

LIBRARY COUNCIL OF NSW

# 2019-20 ANNUAL REPORT



STATE LIBRARY®  
NEW SOUTH WALES

## STATE LIBRARY OF NSW SERVICES

Service	Mon to Thu	Fri	Weekends
State Library website, catalogues & digital collections www.sl.nsw.gov.au	Available 24/7		
Ask a Librarian Service (online)	Available 24/7		
Drug Info www.druginfo.sl.nsw.gov.au	Available 24/7		
Find Legal Answers www.legalanswers.sl.nsw.gov.au	Available 24/7		
The Library Shop www.shop.sl.nsw.gov.au	Available 24/7		
Free wi-fi	Library opening hours		
Governor Marie Bashir Reading Room	9 am – 8 pm	9 am – 5 pm	11 am – 5 pm
Mitchell Library Reading Room	9 am – 8 pm	9 am – 5 pm	10 am – 5 pm
Special Collections area	9 am – 8 pm	9 am – 5 pm	11 am – 5 pm (Sat only)
Computers and other public areas available from 10 am on weekends. All requests for collection items must be made at least one hour before closing.			
Ask a Librarian Service (telephone)	9 am – 8 pm	9 am – 5 pm	11 am – 5 pm
Public Library Funding & Advisory Service	9 am – 5 pm	9 am – 5 pm	
Exhibition Galleries	9 am – 5 pm	9 am – 5 pm	10 am – 5 pm
The Library Shop	9 am – 5 pm	9 am – 5 pm	11 am – 5 pm
Library Cafe	7.30 am – 5 pm	7.30 am – 5 pm	10 am – 4.30 pm
Shakespeare Room	10 am – 4 pm (Tue only)		
Friends Room	9 am – 5 pm	9 am – 5 pm	
Venue Hire	6 am – midnight		
Venue Hire Office	9 am – 5 pm	9 am – 5 pm	

Note: Services and opening hours have been subject to change as we respond to the evolving COVID-19 pandemic.

## CONTACT INFORMATION

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For an online copy of this annual report search 'annual report' on our website

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P&D-5595-10/2020

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ISSN 0155-4204 (Print)  
 ISSN 1449-258X (Online)

**COVER:** Tharathip Chanthakanon, Mitchell Library Reading Room reopens, June 2020  
 Photograph by Joy Lai

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A close-up photograph of a person's hands holding a large, dark, hollowed-out wooden bowl. Inside the bowl, a small fire is burning, with a bright orange flame and a plume of white smoke rising from it. The person's hands are positioned to hold the bowl steady. In the background, a wooden wall is visible, and a sign with the word "Welcome" is partially seen. The overall scene is a traditional smoking ceremony.

# Acknowledgment of Country

The State Library of New South Wales acknowledges the Gadigal people of the Eora Nation, the traditional custodians of the land on which the Library stands. We pay respect to Aboriginal Elders past, present and emerging, and extend that respect to other First Nations people. We celebrate the diversity of Aboriginal cultures and languages across Australia.

Les Daniel, Smoking Ceremony,  
Open Day, October 2019





The Hon George Souris AM,  
Library Council President and  
Dr John Vallance State Librarian  
celebrating the 80th Anniversary  
of the Library Act at Shellharbour  
Library, 2019

# Letter of submission

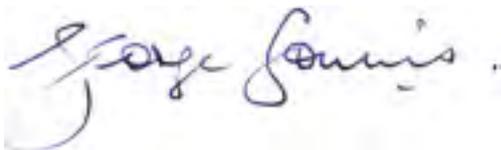
October 2020

The Hon Don Harwin, MLC  
Special Minister of State  
Minister for the Public Service and Employee Relations,  
Aboriginal Affairs and the Arts  
Leader of the Government in the Legislative Council  
52 Martin Place  
SYDNEY NSW 2000

Dear Minister,

We take pleasure in submitting the Annual Report and Financial Statements of the Library Council of New South Wales for the year ending 30 June 2020 for presentation to Parliament. These documents have been prepared in accordance with the provisions of the Annual Reports (Statutory Bodies) Regulation 2015, and the *Public Finance and Audit Act 1983*, as amended. Submitted on behalf of the Library Council of New South Wales.

Yours sincerely



The Hon George Souris AM  
President,  
Library Council of New South Wales



Dr John Vallance FAHA  
State Librarian  
and Secretary, Library Council  
of New South Wales



Mitchell Library Reading Room,  
April-June 2018, by Wendy Sharpe,  
PXD 1489/3

W. Sharpe

# Timeline

- 1826** — Australian Subscription Library established
- 1869** — Sydney Free Public Library formed, under the auspices of the NSW Government
- 1895** — renamed the Public Library of New South Wales
- 1899** — Board of Trustees incorporated
- 1907** — David Scott Mitchell bequeaths his Australian collection to the Library
- 1910** — Mitchell Library opens
- 1919** — Sir William Dixson gifts his painting collection to the Library
- 1929** — Dixson Galleries open to house the painting collection
- 1939** — Library Board of New South Wales established under the *Library Act 1939*
- 1942** — Public Library extensions to the Mitchell Library open
- 1964** — Mitchell Library Building completed
- 1969** — renamed Library of New South Wales
- 1975** — renamed the State Library of New South Wales
- 1975** — Library Council of New South Wales established
- 1988** — Macquarie Street Building opens
- 2013** — Amaze: The Michael Crouch Gallery opens
- 2014** — State Reference Library renamed the Governor Marie Bashir Reading Room
- 2018** — Michael Crouch Family Galleries and John B Fairfax Learning Centre open
- 2019** — The Children's Library opens



# About the Library

The State Library of NSW collects and preserves materials and evidence relating to our place in the world and makes them accessible to everyone in New South Wales and beyond. The Library exists in order to support and encourage research, debate, conversation, inspiration, learning and enjoyment. We welcome all people and strive to serve them all equally well, whether they visit us in person on Macquarie Street, online, or through their local public library.

**Dr John Vallance, State Librarian**

The State Library of NSW is one of the oldest libraries in Australia, with a history tracing back to the establishment of the Australian Subscription Library in 1826. In 1869 the NSW Government took responsibility for the Library, forming the Sydney Free Public Library, the first truly public library for the people of New South Wales. The State Library's renowned historical and contemporary collections, which comprise more than six million items, hold the growing memory of our state and nation.

The Library Council of NSW is the governing body of the State Library. Library Council objectives are defined in section 4A of the *Library Act 1939* and the Library Regulation 2018. Both underpin the provision of NSW public library services for the community.







Reading SL Magazine at home



# OUR YEAR

# From the President of the Library Council of NSW



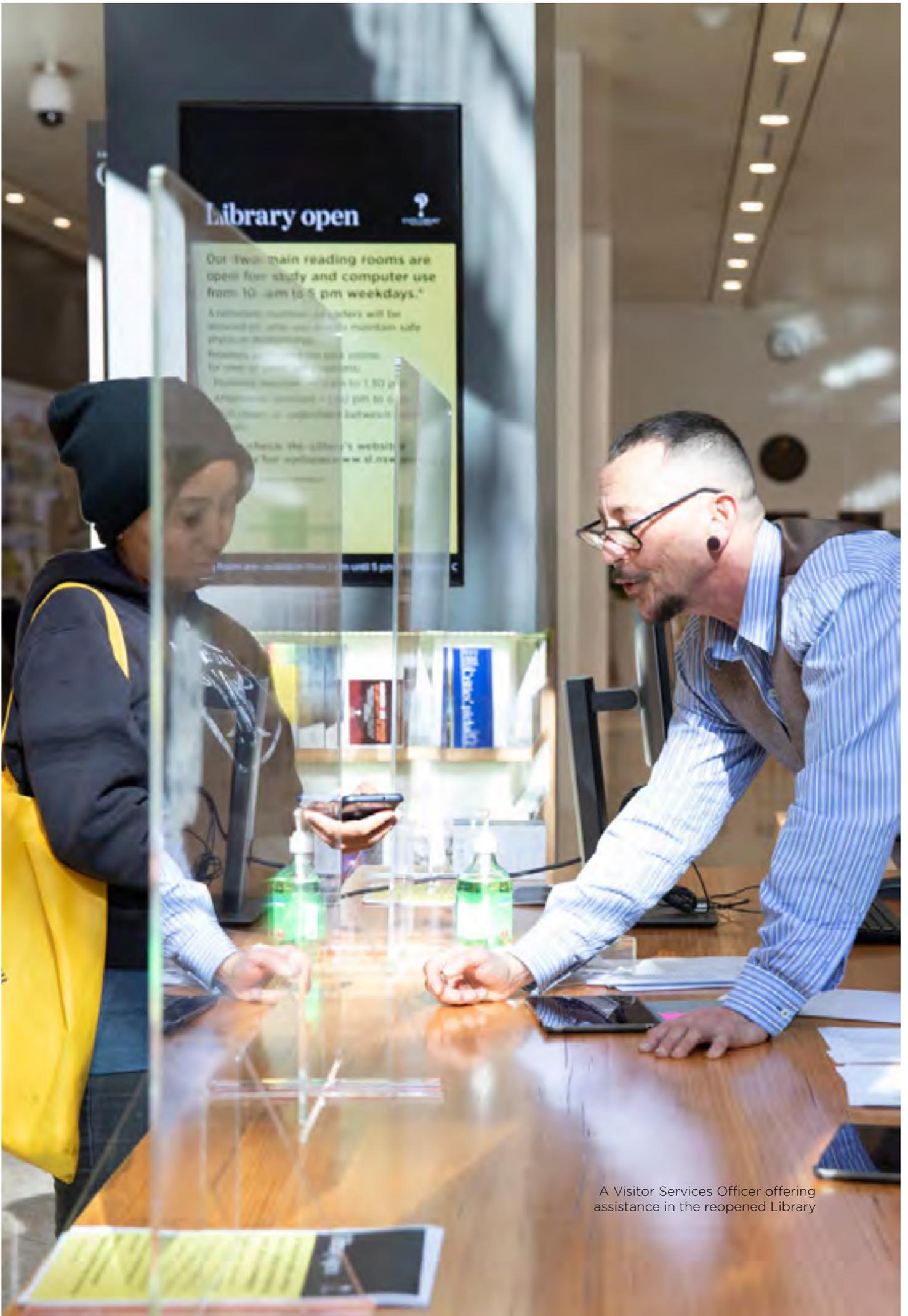
The year under review has been dominated by COVID-19. During the pandemic it was inspiring to see how staff and patrons responded, getting the State Library back into full swing as early as possible. We are not exactly where we want to be yet in terms of awards, exhibitions and general activity but we're getting there. I want to express my thanks to the State Librarian and all staff for their co-operation and goodwill during challenging times.

I look forward to post-pandemic days when we again see the Reading Rooms full, and events and exhibitions of our treasures heavily patronised. More of the treasures held by the State Library will progressively be placed on exhibition and these displays will need to be refreshed and added to as time goes on. There is demonstrated great engagement and interest from the public and it is my hope this continues.

Our obligation as Trustees remains always to leave the institution in better shape than we found it.

A handwritten signature in blue ink that reads "George Souris AM". The signature is written in a cursive style.

The Hon George Souris AM  
President, Library Council of New South Wales



A Visitor Services Officer offering assistance in the reopened Library

# From the State Librarian



The year in review started so well. We had adopted a new strategy aimed at turning a venerable institution inside out, the better to serve its public. New constituencies were being welcomed into the Library — notably young people, thanks to one of the most successful grassroots fundraising campaigns, which led last October to the opening of a dedicated Children’s Library in the Macquarie Street building. Daily visitation figures were reaching all-time highs. In order to provide acutely needed capacity and improved access to our buildings, a tightly disciplined Master Plan had been prepared and submitted to Government for assessment, and with hope, approval.

Then the plague hit.

For the first time since early 1919, the Library had to close.

At the time of writing, we continue the slow process of reopening. Strict limits on the number of people permitted in the reading rooms and exhibition galleries have been imposed. The fact that these limits are being reached every day is a clear index of how highly the Library is valued by the people of NSW. The number of digital visitors has soared. The story is similar across the state. Paradoxically perhaps, the pandemic has brought us still closer to our brothers and sisters in the public library network and we have been working through the crisis hand in hand.

Through all the difficulty much good has been achieved. My colleagues have done nothing short of a brilliant job in responding flexibly and enthusiastically to unique challenges. Nearly all of the Library’s work — in acquisitions, processing, conservation, exhibition design and execution, fundraising, curation and maintenance — has continued with little or no disruption. Our online public programmes for both adult and young audiences have been attracting huge audiences. The Library’s digital services teams responded instantly in March 2020 to the task of giving staff remote access to their work from home.

In many ways this has been the year of the frontline worker. The commitment of reading room staff has made it possible to roster full services to the public. Supporting them, security staff have ensured the safety of people, collections and buildings throughout. Cleaners have been working especially hard to make sure that the Library is COVID-19-safe for staff and visitors alike. The finance and operations groups similarly have seen us safely through.

I am approaching my third birthday as State Librarian. When I signed up, no one had any idea that this lay ahead of us. Without the support of my colleagues, of Library Council and its President, of the sorority and fraternity which is the public library network, of our new friends in the Department of Premier and Cabinet, of our Minister, our Treasurer and our Premier, the year in review might look very different.

Some people like to tell us that it is always darkest before dawn. They like to talk about the 'green shoots of recovery'. The 1st of September is only a week away as I write this. Spring. Springtime for us, and for public libraries across New South Wales! We can't wait to have you all back with us in person.

A handwritten signature in black ink, appearing to be 'J Vallance', with a long horizontal flourish extending to the right.

Dr John Vallance FAHA

State Librarian  
and Secretary, Library Council of New South Wales

**AT A GLANCE**

**OUR LIBRARY**

**710,983**  
VISITS ONSITE

**4.2**  
**million**  
VISITS ONLINE



(WEBSITE &  
CATALOGUE  
SESSIONS)

**139.68**

linear kilometres of  
**PHYSICAL**  
collections stored

**1,128.15**

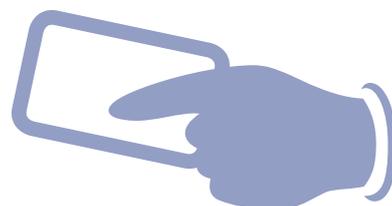
terabytes of  
**DIGITAL**  
collections stored

**\$6,964,838**

**EXPENDED ON BUILDING OUR COLLECTIONS**

**112,269**

**READER CARDS**  
(33,773 issued in 2019-20)



## ACCESS TO OUR SERVICES

**53,744**  
ITEMS RETRIEVED  
FOR READERS

**4836**  
Online 'Ask a Librarian'  
requests completed

**127,858**  
QUESTIONS



**ANSWERED  
BY STAFF**  
(that's around  
350 a day!)

**9.5**  
million  
unique pageviews  
on the website &  
catalogue

Online activity was highest in our

**CATALOGUE**, 

DICTIONARY OF SYDNEY,  
FIND LEGAL ANSWERS,

**DRUG INFO** and our  
COLLECTION VIEWER



Gabby Vassallo enjoying Paintings from the Collection

# 2019–23 Strategic Plan

This year was the first in implementing the Library's new *Inside|Out* Strategic Plan. The central theme of the plan is to become an overwhelmingly outward facing institution with a spirit that is ever more open and welcoming.

This is made specific through the three strategic priorities in the document which are:

- put the reader and visitor first
- expand our audiences
- staff culture.

The plan also features five grounding priorities which characterise the Library from a functional perspective and guide the way we understand and report on our activities:

- Collect
- Preserve
- Access
- Public libraries
- Organisational support

The two-part structure of the plan — grounding and forward looking — is further articulated by the Library's purpose statement and vision statements:

## OUR PURPOSE

The State Library of NSW exists in order to collect, preserve and support access to materials that enrich people's lives.

## OUR VISION

To be a Library where you don't need to fit in to belong

To implement the Strategy, each of the Library's 24 branches developed an annual plan to describe their ongoing activities and identify new initiatives with which they could support the overall strategy. At the end of the year, a report on progress was provided to Executive and Library Council.

## OUR VALUES

### INTEGRITY

- Consider people equally without prejudice or favour
- Act professionally with honesty, consistency and impartiality
- Take responsibility for situations, showing leadership and courage
- Place the public interest over personal interest

### **TRUST**

- Appreciate difference and welcome learning from others
- Build relationships based on mutual respect
- Uphold the law, institutions of government and democratic principles
- Communicate intentions clearly and invite teamwork and collaboration
- Provide apolitical and non-partisan advice

### **SERVICE**

- Provide services fairly with a focus on customer needs
- Be flexible, innovative and reliable in service delivery
- Engage with the not-for-profit and business sectors to develop and implement service solutions
- Focus on quality while maximising service delivery

### **ACCOUNTABILITY**

- Recruit and promote employees on merit
- Take responsibility for decisions and actions
- Provide transparency to enable public scrutiny
- Observe standards for safety
- Be fiscally responsible and focus on efficient, effective and prudent use of resources

### **EQUITY OF ACCESS**

- Connect our communities to our collection through diverse channels
- Provide free, uncensored and unbiased access to information
- Be vigilant custodians of our physical and digital spaces
- Respect and involve our Indigenous communities and multicultural communities
- Encourage creativity, curiosity, experimentation, diligence and trust

### **INNOVATION AND ENGAGEMENT**

- Think beyond traditional boundaries with clarity of purpose
- Enhance our collections with 'stories' that bring them to life
- Be professional collaborative change agents and leaders in our field
- Empower our people to take risks
- Encourage intellectual freedom of thought and expression
- Embrace technology
- Adopt an outside-in approach to developing our services

## IN FOCUS



The Library implemented its *Inside | Out* Strategic Plan in July 2019.

This report details progress made against the plan's initiatives over the course of the year.

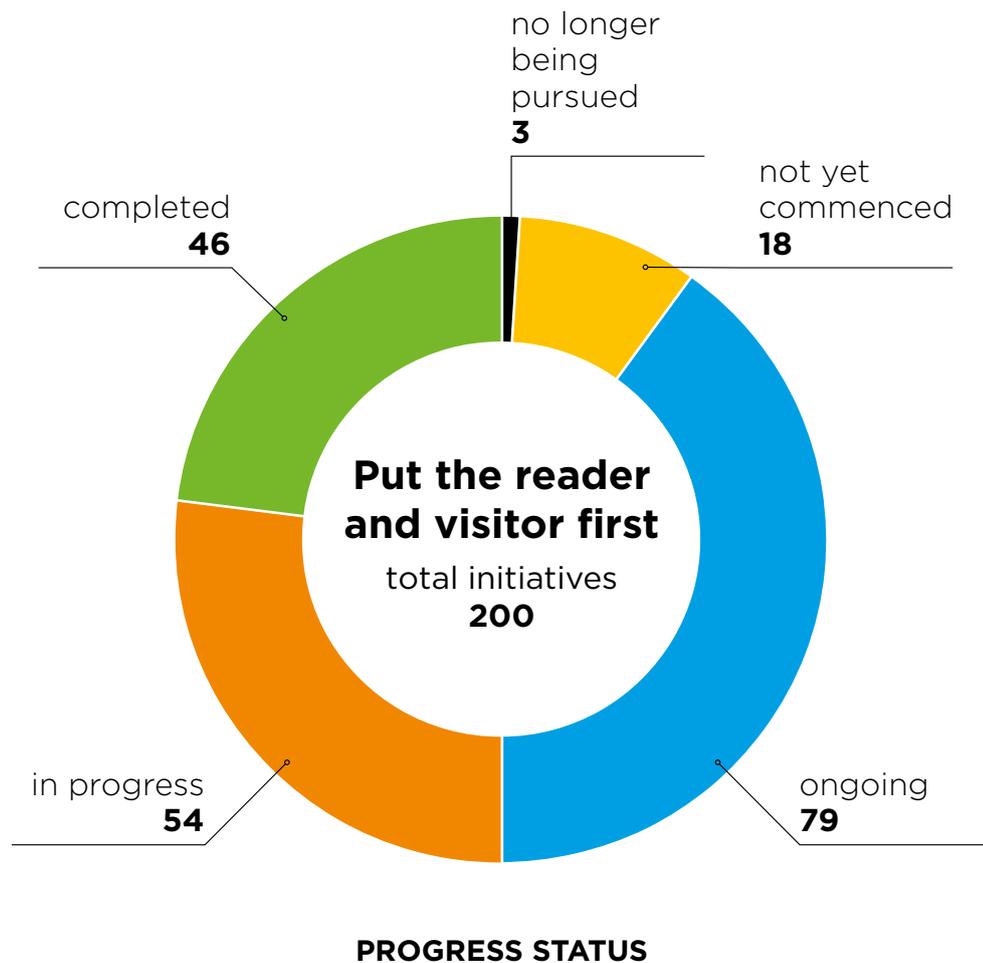
Following the major renovation of the Mitchell Library in 2018-19, where its treasures were brought out for the public to enjoy, the Library has continued to become a more welcoming and open institution. The year has

seen the completion of many initiatives in that spirit. In a major project, we opened The Children's Library — a space dedicated to welcoming young people and their families, and sharing the love of books and reading. Visitor Services Officers are now prominently positioned at the main entrance to welcome visitors and provide information on our Library spaces and facilities. Work progresses on a new reader-based catalogue experience to make collections more user-friendly and accessible. In the second half of the year, boosting our digital capacity has repositioned the Library to not only continue, but to thrive.

# Strategic priorities: Put the reader and visitor first

## Highlights of completed initiatives:

- new catalogue interface via the Collection Experience Program
- 'Ask a Librarian' real-time online chat service introduced
- mobile web app for exhibition caption and audio guide
- new Visitor Services Officers to welcome visitors in foyers
- shift to online delivery of public and learning programs
- automation of renewal for Library card holders
- new digital image ordering system for the public.



## IN FOCUS

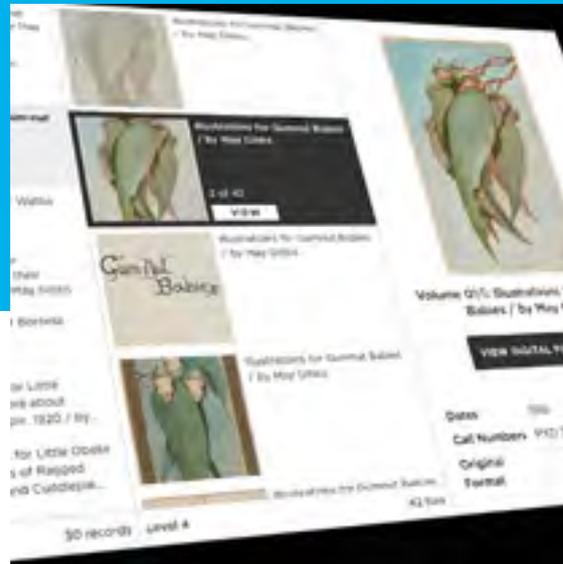
# Building a better catalogue

The State Library's catalogue is the primary way to search, request, and digitally access our immense collections. However, using our current catalogue can be a frustrating experience for our visitors.

In response, the Library has started to build a new catalogue to address these issues and introduce greater functionality to support interaction with the Library's collections.

In December 2019, a preview was released, including an enhanced collections interface showcasing high-resolution digitised images and customised viewers, allowing transcripts to be viewed alongside audio and book formats. Search results relevancy has been refined and priority information is displayed with thumbnails, making it easier to find relevant material at a glance. A new hierarchies browser allows readers to see context and relationships between items at record level. Filters have been simplified across many areas.

As part of developing the new catalogue, we continually seek feedback from readers. We have created multiple feedback channels — through the new catalogue site, social media, and in person during our research sessions. These responses help to shape the usability, design, functionality and release of new features.



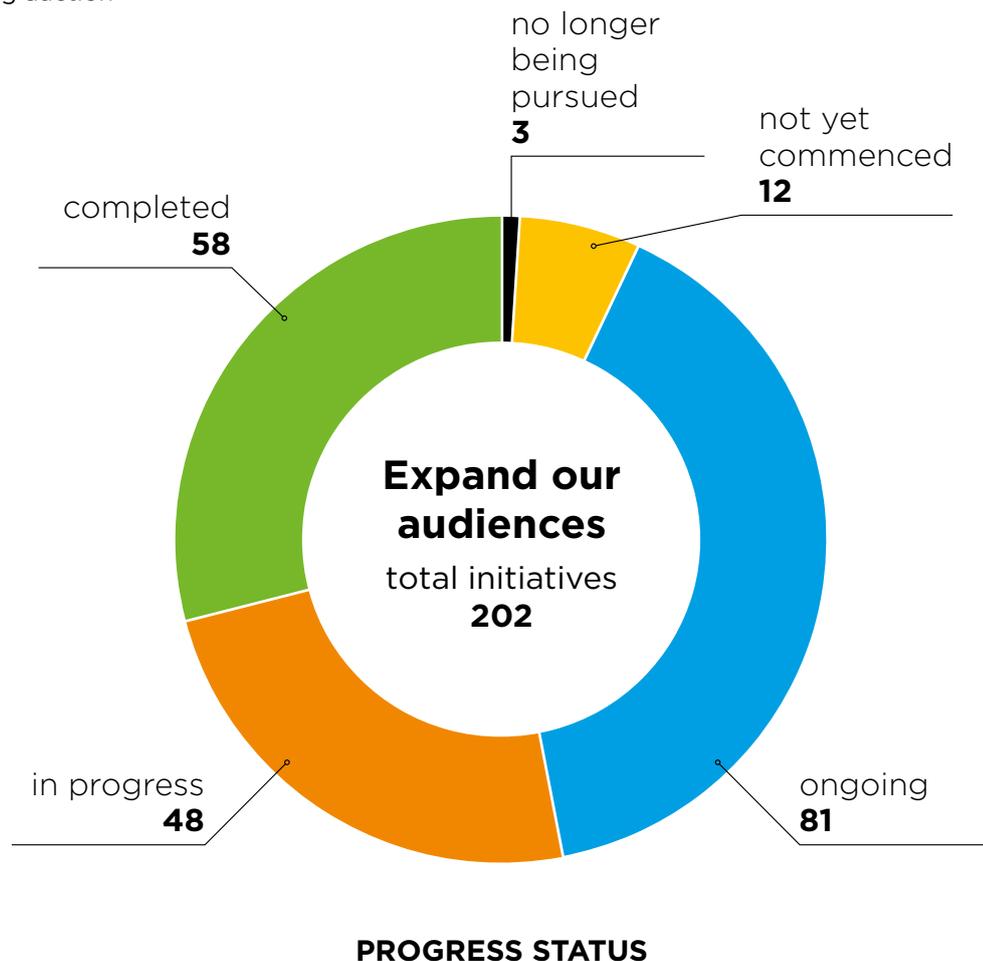
We hope readers will soon search and browse the Library's collections more easily, intuitively and enjoyably. We will continue to reveal more updates and releases as the work progresses.

