

Public Libraries Consultative Committee (PLCC)

60th meeting of the Library Council Sub-committee to be held on
Monday 12 September 2011 in the Coles Room, Macquarie Wing
State Library of New South Wales at 10 for 10.30am

(Lunch will be served from 12.00pm)

Agenda

1. Attendance

2. Minutes

The minutes of the 59th meeting held on 6 June 2010

- 2.1 Business Arising
 - Regional Libraries and the Library Act 1939
 - Interlibrary Loan Courier Service
 - Australian Learning Communities Network

3. Public Library Funding Strategy 2011/12

Director, Public Library and Community Learning Services
Manager, Funding and Advisory Services

(Modelling spreadsheets to be tabled)

Action

For discussion and recommendation

4. Internet Guidelines for NSW Public Libraries

Manager, Funding and Advisory Services

Action

For discussion and recommendation

5. PLCC Working Group and Action Plan

Chair, PLCC

Director, Public Library and Community Learning Services

6. People Places: a guide for public library buildings in NSW

Manager, Funding and Advisory Services

Action

For information and discussion

7. Library Council report (*standing item*)

Chair, PLCC

Action

For information

8. Association reports

8.1 NSW MPLA report

Secretary, MPLA

8.2 Public Libraries NSW report

Secretary, PLNSW

GENERAL BUSINESS

9. Other business

Public Libraries Consultative Committee (PLCC)

Minutes

60th meeting of the Library Council Sub-committee held on Monday 12 September 2011 in the Coles Room State Library of New South Wales, at 10.30am

Item	Discussion	Action
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1	Present	
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Rob Thomas (Chair, Library Council of NSW), Alex Byrne (State Library), Ian Greenhalgh (PLNSW), Clr Graham Smith (PLNSW), Clr Win Gaffney (MPLA), Jennifer Bice (MPLA), Frances Sims (State Library of NSW), Michelle Mashman (MPLA), Keryl Collard (PLNSW), Richard Fisher (Library Council of NSW), Clr Julie Hegarty (LGSA), Noel Baum (LGSA), Joyce Azzopardi (State Library of NSW, Cameron Morley (State Library of NSW- Minutes)

Apologies

Robert Knight (Library Council of NSW), Jenny Eakins (LGMA)

Rob Thomas welcomed Alex Byrne, State Librarian, to his first meeting, and thanked the acting State Librarians Noelle Nelson and Frances Sims for their work over the past nine months.

2	Review of Previous Minutes and Business Arising	
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The minutes of the 59th meeting held on 6 June 2011, which had been circulated, were confirmed and accepted as a true record.

2.1	Business arising	
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Regional Libraries and the Library Act 1939

Frances Sims advised that a proposed arrangement for managing applications from councils under s12A has been developed with the Department of Premier and Cabinet, Local Government Division. The proposed arrangement has been submitted to the Minister for the Arts for approval.

Interlibrary Loan Courier Service

Cameron Morley advised that the proposal from the NSW MPLA that that State Library fully subsidises the service is unable to be satisfied under the 2011/12 Budget. It was agreed that the current practice of joint funding between the State Library and the MPLA libraries using the service will continue.

Australian Learning Communities Network

Frances Sims advised that the State Library has contacted NSW library managers from councils which have Learning Communities status seeking advice on a one day forum which is tentatively planned for 2012.

Public Library Holdings on Libraries Australia

Ian Greenhalgh enquired about progress on this item. The State Library agreed to follow up on the matter.

