

# Public Libraries Consultative Committee

Unconfirmed Minutes of the meeting held Monday 16 September 2013

Lithgow Library, 1-2.30pm

TRIM File No: 32540



1.	<p><b>Present:</b> Jan Richards (Library Council – Chair), Andrew Tink (Library Council), Alex Byrne (State Library), Frances Sims (State Library), Michelle Simon (NSW MPLA), Clr Veronique Marchandean (NSW MPLA), Clr Graham Smith (PLNSW), Keryl Collard (PLNSW), Clr Julie Hegarty (NSW LGA).</p>	
2.	<p><b>Apologies:</b> Paul Scully (NSW MPLA), Rob Thomas (Library Council) Noel Baum (NSW LGA), Robert Knight (PLNSW).</p>	
3.	<p><b>Confirmation of previous minutes 15 July 2013:</b> The Minutes of the 68<sup>th</sup> meeting held on 15 July 2013, which had been circulated, were confirmed and accepted as a true record.</p>	
		<b>ACTION</b>
4.	<p><b>Business arising from previous minutes:</b> Alex Byrne updated the Committee on public library funding reform, advising that a Cabinet Minute has been prepared for consideration. The result is likely to be subject to Budget confidentiality.</p> <p>Frances Sims advised that the review of the State Library’s Public Library Services Branch is progressing. Twelve representative public library managers have been interviewed by the consultants Fyusion Asia Pacific. The generosity of these managers in terms of their time was noted by the consultants. Internal interviews are scheduled for coming weeks, and the review is on track for consideration by the State Library Executive in late October.</p>	
5.	<p><b>Public Library Funding Strategy 2013/14 Update:</b> Frances Sims advised that the State Library has sought Ministerial approval for the allocation of the \$26,528,000 State funding for NSW public libraries.</p> <p>The recommended Funding Strategy reflects the recommendations of the Public Libraries Consultative Committee meeting of 15 July 2013. The Committee’s recommendations were endorsed by the Library Council of New South Wales at its meeting of 12 August 2013.</p> <p>Following Ministerial approval, all councils will be invited to apply for Subsidy/Disability and Geographic Adjustment payments, and Library Development Grants.</p>	

	<p>It was noted that 2013/14 is the third year of the <i>Revitalising Regional Libraries</i> program, which comprises the WiFi Hotspots rollout and a grants program.</p> <p>Invitations to participate in 2013/14 rollout of the WiFi Hotspots program were sent to councils with libraries not using NSW.net's WMS solution in August. To date responses to the invitation have been received from two councils for WiFi hotspots to be installed in five libraries. Responses to the invitation close on 27 September.</p> <p>Since the program began 100 WiFi Hotspots have been implemented in rural and regional public libraries. The Committee requested that the full list of Hotspot locations is brought to the next meeting.</p> <p>The 28 councils that will receive the <i>Revitalising Regional Libraries</i> grants this year have been notified, and needs assessments dates will be arranged shortly.</p> <p><b>Recommendation</b> The Committee NOTED the update on the 2013/14 Public Library Funding Strategy.</p>	Joyce Azzopardi
6.	<p><b>Library Development Grant Guidelines 2013/14:</b> Under its Terms of Reference, the PLCC provides advice on an annual basis <i>concerning the development of guidelines for Library Development Grants</i>.</p> <p>Draft Guidelines for 2013/14 were circulated to the Committee for consideration and recommendation to the Grants Committee of the Library Council of NSW.</p> <p>It was noted that following the last grant round, the Grants Committee suggested the following amendments:</p> <ul style="list-style-type: none"> <li>• clarification that the grants are to develop libraries, and that the funds are not be seen to be used to underwrite budget cuts.</li> <li>• encouraging the development of libraries as community hubs (e.g. spaces, technology).</li> <li>• clarification of digitisation projects and priorities.</li> </ul> <p>The Committee was advised that all councils will be invited to apply for Library Development Grants once Ministerial approval of the 2013/14 Public Library Funding Strategy is received by the State Library.</p> <p>In addition the grants timetable will be confirmed following receipt of Ministerial approval.</p> <p><b>Recommendation</b></p>	Cameron Morley