Preview our new catalogue:  
[collection.sl.nsw.gov.au](http://collection.sl.nsw.gov.au)

# Strategic priorities: Expand our audiences

## Highlights of completed initiatives:

- Children's Library opened
- record attendance at Open Day 2019
- Compliance, Accessibility and Capacity Plan developed, including plans for our auditorium, foyer and circulation gallery
- *Gather* — Indigenous community collections portal launched
- NSW bushfire support initiatives, including public knitting sessions, fundraising auction
- weekly curator-led exhibition tours programmed
- new Family Day on weekends
- new fellowship programs announced, including DX Lab Fellowship *Aereo* and Drop-In *We Are What We Steal*.



## IN FOCUS

# The Children's Library and Open Day



A new Children's Library opened to the public on Saturday 12 October 2019, as part of a free Open Day.

**'Given children are some of the most voracious readers in our community, we're thrilled to be giving young readers and families their very own space to get lost in books and stories.'**

**Dr John Vallance, State Librarian**

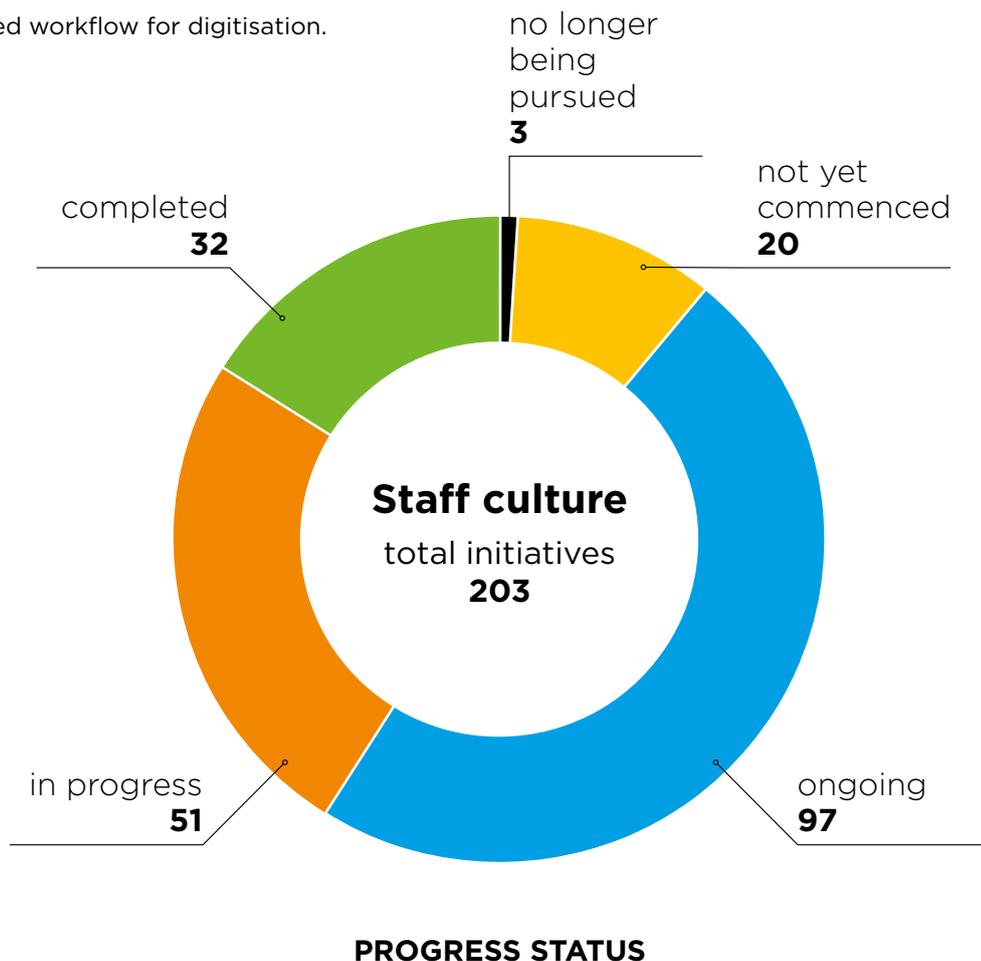
This beautiful new maze-like space has been designed around the discovery and enjoyment of books and reading. Located within the Governor Marie Bashir Reading Room, The Children's Library brims with Australia's best children's books, as well as classics from overseas authors. It was made possible by community generosity, with close to \$500K raised in less than six months through the State Library Foundation.

The launch and Open Day were supported by a comprehensive media and marketing strategy which drove record numbers of visitors, with 8450 attending on the day. Visitors enjoyed a full day of talks, tours, workshops and family activities. ABC TV characters Bluey and Bingo made their first ever public appearance and proved a huge attraction for families, who came in and got lost ... in stories, ideas, art and more!

# Strategic priorities: Staff culture

Highlights of completed initiatives:

- transition to cloud-based service allowing staff to work from home effectively
- improved processes to deal with disrespect in the workplace, leading to increased staff reporting
- 'exceptional service' charter implemented for reading room staff, leading to better interactions with readers
- new staff facilities including change rooms, bike racks and lockers
- streamlined workflow for digitisation.



## IN FOCUS

# Working from home

Within days of the COVID-19 shutdown, the Library pivoted to enable staff to work productively from home. As staff settled into new routines there was an unprecedented impetus to adopt new digital technologies, both within Library operations and to support our readers and visitors online.

Within a week, we deployed a new web resource for staff, providing a single reliable site for all pandemic-related information.

Most staff were already equipped with laptops for mobile computing within the Library. Additional charging accessories and remote access software quickly allowed them to work securely from home. Staff had already adopted cloud-based office productivity software, and quickly transitioned to using more advanced collaborative features.

The all-staff forum continued via online streaming, enabling the State Librarian to connect with teams during these uncertain times. In fact, more staff joined the forum online than had previously attended onsite.



One of our librarians answering telephone and online research enquiries from home

Our support teams, also working from home, moved to set up video conferencing and text-based channels to supplement the regular email and intranet resources. We increased internet capacity and configured key components to accommodate more network traffic.

Staff now feel confident conducting their work remotely on their office laptop, home computer, or mobile phone.



Preparing books for the new click and collect services at Lake Mac Libraries

# Grounding priorities: NSW public libraries

Across NSW there are 363 public library buildings, with a further 65 outlets, and 23 mobile libraries that provide services to approximately 365 smaller and isolated communities.

The Library works with local libraries to develop quality services, build capacity in the library workforce and ensure library buildings, technology and facilities meet the needs of diverse communities across NSW.

In 2019-20 the Public Library Funding Strategy managed by the State Library delivered a record \$36.478 million to public libraries in subsidies, grants and program support.

Public libraries are highly valued and heavily used by their communities. The State Library collects data from public libraries annually. Figures from 2019 show the popularity of public libraries and the continued growth in digital and online:

- 34 million physical visits to NSW public libraries
- 40.3 million loans of collection items
- 12.1 million virtual visits to public library websites
- 10 million internet bookings (including wi-fi).

## LEGISLATION

The Library directly supports Library Council's Objects and Duties under the *Library Act 1939* regarding public libraries.

The Library achieves this by administering the annual Public Library Grants and Subsidies Program, and by advising public libraries on all aspects of library service provision including collections, connectivity, spaces, buildings, information services and planning.

Activities include making careful inquiry into the operation and management of local libraries (section 5 of the Act), advising the Minister and local authorities on matters of policy (section 4A) and establishing guidelines for public library services (section 10).

## PUBLIC LIBRARY FUNDING

The 2019–20 year was the first of four years of increases to the public library grants and subsidies managed by the State Library.

The Premier, the Hon Gladys Berejiklian, and the Minister for the Arts, the Hon Don Harwin announced a significant new public library funding package in August 2018, totalling \$60 million over the forward estimates to 2022–23.

This is the largest single commitment to increasing public library funding by the NSW Government since the *Library Act* was introduced in 1939, and the State Library is excited at the prospect of working with NSW councils to ensure that these funds significantly improve public libraries statewide.

Of this package, \$59 million will be allocated through the Public Library Funding Strategy managed by the State Library, while \$1 million is managed by Service NSW for the roll-out of e-kiosks to public libraries.

The significant increases to the funding are being distributed according to a new allocation model approved by the Minister in June 2019, for implementation in 2019–20, and for use until 2022–23, adjusted annually for population and available funds. See NSW Public Libraries Grants & Subsidies, pages 111–116.

## PUBLIC LIBRARY VISITS

Library Council of NSW members visited libraries at Port Macquarie, Kempsey, Shellharbour, Kiama, Shoalhaven, Wingecarribee and Wollondilly to see local services and collections, and to discuss needs with public library and council staff.

The Library's program of assessment and compliance visits to public libraries continued over the year, with staff visiting councils to discuss needs and advise on library service development. State Library staff visited 111 NSW public libraries in 2019–20.

Public library and council staff also regularly visited the State Library for consultancy, advice and professional development.

## PROFESSIONAL DEVELOPMENT

In 2019–20, over 700 staff from public libraries attended professional development programs coordinated or delivered by the State Library, covering diverse topics including Aboriginal and Torres Strait Islander Cultural Competency, reference services, oral history, digitisation, readers' advisory services, and legal and drug information training.

Indyreads™ training was attended by 135 public library staff, with a further 40 participating in the online orientation sessions. A total of 137 staff attended two family history webinars delivered during the COVID-19 period.

## **PUBLIC LIBRARIES AND COVID-19**

The State Library worked closely with public libraries to address the effects of the COVID-19 pandemic on services. This included liaising with NSW Health and the NSW Office of Local Government on behalf of the public library sector and recommending strategies to ensure that libraries could operate as safely as possible in the early stages of the pandemic.

All public library buildings were closed from 30 March until 1 June 2020 under public health orders.

The State Library surveyed public libraries on their services during the building closure period, and after reopening. The results indicate that community access to public libraries was significant throughout the period. See In Focus, page 39.

The State Library noted that library use in NSW increased remarkably during the Global Financial Crisis (GFC) of 2007–08. This extraordinary usage continued for two years after the GFC, likely as a result of higher unemployment and because people had less disposable income.

The economic effects of COVID-19 are predicted to be worse than those of the GFC. This unfolding situation, and likely medium-term effects for libraries, prompted the State Library to scope research into how public libraries are coping and adapting to the pandemic, with a view to assisting libraries and advising the government on the response and needs. Input was sought from the Strategic Network Committee, and 641 DL were commissioned to run a survey and prepare the results for publication in 2020–21.

## STATEWIDE PROJECTS

### WILCANNIA PROJECT

The State Library is working towards improving access to library services for the residents of Wilcannia in the Central Darling Shire. The town does not have a public library, however residents have access to remote library services through the Outback Letterbox Library, which is provided by Broken Hill City Library with funding provided by the State Library.

In 2019–20 the State Library and Broken Hill partnered with Bibliotheque sans Frontieres and Wilcannia River Radio to investigate better ways to provide access to library services for Wilcannia residents. State Library team members visited Wilcannia twice in 2019–20 and scoped the contents for a portable pop-up library module which will be deployed once COVID-19 restrictions allow.

### MY LIBRARY GETS ME CAMPAIGN

The State Library developed a campaign to promote library membership to the people of NSW (both State Library and public library membership). Preliminary ideas were shared with over 70 public library staff at a meeting at Marrickville Library in March 2020. The concept was welcomed enthusiastically by the attendees, and the slogan #MyLibraryGetsMe was endorsed.

The objective is to increase library membership from the current 42% of the NSW population to at least 50% over 2020–21. The campaign was launched in Library Week on 25 May 2020. Given this coincided with libraries being closed due to COVID-19, it is envisaged that the campaign will be renewed later in 2020, dependent on the pandemic.

## ON LOAN

During 2019–20 a new stack and processing space for the bulk loans collections was designed and constructed in the Mitchell building. The space houses 60,000 items including community language books, large print books and talking books available for loan to public libraries across the state.

Since 2017 the Library has been offering NSW public libraries long-term loans of English language large print and talking books to supplement local collections. Over 51 libraries have participated in this program. A Library survey in May 2020 drew responses from 33 libraries, which helped to identify popular genres and formats, assisting with planning for acquisitions in the new financial year. We have also received useful feedback on how this service can be improved.

## NSW.NET

Since 1998, the State Library's NSW.net service has supported NSW local government public libraries and their communities with faster, easier and more cost-effective access to the internet and the digital world.

This year NSW.net:

- completed 85 new and existing internet service upgrades, improving connectivity for the public
- replaced 102 end-of-life wireless access points in 89 metropolitan and regional public libraries
- provided hotspot controller and SonicWall maintenance for 240 libraries running the Wireless Management System (WMS) for wi-fi hotspots
- WMS v1 controller replacement for 50 library locations
- WMS installed at 7 libraries (5 regional, 2 metropolitan)
- provided ongoing maintenance and development of the WMS system
- answered 2296 technical support enquiries, a substantial decrease from last year's figures due to COVID-19 restrictions
- developed an online survey for NSW.net clients (NSW.net Customer Satisfaction Survey) — 52 responses were received showing a high satisfaction rate for all NSW.net service offerings, provision and management.

The Library negotiated on behalf of public libraries for access to a suite of 12 databases and over 100 consortia opt-in offers. During this year, the statewide databases recorded more than 5.6 million searches and close to 500,000 full text downloads. The statewide licensed resources cover a range of topics including the arts, science, literature and health. Free webinars on how to use and promote these resources are offered to public library staff every month.

The Library works with a Content Working Group (CWG) of six public library staff to identify new content that may be of interest to the NSW public library network and gauge interest for potential product trials. The CWG evaluated Newsbank Access Australia, Newsbank Access Global and Animalia. The discounted consortia opt-in offers for the three products were subsequently released to public libraries statewide.

The rollout of indyreads™ to the public library network is nearing completion with 70% of services configured. State Library staff delivered 10 indyreads™ training sessions to 135 staff at nine locations and eight Q and A sessions to 40 staff from 20 library services.

The indyreads™ platform is available to all NSW public libraries free of charge and public access to the e-content is also free. The statewide collection contains approximately 10,000 ebook and audio titles sourced from Australian independent publishers, a selection of titles in languages other than English, as well as international content including reference, modern literary, classic fiction and non-fiction titles. The platform was progressively launched to communities in early 2020. In the six months to June 2020, 11,893 loans and 2067 reservations were recorded.

Phase two of the indyreads™ rollout will explore opportunities for interested public libraries to upload digitised manuscripts, books, and oral histories sourced from their local studies collections.

Phase three will focus on the direct licensing of digital content by interested public libraries from community authors, writing associations, musicians, historians and local publishers.

## LEGAL INFORMATION

The Legal Information Access Centre (LIAC) provides quality, plain English legal information for the NSW community in partnership with the public library network and legal assistance services.

The Find Legal Answers collections in public libraries were reviewed and updated during the year to ensure current information is available to the community. Three new editions of Find Legal Answers Tool Kit books were sent to libraries and updated online: *Rest assured: a legal guide to wills, estates, planning ahead & funerals in NSW*, *The law handbook: your practical guide to the law in NSW* and *Women and family law*.

LIAC supported Youth Week and the Seniors Festival in public libraries, distributing 130 Find Legal Answers promotional packs to 58 libraries for Youth Week and 153 promotional packs to 64 libraries for the Seniors Festival.

Law Week events were cancelled in 2020 as libraries were closed due to COVID-19. In place of the usual events, LIAC provided a social media campaign for libraries to use, highlighting legal resources and online talks.

LIAC training, which increases skills and confidence in providing legal information to the community, was attended by 69 public library staff in seven locations. A further eight training sessions in seven locations were cancelled as libraries were closed due to COVID-19. Feedback continues to be very positive with 100% of participants rating the quality of the training as very good or excellent.

## DRUG INFO

Drug Info offered an interactive information display hub to provide access to quality drug and alcohol information for the community. The program was delivered in 13 public libraries from July to November 2019. Nine libraries were scheduled to host the hub between April and June 2020 however these were cancelled as libraries were closed due to COVID-19.

Drug Info staff delivered training to 69 public library staff in seven locations. A further eight training sessions in seven locations were cancelled as libraries were closed due to COVID-19. Feedback continues to be very positive with 100% of participants rating the quality of the training as very good or excellent.

The Drug Info service worked with the Legal Information Access Centre (LIAC) to support Youth Week and the Seniors Festival in public libraries.

Throughout 2019–20, more than 5700 promotional items were distributed to 26 libraries and health and support organisations for a range of outreach and community programs.

Drug Info continued to work with the Australian Drug Foundation with representation on the Community Engagement and Action Program (CEAP) Advisory Committee.

The Drug Info collections in public libraries were reviewed and updated to ensure that current information is available to the community.

## TECH SAVVY SENIORS

The State Library manages the Tech Savvy Seniors digital literacy training program which is delivered in public libraries and funded by the NSW Department of Family and Community Services and Telstra. In 2019–20, there were 46 participating libraries, delivering 995 sessions to over 7800 people.

Tech Savvy helps seniors develop the skills and confidence to get connected and participate in the online world. The program aims to increase digital inclusion, reduce social isolation and increase access to government information and services among older people. More than 30,000 seniors have been trained in NSW public libraries under the program since 2013.

## PUBLIC LIBRARIES



**\$36.5 million**

ALLOCATED IN PUBLIC LIBRARY SUBSIDIES,  
GRANTS AND PROGRAM SUPPORT

  
**85**

new internet service  
& upgrades for  
libraries by NSW.net

**110+**

State Library  
visits to public  
libraries



**5700+**

Drug Info  
items  
distributed

**7800**

PEOPLE ATTENDED

995 TECH SAVVY SENIORS SESSIONS



**700+**

public library staff attended  
State Library-run professional  
development programs

## IN FOCUS

# Public libraries and COVID-19

During the closure period, public libraries continued to serve their communities through the swift implementation of enhanced online services, home delivery and 'click and collect' services.

The State Library redirected its public library services resources to assist libraries to meet demand, including the rapid roll-out of the indyreads™ platform to public libraries, the purchase of significant additional ebook content for indyreads™, hosting online forums of public library staff, and approving amendments to public library subsidy allocation so councils could acquire more ebooks for their own collections.

Once library buildings reopened in June, the State Library assisted libraries to develop COVID-19 Safety Plans in line with NSW Health Orders.



Blacktown City Libraries, Mobile Library - Library Technician with note of thanks

We surveyed public libraries on their services during the closure period, and after reopening. Collectively, public libraries:

- processed over 1.7 million e-loans (300% increase on the same period last year) <sup>1</sup>
- enjoyed over 2 million website visits (120% increase on the same period last year) <sup>1</sup>
- loaned an estimated 4 million items to community users in June (20% more than the average month)
- delivered online programs (500% increase on programming offered prior to the pandemic).

<sup>1</sup> 23 March and 30 June 2020



*Imagines coeli meridionales*,  
 printed 1781 from blocks created  
 in 1515, by Johannes Stabius,  
 cartographer, Albrecht Dürer,  
 engraver, M2 000/1515/1

*hemisphaerium australe*  
*hinc original*  
 B. 110  
 folios 1192  
 Passavant II pag 172

# Grounding priorities: Collect

The Library aims to create a collection that reflects the cultural heritage of our state, in both Australian and international contexts.

We collect a broad and representative range of published material, complemented by in-depth collection — including print, digital and original materials — focusing on all aspects of life in NSW. In addition, we provide information services for the people of NSW and support public libraries in meeting the information needs of their communities.

We expended \$6,964,838 on capital and recurrent purchases building our collections during 2019–20.

## ACQUISITIONS AND DONATIONS

The Library welcomes acquisition and donation offers, which help to build our diverse and extensive collections and document life in NSW. This year, the Library received 2032 offers of collection material from commercial vendors, auction houses, and members of the public and organisations. This figure was only 3% down on offers received in 2018–19, despite staff working offsite due to COVID-19 for the last quarter of the year.

In 2019–20, donations of published material included 18 new journal titles and 4165 books. Donations of original material were valued at \$682k, including seven donations made under the auspices of the Federal Cultural Gifts Program, valued at \$526k.

## LEGAL DEPOSIT

Legal deposit legislation requires Australian publishers to lodge their publications with designated institutions, determined by state boundaries, including the State Library of NSW, which receives printed material published in NSW. Since 2019, digital publications are deposited in National edeposit (NED). Legal deposit ensures that material is catalogued, accessible and archived in perpetuity, recording the publishing output of NSW and the achievements of NSW publishers.

In 2020 the Library celebrated the deposit of the *Blue Mountains Gazette*, a digital newspaper published in New South Wales as the 100,000th item deposited to the NED. This year the Library received:

- 2726 books and 4153 journal titles, including 165 journal titles published for the first time in 2019–20, as well as posters, calendars, maps and performance programs, deposited by NSW publishers. This included the final issues of *Harper's BAZAAR*, *ELLE*, *InStyle*, *Men's Health*, *Women's Health*, *Good Health*, *NW* and *OK!* magazines
- 124 books and 413 journal titles, including 48 titles published for the first time in 2019–20, deposited by NSW Government agencies.
- 244 NSW newspaper titles, with cessation of nine titles during the year. Publication of 101 of these titles was suspended due to issues relating to COVID-19.
- 1429 digital books, 67 digital maps, 281 digital music scores and 678 new digital serial titles, including 110 digital newspaper titles and 19,465 serial issues, deposited to NED and catalogued as part of the Library's collection.

- 3941 digital titles deposited by non-NSW publishers are also accessible through NED.

## DIGITAL COLLECTING

Collecting born-digital, turned digital and digitised content is a significant growth area for the Library. Annually the Library harvests the nsw.gov.au domain, including NSW local government and public libraries. At 30 June 2020, a total of 8.2 terabytes of information contained in 128 million documents had been collected since June 2014.

This year, 1239 born-digital titles, including 138 new sites, were archived in Australia's online archive, Pandora, up 16% from 2018–19.

Social media content is one of the most volatile and ephemeral of this born-digital material, with some content only available for a few hours. Using CSIRO's Vizie platform, the Library collected almost 39 million publicly available social media posts in 2019–20, averaging more than three million records per month. And for the first time this year, a small amount of social media content in languages other than English was collected: 23,047 social media posts in Arabic, Chinese, Korean and Spanish.

In response to the COVID-19 lockdown, 870 ebooks were purchased to support readers, significantly supplementing the Library's ebook collection. In the last quarter of the year, there was a 50% increase in the total number of sessions accessing the Library's online resources.

## PERMANENT LOANS

The Library's project to review all collection materials on permanent loan continues, with the aim of converting on-loan collections into donations to the Library. This year an additional 19 collections have been formally donated, bringing the total to 186. Recent donations include the records of Cobb & Co, Wunderlich Limited records, and Tony Morphet literary manuscripts.

## COLLECTING FOR EVERYONE

Contemporary collecting in 2019–20 included material relating to life and experience in NSW today: the bushfires, our experience of the COVID-19 pandemic and Black Lives Matter protests. See *In Focus*, pages 48–49.

We built on the Library's growing strength in Indigenous collecting, with the acquisition of four photography collections and 25 oral history interviews. Photographs documented portraits of Yuin Elders from the NSW South Coast, the Redfern Aboriginal tent embassy, and TJ Hickey memorial march. Interviewees included:

- Aboriginal men sent to the Kinchela Boys Home, Kempsey
- 'Mum Shirl', prominent Wiradjuri woman, social worker and humanitarian activist
- Isaac 'Ike' Bates, the oldest surviving member of the original Redfern All Blacks rugby league team
- Tim Creighton, Gamilaroi Elder

In addition, the Library collected more than 52,000 social media posts relating to the Black Lives Matter movement and an art print, 'Cook Falling, Tear it Down' by Travis De Vries, was acquired.