Monitor the funding arrangements to provide advice to the Library Council on an annual basis

3 Public Library Funding

Frances Sims outlined the annual process for advising the Minister for the Arts on the Public Library Funding Strategy:

- Under the Library Act 1939, the Library Council of NSW has an object to provide advice to the Minister on the provision of assistance to local libraries and a duty to advise the Minister on the sums payable to local authorities that provide library services in accordance with the Act.
- The PLCC is asked to form advice on the funding for the consideration of the Library Council.
- The Library Council notes this advice in its deliberations on the budget. In its annual letter to the Minister which sets out the recommended Public Library Funding Strategy for that year, the Council notes it has consulted with stakeholders through the PLCC.
- The Minister considers the Library Council's recommendations. Once approved, the State Library invites all councils to apply for their subsidies and administers the grants programs.
- In years where significant extra funding has been provided, a working group of the PLCC has been formed to consider options. This year given the delay in the Budget, the need for councils to access funding as soon as possible, and the specific nature of the extra funding provided, the formation of a separate working group is not recommended.

Cameron Morley presented a paper and spreadsheets outlining the Budget, which included a series of options for the distribution of funds.

The Public Library Grants and Subsidies for 2011/12 as detailed in the State Budget of 6 September 2011 total \$26,549,000 (including the \$2m Country Libraries Fund, and the election promises of \$500,000 regional library top-up and \$500,000 for regional wireless hotspots). This is an increase of \$1,011,000 over 2010/11.

The Library Council's advice to the Minister of September 2010 and the subsequent Maintenance of Effort Bid submitted by the State Library requesting that the Grants and Subsidies are increased to \$40M per annum (indexed) was not reflected in the 2011/12 State Budget.

Subsidies and Population Growth 2011/12

Note that the NSW population increase of **98,173** over the previous year dictates that a further **\$258,950** is required to fund the extra people resident in the State. This amount comprises the \$1.85 per capita as prescribed by the Library Regulation 2010 and the funds required for the Disability and Geographic Adjustment payment (DGA) which is also impacted by population increases.

In the years 2009/10, 2008/09, 2007/08, 2006/07 and 2005/06 the funds necessary to address population growth were sourced from the Library Development Grants (LDG). In 2010/11 a variation to the practice was recommended, whereby the \$402,003 required was sourced from both the LDG and the DGA pools (50% or \$201,000 from each). This variation had the effect of mitigating the attrition of the LDG to some extent (the pool was reduced to \$1.19m instead of 0.98m), however all councils had their DGA reduced by 3.13%. Fifty five councils received a reduction in funds when compared with the previous year.

The funding formula sets out that the combined Subsidy/DGA payments increase to \$19,875,039 for 2011/12.

Options for discussion

- 1) Councils receive their full entitlement of \$19,875,039 in Subsidy/DGA and the other components are unchanged. This would leave \$730,166 available for the LDG program.
- 2) Consider last year's practice of sourcing 50% (or \$129,475) of the \$258,950 required from the DGA and 50% from the LDG. The LDG would then total \$859,641, and the DGA would be reduced by \$129,475. As a result all councils would have their DGA entitlements reduced by 2%.
- 3) Source 100% of the \$258,950 required from the DGA. The LDG would total \$989,000 and all councils would have their DGA entitlements reduced by 4%

The State Library noted that under options 2 and 3, councils would not receive their full recurrent funding entitlements for 2011/12, and a number of councils would receive less funding than in 2010/11 (3 under option 2, 40 under option 3). Whilst councils with growing populations would not receive decreases in comparison to 2010/11, it should be noted that they would not receive the increases they are entitled to under the formula.

Following discussion it was unanimously agreed that Option 1 would be recommended.

Library Development Grant Guidelines

The PLCC is asked annually to advise on the Library Development Grant Guidelines. In light of further reductions to the program the Committee was asked to consider the following (for the duration of the Country Libraries Fund - 11/12 and 12/13):

- The Country Libraries Fund grants continue to be offered to a maximum of \$200,000 per project.
- The LDG program to be offered to a maximum of \$50,000 or \$100,000 per project to ensure that a range of projects may be funded.
- Quarantining the LDG for Sydney metropolitan councils only.
- To be reviewed pending future budgets.

The Committee unanimously agreed to the following:

- The Library Development Grants funding of \$730,166 be available to Sydney metropolitan councils only. This recommendation recognises that the \$2M Country Libraries Fund is exclusively available to NSW country councils.
- The maximum grant continues to be \$200,000, but the Grants Committee should encourage a diversity of scale among submitted projects and continue to exercise its discretion to recommend partial funding to ensure that a range of projects will be funded.