	The Committee ENDORSED the 2013/14 draft Library Development Grants Guidelines.	
7.	<p><b>Statewide Early Literacy Project – Concept Brief:</b> Cameron Morley presented a paper proposing the development of an early literacy framework for NSW public libraries.</p> <p>It was noted that most NSW public libraries run at least some programs that help children under the age of 5 to develop early literacy skills. Many of these programs are sophisticated and effective, however there is no statewide framework or recognised minimum best practice guideline for NSW public libraries.</p> <p>Inspired by the National and State Libraries Australasia seminar <i>Brave New Worlds</i> which was held in July 2013, discussions between the State Library and public library staff have indicated that a statewide approach with best practice guidance would be of great value to the NSW public library network.</p> <p>The Committee discussed a proposal to develop an early literacy framework that would provide the State Library and NSW public libraries with a strategy for:</p> <ol style="list-style-type: none"> <li>1) developing core competencies,</li> <li>2) promoting public libraries as valued literacy providers, and</li> <li>3) evaluating and benchmarking programs.</li> </ol> <p>It was agreed that a working group comprising State Library and public library staff is formed to develop the draft project framework, which includes but is not limited to early literacy.</p> <p>It was noted in discussion that effective models exist, and that this project needs to build on this established good practice.</p> <p>The importance of a framework that is flexible and non-prescriptive was also noted.</p> <p><b>Recommendation</b> The Committee ENDORSED the scoping of a statewide literacy framework project plan including a draft budget for consideration by the PLCC.</p>	Philippa Scarf / Cameron Morley
8.	<p><b>Resource Description and Access (RDA) Training</b> The Committee was advised that a new descriptive catalogue standard was released internationally in March 2013. The new standard <i>Resource Description &amp; Access (RDA)</i> replaced Anglo-American Cataloguing Rules (AACR2) and is now the standard for new records added to Libraries Australia.</p> <p>At the July meeting of the PLCC, RDA training was proposed and endorsed as a priority to be funded through the Statewide Network Funding component of the Public Library Grants and</p>	

	<p>Subsidies.</p> <p>The State Library has contracted TAFE NSW to train NSW public library staff to use the new standard.</p> <p>A total of seven workshops are to be held in the first instance, and to date 84 public library staff have registered. The objective is to train at least one staff member from each of the 102 NSW public library services. The training is being fully subsidised by the Public Library Grants and Subsidies, and travel assistance funding is also available to public library staff travelling more than 100 km to the training.</p> <p>Feedback from library managers following the first month of training has been extremely positive, with the State Library being commended for proactively working to meet this key public library need.</p> <p>Alternatives to the NSW TAFE training have been offered on an as needs basis. Funding was provided to Coffs Harbour City Library to organise regional RDA training from a private provider. Fifteen staff from north coast public libraries attended this training. The State Library has also agreed to fund an online <i>RDA for Practitioners</i> course, offered through ALIA with TAFE SA, for Broken Hill City Library staff.</p> <p><b>Recommendation</b> The Committee NOTED the briefing on RDA training.</p>	
<p><b>9.</b></p>	<p><b>Working with Children Check for NSW Public Library staff</b> The Committee was advised that the <i>Child Protection (Working with Children) Regulation 2013</i> commenced on 15 June 2013.</p> <p>The new regulation has resulted in a change in practice for public library staff who work with children. Under the previous regulation public library staff were not subject to the <i>Working with Children Check</i> unless they did unsupervised work with children. This affected very few NSW public library staff.</p> <p>Under the new regulation a <i>Working with Children Check</i> is a prerequisite for anyone working in a child related role. The NSW Commission for Children and Young People has advised that this wider definition now includes public library staff who may work with children in the course of their employment. For existing workers the requirement will be phased in by 2015.</p> <p>The State Library has worked with the NSW Commission for Children and Young People to clarify the requirements for public library staff, and has produced a set of <i>Working with Children Frequently Asked Questions</i> (FAQs) to outline the new requirements. These FAQs have been approved by the Commission and circulated to NSW public library managers. The FAQs are also published on the State Library of NSW website.</p>	

	<p>As a result of the changes to the Child Protection (Working with Children) Regulation, the State Library's <i>Children's Policy Guidelines for NSW Public Libraries</i> have been updated.</p> <p><b>Recommendation</b> The Committee NOTED the <i>Working with Children Check FAQs</i> and the updated <i>Children's Policy Guidelines</i>.</p> <p>It was agreed that the updated <i>Children's Policy Guidelines</i> would be provided to the Library Council for information.</p>	
<p><b>10.</b></p>	<p><b>Professional Development Needs Audit – preliminary results</b> A review of the State Library professional development program and the professional training needs of NSW public library staff was discussed at the meeting of PLCC on 17 November 2012. It was agreed that the State Library would conduct a professional development needs audit with NSW public libraries in 2013.</p> <p>Cameron Morley provided a progress report on the audit. The Committee was advised that a draft survey instrument was developed in consultation with the State Library's Research Officer and Professional Development Coordinator. The survey instrument was then reviewed and modified by the Public Library Network Research Committee on 25 July 2013.</p> <p>The survey was conducted online in August 2013. All NSW public library managers were invited to complete the survey with a range of questions which covered participation, training format preferences, skills gaps and training priorities. Library managers were asked to comment on the training gaps and needs of their library staff.</p> <p>The Committee noted a summary of the preliminary survey results, which indicate that the program is highly valued and that the following areas are priorities for NSW library managers:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Strategic planning</li> <li>• Change management</li> <li>• New technologies</li> <li>• Program development</li> </ul> <p>It was agreed that the State Library will develop a 3 year professional development plan based on these results with an appropriate mix of activities covering preferred formats and suggested areas of training. The draft plan will be workshopped with the Public Library Network Research Committee before being brought to the PLCC for discussion and endorsement.</p> <p>The Chair stated that the three year plan concept is congruent with council training plan requirements.</p>	<p>Cameron Morley</p>