Collecting material to reflect the diverse communities in New South Wales is underlined by the Library's participation in the Australian Research Council linkage project 'Representing Multicultural Australia in National and State Libraries', now in its third year. Partners are the National Library of Australia and State Libraries of Victoria and South Australia, with investigators from Deakin and RMIT Universities. A key project objective is to influence organisations to improve the diversity of their collecting.

See *Multicultural Services*, page 56.

## ACQUISITION HIGHLIGHTS

*2019 NSW drought* by Louise Whelan. Including oral history interviews with an environmental activist, the Menindee postmaster, and mental health nurses working at the Rural Flying Doctors Service in Broken Hill.

*Almanac for 1844* by William Baker. A rare example of an engraved 19th century New South Wales sheet almanac including a view of Sydney, a map of Australia, a tide table, times of rising and setting of the sun, and eclipses.

*Architectural archive, 1985–2018* by Alex Popov. Documenting major residential, commercial and public projects and includes architectural plans, pencil sketches, photographs, an architectural model, and portfolios.

*Bungen Beach, Landfalls and Uncle Ben* by Norman Lindsay. Typescript manuscripts for three unpublished novels. These are the most significant and substantial of Lindsay's writings to have come to light since the author died.

*Endeavour punchbowl*. This engraved silver punchbowl was commissioned by Joseph Banks prior to July 1772, in anticipation of James Cook's second expedition in search of the Great Southern Continent. It depicts the world turned upside down, with the target of the expedition — the 'empty' southern hemisphere — on the lid of the punchbowl.

*Erecting tents in a blizzard, Australasian Antarctic Expedition* by Charles Harrison. This oil painting portrays members of the Australian Antarctic Expedition of 1911–14 and was a gift to Douglas Mawson on his wedding.

*Imagines coeli Meridionales* by Albrecht Dürer. The earliest printed star chart to document the constellations in the southern hemisphere, this work was printed in 1781 from a Dürer woodblock plate created in 1515.

*Miss Julia Johnston* by Richard Read Senior. This watercolour portrait, dated 1824, shows a young member of the 'currency' generation — the first generation of Europeans born in Australia. The eldest daughter of George and Esther Johnston, Julia was born in c 1796 on the family's estate 'Annandale'.

*Manly Cove showing allotments with landowners, acreages*. This manuscript map provides a picture of the extent of European settlement of the Manly Cove area in the mid-1840s, before it became a seaside tourist destination.

*Further architectural drawings and related papers, c 2009–18*, by Glenn Murcutt and Wendy Lewin. Preliminary designs and architectural plans for the Australian Islamic Centre [Mosque] Newport, Victoria, and residential projects.

*Natural History of Central Asia* by Roy Chapman Andrews. American Museum of Natural History, New York, 1927–43. A series of reports from the Central Asiatic Expedition led by the author, who many believe inspired the character Indiana Jones. The team travelled across the desert in China and Mongolia, completing a scientific survey of the fauna and geology of the region.

*Original cartoons* by David Rowe. This collection, a complete portfolio from the early 1990s to 2016, provides commentary on a wide range of political, social and cultural events in recent Australian history from the perspective of this political cartoonist.

*Sertum Anglicum* by Charles Louis L'Heritier de Brutelle. Second edition, Paris, Didot, 1788. This book features the first published description of the genus *Eucalyptus* from specimens collected at Adventure Bay, Tasmania, during Cook's third Pacific voyage, and an image of *Eucalyptus obliqua* by Pierre-Joseph Redouté.

*Syncopation: Australia's foremost musical monthly*, 1946-47, Syncopation Publishing Company, Sydney. A set of five musical periodicals so rare there are no other known copies held in public collections. The content includes news, reviews of Sydney live music performances, and articles on popular singers and dance venues.

*Vor der Säuberung, Ludwig Leichhardt 1845* by Simon Normand, 2016. A limited edition, handbound artists' book, featuring hand-coloured etchings, original journal entries and artefacts collected along the path of Ludwig Leichhardt's 1845 expedition from Queensland through the Gulf country and Kakadu to Port Essington.

# Collection additions

The Library has embarked on a five-year program to value all parts of the Library's collection. As part of the process, collection populations are being reviewed and updated in line with current descriptive standards. As a result new total figures will be provided as available in the Collection Additions Tables along with annual additions, each year through 2021-22.

ADDITIONS AT A GLANCE	
Items added (excluding manuscripts & oral history)	176,549
Manuscripts (in linear metres)	217
Oral history (in hours)	166
Web publications archived	550
Digital images created (in-house)	84,047
Digital titles	2,480
<b>Totals at a glance</b>	
Current serial titles (paper)	6,609
Full-text online serial titles	65,208

STATE REFERENCE COLLECTION				
	Additions 2017-18	Additions 2018-19	Additions 2019-20	Totals June 2020
Monograph volumes	9,161	6,877	6,860	1,077,439 <sup>1</sup>
Bound serials	2,001	3,358	1,918	514,377
Newspaper volumes	943	1,072	725	69,145
Newspaper digital titles			110	110
Microforms – reels & fiche	3,245	3,179	2,145	1,109,246
Computer files	10	84	1	6,484
Audiovisual material – tapes, discs, film, video	46	17	9	36,442
Vertical file material		0	0	25,440
RARE BOOKS AND SPECIAL COLLECTIONS				
Monograph volumes and bound serials	22	12	5	25,371
DONALD MCPHERSON COLLECTION				
Monograph volumes and bound serials	0	0	0	4,643
SHAKESPEARE TERCENTENARY LIBRARY				
Monograph volumes and bound serials	15	14	3	5,679

LENDING COLLECTION				
	Additions 2017-18	Additions 2018-19	Additions 2019-20	Totals June 2020
MULTICULTURAL SERVICE				
Monograph volumes, talking books, kits	-352	1,798	1,923	69,689 <sup>2</sup>
DISABILITY ACCESS SERVICE				
Large print, talking books	-517	140	-352	18,937 <sup>3</sup>

#### Notes:

1. In updating the collection, 9525 volumes were added and 2665 volumes of official publications now online were withdrawn.

2. In updating the collection 5509 items were added and 3586 items were withdrawn.

3. In updating the collection 194 items were added and 546 items were withdrawn.

<b>MITCHELL COLLECTION</b>				
	<b>Additions 2017-18</b>	<b>Additions 2018-19</b>	<b>Additions 2019-20</b>	<b>Totals June 2020</b>
Monograph volumes	10,176	7,511	5,169	<b>491,794</b>
Monographs Digital			1,429	<b>1,429</b>
Bound serials	2,972	2,273	1,829	<b>197,373</b>
Serial titles — digital			593	<b>593</b>
Sheet music	214	67	8	<b>23,595</b>
Sheet music — digital			281	<b>281</b>
Microforms	19	0	5	<b>154,907</b>
Computer files	0	0	0	<b>521</b>
Audiovisual material	1	5	0	<b>596</b>
Posters	110	254	416	<b>11,591</b>
Bookjackets	100	68	46	<b>26,547</b>
Ephemera	1,833	1,548	2,102	<b>137,282</b>
<b>MANUSCRIPTS</b>				
Manuscripts (in linear metres)	162	103	217	<b>13,913</b>
Oral history (in hours)	102	293	166	<b>13,771</b>
<b>MAPS</b>				
Individual	322	231	182	<b>28,701</b>
Digital			67	<b>67</b>
Series sheets	0	0	0	<b>79,558</b>
<b>PICTURES</b>				
Paintings	7	4	13	<b>925</b>
Prints and drawings	642	894	578	<b>162,434</b>
Realia	38	907	180	<b>6,560</b>
Photographs and negatives	33,777	123,773	148,459	<b>1,780,299</b>
Architectural plans	272	31	3,942	<b>126,023</b>

<b>DIXSON COLLECTION</b>	
<b>* closed collection</b>	<b>Totals June 2020</b>
Monographs and bound volumes	<b>21,720</b>
Manuscripts (in linear metres)	<b>43</b>
Pictures — portfolios	<b>205</b>
Pictures — single items	<b>1,363</b>
Paintings	<b>218</b>
Maps	<b>1,082</b>
Realia	<b>268</b>
Coins, tokens, medals	<b>8,546</b>
Paper currency	<b>829</b>
Postage stamps	<b>9,707</b>

## IN FOCUS

# NSW at Home

The Library's collecting project #NSWathome is about telling the story of now, while importantly, providing future researchers with a significant visual record of how we coped, amused ourselves and learned to live with the COVID-19 pandemic.

Beginning on 9 April, the project invited the public to take a photo of their life — what they were doing to work, learn, eat, stay fit, keep informed and stay entertained — and then post it to Instagram or Twitter with the hashtag #NSWatHome.

The State Library also harnessed the #Anzacathome social media campaign to collect 2020 'driveway commemorations' for the historic record.

The Library has collected more than 700k social media posts and websites.



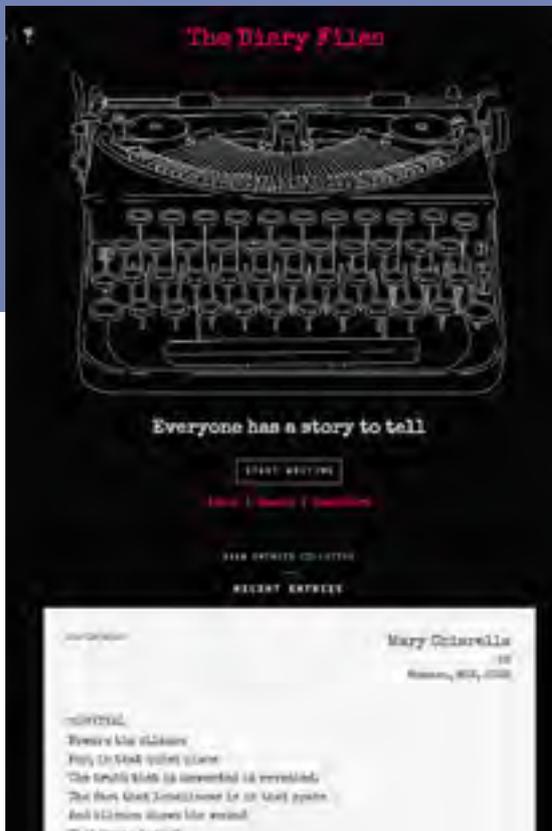
We have added photographs to the collection, including John Janson-Moore's images documenting the impact of COVID-19. Taken between March and May 2020, as NSW endured federal and state mandated restrictions including social distancing and the closure of international and state borders, these photographs depict empty Sydney CBD streets, people waiting outside Centrelink, COVID-19 signage, empty shelves in supermarkets, closed beaches and testing clinics.

An artist's book by Wendy Sharpe has also been acquired: *Corona diary, April-March 2020*. It records the author's experiences and responses to the pandemic, capturing scenes of life showing isolation, loneliness, angst and panic buying.

We continue to collect this material.

## IN FOCUS

# Everyone has a story to tell



The Diary Files website is available at:  
[dxlab.sl.nsw.gov.au/diary-files/](http://dxlab.sl.nsw.gov.au/diary-files/)

On the 4 May 2020 the State Library's DX Lab launched a new participatory website called The Diary Files. The Diary Files is an online community diary that collects the stories, poems, lyrics, thoughts and reflections of the people of NSW and beyond during this significant moment in our history.

Since going live, the site has published more than 1100 entries. The most popular age group for entries is 10–15 years followed by 70–75 years. The youngest writer is 4½ and the oldest writer is 102. Among the entries are the words of young men in lockup from Cobham Youth Justice Centre, many of whom are just learning to read and write.

You can search the entries by keyword or check out the dashboard to view the most popular words, location of entries and ages of contributors.

#NSWatHome and The Diary Files were supported by ABC Radio Sydney as part of their project This Moment in Time.



Preparing paper currency for digitisation

# Grounding priorities: Preserve

Our collection care and digitisation activities ensure that the Library's rich collections are available for those who wish to use them, now and in the future.

## SUPPORTING EXHIBITIONS

The exhibition program is actively supported through the conservation, mounting and framing of collection material for display in Library exhibitions. *Dead Central*, *Sedition*, and *Living Language*, among other exhibitions, contained approximately 370 Library collection items.

Conservation treatment of the pages of *A Journal of the proceedings of His Majesty's Bark Endeavour on a voyage round the world*, by Lieutenant James Cook, now known as the Corner Journal, was completed for an exhibition in 2020. This conservation treatment was led by the Garling Conservator, supervising a team of four paper and book conservators. Supported by the Foundation, the treatment addresses the ongoing deterioration of the ink in the manuscript by immersion washing all pages, followed by de-acidification, resizing with gelatine and repairing damages. Following its display, the next stage of the project will be to re-bind the journal in an appropriate conservation-grade binding to preserve it in perpetuity.

With the generous support of the Lamble Foundation, conservation analysis was completed on one of the Library's most valued holdings, the Tasman Map. Conservation treatment commenced following a rigorous assessment of the treatment options, to ensure the best outcome. Hand-drawn on Japanese paper, the Tasman Map presents the results of Dutch explorer Abel Tasman's two voyages to the Southern Ocean between 1642 and 1644. Originally planned for display in July 2020, this item will now be part of an exhibition in July 2021, rescheduled due to COVID-19.

The loans program has been busy, with a total of 64 items prepared and dispatched for loan to 11 exhibitions held in Australia and abroad. See On Loan, page 60.

## SUPPORTING ACCESS

Digital preservation of the Library's collection ensures ongoing access into the future. Over one million masters (or 2.5 million files) were ingested this year into the Library's digital preservation system (Rosetta), with access copies made available through the catalogues. This has been made possible using the Library's bespoke digital tools (PanDA and BamBoo), which automate the processing of digitised content, averaging 48,500 files per week.

BamBoo, which we developed to manage the end-to-end digitisation workflow, has been integrated with a payment gateway to enable readers to securely pay for their digital image orders online. With the variety of formats in the collection, PanDA, our tool to bulk-ingest digital content, is continually updated to support processing of digital material. More recently, ingestion and preservation of audio formats has been added to the tool. Rosetta was upgraded, which resolved outstanding bugs, issues with performance, integration and file-level access. Addressing these issues benefit the performance, stability and access of content via the Library's catalogues.

### **COLLECTION STORAGE**

As part of the Library's implementation of the Collection Storage Strategy, planning commenced to return 6000 linear metres of manuscripts from offsite storage to Macquarie Street. The key component of this will be the installation of approximately 8700 linear metres of mobile manuscript shelving in the second half of 2020.

### **COLLECTION CARE LABS**

A location for the new Collection Care Conservation Labs has been found, with the adaptive re-use of existing office and stack areas. A generous gift to the Foundation from Len Ainsworth has enabled the project to proceed. The design of the new labs was developed in the second half of 2019, in consultation with the staff who will occupy the space. Construction started in late May 2020, with completion expected by the end of 2020.

## IN FOCUS

# Reconnecting collections to community



Gather by Jake Duczynski, Gomeri artist and animator



In an Australian first, the State Library launched a new digital space for Aboriginal communities to connect with their histories and cultures held in the collections at the Library.

The innovative website is called Gather and uses an open-source platform, 'Mukurtu', developed by Washington State University in consultation with First Nations communities in Australia, the United States, Canada and other countries.

The State Library holds some of the most significant extant material relating to Aboriginal history, language, art and culture, such as language lists and vocabularies, historic photographs, missionaries' and explorers' diaries, as well as contemporary Aboriginal works and stories.

**'For the most part, the Library's collection represents Australia's First People as told by the third parties — colonists, missionaries, travellers, policemen and others — who documented the lives and cultures of Aboriginal and Torres Strait Islander peoples.'**

**Manager, Indigenous Engagement,  
Damien Webb (Palawa)**

With Mukurtu — meaning 'dilly bag' or 'a safe keeping place for sacred materials' in Warumungu language — communities can look at digital collections and apply their own cultural community protocols, respond to the information contained in the Library's catalogue and use a set of additional features, such as alternative labelling, licensing options and a dictionary.

Gather is available online at:  
[gather.sl.nsw.gov.au](http://gather.sl.nsw.gov.au)



Bri Lee, B-list Bookclub events

# Grounding Priorities: Access

This year we issued 33,773 reader cards, increasing the total number of active reader cards to more than 112,000. Staff answered 127,858 enquiries from the public, facilitating access to information and our collections. Onsite, we hosted 710,983 visits.

Online, there were 4.2 million sessions to the Library's website and catalogue, an increase of 11% on 2018-19, and 9.5 million unique pageviews. This is our highest recorded annual online visitation.

During the COVID-19 shutdown and limited reopening, the Library responded with increased online services to meet reader needs. For the period April to June 2020, we experienced 17% more sessions and 21% more unique pageviews when compared with the same period last year.

## INDIGENOUS ENGAGEMENT

The State Library has been focused on projects and initiatives which build on previous relationships with Aboriginal and Torres Strait Islander communities, as well as developing new and important partnerships, which have helped the Library to elevate and celebrate Indigenous perspectives and voices.

To mark UNESCO International Year of Indigenous Languages in 2019, the Library staged a major exhibition to celebrate the strength, diversity and richness of Aboriginal languages in NSW. *Living Language: Country, Culture, Community* featured filmed conversations with Elders and language custodians on Country, as well as original documents from the Library's collections, to tell the rich and evolving story of language

revival across NSW. The exhibition was supported by the State Library Foundation. See In Focus, page 53.

The NSW-Australian Mukurtu Hub was successfully launched in 2020 and three pilot communities have been selected to begin working on local digitisation, conservation and curation training and support — enabling Aboriginal communities and organisations to manage their local heritage collections. Additionally, the Library's instance of the Mukurtu software was launched with 500 key collection items and a stunning visual identity from award-winning Gomerioi artist and animator Jake Duczynski. See In Focus, page 64.

The Library has now rolled out the *Culturally Safe Libraries* training to more than half of staff, and it is expected that all staff will have completed this training by the end of 2020. This important project has provided in-depth cultural competency training to library staff of all levels, and importantly built a baseline for understanding and protecting Aboriginal and Torres Strait Islander cultural safety in our buildings, services and programs.

The Library's latest online exhibition *Eight Days in Kamay* invites visitors to revisit James Cook's legacy and European accounts of the *Endeavour's* short stay in Kamay (Botany Bay) 250 years ago. The online and physical exhibitions explore first contact and what those fateful eight days looked like from the perspective of the Gweagal people, with knowledge gained through community consultations in La Perouse and by senior Gweagal knowledge holder Shayne Williams.

While COVID-19 restrictions have greatly hampered the Library's ability to work directly with Elders and communities, there have been some key achievements in online delivery and adapting our services to new and challenging times:

- Four Talking Deadly online events hosted by an Aboriginal podcaster and artist, in conversation with other key Aboriginal artists from NSW and in partnership with Boomali
- delivery of Aboriginal family history training to organisations and communities online
- the creation and launch of an online exhibition to support *Eight Days in Kamay*, including curriculum-linked learning activities.

## MULTICULTURAL SERVICES

### COMMUNITY LANGUAGES MATERIAL

The State Library provides loans of books in 43 community languages and alternate formats (large print and talking books) to public libraries statewide. These items supplement local collections and directly support cultural and linguistically diverse communities.

In 2019–20 loans from the Multicultural collection to public libraries totalled 54k. The number of loans is down from previous years due to the interruption of the service caused by the COVID-19 pandemic. The service was used by 78 NSW public libraries, with French the most borrowed language, followed by Spanish, Italian, German and Russian.

Over the year, the State Library purchased 5496 books in 28 languages and assisted 25 public libraries with the acquisition of 2829 books.

### LANGUAGE SERVICES

The Library provides the following language services:

- librarians fluent in 14 different community languages work at our service points, with the Community Language Allowance Scheme reviewed to ensure that staff language capabilities match client needs
- online access to more than 7000 magazines and newspapers in more than 60 languages through PressReader — this includes audio delivery of content and large print, supporting access to this material for people with disabilities
- Tech Savvy Seniors training delivered to 3171 participants in community languages including Arabic, Bengali, Cantonese, Mandarin, Greek Hindi, Italian, Korean, Russian, Spanish, Tamil and Vietnamese
- International English Language Testing System (IELTS), which includes speaking practice tests and downloadable study guides, can be accessed as an eresource (onsite or remotely) by Library cardholders
- access to Oxford Language Dictionaries in Arabic, Chinese, French, German, Italian, Russian and Spanish as eresources
- access to a collection of 1690 audiobooks in 26 languages.

## COMMUNITY ENGAGEMENT

The State Library works with community groups, local and state government organisations to engage with diverse communities across NSW. We are an inclusive organisation, encouraging multicultural and multilingual communities to participate in our events and use our services.

Over the past year, the Library welcomed a variety of community organisations holding events in our spaces, including:

- *Sydney Language Festival* – celebrating language diversity
- *Iranica Conference: Mirrors of Iran* – tracing the architectural heritage of Iran
- *Labour of Love: Intimate Histories of Post-War Australia Symposium* – exploring assisted female migration to Australia from Spain.

We support the work of the Multilingualism Research Centre, Macquarie University, to facilitate discussion and research participation by teachers, librarians, community organisations and families across NSW, exploring multilingualism in education, social and professional life.

We continue to work with the NSW Multicultural Health Communication Service through the public library network. During the pandemic, public libraries have helped to inform diverse communities about COVID-19.

## CULTURAL DIVERSITY STRATEGY

In response to the requirement in the *Multicultural NSW Act 2000* that agencies implement and report on multicultural principles in their organisation, we have developed a Multicultural Plan. The plan – to be formally implemented next year – features firm actions to which the Library is committing in order to engage with and appeal to diverse communities.

## ACCESSIBILITY ACTION PLAN

This year the Library published a new Accessibility Action Plan to replace our prior Disability Inclusion Action Plan 2016-19.

To formulate the plan, both readers and staff members were invited to participate in a survey to identify the areas in which the Library was successful in supporting access to people with disability, and the areas where it could improve. Several insights were gathered and served as the basis from which concrete actions were developed. These include to continue to work towards better access into the Macquarie and Mitchell buildings, to establish a safe drop-off zone for the Library, and to feature more about people with disability in our communications.

To monitor and track our commitments, we have developed an Operational Plan which is updated quarterly. We continue to work with our Accessibility Advisory Committee to remove all the barriers we can, so that when people visit the Library, disability doesn't mean any less an experience.

## FELLOWSHIPS

The Library welcomed seven new research Fellows this year, with the addition of the inaugural Ross Steele AM Fellowship. These prestigious Fellowships, awarded through a competitive application process, are valued combined at \$116k. They are designed to support in-depth research into the diversity of the Library's collections. The Library's Fellows enjoy access to the Donald and Myfanwy Horne Room, which offers a collegiate environment that encourages and inspires scholarship. While working at the Library, Fellows contribute to its scholarly life through participation in the popular Scholar Talk series and through contributions to the Library's *SL* magazine.

The Library's Fellowship Program is funded by philanthropic donations through our Foundation and Library Council funds.

## LEARNING PROGRAMS

Participation in learning programs was strong throughout the year and the new John B Fairfax Learning Centre and the Children's Library have provided increased capacity for both school and family audiences. Unfortunately, the outbreak of COVID-19 necessitated the cancellation of all onsite programs and restricted the delivery of regional programs for the last quarter of the year.

Learning programs for 2019–20 had a total of 6843 student and teacher participants. While COVID-19 impacted our school visitation, moving to online delivery allowed the Library to continue to offer engaging, curriculum-linked experiences for students and teachers. In the final quarter of the year we hosted 30 online workshops with 4977 participants. Website visitation continued to

grow, with a 12% increase in visits to learning pages and a 16% increase in users compared to the same period last year.

Family and children's events, including Family Sunday, school holiday programs and the popular Library Open Day drew 13,491 attendees. Audiences have responded enthusiastically to workshops with children's authors and illustrators, as well as engagement with Library collections and activities. We have established a loyal following with some families attending all Family Sunday and school holiday events. Many now see the Library as a gathering place where parents and children can meet friends and enjoy activities together. Visitation is strong and indicates a high level of satisfaction with the spaces and programs offered.

Foundation funded bus subsidies were provided to four schools — a total of 166 students and teachers participated. Foundation funding also supported two regional *Far Out* tours to Nyngan/Cobar and Bellingen/Dorrigo, where educators visited eight schools and delivered workshops to 703 participants.

Lifelong Learning programs attracted 616 participants this year and 357 teachers attended teacher professional-learning workshops.

## PUBLIC PROGRAMS

Our public programming aims to diversify audiences and promote Library collections and services, connecting with people through the promotion and discussion of ideas.

The Library Open Day, which coincided with the launch of the Children's Library on Saturday 12 October 2019, was hugely

successful with readers and visitors enjoying the full day of talks, tours, workshops and family activities. Radio National's *The Bookshelf* was recorded live onsite and featured guest panellists, Mitchell Librarian Richard Neville, authors Holden Sheppard and Roanna Gonsalves. ABC TV characters Bluey and Bingo made their first ever public appearance and were a fun attraction for families.

This year we expanded our ongoing author talks program hosting 781 talks attracting new and emerging audiences to the Library. Partnerships with other cultural organisations also continued to grow. We collaborated with Sydney Festival, Sydney Writers Festival, Sydney Science Festival, Royal Historical Society, the History Council, *The Saturday Paper* for a live quiz night, Writing NSW, the *Sydney Review of Books*, the Walkley Foundation and the Grattan Institute to name a few.