New Funding

The 2011/12 Budget includes increases approved by the Government to assist regional libraries. Note in this context "regional" means non-Sydney metropolitan councils, rather than libraries that are managed according to regional agreements under the Library Act. The increases are as follows:

- An additional \$2M over 4 years to assist with the roll out of WiFi services and increase WiFi capacity in rural and regional libraries (\$500,000 per annum). This wireless hotspot funding will be administered by the State Library's NSW.net service. Joyce Azzopardi presented a proposed roll-out strategy which was endorsed by the PLCC, The strategy includes seeking expressions of interest from councils for the WiFi solution, the provision and installation of subsidised internet connectivity services and equipment, and the provision of technical support and equipment maintenance for the library hotspots.
- A \$2M increase in funding for regional libraries over 4 years to support services and programs for local communities (\$500,000 per annum).

The PLCC considered a range of options for the distribution of these funds and unanimously agreed to recommend that a new grant program entitled *Revitalising Regional Libraries* is developed.

Under this program all 111 NSW country councils will receive an equal share of the funds over 4 years (28 councils per year for the first 3 years,

and 27 councils in year 4). Each council will receive a sum of approximately \$18,000 to revitalise their libraries. The State Library will work directly with each council on a needs assessment which will inform the expenditure of the grant, with 10% of the funds to be used by the State Library to resource the needs assessment and associated assistance required to implement the 111 projects.

Consideration will also be given to targeting smaller councils and, if possible, those that have not received grants from the State Library in the first two years. A pro-forma reporting form will be developed to communicate to councils the identified needs and those to be supported with the grant and to obtain council acquittal of the application of each grant to the specified library service improvements. The State Library will use the information gained through the needs assessments and this reporting to support future bids for more funding of this type.

The Chair sought commentary on the other Public Library Funding Strategy allocations as outlined in the papers. No changes were recommended.

The Chair thanked the Committee for their advice. A paper outlining the recommendations will be prepared for the Library Council's consideration. Rob Thomas agreed that the paper would be circulated out of session to avoid further delay in payments to councils.

The Committee also discussed future funding bids. It was noted that in 2012/13 the bid will focus on indexing the funds to CPI.

In addition to using the Revitalising Regional Libraries model in future funding bids, suggestions for making a more successful future major bid were discussed including:

- applying for funds for new projects and programs with a community emphasis, rather than bidding for funds for "business as usual"
- emphasising the value of the public library network to other government departments (e.g. LIAC service),
- building incremental growth into funding proposals.

4 Library Council of NSW Internet Guideline

At the August 2008 meeting of the PLCC it was identified that there were a variety of NSW public library internet policies and guidelines in existence. These included:

- *Free Internet access in public libraries: Law and policy* (2003)
- *Virtual spaces: guidelines for public libraries* (2002)
- The Public Libraries NSW *Public Internet Access Guidelines for Public Libraries* were developed by the NSW Metropolitan Public Libraries Association Technology Forum in 1999 and endorsed by both the Country Public Libraries Association and the Metropolitan Public Libraries Association.

These guidelines relate to the Library Council Guideline *Access to information in New South Wales public libraries guideline* (2006).

With the provision of internet access in NSW public libraries now a core service, the PLCC agreed that a more up to date Guideline was desirable to assist councils prepare consistent and workable internet usage policies.

It was agreed that a reference group consisting of representatives of State Library, NSW - MPLA and Public Libraries NSW was to be convened to provide input to the Guideline.

The working group comprising Mylee Joseph (State Library), Leanne Perry (State Library), Colleen Giles (Fairfield Libraries), Jennifer Campbell-Watt (Randwick Library), Sharon Uthmann (Clarence Regional Library) and Wendy Hansard (Kogarah Library) convened in 2009 and 2010 to frame the draft Guideline.