	<p>It was noted that planned activities such as the RDA training and the <i>Taking the Lead</i> program have been initiated in the meantime.</p> <p>Advice will be sought from the Public Library Network Research Committee on which needs are more appropriately addressed by local councils, ensuring that the State Library program is targeted to library-specific needs.</p> <p><b>Recommendation</b> The Committee NOTED the preliminary results and AGREED that a 3 year professional development plan is developed and brought back to the PLCC for discussion and endorsement.</p>	
<p><b>11.</b></p>	<p><b>75<sup>th</sup> Anniversary of the Library Act 1939</b> At its meeting of 3 September 2012 the PLCC endorsed that the State Library and NSW public libraries jointly work on a program of celebrations in 2014 to mark the 75<sup>th</sup> anniversary of the passage of the Library Act 1939 through the NSW Parliament on 3 November 1939 with bi-partisan support.</p> <p>The Committee was advised that a joint working group has been formed with the following members: Frances Sims, Cameron Morley and Anne Doherty (State Library), with Debbie Best (Parramatta Library) and Clare Morey (Riverina Regional Library) representing the Associations. The working group discussed possible activities at a meeting on 28 June 2013, including:</p> <ul style="list-style-type: none"> <li>• anniversary events, both at the State Library and at public libraries</li> <li>• documentation and digitisation of NSW public library history including a social media component, which could be initiated and developed on a zone basis</li> <li>• professional leadership activities including a seminar on Public Library Futures, building on the Bookends Scenarios, for NSW public library managers and staff.</li> <li>• developing a short library video clip, possibly through a competition.</li> <li>• a public library based promotional/advocacy program. Elements could include developing and promoting a list of 30 things you can do with your library card, one every day for a month, promoted across the network and a “Where Does Your Library Card Take You?” competition.</li> </ul> <p>A Project Plan is in development to set the parameters of the project, formalise objectives, develop costings and establish collaborative arrangements internally at the State Library and with the NSW public library network.</p> <p>A keynote in the program will be the <i>Library History Forum 2014: Marking 75 Years of the NSW Library Act</i> which is planned for</p>	

	<p>18 –19 November 2014 with the theme <i>Libraries for the People</i>.</p> <p>Andrew Tink noted that the 1944 commencement of the Act indicated that an intelligent and informed community was a Government priority despite restrictions brought about by the war. In addition the State Library building was being finished during this period.</p> <p><b>Recommendation</b> The Committee NOTED the progress to date on planning for the 75<sup>th</sup> Anniversary of the Library Act 1939.</p>	
<b>12.</b>	<p><b>Association Reports</b> Reports from the NSW MPLA and Public Libraries NSW were noted.</p>	
<b>13.</b>	<p><b>Points for Communication</b> The Committee agreed that all items discussed may be communicated to the NSW public library network.</p>	
<b>14.</b>	<p><b>Annual Meeting with the Library Council of NSW</b> The Committee discussed presentation topics for the Annual meeting with the Library Council, scheduled for Monday 2 December from 3pm to 4pm.</p> <p>It was suggested that the Associations would talk about their planned joint campaign in support of improved funding. Clr Marchandeanu suggested that an overview of how public libraries are delivered in other states would be informative. The significance of the 75<sup>th</sup> anniversary of the Library Act was also discussed.</p> <p>It was agreed that Jan Richards, Frances Sims and Cameron Morley would develop a draft program based on the above.</p>	<p>Jan Richards / Frances Sims / Cameron Morley</p>
<b>8.</b>	<p><b>Next meeting:</b> Monday 2 December 2013 at the State Library of NSW, 1.30pm to 3pm. To be followed by the annual meeting with the Library Council.</p>	