Some public program highlights include:

- *Yarning Circles* — guest educators led small groups of adults and children discussing aspects of Aboriginal culture through stories and songs
- *The B List Book Club (onsite and online)* — Bri Lee interviewed both local and international authors about their new releases
- *Storytime for Grown Ups* — stories were read aloud by our guests, including Rick Morton, Yumi Stynes and the Mitchell Librarian, Richard Neville
- *The Saturday Paper Quiz* — the Library collaborated with *The Saturday Paper* to produce a live quiz night.

Due to the COVID-19 pandemic, attendance figures can be divided into onsite and online events. From July to March programs welcomed 14,014 attendees (figure includes 8452 attendees to Open Day and 5562 to other programs). From 23 March to the end of June, 3061 people attended online events.

The COVID-19 pandemic has had a significant impact on the way the Library has delivered public programs and awards. We adapted quickly to deliver our ongoing program online which has proved hugely successful. We have increased our audiences by approximately two-thirds and have successfully reached new regional Australian and international audiences. The B List book club was our first online event and provides an excellent case study in audience growth. This audience has increased from approximately 80 people per onsite event to almost 200 online registrations for each talk. Due to this success we have expanded the program and are now attracting international speakers and audiences.

## AWARDS

Literary awards provide an opportunity to honour distinguished achievement by Australian writers, contribute to Australia's artistic reputation, and draw international attention to some of our best writers and to the cultural environment that nurtures them. The awards also focus on recognising and supporting emerging talent in the industry.

The Library works with Create NSW to deliver the NSW Premier's Literary and History Awards. Other awards are presented thanks to the support of the State Library of NSW Foundation. There were 898 award entries, with submissions judged by 44 industry experts. There were 97 finalists and a total of \$462k was presented to the winners.

Due to COVID-19 the 2020 Premier's Literary Awards were delivered online for the first time. The Library filmed and broadcast the Awards in a 30-minute multi-platform ceremony with authors accepting awards from their homes around the world. This online ceremony was viewed by over 700 people, our largest audience to date.

### ON DISPLAY

Throughout 2019–20, the State Library has produced a series of displays and two major exhibitions. *Living Language: Country, Culture, Community* opened in July 2019 to coincide with the UNESCO International Year of Indigenous Languages. The exhibition celebrated the resilience of Aboriginal languages using original documents and interviews with language custodians on Country.

*Eight Days in Kamay* was set to open in April 2020. The global pandemic forced the closure of the Library a week before exhibition installation. The Library moved quickly to repurpose the content to create a digital exhibition with the support of the Foundation. Later, the physical exhibition was installed and opened to the public in July 2020. It too garnered positive reviews from visitors, who have found the exhibition informative and engaging, embracing the way it challenges traditional narratives of this contested history.

A digital experience in the galleries, *Off the Shelf* encouraged readers to virtually browse the Library's book collection and uncover the many intriguing, perplexing and playful volumes waiting to be read. This experience was developed with the State Library's experimental DX Lab.

Smaller displays included *Stories in the Sun*, from September to May, which reproduced nearly 50 illustrations from some of the most well-loved and iconic Australian picture books published in the 1970s and 80s. *Sedition: the Art of Agitation*, on display from August to December, featured thought-provoking political and promotional posters from the 60s, 70s and 80s. See In Focus, page 65.

Since the end of March, the Library has been working on a new podcast, *The Gatherings Order*, which delves into the social and historical impact of the 1918–19 influenza pandemic. This will complement *Pandemic!* a display drawing parallels between the 1918–19 pandemic and COVID-19.

### ON LOAN

A total of 64 items were prepared and dispatched for loan to 11 exhibitions held in Australia and abroad. Loans planned for dispatch for the period March to June 2020 were on put on hold due to COVID-19. Most have been rescheduled for the second half of 2020 and beyond as borrowers confirm their forward exhibition programs.

Two of the logbooks from the ship *Bounty* and a watercolour depicting the arrest of Governor Bligh were among the 12 items lent to the Australian National Maritime Museum for the exhibition *William Bligh — Hero or Villain*. Seven items relating to David Unaipon were lent to the Museum of Applied Arts and Sciences for the exhibition *Linear*. The Art Gallery of South Australia borrowed 10 watercolours of landscapes by JW Lewin, Robert Hoddle and Augustus Earle for the exhibition *Bunha-bunhanga: Aboriginal Agriculture in the South-East*, and a rare book dating to the 17th century was lent to Wellington City Gallery (New Zealand) for the exhibition *Eavesdropping*. Five posters were lent to the National Art School for

*Paper Tigers*, an exhibition held in conjunction with Seditio, a festival of art, music and pictures.

The Library borrowed two significant items from overseas collections for the exhibition *Living Language, Country Culture Community*. A notebook by Lieutenant William Dawes, who travelled to Australia in 1788 with the First Fleet was borrowed from the School of Oriental Studies, London, and the notebook *Notes on the Natives of Australia and their Dialects*, by Horatio Hale, an ethnologist with the United States Exploring Expedition who travelled to Australia between 1832 and 1842. Community groups were given the opportunity to engage with these items up close prior to display.

## OUR READING ROOMS

We saw children of all ages and families visiting the Reading Rooms for the first time as they came to explore the new Children's Library. This bright, maze-like space in the Governor Marie Bashir Reading Room includes cosy places to read and an engaging collection of the best children's and youth literature from around the world. See In Focus, page 27.

When the Reading Rooms closed from late March, additional services were offered online. One of the first initiatives in our COVID-19 response was to develop systems and processes to support the delivery of Library cards via email to NSW residents. A concerted effort by staff across the Library meant that the first library cards were delivered 'virtually' within 10 days of the Library closing. This enabled the quick development of the *Your Library @ Home* platform which provided access to ebooks, online resources, podcasts, inspiring stories and activities for kids. See In Focus, page 75.

A new online chat service was also introduced for readers to submit questions and receive responses in real time. The Ask a Librarian Service remained a popular way for readers to seek suggestions for resources and help with research. Our librarians responded to 4836 written enquiries on a variety of topics, from how to access the Library's unique collections, and how to get copies of legislation and Standards, to questions from family historians whose research had stalled.

Following the lockdown, the Reading Rooms reopened successfully as part of a staged process. Regular readers expressed their gratitude at being able to use the public access computers once again and the Special Collections Desk was especially busy with readers returning to access original materials needed for their research.

## COLLECTION DIGITISATION

The Digital Excellence Program is a 10-year NSW Government-funded initiative to digitise our most iconic, at risk and highly valued collections. In this eighth year of the program, the Library created 425k digital master files, bringing the total files created since the program's commencement to 12.9 million. The Digital Excellence Program expended \$6.24 million on capital expenditure, primarily collection digitisation and development of digital content management and display interfaces.

Significant collections we digitised include:

- architectural plans including Edmund Blackett and dyeline plans (Part 2)
- Dixon Numismatics (medal and paper currency)

- selected historical manuscript collections (as part of a multi-year project), including Macarthur Family papers, Miles Franklin diaries and correspondence, George Augustus Robinson papers, Wentworth Family correspondence and the Tasmanian Papers, 1803–1890, relating to the administration of the Tasmanian convict system
- ‘A’-series manuscripts, from microfilm
- Max Dupain and Associates Commercial Photonegative Archive (Part 2)
- Australian Consolidated Press photonegative collection (Part 2)
- non-English language newspapers, 20 titles, on Trove
- moving image (film and video) from the unpublished collections (as first part of a multi-year project)
- individually valued books and books listed in Ferguson’s Bibliography of Australia
- oral history audiotapes

A total of 494 NSW newspaper titles, including 250 titles funded through the Digital Excellence Program, are digitised, searchable and freely accessible through Trove, the National Library’s free Australian online database. There were nearly 16 million pageviews of digitised NSW newspapers through Trove this year.

We initiated a multi-year project to catalogue, preserve and digitise selected titles from our moving image collection. These include videotape as well as motion picture film, in many different formats and include some significant documentary collections of historical and cultural importance.

The Library fulfilled 640 external digitisation requests, supplying 1489 digital files to readers.

## COLLECTION DISCOVERY

The catalogues are continually updated to improve access and discovery to the collections.

All records from the Adlib Archive Index have been integrated and are now searchable. This is a significant achievement as the Index has not been searchable via the catalogue since its implementation in 2016.

Content lists and the scanned card catalogue were migrated to a new platform, improving access to collections. Requesting serials has also vastly improved, with teams updating catalogue information to over 5000 records.

Building on earlier feedback from readers, the Library’s new catalogue (beta) was released to the public for feedback in December 2019. The vision for our new catalogue is to enable readers to search and browse the Library’s collections more easily, intuitively, and enjoyably. New features are being delivered on a regular basis, including a new audio player, improved searching, filters and downloads. See In Focus, page 25.

## READER AND VISITOR FEEDBACK

We received 80 complaints, 116 suggestions and 68 compliments through our online and paper feedback forms. We also received 1276 compliments from readers who responded to a feedback request after they asked a question through the ‘Ask a Librarian’ service.

The overall amount of feedback received dropped during 2019–20 as compared to 2018–19. This is partly attributable to the closure of the physical Library spaces and COVID-19 restrictions. However, the ratio of individual complaints, compliments and suggestions was consistent with the previous year.

Responsive service improvements during this year included:

- the introduction of a Customer Service Charter as a measurable guide for all frontline staff
- a collaboration with the new Visitor Services Officers, triaging reader and visitor enquiries
- a review of the Complaint Handling Policy to provide clearer guidelines around feedback submissions.

## MEDIA AND SOCIAL ENGAGEMENT

The Library achieved strong media engagement with a total of 3486 media stories and mentions recorded across print, radio, online and television. There was less coverage compared to 2018-19 which was a unique period for media – the opening of the Library's new galleries and learning centre (supported by an extensive re-positioning campaign) had resulted in record levels of coverage. The 2019-20 results compared favourably to previous years (18% increase in media coverage compared to 2017-18).

Despite this, the State Library continues to have a strong presence in the news with interviews and stories touching on our diverse offering and expertise.

Major events (launch of the Children's Library and Open Day), collections and new acquisitions (Robbins Collection of Stage Magic, Angus & Robertson collection, Myles Dunphy collection), special digital projects (*The Burial Files* podcast series, *Gather*), quality onsite and online exhibitions (*Living Language*, *Eight Days in Kamay*), literary awards, fellows and public programs, special collection projects and initiatives (bushfire collecting drives and fundraising campaigns) and media partnerships (ABC

Radio) have contributed significantly to the Library's profile in the community.

The Library's response to COVID-19 attracted a diverse range of media interest since the March forced lockdown, which resulted in a spike in coverage with over 750 mentions over a 10-week period. This included coverage of the Library's online resources during lockdown, as well as our collecting projects such as The Diary Files, #NSWatHome and ephemera collecting drive. The Library's reopening on 1 June 2020 also attracted positive media interest with stories running across major television networks and newspapers.

The Library has enjoyed record social media results for the 2019-20 period. In total, more than 1171 social media posts were shared across Facebook, Twitter and Instagram. These posts generated 6.62 million impressions and earned 126,783 engagements. The Library was also mentioned 4862 times by public external social media accounts.

Compared to last year the Library has achieved an impressive 45% growth overall in total social media engagements. On each individual channel we have also seen an increase – 7% on Facebook, 37% on Instagram and 69% on Twitter. There has also been a marked increase in social media referrals to the Library's website with 62,819 sessions in the 2019-20 period. That is an overall increase of 25% compared to 2018-19.

## IN FOCUS

# Living Language



Last year the Library staged *Living Language: Country, Culture, Community*, a vital exhibition to celebrate the richness and diversity of Aboriginal languages in NSW.

The State Library's Indigenous Engagement team undertook an extensive consultation process with Aboriginal language speakers, which included visits to Country. Elders from the Central and North West Plains, through to Coastal Sydney, shared their compelling stories of joy, strength and survival.

Before 1788, around 250 languages were spoken in Australia (even more dialects), but now only about 20 are spoken comprehensively.

**'Languages are core to our memories and culture, help us process our histories and imagine our futures. Their destruction has had profound impacts on Aboriginal people to this day. It was a privilege to see the extraordinary work being done by communities to protect, promote and pass on their languages.'**

**Manager, Indigenous Engagement,  
Damien Webb (Palawa)**

*Living Language* was set against a background of extraordinary photographs and drone footage of Country — coasts, plains and mountain ranges. A yarning circle at the heart of the exhibition gave visitors the opportunity to listen to a Gumbaynggirr creation story of the Southern Cross.

*Living Language: Country, Culture, Community* was a free exhibition at the State Library of NSW, supported by the State Library Foundation.

## IN FOCUS

# Sedition: The Art of Agitation

*Sedition: The Art of Agitation* showcased the State Library's little known and rarely seen collections of high-impact, attention-grabbing poster art of the 60s, 70s and 80s. Produced during the creative wave of public art and protest that broke out in Sydney's underground at this time, these thought-provoking political and promotional posters plastered the walls and streets of the inner city and suburbs.

Highlighting issues close to the hearts of Sydney's artists and activists of the day, the artworks proclaim their messages through vibrant and provocative combinations of word and image, and offer us tantalising glimpses into the urban landscape of the recent past.

This display was part of the Sedition 2019 festival of art, music and pictures, which also included a cabaret season at the State Library of NSW.

Sedition 2019 was an exciting partnership between the State Library of NSW, City of Sydney, Power Institute, Oxford Arts Factory, National Art School and Brand X Productions.



A young woman with short white hair and black-rimmed glasses is sitting at a wooden desk in a library. She is focused on her silver laptop, which is resting on a yellow folder. A clear plastic water bottle is on the desk next to her. In the background, other students are seated at similar desks, some working and some talking. The library has wooden bookshelves filled with books.

**Be COVID-19 safe**

**Please keep 1.5 metres  
apart.**

**Do not move the chairs  
from their positions at  
the desks.**

Mitchell Reading Room reopens

# Grounding priorities: Organisational support

The Library's work is enabled by our people – skilled staff, volunteers and Friends. Organisational support and assistance are provided by human resources, facilities, finance and digital services. Our Library buildings are designed to be welcoming, and to support the myriad activities of Library readers and visitors. Partnering with private benefactors and corporations, our Foundation provides a diversified and sustainable fundraising program to support the work of the Library.

## STAFF

### CODE OF ETHICS AND CONDUCT

The Code of Ethics and Conduct aims to ensure that staff at the Library understand the standards of conduct and behaviour expected of us in our working relationships. In 2019 the Library's Code of Ethics and Conduct was reviewed. This included an assessment against the Code of Ethics and Conduct for NSW Government Sector Employees, best practice and latest advice prescribed by the Public Service Commission.

### INDUCTION PROGRAM

The Library has a well-established onboarding and induction program for new starters and staff returning from long-term leave. The induction program aims to set staff up for success by improving engagement and aligning employment practices with industry best practice. The program includes a component prior to commencement and face-to-face elements to support staff in their employment with the Library. In 2019 the program was reviewed with a focus on enhancing staff engagement and better utilising face-to-face and eLearning tools.

## LEARNING AND DEVELOPMENT

The Library has continued to maintain a focus on enhancing staff capability through ongoing learning and development programs. During the COVID-19 pandemic, the focus has been on providing staff with access to two online learning platforms to assist with ongoing professional development across a range of streams. Usage increased dramatically across all teams during 2019–20. LinkedIn Learning licenses were made available to all staff. Collections-focused staff also completed Aboriginal and Torres Strait Island cultural competency training via online learning through Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS).

Highlights in training and professional development included:

- embedding LinkedIn Learning as the primary development tool for staff
- developing eLearning programs on essential Library systems for inclusion in the Library's new learning and performance system
- developing and implementing training to enhance front-of-house customer service capability, which led to the formation of a customer service charter
- enhancing adaptability of staff through change management and resilience training
- training staff in the Library's Emergency Management Plan
- supporting the Library's Disability Inclusion Access Plan by providing disability awareness sessions and 'Facilitating Access for Clients with a Disability' training for public-facing staff

- supporting staff working toward academic qualifications through study leave, flexible working hours and work arrangements
- creating wellbeing and development initiatives, offered to all staff, to support positive workplace culture and high levels of staff engagement
- attending a range of conferences deepened professional knowledge in areas such as history, maps, archives, conservation and oral history.

This year the Library has supported work health and safety by offering:

- wellbeing opportunities for staff through face-to-face mindfulness sessions and promoting courses via the Library's eLearning platform
- training for staff in supporting good mental health at work and people leaders in understanding mental health
- training for new people leaders in the Library's Work Health and Safety and Risk Management Framework and training for staff in Work Health and Safety Awareness, first aid and cardiopulmonary resuscitation
- supporting staff during the COVID-19 lockdown by providing a range of resources and toolkits to assist with the transition to working from home arrangements.

TYPE OF TRAINING	NUMBER OF HOURS	% OF HOURS
Professional/technical	966	23%
Technology and digital skills	738	18%
Organisational development	1613	38%
Client service	399	9%
People management/ leadership	125	3%
Work health & safety	378	9%
<b>Total</b>	<b>4217.72</b>	<b>100%</b>

### WORKFORCE DIVERSITY

This year the Library has:

- exceeded public sector targets for the representation of women in our workforce
- reviewed the Community Language Allowance Scheme to ensure that staff language capabilities match client needs
- achieved all diversity-related training course targets
- trained all new staff members in the Library's Code of Ethics and Conduct
- trained all public-facing staff on 'Facilitating Access for Clients with a Disability'
- conducted disability awareness sessions for non-public facing staff to enhance understanding of the issues facing staff in our workforce who have a disability
- delivered online Aboriginal and Torres Strait Island cultural competency training through AIATSIS.

## TRENDS IN THE REPRESENTATION OF WORKFORCE DIVERSITY GROUPS

WORKFORCE DIVERSITY GROUP	BENCH -MARK	2018	2019	2020
Women	50.0%	67.9%	66.9%	66.0%
Aboriginal and/or Torres Strait Islander people	3.3%	2.1%	2.6%	2.5%
People whose first language spoken as a child was not English	23.2%	24.3%	24.9%	25.6%
People with a disability	5.6%	5.4%	5.1%	5.4%
People with a disability requiring work-related adjustment	n/a	4.8%	3.5%	2.8%

### NOTES:

- The benchmark of 50% for representation of women across the sector is intended to reflect the gender composition of the NSW community.
- The NSW Public Sector Aboriginal Employment Strategy 2014-17 introduced an aspirational target of 1.8% by 2021 for each of the sector's salary bands. If the aspirational target of 1.8% is achieved in salary bands not currently at or above 1.8%, the cumulative representation of Aboriginal employees in the sector is expected to reach 3.3%.
- A benchmark from the Australian Bureau of Statistics (ABS) Census of Population and Housing has been included for people whose first language spoken as a child was not English. The ABS Census does not provide information about first language, but does provide information about country of birth. The benchmark of 23.2% is the percentage of the NSW general population born in a country where English is not the predominant language.
- In December 2017 the NSW Government announced the target of doubling the representation of People with Disability in the NSW public sector from an estimated 2.7% to 5.6% by 2027. More information can be found at: [facs.nsw.gov.au/inclusion/disability/jobs](https://facs.nsw.gov.au/inclusion/disability/jobs). The benchmark for *Jobs for People with Disability: A plan for the NSW public sector* was not updated.

## TRENDS IN THE DISTRIBUTION INDEX FOR WORKFORCE DIVERSITY GROUPS

WORKFORCE DIVERSITY GROUP	BENCH -MARK	2018	2019	2020
Women	100	97	95	95
Aboriginal and/or Torres Strait Islander People	100	n/a	n/a	n/a
People whose first language spoken as a child was not English	100	92	92	93
People with a disability	100	n/a	n/a	n/a
People with a disability requiring work-related adjustment	100	n/a	n/a	n/a

### NOTES:

- A Distribution Index score of 100 indicates that the distribution of members of the Workforce Diversity group across salary bands is equivalent to that of the rest of the workforce. A score less than 100 means that members of the Workforce Diversity group tend to be more concentrated at lower salary bands than is the case for other staff. The more pronounced this tendency is, the lower the score will be. In some cases, the index may be more than 100, indicating that members of the Workforce Diversity group tend to be more concentrated at higher salary bands than is the case for other staff.
- The Distribution Index is not calculated when the number of employees in the Workforce Diversity group is less than 20 or when the number of other employees is less than 20.

**OCCUPATIONAL CLASSIFICATION (NON-CASUAL)**

	AVERAGE ANNUAL			
	FTE 2017	FTE 2018	FTE 2019	FTE 2020
Managers	20.4	19.9	24.3	23.2
Professionals	140.5	145.2	142.3	139.7
Technicians and trades workers	50.2	48.6	49.0	51.5
Community and personal service workers	3.3	3.4	3.0	3.0
Clerical and administrative workers	75.4	79.2	69.7	70.6
Sales workers	3.3	3.4	3.3	3.3
Machinery operators and drivers	0.0	0.0	0.0	0.0
Labourers	0.0	0.0	0.0	0.0
<b>Total</b>	<b>293.1</b>	<b>299.7</b>	<b>291.6</b>	<b>291.3</b>

**NOTES:**

- Average Annual FTE shows data averaged over the reporting period.
- Data based on Australian and New Zealand Standard Classification of Occupations classification scheme.

**CAPABILITY AND PERFORMANCE DEVELOPMENT PROGRAM**

The Capability and Performance Development (CPD) Program was implemented by the Library in 2015 and is reviewed on an ongoing basis to ensure its relevance. The program is well established, with all staff across the Library engaged in the program. The program integrates the Public Service Commission's Capability Framework and focuses on building capability while providing feedback and recognition for staff.

**PEOPLE MATTER EMPLOYEE SURVEY**

The Library supported the implementation of the 2019 Public Service Commission's People Matter Employee Survey (PMES) through an extensive program of communications to engage with staff and encourage participation. The survey focused on staff engagement and satisfaction with working in the public sector and was completed by 82% of Library staff. The survey results show a 77% employee engagement score, an increase of 2% compared to 2018, which is well above the public sector average. The results from the 2019 survey formed the basis of a Library-wide action plan focusing on change management, senior management communication, learning and development and recruitment processes.

**VOLUNTEERS**

Throughout 2019–20 our volunteers continued to work across the Library on a variety of tasks, offering their skills, energy and knowledge willingly. Although our onsite program was suspended in March 2020, volunteers have continued to provide important assistance across the Library, contributing to our online projects including Amplify, Wikipedia and the Transcription Tool.

**FOUNDATION**

Despite the disruption of COVID-19, the strong tradition of benefaction from State Library of NSW Foundation donors and partners continued in 2019–20. Total income this year (including investments) was \$5.0 million compared with \$5.6 million last year. Income from donations, partnerships and bequests increased to \$4.8 million compared with \$4.3 million in 2018–19. Donations to the Foundation assist the Library across all areas – they support the growth and preservation of our collection and provide increased access to the Library's programs and exhibitions.

Following one of the most successful public appeals in the Foundation's history, the new Children's Library was opened in October 2019. Built entirely with philanthropic funds, the Children's Library has capacity to house 20,000 works of Australian and international children's literature.

The Foundation's 2020 Annual Appeal supported the Library's online learning programs. The pandemic crisis has been a challenging time for students, young children and their families, who moved abruptly from classroom to at-home learning. Content developed by the Library includes weekly storytime sessions, online activities and curriculum-based online excursions for schools and family workshops. All activities have been offered free of charge.

Remote visitors were able to enjoy the Foundation-supported *Eight Days in Kamay* online experience, which invites participants to consider the cultural, social and political context of the *Endeavour's* visit from the perspective of the Gweagal people.

Research, awards and digital fellowships continued to be an area of focus for the Foundation this year, furthering the research, interpretation and teaching of Australian history and culture. In particular, the biennial Coral Thomas Fellowship, now valued at \$100,000, has set a new benchmark for fellowships at the Library. We worked again with our long-standing partner, the Nelson Meers Foundation, to present the annual National Biography Award in August 2019.

This crisis has shown us the extraordinary loyalty of our Friends members, one of our most important support groups. Over 2000 Friends enjoy a diverse program of Library events, onsite and remotely.

## INFORMATION AND COMMUNICATIONS TECHNOLOGY

Sound, secure and reliable information and communications technology (ICT) infrastructure is critical to Library operations. We replaced or upgraded the following components this year for performance, security, and flexibility benefits:

- refreshed reading room computers
- upgraded network equipment and security including firewall
- replaced onsite computer environment
- replaced staff multifunction devices (photocopiers, printers, and scanners) with more sustainable devices featuring mobile, wireless, and secure printing
- upgraded network links to our digital storage from 1 Gbps to 10 Gbps
- upgraded or removed redundant legacy systems in data centre, reducing power and cooling by 20% on 2018-19 usage.

After the COVID-19 shutdown, when Library staff began working from home, we designed and built a new intranet. For the first time, staff had access to corporate information and services from outside the Library, and available on any device. It includes a wide range of information and services to support staff in their work and a COVID-19 specific site, providing news, policy and resources for staff during this period. See In Focus, page 29.

The move from a network drive to a cloud-based document store has also been implemented. This allows staff to store, access and collaborate on documents regardless of their working locations. The Library has commenced work on migrating the corporate records management from the legacy system.

We have also implemented a new in-house digital asset management system that is designed to manage the Library's corporate digital assets. Media Library allows staff to save, manage, search, share and download a wide range of digital media files that are created as part of our business activities. This is also the repository for approved images of the Library that are used in presentations, publications and social media distribution.