The draft was circulated to all NSW public libraries in June 2011 for comment. 13 responses were received by the due date of 29 July 2011.

The draft was subsequently updated by the State Library's Mylee Joseph, Cameron Morley and Martyn Killion prior to being forwarded to the NSW Crown Solicitor to be checked for legal compliance. The Crown Solicitor's advice has been incorporated.

The Committee considered the Guideline and agreed that it be forwarded to the Library Council for consideration and endorsement.

5 PLCC Review – Working Group and Action Plan

The PLCC Working Group convened on 22 August 2011 for a workshop facilitated by Darryl Walker of Huegin Consulting. The participants were Robert Knight (Library Council), Keryl Collard (Maitland), Dell Price (Central Murray Regional), John Bayliss (Macquarie Regional), Jo Smith (Lake Macquarie), Jennifer Bice (Lane Cove), Helen Perry (North Sydney), Frances Sims (State Library) and Cameron Morley (State Library). Jo Carmody (Richmond-Tweed Regional) gave her apologies.

The Working Group members were asked to consider the survey report and workshop ideas for enhancing PLCC engagement and communication. Huegin has subsequently prepared a draft Plan of Action based on the workshop. The draft was circulated to the PLCC.

The draft recommends two strategies (1. Improving engagement, and 2. Improving Communication) supported by six initiatives for consideration.

The PLCC discussed the strategies and it was agreed that further consideration needs to be given to the suggestion for expansion of membership.

The two strategies were adopted in principle and it was agreed that a summary be provided to the next meeting of the Library Council.

It was suggested other ideas for enhanced communication between the network, the PLCC and the State Library, could include:

- A standing item on the agenda entitled "points for communication"

which will enable the PLCC to agree on messages which can be shared following each meeting.

- Clear explanation of why some items need to be confidential (e.g. funding recommendations to Library Council and the Minister.
- Focus groups of library managers to be convened by the State Library to discuss issues, the proceedings of which will be brought to PLCC.

It was agreed that an updated strategic plan and a new communications plan are to be developed based on the strategies and initiatives.

6 People Places: draft 3rd edition

The State Library, on behalf of the NSW Public Library Network Research Committee, has commissioned an update of *People Places: A guide for public library buildings in New South Wales*. Since its publication in 2000, *People Places* has assisted many New South Wales local authorities to plan and build new or enhanced public library buildings. *People Places* was revisited, evaluated and revised in 2005. Authorities in other States, notably Victoria and Western Australia have used *People Places* extensively in the planning and design of new libraries.

FJMT Architects were contracted to conduct the review in conjunction with the Committee. The brief included direction to:

1. Identify and analyse key developments of relevance
2. Revise guidelines and spreadsheets as appropriate
3. Incorporate methodologies and spreadsheets which facilitate the surveying of existing library spaces
4. Incorporate methodologies and spreadsheets which facilitate the planning for the functional requirements of a library space
5. incorporate methodologies and spreadsheets to facilitate post occupancy evaluation

A draft was circulated for the information of the PLCC, and members will be invited to comment on the draft once it is released for wider consultation.

Julie Hegarty suggested that other council stakeholders such as planning departments, are invited to comment. It was agreed that council general managers will be notified in writing once the draft is available and that they be invited to forward the link to the draft on to relevant council divisions.

7 Library Council Report

No report received

8 Association Reports

The reports of the NSW Metropolitan Public Libraries Association and

Public Libraries NSW were noted.

Jennifer Bice noted that the MPLA report should have been dated 12 September 2011.

Clr Smith noted for PLNSW that Dr Christina Clark of the UK Literacy Trust will speak at the PLNSW Conference.

9 Other Business

Frances Sims reminded the Committee of the confidential nature of the funding recommendations.

Rob Thomas confirmed that the Library Council would consider the recommendation out of session to facilitate a timely recommendation to the Minister.

Meeting dates for 2011:

- Monday 7 November 1.30-3pm (followed by annual meeting with the Library Council).

Meeting closed 12.10 pm