Approaches from TAFE NSW Frances Sims briefed the Committee on recent approaches to councils from TAFE NSW regarding joint use libraries.</p> <p>It was noted that the State Library has provided the Library Council of NSW <i>Guidelines for Joint Use Libraries</i> to the councils to assist in their discussions. The Guidelines were approved by the Premier in 1983, and despite their age remain a useful guide to specifying the requirements for a joint use library service, including management responsibilities. The Guidelines specify that any joint use arrangement proposal with TAFE or a school needs to be considered by the Joint Use Libraries Consultative Group, which is convened by the State Librarian with senior representation from TAFE and DET.</p> <p>In light of these recent approaches from TAFE to councils regarding joint use libraries the State Library has written to TAFE NSW suggesting a meeting is organised to agree on principles for consultation and engagement on proposals for joint use Public / TAFE libraries, and to consider an update to the Guidelines.</p> <p>The Library has recently received a reply from TAFE NSW supporting a meeting.</p> <p>The State Library will update the Committee on further developments, and potentially convene a working group of public library and local council representatives to consider any update to the Guidelines.</p> <p>Recommendation The Committee NOTED the briefing.</p>	
<p>13.</p>	<p>Update on planning for the 75th Anniversary of the Library Act 1939</p> <p>At the 3 September 2012 meeting the PLCC endorsed a briefing paper proposing the development of a program of activities with public libraries to celebrate the 75th anniversary of the passage of the Act through the NSW Parliament with bi-partisan support. The Act encouraged councils to open and operate public libraries, and sets out the relationship between the State Library and local government in support of public libraries.</p> <p>At the 16 September 2013 meeting the PLCC noted progress to date on the planning for the celebrations.</p> <p>The State Librarian approved the appointment of a temporary Project Officer and project outline in December 2013 to coordinate joint activities in collaboration with public library stakeholders.</p>	

	<p>State Library and public library working groups have been active in developing ideas for the celebrations.</p> <p>The project team consists of Edwina Duffy (Project Officer), Cameron Morley (Manager, Funding and Advisory Services) and Anne Doherty (Consultant, Public Library Services). Frances Sims (Director PL and LS) is the Executive Sponsor.</p> <p>A NSW public library reference group is providing advice on the program. The group members are: Debbie Best – Parramatta, Cheryl Smith – Broken Hill, Ian Greenhalgh – Armidale and Kristen Twomey – Tumut.</p> <p>Frances Sims updated the Committee on the following key activities that have been identified to date for the Anniversary program:</p> <ul style="list-style-type: none"> • Gala event at State Library on 17 November 2014, 5-7pm: NSW Minister for the Arts, State Librarian and invited guests • 11th Australian Library History Forum: Libraries for the People at State Library on 18-19 November 2014 • Building on the Bookends Scenarios: a follow-up to the Bookends Scenarios of 2009 exploring future scenarios for the NSW public library network • NSW public libraries host a celebration event on 3 November 2014, e.g. morning tea with a cake • Development of an online shared space (Tumblr blog) and series of social media activities for the State Library and public libraries to share images and stories • Digitisation of key documents and photos of NSW public libraries from State Library corporate records • Oral history: NSW public libraries carry out oral history interviews with former library managers and staff <p>Recommendation The Committee NOTED the update on planning for the 75th Anniversary of the Library Act 1939.</p>	
<p>14.</p>	<p>NSW Public Libraries Association Report Graham Smith and Robert Knight presented a report which outlined progress of the Association’s campaign in support of increased public library funding from the State Government.</p> <p>The report included written responses to the campaign from the previous Minister for the Arts, the Hon George Souris MP and the Hon Daryl Maguire MP.</p> <p>The report noted that the Association intends to maintain its current campaign.</p> <p>The Association also tabled a report advising that 44,000 signatures had been received in support of the petition, and</p>	

	<p>that this is expected to be tabled in Parliament on August 7. A meeting with Minister Grant has also been scheduled for 7 August 2014.</p> <p>The tabled report also set out the Association's recommended representation on the PLCC once the new constitution is operational. The six positions would comprise the President, Vice-President (Metropolitan), Vice-President (Country), Secretary-Treasurer, Library Manager Member (Metropolitan) and Library Manager Member (Country).</p> <p>The reports were noted.</p>	
15.	<p>Points for Communication</p> <p>It was recommended that a summary of all agenda items apart from 6, 7, 8 and 12 can be circulated via a Points for Communication email to NSW public library managers.</p>	
16	<p>Dates for 2014</p> <ul style="list-style-type: none"> • Monday 22 September at Pittwater Library (time to be confirmed) • Monday 1 December 1.30-3.00, followed by Joint meeting with Library Council from 3.00-4.00 	
	The meeting closed at 2:19pm	