### BUILDING INFRASTRUCTURE

#### MAJOR WORKS

Upgrade and refurbishment projects undertaken in 2019–20 include:

- The Children's Library — to provide an engaging space for our younger readers
- Mitchell Library building public toilet refurbishment — to modernise and make our facilities more accessible
- staff change rooms and publicly accessible amenities — to construct shower and changeroom facilities for Library staff and two additional accessible toilet facilities for the public
- air conditioning system replacements in the Dixon Room, the Amaze Gallery and the stack levels beneath the Mitchell Library Reading Room
- Collection Care Lab workspaces (in progress) — construction commenced in May 2020, which will provide contemporary workspaces for the preservation and maintenance of the Library's precious collections
- manuscript mobile shelving (in progress) — approximately nine linear kilometres of mobile shelving for manuscript storage has been procured and will be installed in late 2020, to provide appropriate accommodation for these irreplaceable documents.

#### HERITAGE

The Mitchell Library building is a state-significant heritage item, constructed in stages from 1907. The Library understands its responsibility to care for and maintain its heritage assets and has a Conservation Management Plan (CMP) to guide the Library's building developments and maintenance.

In 2019 the Library commenced an update of the CMP, which will include the recent alterations to the Mitchell Library building. This will be submitted to Heritage NSW in 2020.

#### ENERGY AND SUSTAINABILITY

Electricity consumption has decreased by 37% from the 2013–14 baseline year and 18% from last year (2018–19). This favourable result was aided by the Library closures due to the pandemic and the following energy reduction initiatives:

- retrofitting the Governor Marie Bashir Reading Room with LED fittings
- progressive replacement of the air conditioning control system
- lighting controls in the Mitchell Reading Room
- installation of an electrical submetering system.

The Library continues to enjoy a six-star NABERS Energy rating for the office spaces of the Macquarie Street building, which represents best practice performance. The Library's paper, cardboards and glass recycling activities are ongoing.

Energy use for the year is detailed in the following table.

Fuel	Consumed (GWh)		Change	CO <sub>2</sub> emissions (tonnes '000)		Change
	2018-19	2019-20		2018-19	2019-20	
Electricity (black coal)	2.29	1.88	17.94%	2.08	1.71	17.94%
Electricity (green power)	0.15	0.12	17.94%	0	0	0.00%
<b>Total</b>	<b>2.43</b>	<b>2.00</b>	<b>17.94%</b>	<b>2.08</b>	<b>1.71</b>	<b>17.94%</b>

### CLEAN AND SAFE FACILITIES

Specialist contractors continued to provide maintenance services to the air conditioning, elevators, electrical, hydraulic and fire systems, and the building fabric and structure, to the appropriate standards and requirements. The Library was cleaned daily to maintain an appropriate environment for the Library's readers, staff and its collections.

The Library provides a safe environment for its staff and readers. The fire services and emergency systems are routinely maintained, tested and certified. The Annual Fire Safety Statement testing process was completed in January 2020 and certification was provided to the City of Sydney Council.

The recently completed Mitchell Compliance Project encompassed several upgrades to the building's essential services systems, including fire hydrants, fire sprinkler and hose reel upgrades, upgrades to fire stairs and fire compartmentation works.

### SECURITY

In the early part of the year, the digital closed-circuit television (CCTV) system upgrade was completed. This included new digital cameras, video storage systems and operating system. These enhancements increased the Library's ability to monitor and respond to incidents.

A new online security induction system has been introduced to manage security inductions and Health and Safety briefings before visitors and contractors arrive onsite.

The focus for the second half of the year has been centred around supporting the Library's response to the COVID-19 outbreak and the Business Continuity Plan. During lockdown, the Library maintained security staff onsite around the clock to monitor and protect the collections and buildings. We took advantage of the shutdown to conduct numerous exercises and training programs, including advanced first aid, firefighting training, and in-depth evacuation planning, as well as major incident drills.

Since the Library reopened to the public in June 2020, our security team has played a major role in maintaining the requirements of the Library's COVID-19 Safety Plan: including ensuring that physical distancing is maintained onsite, encouraging visitors to leave contact tracing details and adhere to the Library's conditions of entry. This has occurred alongside our ongoing role of protecting the health and safety of all staff and visitors and maintaining the security of the collections and buildings.

## IN FOCUS

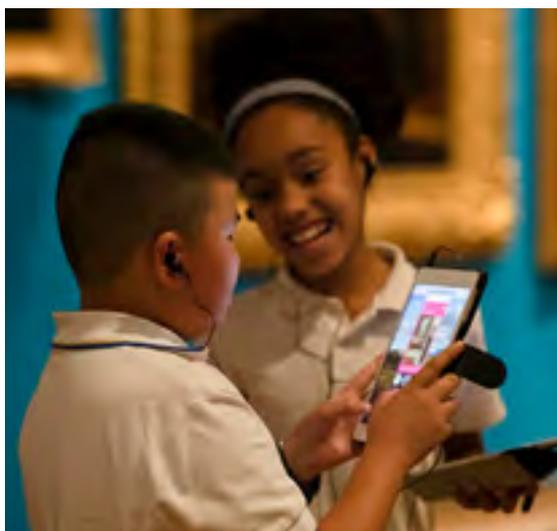
# Just for kids

The Library is committed to expanding our audiences, providing a rich and varied program for children and young people.

### KIDS' AUDIO GUIDE

In collaboration with students from Summer Hill Public School, an audio guide for the *Paintings from the Collection* exhibition created 'with kids, for kids', was released in October. Supported by the school's Principal and teacher librarians, the students worked on this project over a number of weeks, first visiting the Library to view the many paintings on display in our galleries. After choosing the artwork they found most interesting, students researched their chosen work and its maker before recording their surprising and thoughtful responses.

Listen here at: [audio.sl.nsw.gov.au/kids-audio-guide](http://audio.sl.nsw.gov.au/kids-audio-guide)



### SCOUT CHAT-BOT

Australia's first chat-bot designed to get kids reading was launched at the Library last year. *Scout* is a fun, interactive robot kiosk that helps children quickly discover books matched to their interests and reading ability.

Young readers are prompted to answer a few simple questions mapped to items in The Children's Library. *Scout* then dispenses a list of up to five titles they may enjoy reading from this collection.

In the future, we can draw on *Scout* to inform which titles we add to The Children's Library collection, based on our young readers' preferences.

Designed by Meena Tharmarajah in collaboration with the State Library's DX Lab.

## IN FOCUS

# Your Library at Home

On 16 March 2020 the Library announced the postponement of onsite events including talks, tours, story time sessions and learning programs. The Library building was closed to the public and staff from Monday 23 March.

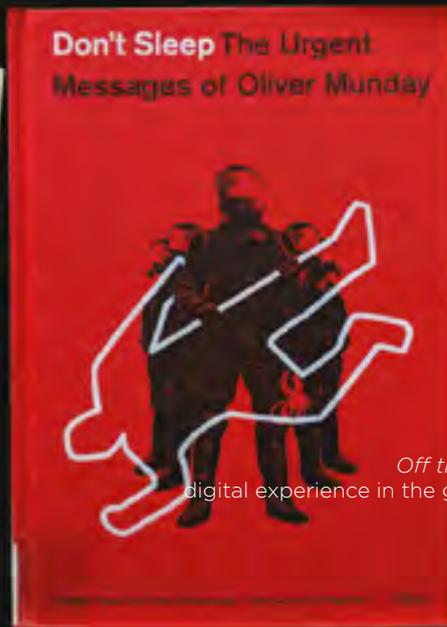
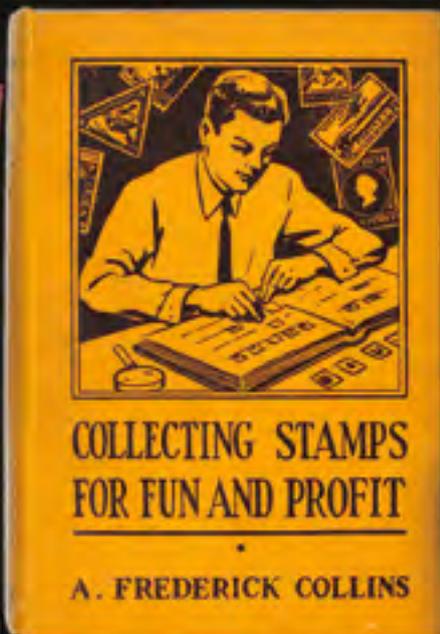
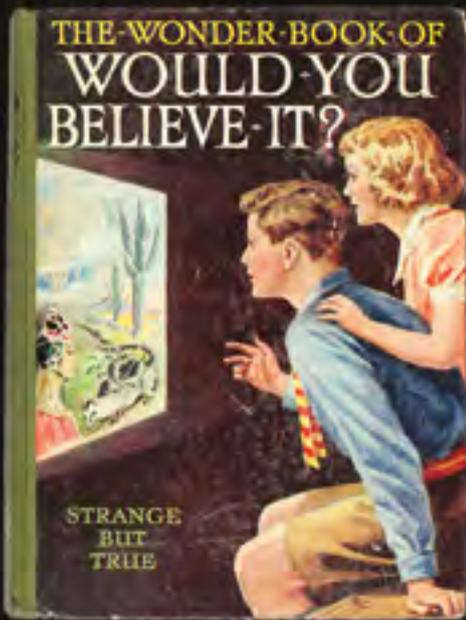
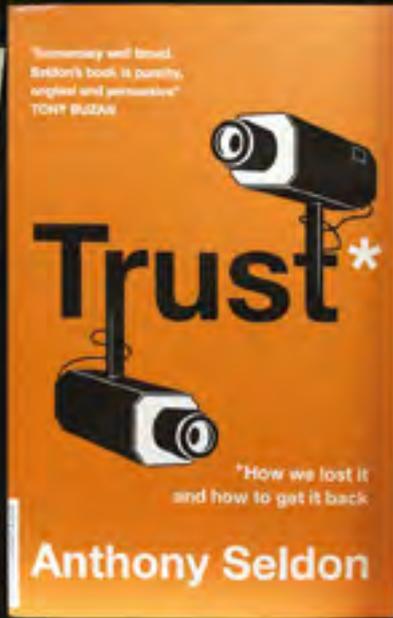
Days later, Your Library at Home online was launched to keep our readers and the public stimulated and connected, especially when facing long periods of isolation. The page includes links to the Library's podcasts, the oral histories transcription tool *Amplify*, a range of digital stories and activities for young people. Visitors to the page were also able to sign up for a Library card online, allowing them to access thousands of free ebooks, newspapers from around the world, journals and other resources from home.

In the week after it launched the site attracted 4438 pageviews, with 72% of those visiting the page being new Library users. It is also the second most visited page from the homepage in the past 12 months.

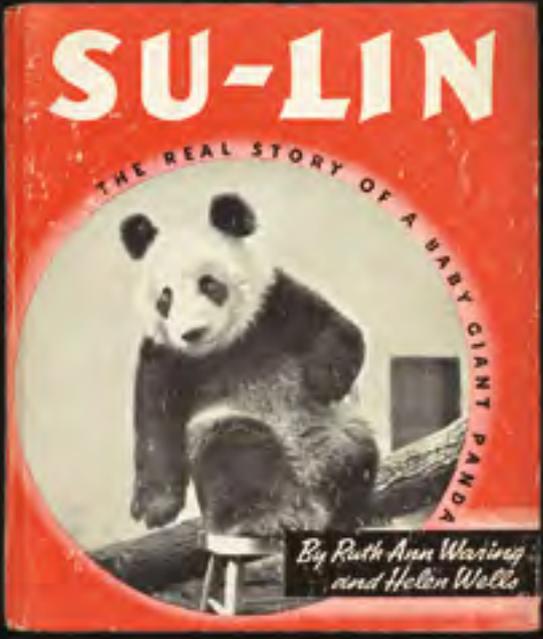
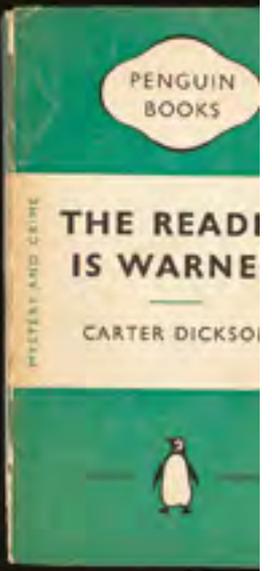
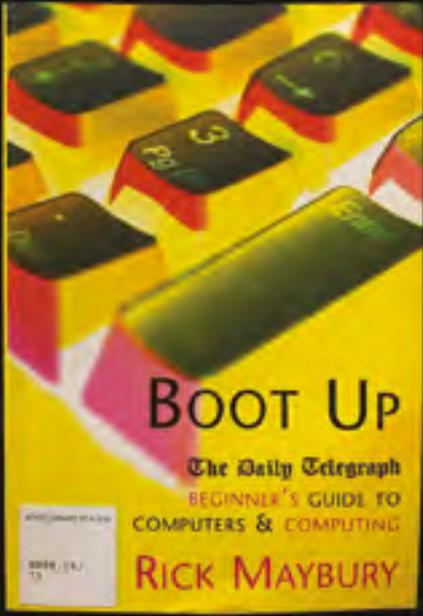
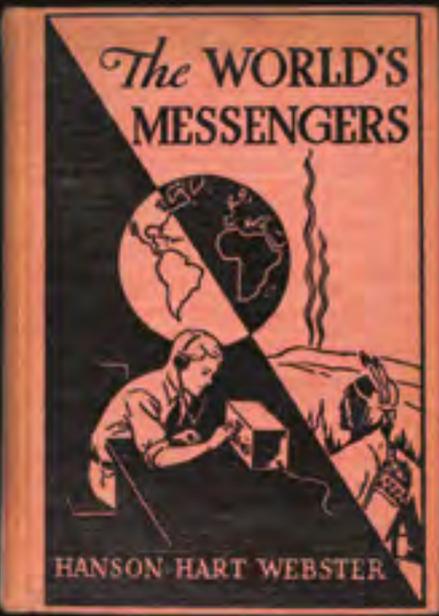


Whether you're looking for a new book to read, a binge-worthy podcast, inspiring stories, or a fun activity – you can get all of this and more from Your Library at Home.

Available online at:  
[sl.nsw.gov.au/your-library-home](http://sl.nsw.gov.au/your-library-home)



Off the Shelf digital experience in the galleries



# OUR ORGANISATION





# Library Council of NSW

The *Library Act 1939*, as amended by the *Cultural Institutions (Miscellaneous Amendments) Act 1989*, provides that the Library Council of NSW shall be the governing body of the State Library of NSW. The Library Council is constituted under Part 2 of the *Library Act*.

The nine members of the Library Council are members of the public nominated by the Minister and appointed for a term of up to three years by the Governor of NSW. The Act stipulates that members must include:

- at least one person who has knowledge of, or experience in, education
- at least one person who has knowledge of, or experience in, local government.

The Library Council members fulfilling these requirements are Ms Jane Garling and Ms Jan Richards AM respectively. The NSW State Librarian is the Secretary to the Library Council.

The Council's responsibilities relate to the promotion, provision, maintenance and quality assurance of library and information services for the people of NSW; advising the Minister and local authorities on matters of policy and administration relating to public library services. Library Council members are appointed for a term not exceeding three years and may be reappointed, but no Council member shall hold office for four consecutive terms. Council members do not receive remuneration for board activities.



Shortlisted books for the Christina Stead Prize for Fiction/People's Choice Award, NSW Premier's Literary Award 2020

## LIBRARY COUNCIL OF NSW MEMBERS

### **THE HON GEORGE SOURIS AM**

BEc, Dip Fin Mgmt, FCPA,  
FAIM

PRESIDENT,  
LIBRARY COUNCIL

APPOINTED MAY 2016  
CURRENT TERM ENDS  
DECEMBER 2021

AUDIT & RISK COMMITTEE  
FOUNDATION BOARD  
FOUNDATION TRUSTEE  
GRANTS COMMITTEE  
PUBLIC LIBRARIES  
CONSULTATIVE COMMITTEE

‘I’ve always had a respect for the State Library and libraries in general, so when I had the opportunity as the Minister for the Arts to have direct portfolio responsibility, I learned to appreciate what a powerhouse institution it is and what a priceless collection of Australia’s heritage it holds.

I am an enthusiastic friend of the State Library. There are many hundreds of friends and benefactors of the State Library and it is our duty to ensure their support is not wasted and that the State Library remains as vital tomorrow in Sydney, Western Sydney and Regional NSW as it is today.’

### **DR CHRISTOPHER ALLEN**

BA Hons, MèsL, PhD

APPOINTED JANUARY 2020  
CURRENT TERM ENDS  
DECEMBER 2022

‘Libraries have always played a central role as the repositories and storehouses of human knowledge; all of ancient literature, for example, and everything we know about the origins of our civilisation, we owe to the efforts of scholars from the librarians of Alexandria to the patient monastic copyists of the Middle Ages and the philologists of the Renaissance. Today, in a media world that promotes amnesia and encourages irrational and censorious opinion, the role of the Library in preserving our literary culture and providing a quiet haven for learning and reflection is more vital than ever. It is an honour to have the opportunity to contribute to this great institution.’

### **MS KATHY BAIL**

BA (Hons)

APPOINTED JANUARY 2016  
CURRENT TERM ENDS  
DECEMBER 2021

AUDIT AND RISK COMMITTEE  
INDIGENOUS ADVISORY  
BOARD

‘Libraries have been a significant part of my life since I began to read and look at images. I ran out of books to borrow at my primary school library. Fortunately, a local public library filled the gap and I went on to discover and appreciate some of Australia’s great State and university libraries. The past can be seductive — I’ve visited one of the oldest libraries in the world in the Medina of Fez in Morocco and seen rare books and manuscripts — though I am also engaged by the opportunities and challenges of the digital age. Cultivating access to books and knowledge for all is important, as well as finding ways to support our best authors and artists and preserve their work. I hope I can assist to build on the significant work of the State Library of NSW and ensure it remains one of the world’s great cultural and learning spaces.’

**MR ROBERT CAMERON  
AO**

Hon D Eng UNSW, BE Min  
(Hons), MBA, Grad Dip Geo,  
FAICD

APPOINTED JANUARY 2019  
CURRENT TERM ENDS  
DECEMBER 2021

FOUNDATION TRUSTEE

‘Libraries are both essential and magical, being treasure houses of knowledge and entertainment. Much of this is through the medium of books, those wonderful objects that are so much more than their intellectual content. But art, artefacts, and other media are also found in comprehensive libraries. We are fortunate in NSW to have the magnificent State Library incorporating the unique Mitchell Library, as well as an extensive network of metropolitan and regional libraries, catering to all ages and playing an important role in ensuring vibrant and inclusive communities. I feel privileged to be able to play a modest role in helping ensure the further development and robustness of our vital library infrastructure and contents.’

**DR URSULA DUBOSARSKY**

BA, Dip Ed, PhD

APPOINTED JANUARY 2016  
CURRENT TERM ENDS  
DECEMBER 2021

GRANTS COMMITTEE  
PUBLIC LIBRARIES  
CONSULTATIVE COMMITTEE

‘This has been a formidable year for the world, and a formidable challenge for the State Library and indeed libraries everywhere. Like many public institutions across the country, the Library closed its doors temporarily during the coronavirus lockdown. The steadfast staff and the State Librarian pressed on unwaveringly with the Library’s mission in all sorts of truly remarkable and impressive ways, nonetheless the absence of public access to the building itself and its extraordinary collections was a great shock, especially for its committed patrons. I think we’ve all realised even more intensely this year just how much the State Library is loved and valued by its community, and how irreplaceable it is.’

**MS JANE GARLING**

BA (Hons), LLM

APPOINTED JANUARY 2017  
CURRENT TERM ENDS  
DECEMBER 2022

FOUNDATION BOARD  
FOUNDATION TRUSTEE  
GRANTS COMMITTEE  
LEGAL INFORMATION  
ACCESS CENTRE (LIAC)  
ADVISORY BOARD

‘In all the activities undertaken at the State Library, two in particular activate my continuing engagement with this wonderful institution. The first is its extraordinary collection of objects, paintings and other materials and the work done to conserve and present these to the public in a coherent manner. Together with the books lining the shelves and available online, these provide an extraordinary resource for my research and provide context to understanding our place in the world. Beyond its collection, the inspiring work done here to oversee all public libraries in New South Wales demonstrated to me the central role of libraries in our communities.’



**MS TERRI JANKE**

BA, LLB

APPOINTED JANUARY 2017  
TERM ENDED  
DECEMBER 2019

INDIGENOUS ADVISORY  
BOARD

'I have always loved libraries — I have an extensive book collection in my home, but I always enjoy going to the library. The State Library of NSW holds information, photographs and art that are important for Indigenous people. This includes language and heritage information. The Library has many projects which aim to make these collections useful to Indigenous people. Indigenous engagement will bring life to the collection and be enriching for all of us.'

**MS JAN RICHARDS  
AM**

BA (Lib and Info Science),  
FALIA

APPOINTED JANUARY 2012  
CURRENT TERM ENDS  
DECEMBER 2020

PUBLIC LIBRARIES  
CONSULTATIVE COMMITTEE

'The State Library of NSW has been an integral part of my working life for longer than I care to remember; a source of information, support and inspiration. The opportunity to contribute to the continuous development of one of the world's great libraries, and to showcase its amazing collections is an honour. The added bonus of being a member of the Library Council is being able to advocate for the fabulous initiatives of the NSW public library network through the Public Libraries Consultative Committee.'

**MR MARK TEDESCHI  
AM**

QC MA, LLB

APPOINTED JANUARY 2019  
CURRENT TERM ENDS  
DECEMBER 2021

GRANTS COMMITTEE

'I have been an admirer of the State Library since I was a student. I have also been a contributor and a user of the Library's photographic collection for many years. I think that the Library is one of our State's cultural gems and one of the most significant guardians of our cultural history. I feel most privileged to be a member of the Council.'

**MS VICTORIA WEEKES**

BComm, LLB, FAICD SFFINSIA

APPOINTED JANUARY 2019  
CURRENT TERM ENDS  
DECEMBER 2021

‘In my past role as the Library’s Audit & Risk Committee Chair, I developed a deep affection for the Library and all it has to offer the community. The Library’s collection continues to inspire me with its incredible depth and breadth, which is ever changing and evolving. I have a passion for lifelong learning, and the many and varied dimensions that can take. I am a firm believer that the Library should be accessible to and connect with everyone in the community – even those who may not consider themselves traditional library-goers. I am privileged to be able to continue to play a role in its future.’

**DR JOHN VALLANCE**

BA, MA, PhD FAHA

STATE LIBRARIAN  
SECRETARY TO COUNCIL

APPOINTED AUGUST 2017

GRANTS COMMITTEE  
LEGAL INFORMATION  
ACCESS CENTRE (LIAC)  
ADVISORY BOARD  
PUBLIC LIBRARIES  
CONSULTATIVE COMMITTEE  
FOUNDATION BOARD

‘Every year I make a statement in our Annual Report about why I wanted to be State Librarian. The Library is changing constantly in new and exciting ways. My motivation for being here does not. What I said last year remains true.

Why did I want to be State Librarian? It’s because the State Library of New South Wales is a great library. What is a great library? A great library is a place where the literary and documentary evidence relating to our place in the world is collected, preserved and presented with focus, care and respect. A great library is a place where individuals and communities can find out who they are, where they are from and where they might be going. A great library introduces new generations to the pleasures of learning, exploration and reflection.

A great library serves its readers, responds to their specific needs but never tells them what to think. A great library is a place where scholars and scientists from around the world can pursue their research with the support of professional, expert staff. A great library is a place where writers and artists from around the world can find out how their predecessors expressed themselves. At its innermost heart, a great library is a place where people chart new paths into unknown territory. That’s why I wanted to be State Librarian.’

## ATTENDANCE AT MEETINGS OF THE LIBRARY COUNCIL OF NSW

	August 2019	October 2019	December 2019	February 2020	April 2020	June 2020	
<b>The Hon George Souris AM</b>	✓	✓	✓	✓	✓	✓	6 of 6
<b>Dr Christopher Allen</b>				✓	✓	✓	3 of 3
<b>Ms Kathy Bail</b>	✓	x	✓	✓	✓	✓	5 of 6
<b>Mr Robert Cameron AO</b>	✓	✓	✓	✓	✓	x	6 of 6
<b>Dr Ursula Dubosarsky</b>	✓	✓	x	✓	✓	✓	5 of 6
<b>Ms Jane Garling</b>	✓	✓	✓	✓	✓	✓	6 of 6
<b>Ms Terri Janke</b>	✓	✓	✓				3 of 3
<b>Ms Jan Richards AM</b>	x	✓	✓	x	✓	✓	4 of 6
<b>Mr Mark Tedeschi AM QC</b>	✓	✓	✓	✓	✓	✓	6 of 6
<b>Ms Victoria Weekes</b>	✓	✓	✓	✓	✓	✓	6 of 6
<b>Dr John Vallance (Secretary to Council)</b>	✓	✓	✓	✓	✓	✓	6 of 6



Preparing online family workshops

# Standing committees of the Library Council

## AUDIT AND RISK COMMITTEE

The Audit and Risk Committee provides independent assistance to the Library Council of NSW by overseeing and monitoring the Library Council of NSW's governance, risk and control frameworks, its external accountability requirements, compliance with applicable laws and regulations, and outcomes of internal and external audits. It makes recommendations to the Library Council on strategic and operational matters, to enable it to discharge its responsibilities with regard to these matters.

Five meetings were held between July 2019 and June 2020. Key agenda items include: the review of financial performance and financial position, strategic and operational risks, internal audit and external audit reports, investment reports, governance matters and work health and safety matters.

### MEMBERS

Mr Paul Ruiz (Chair)

The Hon George Souris AM

Ms Kathy Bail

### IN ATTENDANCE

Dr John Vallance, State Librarian

Mr Phil Barter, Chief Operating Officer

Ms Reiky Jiang, Director, Financial Audit Services, the Audit Office of NSW (until October 2019)

Ms Weini Liao, Director, Financial Audit Services, the Audit Office of NSW (April 2020)

Mr Ali Amjad, Audit Manager, the Audit Office of NSW (from February 2020)

Mr Paul Bull, Partner, Audit, BDO (October 2019)

Ms Leah Russell, Partner, BDO (from February 2020)

Mr Dane Perumal, Manager, Audit, BDO (except April 2020)

Ms Niki Bingham, Partner, Risk Advisory, Deloitte Touche Tohmatsu (August 2019, April and June 2020)

Ms Nicole Dowley, Director, Risk Advisory, Deloitte Touche Tohmatsu (October 2019 and February 2020)

Representatives from the NSW Treasury Corporation as requested.

## PUBLIC LIBRARIES CONSULTATIVE COMMITTEE

The committee provides:

- policy advice to Library Council in relation to providing public library services in NSW
- a consultative framework for the Library Council, the State Library and key stakeholders in local government concerning public library services
- advice to Library Council in relation to the arrangements for allocating State Government funding to public libraries
- advice to Library Council concerning the development of guidelines for grants programs; however, the committee does not evaluate grant applications.

Membership of the committee includes representatives of key stakeholder bodies. The committee met twice in 2019–20.

### MEMBERS

*Library Council of NSW*

Ms Jan Richards AM (Chair)

The Hon George Souris AM

Dr Ursula Dubosarsky

### *NSW Public Libraries Association*

Mr Philip Edney, City of Canada Bay Council  
Councillor Lesley Furneaux-Cook,  
Burwood Council  
Councillor Romola Hollywood,  
Blue Mountains City Council  
Mr Robert Knight OAM,  
Riverina Regional Library  
Councillor Leslie Lambert,  
Narromine Shire Council  
Ms Sarah Taylor, Shoalhaven City Council  
Mr Damian Thomas, Strategy Manager,  
Local Government NSW  
Councillor Dallas Tout, Wagga Wagga  
City Council Local Government NSW

### *State Library of NSW*

Dr John Vallance, State Librarian  
Mr Cameron Morley, Manager,  
Public Library Services  
Ms Philippa Scarf, Consultant,  
Public Library Services

## GRANTS COMMITTEE

The committee is responsible for assessing applications for Public Library Grants received from local authorities in NSW and making recommendations for allocation to the Library Council. The committee considered Public Library Infrastructure Grant applications during February 2020.

### **MEMBERS**

Ms Jane Garling (Chair)  
Dr Ursula Dubosarsky  
The Hon George Souris AM  
Mr Mark Tedeschi AM QC

### **IN ATTENDANCE**

Dr John Vallance, State Librarian  
Mr Cameron Morley, Manager,  
Public Library Services

## STATE LIBRARY OF NSW FOUNDATION BOARD

The State Library of NSW Foundation is managed by the State Library and governed by a Board established under the constitution with the Trust safeguarded by Trustees. The Foundation is a controlled entity of the Library Council of NSW with its accounts consolidated as part of the NSW Total State Sector Accounts. Its governance and financial affairs are conducted within the context of the NSW Public Sector and as such in accordance with requirements of the *Public Finance and Audit Act 1983* and Regulation, Treasurer's Circulars and Directions. It is covered for insurance through the NSW Treasury Managed Fund Scheme; administered by the NSW Self Insurance Corporation.

### **MEMBERS**

The board members at any time during the financial year are listed below:

Dr Raji Ambikairajah  
Mr Graham Bradley AM  
Mr Nicholas Carney  
Mr Michael Caulfield  
Ms Sarah Crouch  
Ms Jane Garling  
Ms Christine Holman  
Mr Darren Rudd (until 31 December 2019)  
Ms Kathy Shand  
The Hon George Souris AM  
Mr Robert Thomas AO  
Dr John Vallance  
Ms Jemima Whyte  
Mr Kim Williams AM

The Trustees at any time during the financial year are listed below:

Mr Robert Cameron AO  
Ms Jane Garling  
The Hon George Souris AM

#### **IN ATTENDANCE**

Ms Susan Hunt, Director,  
State Library of NSW Foundation  
and Executive Manager, Advancement  
(Executive Officer)

Ms Sarah Miller, Partnerships Manager,  
State Library of NSW Foundation

Ms Alice Tonkinson, Executive Assistant,  
State Library of NSW Foundation

Mr Phil Barter, Chief Operating Officer

#### **LEGAL INFORMATION ACCESS CENTRE (LIAC) ADVISORY BOARD**

The board guides the strategic development  
of LIAC. A meeting was held in October 2019.

#### **MEMBERS**

Ms Jane Garling, Member Library Council  
(Chair)

Ms Julie Foreman, Executive Officer,  
Tenants' Union of NSW

Ms Katrina Ironside, Chair,  
Community Legal Centres NSW

Ms Paula James, A/Director, Support Services,  
Courts, Tribunals and Service Delivery,  
Department of Justice

Mr Mark Johnstone, Director  
Policy and Practice, Law Society of NSW

Mr John McKenzie, Legal Services  
Commissioner, Office of the Legal Services  
Commissioner

Mr Geoff Mulherin, Director,  
Law & Justice Foundation of NSW

Mr Brendan Thomas, Chief Executive Officer,  
Legal Aid NSW

Dr John Vallance, State Librarian

Ms Janet Wagstaff, Director, LawAccess NSW

#### **IN ATTENDANCE**

Ms Philippa Scarf, Public Library Services  
(Executive Officer)

#### **EDUCATION AND SCHOLARSHIP ADVISORY BOARD**

Library Council resolved to disband the  
Education and Scholarship Advisory Board  
at its October 2019 meeting, with effect from  
the end of 2019. The Advisory Board last met  
in November 2019.

#### **INDIGENOUS ADVISORY BOARD**

The Indigenous Advisory Board assists the  
Library Council and the State Library to  
respond to the needs of the Indigenous  
population of NSW and to build relationships  
with communities. The board's role is to:

- advise the Library Council on matters  
relating to the Indigenous population of  
NSW, including the needs for library and  
information services
- assist the Library Council and the  
State Library to build relationships with  
the Indigenous communities of NSW
- advise the Library Council on the  
development and progress of State Library  
strategies relating to Indigenous peoples.

#### **MEMBERS**

Ms Terri Janke (Chair)

Ms Kathy Bail (from January 2019)

Ms Lillian Gordon, CEO Barang Regional  
Alliance Ltd (until February 2019)

Ms Nancia Guivarra, National Centre  
of Indigenous Excellence

Ms Jo Higgins, NSW Education Standards  
Authority (NESA)

Mr Michael Ingrey, La Perouse  
Aboriginal Land Council

Mr Steven Ross, City of Parramatta

#### **IN ATTENDANCE**

Mr Damien Webb, Manager, Indigenous  
Engagement (Executive Officer)

# Other consultative committees

## ACCESSIBILITY ADVISORY COMMITTEE

Formerly titled the Inclusion Advisory Committee, this committee has been active since 2016 in providing advice to the Library about becoming ever more accessible to people with disability. During this year the committee underwent some changes in its Terms of Reference, including a change of title, as well as merging membership with the Library's internal Disability Committee. This has meant that more Library staff are connected with the external members, each of whom have their own experiences of living with disability and provide first-hand insights about their interactions with the Library.

The committee's responsibilities are to:

- monitor the implementation of the Disability Inclusion Action Plan (DIAP) and update as required
- recommend ways to make it easier to navigate the Library both physically and online
- advise the Library about ways its services and offerings can be made more inclusive and accessible and make recommendations to the Library's Executive when necessary
- review the Library's public programs and exhibitions and make recommendations where appropriate to ensure that they cater for people with disability
- review feedback and data relating to readers' and visitors' experiences of the Library relating to accessibility
- advise the Library about communications relating to accessibility in publications, the Library's website, intranet and social media platforms and make recommendations when necessary.

The committee met twice in 2019–20, in September and November 2019.

### MEMBERS

Dr Breda Carty  
Mr Timothy Hart  
Mr Mark Kunach  
Dr Naomi Malone  
Dr Gaele Sobott  
Mr Mark Tonga

### IN ATTENDANCE

Ms Oriana Acevedo, Consultant,  
Public Library Services  
Ms Rebecca Acton, Manager,  
Human Resources  
Mr Michael Carney, Senior Advisor,  
Strategy & Government Relations (Chair)  
Ms Ellen Forsyth, Consultant,  
Public Library Services  
Mr David Franco, Manager, Facilities  
Ms Mathilde de Hauteclocque,  
Library Assistant, Information & Access  
Ms Emily Mierisch,  
Volunteer Program Coordinator  
Ms Louise Prichard, Lead, Digital Channels,  
Digital Experience Division  
Ms Maria Savvidis, Consultant,  
Public Library Services  
Ms Kim Thomson, Coordinator,  
Information & Access  
Mr Sean Volke, Online Resources Specialist  
Librarian, Collection Strategy & Development

## **MITCHELL LIBRARY CONSULTATIVE COMMITTEE**

The Mitchell Library Consultative Committee has been established to act as a forum for communication and consultation between the research community and the State Library. The committee aims to:

- strengthen relationships between the major research bodies
- assist in the development of a high-quality research service in consultation with major user groups
- extend the reputation and reach of the Mitchell Library.

The committee met twice in 2019–20.

### **MEMBERS**

Mr Richard Neville, Mitchell Librarian and Director, Education & Scholarship (Convenor)  
Ms Louise Anemaat, Executive Director, Library & Information Services  
Ms Philippa Stevens, Manager, Information & Access  
Ms Maggie Patton, Manager, Research & Discovery  
Mr Andy Carr, Team Leader, Australasian Team

#### *Nominated representative from:*

Australian Historical Association  
Australian Society of Archivists  
Australian Society of Authors  
History Council of NSW  
Independent Scholars Association of Australia (NSW Branch)  
Oral History NSW  
Professional Historians Association  
Royal Australian Historical Society  
Society of Australian Genealogists  
Society of Women Writers Australian  
Society for Sports History

### **IN ATTENDANCE**

Ms Melissa Brooks, Mitchell Librarian, Education & Scholarship Officer  
Ms Shari Amery, A/Mitchell Librarian, Education & Scholarship Officer

## **STRATEGIC NETWORK COMMITTEE**

The role of the committee is to advise on State Library and public library collaborative activities, monitor emerging trends and support research projects to develop and review the NSW public library network. The committee met twice in 2019–20, in October and May.

### **MEMBERS**

Ms Debbie Best, Manager, Sutherland Shire Libraries  
Ms Keryl Collard, Manager, Maitland City Library  
Ms Vicki Edmunds, Manager, Blue Mountains City Library  
Ms Melanie Gurney, Manager, Northern Beaches Library Service  
Mr Chris Jones, Manager, MidCoast Library Service  
Ms Megan Jordan-Jones, Manager, Bega Valley Shire Library  
Mr Robert Knight, Director, Riverina Regional Library  
Ms Michelle Maunder, Manager, Mid-Western Library  
Mr Cameron Morley, Manager, Public Library Services, State Library of NSW

### **IN ATTENDANCE**

Relevant State Library staff.

# Workplace committees

## **STATE LIBRARY JOINT CONSULTATIVE COMMITTEE**

The Joint Consultative Committee (JCC) facilitates workplace consultation between the Library and the union, the Public Service Association (PSA). The JCC addresses matters relating to organisational changes and workplace issues. The committee also acts as a consultative body for the development and revision of policies. The JCC met on four occasions during the year.

## **WORK HEALTH AND SAFETY COMMITTEE**

The Work Health and Safety Committee assists in securing and promoting a positive and safe workplace and meets every eight weeks to review and address health and safety issues. Regular workplace inspections were undertaken by the committee throughout the year to ensure that designated areas across the Library were in a safe condition.

# Accountability, audit & risk management

We ensure compliance with financial and legislative obligations, and manage assets and risk, to ensure the best possible results from our allocated resources.

## RISK MANAGEMENT

The Library operates in a risk management environment where risks are assessed and managed as part of the core business. Complying with the Internal Audit and Risk Management Policy for the NSW Public Sector TPP15-03, the Library's Risk Management Framework comprises:

- an Audit and Risk Committee with independent Chair and Members appointed by the Library Council of NSW and registered with the NSW Government Prequalification scheme
- formalised periodic Library-wide risk assessments and project risk management
- an outsourced internal audit function which ensures the currency of a Strategic Internal Audit Plan and regular internal audits
- charters for the Audit and Risk Committee and the internal audit function and an Internal Audit manual
- formalised evaluation of the performance of the Audit and Risk Committee and its members
- a comprehensive suite of risk management policies and procedures.

The NSW Audit Office conducts an annual external audit of our financial performance as well as periodic compliance audits. This ensures that the internal controls are robust, and that the Library complies with relevant Acts and Treasurer's directions.

Performance and compliance audits were carried out by Deloitte Touche Tohmatsu (Deloitte) on a variety of business processes and systems during the year. The objective of the audits was to evaluate the design and effectiveness of internal controls and make recommendations for improvement. An enterprise risk register forms the basis of the Library's approach to managing risk exposures. This is reviewed and updated by management on a regular basis.

There were three internal audit reviews in the year:

- Procurement and Contract Management Internal Audit
- Public Library Funding Internal Audit
- Cyber Security Policy Internal Audit

Assessments conducted this year did not materially impact on the Library's risk exposure. Audit recommendations by Deloitte form part of the Library's ongoing risk management activities, are monitored for implementation on a regular basis and reported to the Library's Audit and Risk Committee. The committee assists the Library to fulfil its responsibilities in relation to financial reporting, risk management, governance, compliance and the audit function.

## **BUSINESS CONTINUITY MANAGEMENT**

The Library has updated the Pandemic Response Plan which is an appendix to the Library-wide Business Continuity Management (BCM) plan during the year. The Library's BCM plan forms part of the overall Enterprise Risk Management and Governance Framework which is consistent with AS/NZS ISO31000:2009. During the COVID-19 pandemic, the Library has activated its BCM plan and proactively managed its critical functions and services according to the requirements by the Public Health Orders that were in place.

The key priorities of the BCM plan are:

- Safety and Welfare of People
- Preservation of Collections
- Continuity of Services
- Reputation and Compliance.

An audit of the Business Continuity Management is planned for 2020-21.

## **INSURANCES**

Annual insurance premiums for 2019-20 were \$0.696 million compared to \$0.798 million in 2018-19.

## INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT for the 2019-20 Financial Year for the Library Council of New South Wales

The Library Council of New South Wales declares that this Internal Audit and Risk Management Attestation Statement is made on behalf of the Library Council of New South Wales (parent entity), the State Library of New South Wales Foundation (controlled entity) and the Library Council Staff Agency (controlled entity), which combined constitute the Library Council of New South Wales.

The Library Council of New South Wales is of the opinion that the internal audit and risk management processes in operation that are, excluding the exceptions or transitional arrangements described below, compliant with the eight (8) core requirements set out in the Internal Audit and Risk Management Policy for the NSW Public Sector, specifically:

Core Principles	Core Requirements	Compliance
Risk Management	1.1 The agency head is ultimately responsible and accountable for risk management in the agency.	Comply. The Enterprise Risk Register is regularly updated by the Executive Team and reviewed at each Audit and Risk Committee meeting, attended by the State Librarian.
	1.2 A risk management framework that is appropriate to the agency has been established and maintained and the framework is consistent with AS/NZS ISO31000:2009.	Comply. Appropriate Risk Management Policy and Framework has been established and maintained.
Internal Audit	2.1 An internal audit function has been established and maintained.	Comply. Internal Audit activity is directed by the Audit and Risk Committee, managed by the Chief Audit Executive and performed by third party service provider.
	2.2 The operation of the internal audit function is consistent with the International Standards for the Professional Practice of Internal Auditing.	Comply. Third party service provider confirmed that its work practices and methodology are based on the International Standards for the Professional Practice of Internal Auditing.
	2.3 The agency has an Internal Audit Charter that is consistent with the content of the 'model charter'.	Comply. The Library Council of NSW has an Internal Audit Charter that is consistent with the content of the 'model charter'. The review and endorsement of the charter is undertaken by the Audit and Risk Committee in June annually.
Audit and Risk Committee	3.1 An independent Audit and Risk Committee with appropriate expertise has been established.	Comply. The committee comprised of non-executive Library Council Members and a fully independent Chair, all of whom are currently Prequalified under the NSW Treasury scheme.
	3.2 The Audit and Risk Committee is an advisory committee providing assistance to the agency head on the agency's governance processes, risk management and control frameworks, and its external accountability obligations.	Comply. Member of the Audit and Risk Committee reports key matters to the Library Council of NSW at each Council meeting and provides an annual report to the Council.
	3.3 The Audit and Risk Committee has a Charter that is consistent with the content of the 'model charter'.	Comply. The Audit and Risk Committee has a Charter that is consistent with the content of the 'model charter'. This review and endorsement of the charter is undertaken by the Audit and Risk Committee in June annually.

These processes, including the practicable alternative measures implemented, demonstrate that the Library Council of New South Wales has established and maintained frameworks, including systems, processes and procedures for appropriately managing audit and risk within the Library Council of New South Wales.

In accordance with a resolution of the Library Council of New South Wales



The Hon. George Souris AM  
President, Library Council of New South Wales

Date: 18/08/2020

Contact Officer:  
John Vallance  
NSW State Librarian  
Phone: (02) 9273 1663  
Email: [john.vallance@sl.nsw.gov.au](mailto:john.vallance@sl.nsw.gov.au)



## **CYBER SECURITY ANNUAL ATTESTATION STATEMENT for the 2019–20 Financial Year for the Library Council of New South Wales**

I, John Vallance, am of the opinion that the State Library of New South Wales manages its cyber security risks in a manner consistent with the Mandatory Requirements set out in the NSW Government's current Cyber Security Policy.

Procedures are in place to manage the cyber-security obligations of the State Library of New South Wales. The Library has assessed the risks to its information systems and these risks are managed. A cyber incident response plan is in place and the plan has been tested during the reporting period.

A review of the Agency's ISMS or effectiveness of controls or reporting against the requirements of the NSW Cyber Security Policy was undertaken by Deloitte Touche Tohmatsu's Risk Advisory services and found to be satisfactory.

John Vallance  
NSW State Librarian and  
Secretary to the Library Council of New South Wales

Date: 9 October 2020

# Publications and information

## REPORTS

State Library of NSW Foundation  
Annual Report 2018-19

Library Council of NSW  
Annual Report 2018-19

## MAGAZINES AND NEWSLETTERS

*SL* magazine (four issues)

*What's On* (three issues)

*What's On* eNews features State Library news, events and exhibitions (14 issues).

*Awards @ the Library* eNews features literary and history awards updates (12 issues).

*Kids @ the Library* eNews keeps subscribers informed about our school holiday programs (five issues).

*Learning @ the Library* eNews informs subscribers about our extensive Kindergarten to Year 12 learning programs (seven issues).

*The B List* eNews features Bri Lee Bookclub event information (nine issues).

'Special edition' eNews announcing State Library closing and opening arrangements (12 issues).

*In the Libraries* eNewsletter features short articles and photos which highlight notable events and programs in NSW public libraries. Seven issues, including five special issues sent in May/June, featuring NSW public libraries' responses to COVID-19.

*Public Library Services eNews* features short articles and photos, highlighting the State Library's work with public libraries (three issues).

## GALLERY GUIDES

*10 Works in Focus: Paintings from the Collection, volume 3*

## OTHER PUBLICATIONS

*Strategic Plan 2019-23* is the State Library's latest strategic plan and has the theme of turning the Library 'inside out'.

*Accessibility Action Plan 2020-23* is the State Library's plan to better serve our readers and visitors who live with a disability.

## BUSINESS INFORMATION

The Library records program continues to support the work of the organisation and to contribute to the Library's support for research and learning endeavours within the NSW community at large.

The move towards an electronic record keeping system has continued, with a transition project started in May 2020. With the adoption of SharePoint, the Library has commenced the shift from a separate records system, to implementing a system of managing records in one place.

## INFORMATION AND CYBERSECURITY

The Library has established the Information Security Management Framework, managed by the Cyber Security Working Group. This group's focus is on ensuring the Library has effective cyber security policies and procedures and there is an ongoing strengthening of cybersecurity controls and a strong cybersecurity culture across all staff.

Activities carried out in the 2019-20 reporting period included awareness training delivered online to all employees and contractors which was run concurrently with a 'friendly phishing' campaign. The Library's networks and systems underwent penetration testing and active monitoring using a Security Information and Event Management system. The Library's cybersecurity program was audited by Deloitte Digital in June 2020.

## GOVERNMENT INFORMATION (PUBLIC ACCESS)

As a NSW Government agency, the Library is required to comply with the *Government Information (Public Access) Act 2009* (the GIPA Act). The Library is committed to openness and transparency in carrying out its functions, providing a significant amount of information about our operations, services, functions, activities and policies to the community via our website.

### REVIEW OF PROACTIVE RELEASE PROGRAM

Under section 7(1) of the GIPA Act, the State Library is authorised to proactively release any government information that it holds, so long as there is no overriding public interest against disclosure. As part of our proactive release program, we review our information as it is produced and make it available online where appropriate and as soon as practicable. During the reporting period, a range of administrative procedures, program and project information was released proactively online, in addition to information already available on our website.

### NUMBER OF ACCESS APPLICATIONS RECEIVED

During the reporting period, four formal access applications were received by the State Library (including withdrawn applications but not including invalid applications).

### NUMBER OF REFUSED ACCESS APPLICATIONS FOR SCHEDULE 1 INFORMATION

No applications were refused during the reporting period.

## STATISTICAL INFORMATION

The following statistical tables are provided in accordance with Schedule 2 of the Government Information (Public Access) Regulation 2009 issued under the GIPA Act.

### NUMBER OF APPLICATIONS BY TYPE OF APPLICANT AND OUTCOME

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn	Total	% of total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	0	0	0	0	0	0	0	0	0	0%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	0	0	0	0	0	0	0	0	0	0%
Members of the public (other)	3	0	0	0	1	0	0	0	4	100%
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	
% of total	75%	0%	0%	0%	25%	0%	0%	0%		

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to the following table.

### NUMBER OF APPLICATIONS BY TYPE OF APPLICATION AND OUTCOME

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn	Total	% of total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	3	0	0	0	1	0	0	0	4	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	
% of total	75%	0%	0%	0%	25%	0%	0%	0%		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

## INVALID APPLICATIONS

Reason for invalidity	No of applications	% of total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

## CONCLUSIVE PRESUMPTION OF OVERRIDING PUBLIC INTEREST AGAINST DISCLOSURE: MATTERS LISTED IN SCHEDULE 1 OF THE ACT

	Number of times consideration used*	% of total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Privilege generally – Sch 1(5A)	0	0%
Information provided to High Risk Offenders Assessment Committee	0	0%
<b>Total</b>	<b>0</b>	

\* More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to the following table.

**OTHER PUBLIC INTEREST CONSIDERATIONS AGAINST DISCLOSURE:  
MATTERS LISTED IN TABLE TO SECTION 14 OF THE ACT**

	Number of times consideration used*	% of total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
<b>Total</b>	<b>0</b>	

**TIMELINESS**

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	4	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
<b>Total</b>	<b>4</b>	

**NUMBER OF APPLICATIONS REVIEWED UNDER PART 5 OF THE ACT  
(BY TYPE OF REVIEW AND OUTCOME)**

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	
% of total	0%	0%		

\* The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

**APPLICATIONS FOR REVIEW UNDER PART 5 OF THE ACT  
(BY TYPE OF APPLICANT)**

	Number of applications for review	% of total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
<b>Total</b>	<b>0</b>	

**APPLICATIONS TRANSFERRED TO OTHER AGENCIES**

	Number of applications transferred	% of total
Agency-initiated transfers	0	0%
Applicant-initiated transfers	0	0%
<b>Total</b>	<b>0</b>	

**WHERE TO FIND MORE INFORMATION**

Information on the various means of accessing Library corporate information under the GIPA Act can be found at: [sl.nsw.gov.au/right-to-information](http://sl.nsw.gov.au/right-to-information)

Informal requests, formal applications or questions on the operation of the GIPA Act at the Library are to be directed to:

Right to Information Officer  
State Library of New South Wales  
Macquarie Street Australia  
Sydney NSW 2000  
Tel: +61 2 9273 1796  
Email: [rti.library@sl.nsw.gov.au](mailto:rti.library@sl.nsw.gov.au)

Please note that a valid access application cannot be made for information that is contained in a record that forms part of the State Library's collections, as defined in Schedule 4 (Clause 13) of the GIPA Act.

## PRIVACY MANAGEMENT PLAN

Clause 10 of the *Annual Reports (Statutory Bodies) Act 1984* requires a statement of action taken by the Library in complying with the requirements of the *Privacy and Personal Information Protection Act 1998* (the PPIP Act), and statistical details of any review conducted by, or on behalf, of the State Library under Part 5 of that Act. The Library supports the objectives of privacy laws and is committed to the ongoing protection of personal information through our normal protocols, privacy management program, compliance strategies, policies and procedures.

The Library's Privacy Management Plan outlines our compliance with the PPIP Act and the *Health Records and Information Privacy Act 2002* (HRIP Act). Mechanisms are in place to make Library staff aware of their privacy obligations under the PPIP Act and the HRIP Act. As part of our induction program, new staff and contractors are briefed on their obligations to comply with information privacy principles, and the Library participates in privacy awareness initiatives of the Information and Privacy Commission NSW. Timely advice was provided to staff on privacy matters affecting staff and clients; and a number of Library policies were reviewed and, where necessary, updated to incorporate privacy requirements.

The Privacy Contact Officer provides advice to staff and readers on privacy related matters.

The Privacy Management Plan and related privacy information, web privacy statement and forms are available on the Library's website at: [sl.nsw.gov.au/privacy](http://sl.nsw.gov.au/privacy)

Requests for access to personal information held by the State Library may be made by contacting:

Privacy Contact Officer  
State Library of NSW Australia  
Macquarie Street  
Sydney NSW 2000  
Phone: +61 2 9273 1796  
Email: [privacy.library@sl.nsw.gov.au](mailto:privacy.library@sl.nsw.gov.au)

### **STATISTICAL DETAILS OF ANY REVIEW CONDUCTED UNDER PART 5 OF THE PPIP ACT**

A person aggrieved by the conduct of the Library is entitled to seek an 'internal review' if they believe the Library has breached its privacy obligations.

No internal reviews were conducted under Part 5 of the PPIP Act by or on behalf of the State Library during the reporting period.

## **PUBLIC INTEREST DISCLOSURES**

The Library is required to prepare an annual report on obligations under the *Public Interest Disclosures Act 1994* (PID Act). The Library has a strong commitment to ethical conduct as a core value together with integrity, honesty, fairness and impartiality in all operational activities and is committed to protecting public officials who make disclosures about wrongdoing in the public sector.

As an executive agency, the Library must have its own PID policy and procedures including roles and responsibilities. The Library has developed a customised PID policy and PID procedure, and this was widely communicated across the Library. The following actions have been taken to ensure that staff are aware of the policy and protections available:

- the Fraud and Corruption Prevention Policy and Whistle-blower Procedures are included in our induction program and Code of Ethics and Conduct training which all Library staff have undertaken
- there are links on the staff intranet to the Department's PID policy and procedures and the Library's Whistle-blower Protection Procedures and Fraud and Corruption Prevention Policy.

## **STATISTICAL INFORMATION ON PIDS**

No public interest disclosures (PIDs) by public officials were made directly to the State Library's PID receiver, no PIDs were received and no PIDs were finalised by the Library.

# Human Resources

The Library's work is supported by recruitment processes and employment practices which ensure we have highly skilled staff, working in safe environments.

## REMUNERATION

All non-executive employees received a 2.5% increase in salaries, wages and allowances with effect from 1 July 2019.

Senior executive officers also received a 2.5% increase in their remuneration package with effect from July 2019, subject to the achievement of the officer's performance goals detailed in their performance agreement; successful contribution to the achievement of NSW 2021 targets and the State Library's corporate objectives; and meeting the Library's financial and efficiency targets, including contributing to sector reforms to realise savings.

The number of senior executive officers, their average remuneration and the percentage of total employee-related expenditure relating to senior executives are provided in the following tables.

## NUMBER OF SENIOR EXECUTIVES AS AT 30 JUNE 2019 AND 30 JUNE 2020

BAND	2019		2020	
	FEMALE	MALE	FEMALE	MALE
Band 4 (Secretary)	0	0	0	0
Band 3 (Deputy Secretary)	0	1	0	1
Band 2 (Executive Director)	1	0	1	1
Band 1 (Director)	1	3	1	2
Totals	2	4	2	4

## AVERAGE REMUNERATION OF SENIOR EXECUTIVES

BAND	RANGE (\$)	2019	RANGE (\$)	2020
Band 3 (Deputy Secretary)	337,101 - 475,150	430,756	345,551 - 487,050	441,525
Band 2 (Executive Director)	268,001 - 337,100	282,103	274,701 - 345,550	303,190
Band 1 (Director)	187,900 - 268,000	224,446	192,600 - 274,700	229,873

## THE PERCENTAGE OF TOTAL EMPLOYEE-RELATED EXPENDITURE RELATING TO SENIOR EXECUTIVES

	2019	2020
The percentage of total employee-related expenditure relating to senior executives	4.69%	4.18%

## OVERSEAS TRAVEL BY OFFICERS AND EMPLOYEES

Name	Purpose of travel	Destination	Dates of travel
Euwe Ermita Peter Brotherton	To present and participate in the annual International Group of Ex Libris Users Meetings relating to Library collection management systems	Singapore	25-30 August 2019
Kate Hughes	To participate in a workshop at the International Centre for the Study of the Preservation and Restoration of Cultural Property relating to Japanese conservation techniques	Japan	8-29 September 2019
Paula Bray	At the invitation of the British Library Labs and University College London Qatar, to participate in a 'booksprint' to produce a guidebook relating to digital laboratories for cultural materials	Qatar	21-28 September 2019
Natalie Rose Cassaniti	To attend the International Association of Sound and Audiovisual Archives Conference and Joint Technical Symposium relating to the preservation of audiovisual materials	The Netherlands	30 September - 5 October 2019
Elise Edmonds	To attend the MuseumNext conference: The Future of Storytelling, relating to the creation of content for online and physical exhibitions	United States of America	5-13 November 2019
Kaho Cheung	To present about the Library's DX Labs at the National Digital Forum	New Zealand	18-21 November 2019
Damien Webb	To participate in the Sharing Stories on Contested Histories course at the Cultural Heritage Agency of the Netherlands relating to Indigenous perspectives, collections and exhibitions	The Netherlands	29 November - 14 December 2019

## WORK HEALTH AND SAFETY

2019–20 has presented new challenges in managing work health and safety across the Library. The COVID-19 pandemic closed the Library and required all staff to transition to remote working. To mitigate risks of this move, all staff were required to complete Working from Home checklists to assist them to set up their home arrangements appropriately. The Library developed a COVID-19 Safety Plan which contained all information and actions to facilitate a safe reopening of the Library in June 2020. The plan is regularly revised as NSW Health advice is updated.

During the COVID-19 pandemic, the Work Health and Safety (WHS) Committee continued to meet to ensure the Library's risks were addressed and reduced. Ongoing initiatives included:

- review of accidents and incidents and, where required, investigated and implemented appropriate corrective actions
- development of new safe work procedures (SWP) and review of existing SWP to ensure all health requirements and public health orders of COVID-19 were addressed
- regular workers compensation claim reviews with our insurer to track progress of claims and initiate necessary actions to support early return of injured staff to pre-injury duties
- an influenza vaccination recoup program for staff
- continual promotion of Employee Assistance Program to staff and their immediate family members providing free access to counselling and support services
- continual review of our WHS Management System including policies and safe work procedures.

## ACCIDENTS AND INCIDENTS

The decrease in incidents that started in 2017–18 has continued, particularly with staff working remotely from March 2020 due to the COVID-19 closure. Where appropriate, corrective action and preventative measures were implemented to address any identified causes.

### NUMBER OF ACCIDENTS/INCIDENTS REPORTED

	2015 -16	2016 -17	2017 -18	2018 -19	2019 -20
Number of accidents/incidents reported	39	34	40	34	15

## INJURY MANAGEMENT

The Senior WHS Consultant works closely with managers and people leaders to implement early treatment, ergonomic modifications and rehabilitation management of staff for both workers compensation and nonwork-related injuries and illness.

## WORKERS COMPENSATION CLAIMS

Effective management of staff with a work-related injury or illness is strongly promoted to achieve the best possible outcomes for staff and to minimise the impact on the Library's workers compensation premium.

In 2019-20, three new claims were lodged with the Library's insurer. All three have returned to pre-injury duties.

## NUMBER OF CLAIMS

	2015-16	2016-17	2017-18	2018-19	2019-20
Total number of claims	4	6	6	4	3
Open claims at year end	5	5	5	4	5

The Library continues to engage in comprehensive case management of injuries and illnesses and organisation-wide programs targeted at good practice in ergonomics and staff wellbeing.

## PROHIBITION & IMPROVEMENT NOTICES

No prohibition or improvement notices were issued under the *Work Health and Safety Act 2011* or its Regulation during the year.



Warilla Library, partially funded with a Public Library Infrastructure Grant, opened in 2019

A photograph of a modern library interior. The space features large windows on the left side, providing a view of the outdoors. Several large, white, cylindrical pendant lights hang from the ceiling, each with a colorful, patterned interior. The ceiling is white with a grid of acoustic panels and a long, black, linear light fixture. The walls are white, and there are built-in wooden bookshelves filled with books. In the foreground, there are wooden tables and chairs, and a red armchair. The overall atmosphere is bright and contemporary.

# **NSW PUBLIC LIBRARIES GRANTS & SUBSIDIES**

# Public library funding strategy

The NSW Government provided \$36.478 million in 2019–20 to assist local authorities to provide public libraries.

The funds were managed and allocated by the Library in accordance with the *Library Act 1939*, the *Library Regulation 2018* and the *Public Library Funding Strategy* as approved by the Minister for the Arts, as follows.

Subsidy – \$2.45 per capita, as prescribed by the Library Regulation 2018 Population served 7,985,324	\$19,564,044
Subsidy Adjustment Funding Allocations to councils in addition to \$2.45 per capita (above)	\$7,547,000
NSW.net	\$2,000,000
Outback Letterbox Library	\$200,000
Strategic Network Projects	\$359,287
State Library services to public libraries	\$807,669
Public Library Infrastructure Grants	\$6,000,000
<b>Total Public Library Grants and Subsidies</b>	<b>\$36,478,000</b>

## STATE FUNDING FOR PUBLIC LIBRARIES AND LOCAL GOVERNMENT VOTED EXPENDITURE

	Population 2018	State funding subsidy & subsidy adjustment 2019–20	Total local government expenditure voted July 2019 to June 2020	Notes	per head
Albury	53,767	190,250	2,900,880		53.95
Armidale Regional	30,707	134,700	1,511,900		49.24
Ballina	44,208	165,978	1,724,000		39.00
Balranald	2,340	67,422	98,405		42.05
Bathurst	43,206	163,524	1,729,104		40.02
Bayside	174,378	484,128	5,576,233		31.98
Bega Valley	34,348	143,620	1,514,940		44.11
Bellingen	12,963	92,279	861,127		66.43
Berrigan	8,707	81,852	586,727		67.39
Blacktown	366,534	955,677	11,930,473		32.55
Bland	5,985	74,131	357,947		59.81
Blayney	7,342	76,509	220,148		29.98
Blue Mountains	79,260	250,399	2,530,406		31.93
Bogan	2,621	68,110	161,851		61.75
Bourke	2,630	68,132	312,150		118.69
Brewarrina	1,655	68,485	113,000		68.28
Broken Hill	17,734	107,879	595,143		33.56
Burwood	39,886	154,623	2,902,281		72.76
Byron	34,574	142,375	2,102,300		60.81

	Population 2018	State funding subsidy & subsidy adjustment 2019-20	Total local government expenditure voted July 2019 to June 2020	Notes	per head
Cabonne	13,680	90,418	428,907		31.35
Camden	94,159	286,901	5,000,672		53.11
Campbelltown	168,139	472,460	5,000,800		29.74
Canada Bay	95,159	288,730	5,084,118		53.43
Canterbury-Bankstown	373,931	976,651	17,957,608		48.02
Carrathool	2,802	66,333	357,404		127.55
Central Coast	342,047	896,536	10,811,254		31.61
Cessnock	59,101	207,785	2,074,638		35.10
Clarence Valley	51,647	190,965	2,266,180		43.88
Cobar	4,722	72,089	443,994		94.03
Coffs Harbour	76,551	247,018	1,916,521		25.04
Coolamon	4,368	69,223	249,764		57.18
Coonamble	4,014	74,265	306,350		76.32
Cootamundra-Gundagai	11,260	89,276	763,481		67.80
Cowra	12,767	94,266	413,050		32.35
Cumberland	236,893	639,856	7,660,368		32.34
Dubbo Regional	53,240	188,959	3,155,462		59.27
Dungog	9,346	80,567	230,242		24.64
Edward River	8,995	79,707	643,000		71.48
Eurobodalla	38,288	154,325	1,981,340		51.75
Fairfield	210,612	580,430	8,568,013		40.68
Federation	12,462	92,220	571,497		45.86
Forbes	9,910	85,968	310,558		31.34
Georges River	158,411	444,319	7,700,956		48.61
Gilgandra	4,226	73,341	373,534		88.39
Glen Innes Severn	8,908	84,812	557,553		62.59
Goulburn Mulwaree	30,852	136,107	2,070,195		67.10
Greater Hume	10,686	83,850	831,412		77.80
Griffith	26,882	125,329	1,264,973		47.06
Gunnedah	12,661	92,708	519,022		40.99
Gwydir	5,349	74,794	224,233		41.92
Hawkesbury	67,083	221,255	2,859,394		42.62
Hay	2,979	70,286	271,153		91.02
Hills, The	172,473	478,149	7,309,081		42.38
Hilltops	18,782	106,536	632,328		33.67
Hornsby	150,752	424,933	7,003,651		46.46
Hunters Hill	14,909	92,118	713,600		47.86
Inner West	198,024	541,371	10,952,000		55.31
Inverell	16,844	104,255	1,115,785		66.24
Junee	6,631	77,934	439,084		66.22
Kempsey	29,665	137,110	966,200		32.57
Kiama	23,006	112,576	1,214,799		52.80
Ku-ring-gai	126,046	364,403	5,752,800		45.64

## LIBRARY GRANTS & SUBSIDIES

	Population 2018	State funding subsidy & subsidy adjustment 2019-20	Total local government expenditure voted July 2019 to June 2020	Notes	per head
Kyogle	8,870	86,162	424,641		47.87
Lachlan	6,151	76,758	379,390		61.68
Lake Macquarie	204,914	559,708	10,368,739		50.60
Lane Cove	39,486	152,331	3,588,436		90.88
Leeton	11,438	88,543	505,231		44.17
Lismore	43,843	166,883	1,418,400		32.35
Lithgow	21,636	115,995	1,582,513		73.14
Liverpool	223,304	605,616	10,162,625		45.51
Liverpool Plains	7,893	82,325	431,451		54.66
Lockhart	3,295	65,742	124,458		37.77
Maitland	83,203	261,516	4,123,740		49.56
Mid-Coast	93,288	291,543	4,203,673		45.06
Mid-Western	25,086	120,928	1,282,900		51.14
Moree Plains	13,350	95,695	804,064		60.23
Mosman	30,877	131,239	2,921,400		94.61
Murray River	12,118	88,210	456,833	#	37.70
Murrumbidgee	3,961	72,692	270,952		68.40
Muswellbrook	16,383	99,606	962,451		58.75
Nambucca	19,773	112,874	832,000		42.08
Narrabri	13,231	92,936	757,000		57.21
Narrandera	5,931	77,518	335,676		56.60
Narromine	6,567	79,076	505,464		76.97
Newcastle	164,104	458,957	11,837,166		72.13
North Sydney	74,172	237,312	4,146,845		55.91
Northern Beaches	271,278	720,222	11,228,456		41.39
Oberon	5,408	71,771	216,295		40.00
Orange	42,056	161,558	1,290,221		30.68
Parkes	14,894	98,179	1,014,070		68.09
Parramatta (City of)	251,311	672,614	12,374,191		49.24
Penrith	209,210	569,466	7,007,180		33.49
Port Macquarie-Hastings	83,131	263,139	3,246,421		39.05
Port Stephens	72,695	236,624	1,608,578		22.13
Queanbeyan-Palerang	59,959	203,111	2,564,612		42.77
Randwick	154,265	434,161	9,581,046		62.11
Richmond Valley	23,399	121,758	756,813		32.34
Ryde	127,446	368,454	6,442,039		50.55
Shellharbour	72,240	235,509	6,816,943		94.37
Shoalhaven	104,371	316,229	2,998,822		28.73
Singleton	23,422	114,286	1,505,345		64.27
Snowy Monaro	20,733	108,465	791,127		38.16
Snowy Valleys	14,532	96,123	814,750		56.07
Strathfield	45,143	166,812	3,595,000		79.64

	Population 2018	State funding subsidy & subsidy adjustment 2019-20	Total local government expenditure voted July 2019 to June 2020	Notes	per head
Sutherland	229,213	617,784	7,396,145		32.27
Sydney	240,229	644,773	13,209,382	##	54.99
Tamworth	62,156	211,750	2,699,799		43.44
Temora	6,274	77,060	339,897		54.18
Tenterfield	6,638	80,693	452,185		68.12
Tweed	96,108	294,932	3,030,490		31.53
Upper Hunter	14,220	93,360	691,826		48.65
Upper Lachlan	7,961	76,406	425,922		53.50
Uralla	6,062	72,521	342,752		56.54
Wagga Wagga	64,820	215,711	2,332,533		35.98
Walcha	3,132	66,194	180,820		57.73
Walgett	6,051	79,255	409,906		67.74
Warren	2,745	67,245	428,985		156.28
Warrumbungle	9,399	87,458	792,672		84.34
Waverley	74,114	237,170	6,926,907		93.46
Weddin	3,636	69,428	192,861		53.04
Wentworth	7,042	76,721	522,655		74.22
Willoughby	80,339	252,421	6,710,745		83.53
Wingecarribee	50,493	180,610	2,005,458		39.72
Wollondilly	52,230	184,865	1,570,212		30.06
Wollongong	216,071	587,043	12,196,378		56.45
Woollahra	58,964	200,052	6,124,627		103.87
Yass Valley	16,953	97,747	371,253		21.90
<b>Total</b>	<b>7,985,324</b>	<b>27,111,044</b>	<b>372,328,356</b>		

# Murray River Council has multiple cooperative arrangements for the delivery of library services to residents. See Central Murray Regional Library (NSW) for Mathoura, Campaspe Regional Library (Vic) for Moama and Swan Hill Regional Library (Vic) for Barham and Moulamein.

## Excludes building related costs ie building maintenance/repairs, cleaning, rates, depreciation, utility costs etc

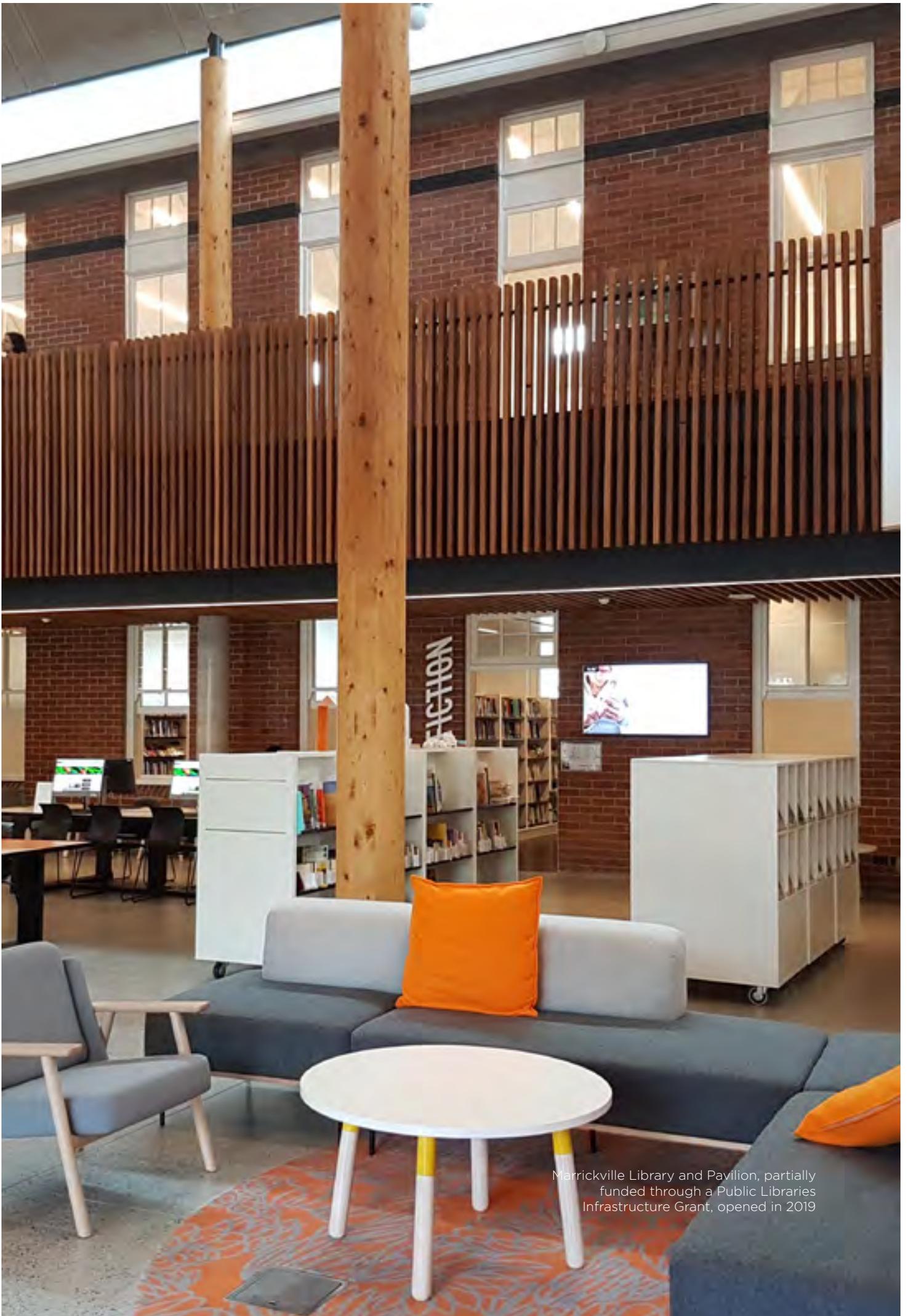
## PUBLIC LIBRARY INFRASTRUCTURE GRANTS

\$6 million was available for the first year of the new Public Library Infrastructure Grants program.

Forty-seven applications were received by the November 2019 closing date, requesting a total of \$12.3 million in funds. The Library Council Grants Committee considered the applications in February 2020 and made recommendations to the Library Council of NSW. These recommendations were endorsed by the Library Council and forwarded to the Minister, who approved the following projects in March 2020.

### 2019-20 PUBLIC LIBRARY INFRASTRUCTURE GRANTS

	Council	Project	Amount recommended
1	Bega Valley Shire	Make Space for Bermagui Library	\$192,800
2	Carrathool Shire	Mobile Library: Bringing the world to your door	\$196,000
3	Coffs Harbour City	Coffs Harbour Cultural and Civic Space (New Central Library)	\$500,000
4	Cumberland City	The Granville Centre – innovation in Granville Branch Library	\$251,490
5	Dungog Shire	Dungog Shire Library Extension 2020 and Beyond	\$500,000
6	Fairfield City	New Fairfield Library Branch Services	\$300,000
7	Hills Shire	Reaching Out Over The Hills – Outreach services for growth areas here and now (mobile library)	\$76,072
8	Hornsby Shire	Refurbishment of Hornsby Central Library	\$408,522
9	Kempsey Shire	Kempsey Library – Innovative creative spaces project	\$460,785
10	MidCoast	Spacemaking: Evolving Wingham Library	\$500,000
11	Moree Plains Shire	Fit Out of Mobile Library Service for Moree Plains Shire Council	\$117,515
12	Murray River	Murray River Mobile Library Service	\$200,000
13	Nambucca Valley	Nambucca Heads Library: a contemporary fit-out for the future	\$324,749
14	Parkes Shire	Enhancing the Vision, Completing the Dream: Parkes Library redevelopment project	\$161,000
15	Richmond Valley	Rejuvenate, remodel, renew and refresh the Evans Head Library	\$399,053
16	Shellharbour City	Shell Cove Library: a new library at The Waterfront	\$500,000
17	Tamworth Regional	Expansion and Revitalisation of Kootingal Library	\$200,000
18	Temora Shire	Temora Library Upgrade	\$189,014
19	Walcha	Improving library accessibility	\$23,000
20	Wentworth Shire	Wentworth Shire Library Relocation	\$500,000
	<b>Total</b>		<b>\$6,000,000</b>



Murrumbidgee Library and Pavilion, partially funded through a Public Libraries Infrastructure Grant, opened in 2019



Family Fun Sunday



# FINANCIAL OVERVIEW

# Financial overview

The Library Council of New South Wales comprises the Library Council of New South Wales (the parent entity) the State Library of New South Wales Foundation and the Library Council of New South Wales Staff Agency.

The surplus for the year was \$7.3 million compared with a budget surplus of \$1.7 million for the same period and a surplus of \$7.2 million for the prior year.

The table below compares the 2019–20 actual results with the 2019–20 budget and the preliminary 2020–21 budget. The finalised 2020–21 budget will be published in the NSW State Budget Papers on 17 November 2020.

Income	Budget 2020 \$'000	Actual 2020 \$'000	Budget 2021 \$'000
<b>Income</b>			
Sale of goods & services	1,969	1,152	1,973
Investment income	1,296	519	1,296
Grants & contributions	102,219	104,301	104,334
Other income	10	416	10
<b>Total income</b>	<b>105,494</b>	<b>106,388</b>	<b>107,613</b>
<b>Less:</b>			
<b>Expenses</b>			
Other expenses	51,784	50,520	50,490
Depreciation & amortisation	15,477	12,099	15,477
Grants & subsidies	36,478	36,478	37,558
<b>Total expenses</b>	<b>103,739</b>	<b>99,097</b>	<b>103,525</b>
Gain/(Loss) on disposal	(21)	7	(21)
<b>Surplus/(deficit) for the year</b>	<b>1,734</b>	<b>7,298</b>	<b>4,067</b>

The favourable variance in the surplus for the year in 2019–20 of \$5.6 million is the result of higher than budgeted grants and contributions income by the Foundation (donations and bequests), lower than budgeted depreciation and lower expenditure which was largely due to the Library's closure as a result of COVID-19. The closure also resulted in a partial offset through lower sale of goods.

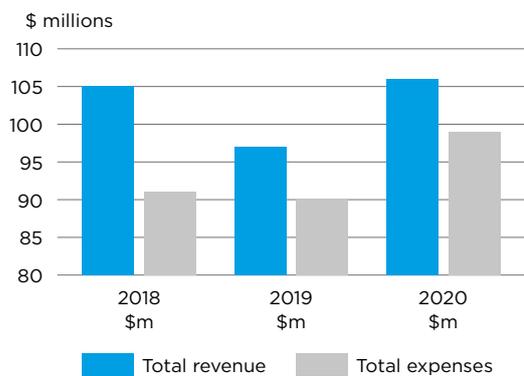
The following tables and graph provide a three-year analysis of actual results for the Library.

Income	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2020 \$'000
<b>Income</b>			
Sale of goods & services	1,446	1,640	1,152
Investment income	1,749	2,065	519
Grants & contributions	101,121	93,076	104,301
Other income	253	474	416
<b>Total income</b>	<b>104,569</b>	<b>97,255</b>	<b>106,388</b>
<b>Less:</b>			
<b>Expenses</b>			
Other expenses	48,543	52,098	50,520
Depreciation & amortisation	13,956	13,446	12,099
Grants & subsidies	28,847	24,529	36,478
<b>Total expenses</b>	<b>91,346</b>	<b>90,073</b>	<b>99,097</b>
Gain/ (Loss) on disposal	(14)	28	7
<b>Surplus/(deficit) for the year</b>	<b>13,209</b>	<b>7,210</b>	<b>7,298</b>

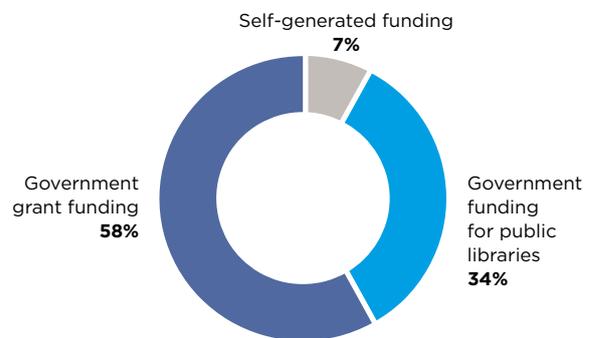
The increase in grants and contribution income in 2020 from 2019, and the corresponding drop in grants & subsidies expenses is the result of a \$11.9m increase in Public Library funding.

## TOTAL REVENUE AND TOTAL EXPENSES

	2018 \$m	2019 \$m	2020 \$m
Total revenue	105	97	106
Total expenses	91	90	99



Self-generated funding	7,781	7%
Government funding for public libraries	36,478	34%
Government grant funding	62,129	58%
<b>Total income</b>	<b>106,388</b>	<b>100%</b>



The Library has a number of sources of revenue which are categorised into Government grant funding and self-generated. Approximately 7% of revenue is self-generated by the Library. The following tables and graph show total 2019-20 revenue and expenses.

## GOVERNMENT GRANTS

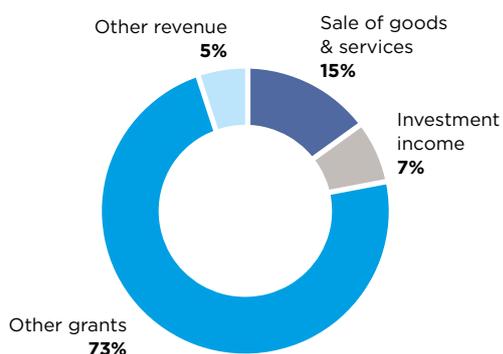
Government grants comprise grants and subsidies paid by the Library to public libraries throughout NSW, recurrent, capital, employment related and other grants to operate the Library. Over the past three years the Library received the following Government grants.

Government grant funding	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2020 \$'000
Recurrent funding	41,613	42,999	42,977
Public libraries grants & subsidies funding	28,847	24,528	36,478
Capital funding	16,566	14,827	14,544
Employment grants (Crown)	2,177	3,164	2,580
Other Government grants	824	1,317	2,028
<b>Total Government grant funding</b>	<b>90,027</b>	<b>86,835</b>	<b>98,607</b>

## SELF-GENERATED REVENUE

Self-generated revenue includes donations, corporate sponsorships, bequests, sales of goods and services and investment income. Self-generated revenue by category over the past three years follows.

Self-generated revenue	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2020 \$'000
Sale of goods & services	1,446	1,640	1,152
Investment income	1,749	2,065	519
Other grants	11,094	6,241	5,694
Other revenue	253	474	416
<b>Total self-generated revenue</b>	<b>14,542</b>	<b>10,420</b>	<b>7,781</b>



## EXPENSES

Total expenses increased by \$9.0 million in 2019–20 as a result of an increase in the payment of Public Library Infrastructure Grants. This is partially offset by a decrease in depreciation and operating expenditure due to the Library's closure as result of COVID-19.

Expenses	Actual 2018 \$'000	Actual 2019 \$'000	Actual 2020 \$'000
Personnel service expense	30,265	32,519	32,841
Other expenses	18,278	19,579	17,679
Depreciation expense	13,956	13,446	12,099
Grants & subsidies	28,847	24,529	36,478
<b>Total Expenses</b>	<b>91,346</b>	<b>90,073</b>	<b>99,097</b>

## INVESTMENT PERFORMANCE

The Library's investments are managed by the NSW Treasury Corporation (T-Corp) in accordance with NSW Treasury requirements under the Public Authorities (Financial Arrangements) Act 1987.

The products utilised by the Library are the Hour Glass Medium Term Growth Facility and the T-Corp Short Term Income Facility.

As at 30 June 2020 the value of financial assets within T-Corp Short Term Investment Facility was \$3.9 million (2019: \$2.0 million) and T-Corp's Hour Glass Medium Term Growth Facility was \$25.4 million (2019: \$25.1 million). The Library achieved a lower investment return in the year of 0.4% in the Medium Term Growth Facility and 1.6% in the Short-Term Investment Facility as a result of the impact of COVID-19 on markets.

Returns achieved over the past three years are shown in the following table.

Investment facilities	2017-18 %	2018-19 %	2019-20 %
T-Corp – Medium Term Growth Facility	5.1%	6.4%	0.4%
T-Corp Short-Term Cash Investments	N/A	1.7%	1.6%

## PAYMENT OF ACCOUNTS

The Library’s accounts payable performance in 2019–20 is shown below. The nature of payment arrangements and conclusion to contractual obligations to vendors/suppliers to the Library inevitably resulted in delays on some payments.

### ACCOUNTS PAID ON TIME WITHIN EACH QUARTER

Quarter	Actual number %	Target number %	Total paid \$'000	Paid on time \$'000
September 2019	78%	100%	17,867	13,989
December 2019	96%	100%	30,531	29,449
March 2020	89%	100%	15,757	14,025
June 2020	83%	100%	18,100	15,050

### ACCOUNTS PAYABLE PERFORMANCE AGED ANALYSIS AT END OF EACH QUARTER

Quarter	Current up to 30 days \$'000	30 days overdue \$'000	60 days overdue \$'000	More than 60 days overdue \$'000
September 2019	509	81	8	0
December 2019	595	12	0	2
March 2020	804	14	0	0
June 2020	2,697	265	0	0

## CONSULTANTS

The Library engaged two consultants costing a total of \$17,590 during the reporting period. Consultancies included: finance and accounting (one engagement costing \$12,750) and training (one engagement costing \$4840).



Professor Sally Young,  
Coral Thomas Fellow 2020,  
Mitchell Reading Room



LIBRARY COUNCIL OF NEW SOUTH WALES

# FINANCIAL REPORT 2019-20

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## INDEPENDENT AUDITOR'S REPORT

### Library Council of New South Wales

To Members of the New South Wales Parliament

#### Opinion

I have audited the accompanying financial statements of Library Council of New South Wales (the Library), which comprise the Statements of comprehensive income for the year ended 30 June 2020, the Statements of financial position as at 30 June 2020, the Statements of changes in equity and the Statements of cash flows for the year then ended, notes comprising a Summary of significant accounting policies and other explanatory information, and the Responsible Persons' Declaration of the Library and the consolidated entity. The consolidated entity comprises the Library and the entities it controlled at the year's end or from time to time during the financial year.

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Library and the consolidated entity as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (PF&A Act) and the Public Finance and Audit Regulation 2015
- have been prepared in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012* and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

My opinion should be read in conjunction with the rest of this report.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Library and the consolidated entity in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Other Information**

The Library's annual report for the year ended 30 June 2020 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Library Council is responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the Statement by the Library Council in accordance with section 41C of the PF&A Act.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Library Council's Responsibilities for the Financial Statements**

The Library Council is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, the PF&A Act, and the *Australian Charities and Not-for-Profits Commission Act 2012*, and for such internal control as the Library Council determines is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Library Council is responsible for assessing the Library and the consolidated entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar3.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar3.pdf). The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Library and the consolidated entity carried out its activities effectively, efficiently and economically
- about the assumptions used in formulating the budget figures disclosed in the financial statements
- about the security and controls over the electronic publication of the audited financial statements on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

A handwritten signature in black ink, appearing to read 'Margaret Crawford', is centered on a white rectangular background.

Margaret Crawford  
Auditor-General for New South Wales

9 October 2020  
SYDNEY

**LIBRARY COUNCIL OF NEW SOUTH WALES**

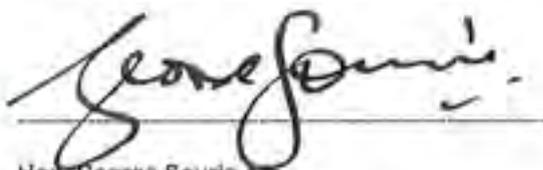
**STATEMENT IN ACCORDANCE WITH SECTION 41C(1B)  
OF THE *PUBLIC FINANCE AND AUDIT ACT 1983***

Pursuant to Section 41C(1B) of the *Public Finance and Audit Act 1983*, and in accordance with a resolution of the members of the Library Council of New South Wales, on recommendation of the Audit and RBK Committee, we declare on behalf of the Library Council of New South Wales that, in our opinion:

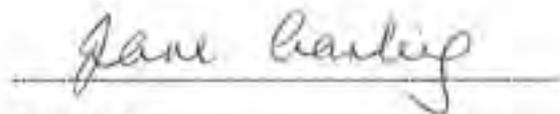
The accompanying financial statements have been prepared in accordance with:

- i. applicable Australian Accounting Standards (including Australian Accounting Interpretations) and other mandatory professional reporting requirements;
  - ii. the requirements of the *Public Finance and Audit Act 1983* and *Public Finance and Audit Regulation 2015*;
  - iii. Treasurer's Directions issued by the Treasurer under section 9(2)(n) of the Act.
- 
- a) The accompanying financial statements exhibit a true and fair view of the financial position of the Library Council as at 30 June 2020 and its financial performance for the year then ended.
  - b) There are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.
  - c) There are reasonable grounds to believe that the Library Council of New South Wales is able to pay all of its debts as and when they become due and payable.

This declaration is made in accordance with the resolution of the Library Council and signed on behalf of the Council by:



Hon. George Souris AM  
President  
Library Council of New South Wales



Jane Garling  
Member  
Library Council of New South Wales

SYDNEY, 01<sup>st</sup> October 2020

**LIBRARY COUNCIL OF NEW SOUTH WALES**

**Beginning of the audited financial statements**

**RESPONSIBLE PERSONS' DECLARATION**

*Per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013*

The responsible persons declare that in the responsible persons' opinion:

- (a) there are reasonable grounds to believe that the registered Entity is able to pay all of its debts, as and when they become due and payable; and
- (b) the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and the associated regulations.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

  
Hon. George Souris AM

  
Jane Garling

Dated at Sydney this 01 Day of October 2020

LIBRARY COUNCIL OF NEW SOUTH WALES

Financial statements for the year ended 30 June 2020

**STATEMENTS OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2020**

	Notes	Consolidated			Parent Entity	
		Actual 2020 \$'000	Budget 2020 \$'000	Actual 2019 \$'000	Actual 2020 \$'000	Actual 2019 \$'000
<b>Expenses excluding losses</b>						
Personnel services	2(a)	-	-	-	32,262	31,932
Employee related expenses	2(b)	32,841	34,083	32,519	-	-
Other operating expenses	2(c)	17,679	17,701	19,579	17,614	19,485
Depreciation and Amortisation	2(d)	12,099	15,477	13,446	12,099	13,446
Grants and subsidies	2(e)	36,478	36,478	24,529	36,478	24,529
<b>Total expenses excluding losses</b>		<b>99,097</b>	<b>103,739</b>	90,073	<b>98,453</b>	89,392
<b>Revenue</b>						
Sale of goods and services	3(a)	1,152	1,969	1,640	1,152	1,640
Investment revenue	3(b)	519	1,296	2,065	435	964
Grants and contributions	3(c)	104,301	102,219	93,076	101,728	96,273
Other revenue	3(d)	416	10	474	356	327
<b>Total revenue</b>		<b>106,388</b>	<b>105,494</b>	97,255	<b>103,671</b>	99,204
<b>Gain/(Loss) on Disposal</b>	4	<b>7</b>	<b>(21)</b>	28	<b>7</b>	28
<b>Net result</b>		<b>7,298</b>	<b>1,734</b>	7,210	<b>5,225</b>	9,840
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to net result</b>						
Changes in revaluation surplus of property, plant and equipment	14	(296,306)	-	(119,796)	(296,306)	(119,796)
<b>Total other comprehensive income</b>		<b>(296,306)</b>	-	(119,796)	<b>(296,306)</b>	(119,796)
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(289,008)</b>	<b>1,734</b>	(112,586)	<b>(291,081)</b>	(109,956)

The accompanying notes form part of these financial statements

## LIBRARY COUNCIL OF NEW SOUTH WALES

STATEMENTS OF FINANCIAL POSITION  
AS AT 30 JUNE 2020

	Notes	Consolidated			Parent Entity	
		Actual	Budget	Actual	Actual	Actual
		2020 \$'000	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents	8	2,779	2,707	4,300	186	1,517
Receivables	9	1,725	1,301	2,099	2,124	2,756
Inventories	10	209	262	233	209	233
Financial assets at fair value	11(a)	5,026	4,959	5,942	60	40
<b>Total current assets</b>		<b>9,739</b>	<b>9,229</b>	12,574	<b>2,579</b>	4,546
<b>Non-current assets</b>						
Financial assets at fair value	11(b)	24,179	23,403	21,196	11,128	11,140
Property, plant and equipment	12	1,921,403	2,215,145	2,219,178	1,921,403	2,219,178
Intangible assets	13	67,412	66,459	61,198	67,412	61,198
<b>Total non-current assets</b>		<b>2,012,994</b>	<b>2,305,007</b>	2,301,572	<b>1,999,943</b>	2,291,516
<b>Total assets</b>		<b>2,022,733</b>	<b>2,314,236</b>	2,314,146	<b>2,002,522</b>	2,296,062
<b>Liabilities</b>						
<b>Current liabilities</b>						
Payables	16	6,505	7,994	9,503	11,410	13,883
Provisions	17	4,996	4,006	4,417	-	-
<b>Total current liabilities</b>		<b>11,501</b>	<b>12,000</b>	13,920	<b>11,410</b>	13,883
<b>Non-current liabilities</b>						
Payables	16	-	-	-	137	123
Provisions	17	137	101	123	-	-
<b>Total non-current liabilities</b>		<b>137</b>	<b>101</b>	123	<b>137</b>	123
<b>Total liabilities</b>		<b>11,638</b>	<b>12,101</b>	14,043	<b>11,547</b>	14,006
<b>Net assets</b>		<b>2,011,095</b>	<b>2,302,135</b>	2,300,103	<b>1,990,975</b>	2,282,056
<b>Equity</b>						
Reserves		331,896	628,202	628,202	331,896	628,202
Accumulated funds		1,679,199	1,673,933	1,671,901	1,659,079	1,653,854
<b>Total equity</b>		<b>2,011,095</b>	<b>2,302,135</b>	2,300,103	<b>1,990,975</b>	2,282,056

The accompanying notes form part of these financial statements

## LIBRARY COUNCIL OF NEW SOUTH WALES

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2020

2020	Notes	Consolidated			Parent		
		Accumulated Funds	Asset Revaluation Surplus	Total	Accumulated Funds	Asset Revaluation Surplus	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Balance as at 1/7/2019</b>		<b>1,671,901</b>	<b>628,202</b>	<b>2,300,103</b>	<b>1,653,854</b>	<b>628,202</b>	<b>2,282,056</b>
<b>Net result for the year</b>		<b>7,298</b>	<b>-</b>	<b>7,298</b>	<b>5,225</b>	<b>-</b>	<b>5,225</b>
Other comprehensive income							
Net change in revaluation of property, plant & equipment	14	-	(296,306)	(296,306)	-	(296,306)	(296,306)
<b>Total other comprehensive income</b>		<b>-</b>	<b>(296,306)</b>	<b>(296,306)</b>	<b>-</b>	<b>(296,306)</b>	<b>(296,306)</b>
<b>Total comprehensive income for the year</b>		<b>7,298</b>	<b>(296,306)</b>	<b>(289,008)</b>	<b>5,225</b>	<b>(296,306)</b>	<b>(291,081)</b>
<b>Balance at 30/06/2020</b>		<b>1,679,199</b>	<b>331,896</b>	<b>2,011,095</b>	<b>1,659,079</b>	<b>331,896</b>	<b>1,990,975</b>

The accompanying notes form part of these financial statements

## LIBRARY COUNCIL OF NEW SOUTH WALES

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2020 (CONTINUED)**

2019	Notes	Consolidated			Parent		
		Accumulated Funds	Asset Revaluation Surplus	Total	Accumulated Funds	Asset Revaluation Surplus	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Balance at 1/7/2018</b>		<b>1,664,691</b>	<b>747,998</b>	<b>2,412,689</b>	<b>1,644,014</b>	<b>747,998</b>	<b>2,392,012</b>
<b>Net result for the year</b>		<b>7,210</b>	<b>-</b>	<b>7,210</b>	<b>9,840</b>	<b>-</b>	<b>9,840</b>
Other comprehensive income							
Net change in revaluation of property, plant & equipment	14	-	(119,796)	(119,796)	-	(119,796)	(119,796)
<b>Total other comprehensive income</b>		<b>-</b>	<b>(119,796)</b>	<b>(119,796)</b>	<b>-</b>	<b>(119,796)</b>	<b>(119,796)</b>
<b>Total comprehensive income for the year</b>		<b>7,210</b>	<b>(119,796)</b>	<b>(112,586)</b>	<b>9,840</b>	<b>(119,796)</b>	<b>(109,956)</b>

The accompanying notes form part of these financial statements

## LIBRARY COUNCIL OF NEW SOUTH WALES

STATEMENTS OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2020

	Notes	Consolidated			Parent Entity	
		Actual 2020 \$'000	Budget 2020 \$'000	Actual 2019 \$'000	Actual 2020 \$'000	Actual 2019 \$'000
<b>Cash flows from operating activities</b>						
<b>Payments</b>						
Personnel services		-	-	-	28,857	28,385
Employee related expenses		29,437	31,744	28,972	-	-
Grants and subsidies		36,478	36,478	24,529	36,478	24,529
Other		22,301	17,141	22,073	22,239	21,997
<b>Total payments</b>		<b>88,216</b>	<b>85,363</b>	75,574	<b>87,574</b>	74,911
<b>Receipts</b>						
Sale of goods and services		1,267	1,969	1,804	1,267	1,804
Cash flows from government		95,532	96,049	82,917	95,532	82,917
Other grants and contributions		5,717	3,831	6,024	3,429	9,279
Interest received		402	296	487	397	478
Other		3,349	-	3,267	3,210	3,136
<b>Total receipts</b>		<b>106,267</b>	<b>102,145</b>	94,499	<b>103,835</b>	97,614
<b>Net cash flows from operating activities</b>	22	<b>18,051</b>	<b>16,782</b>	18,925	<b>16,261</b>	22,703
<b>Cash flows from investing activities</b>						
Proceeds from sale of financial assets at fair value through profit or loss	11(c)	2,893	-	7,580	30	69
Purchases of property, plant and equipment, collection assets and intangibles		(17,622)	(10,858)	(20,424)	(17,622)	(20,424)
Purchases of financial assets at fair value through profit or loss	11(c)	(4,843)	(4,773)	(5,057)	-	(3,000)
<b>Net cash flows from investing activities</b>		<b>(19,572)</b>	<b>(15,631)</b>	(17,901)	<b>(17,592)</b>	(23,355)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(1,521)</b>	<b>1,151</b>	1,024	<b>(1,331)</b>	(652)
Cash and cash equivalents at beginning of financial year		4,300	1,556	3,276	1,517	2,169
<b>Cash and cash equivalents at end of financial year</b>	8	<b>2,779</b>	<b>2,707</b>	4,300	<b>186</b>	1,517

The accompanying notes form part of these financial statements

## LIBRARY COUNCIL OF NEW SOUTH WALES

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1. Summary of significant accounting policies

#### (a) Reporting Entity

The Library Council of New South Wales (the Library) is a NSW government Entity. The Library is a not-for-profit Entity (as profit is not its principal objective) and it has no cash generating units. The reporting Entity is consolidated as part of the NSW Total State Sector Accounts.

The consolidated Library Council of New South Wales as a reporting Entity, comprises all the entities under its control, namely: the Library Council of New South Wales (the parent Entity), the State Library of New South Wales Foundation (the Foundation) and the Library Council of New South Wales Staff Agency (Staff Agency).

The Foundation's Trust Deed provides for monetary support for the development of the Australian cultural heritage collections of the Library. To benefit the Library, the Foundation also attracts and encourages donations, gifts, bequests, endowments, raises finance for the acquisition and preservation of objects of historic, educational and/or social interest, collections and artefacts. The Foundation maintains and supports the work of the Friends of the Library who are a vital part of the Library's operational and fundraising efforts.

The Library Council of New South Wales Staff Agency was created under the *Government Sector Employment Act 2013* to exercise employer functions of Government in relation to the State Library commencing 24 February 2014.

In the process of preparing the consolidated financial statements for the economic Entity, consisting of the controlling and controlled entities, all inter-entity transactions and balances have been eliminated, and like transactions and other events are accounted for using uniform accounting policies.

These financial statements for the year ended 30 June 2020 have been authorised for issue by the Library Council on 15 September 2020.

#### (b) Basis of preparation

The Entity's financial statements are general purpose financial statements which have been prepared in accordance with:

- applicable Australian Accounting Standards including Australian Accounting Interpretations
- the requirements of the *Public Finance and Audit Act, 1983* and *Public Finance and Audit Regulation 2015*
- Treasurer's Directions issued under the Act
- the requirements of the *Australian Charities and Not-for-Profits Commission Act 2012* and the Australian Charities and Not-for-Profits Commission Regulation 2013

Property, plant and equipment, collection assets and certain financial assets and liabilities are measured at fair value. Other financial statement items are prepared on an accrual basis and prepared in accordance with the historical cost convention except where specified otherwise.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial statements. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

##### i. Going concern assumption

The financial statements have been prepared on a going concern basis which assumes that repayment of debts will be met as and when they fall due, without any intention or necessity to liquidate non-financial assets.

Whilst the Library Council consolidated entity's current liabilities exceed current assets by \$1.7 million at 30 June 2020, the Library Council members have determined the going concern assertion is valid for the 30 June 2020 financial statements on the basis of agreed contributions from its controlled entity (the State Library of NSW Foundation) and Government grants.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**1. Summary of significant accounting policies (continued)**

**(b) Basis of preparation (continued)**

**i. Going concern assumption (continued)**

The Library Council of NSW receives its funding under appropriations from the Consolidated Fund / grant funding received from Department of Premier and Cabinet which receives appropriations from the Consolidated Fund. Appropriations for each financial year are set out in the Appropriation Bill that is prepared and tabled for that year. Due to COVID-19, the State Budget and related 2020-21 Appropriation Bill has been delayed until November/December 2020. However, pursuant to section 4.10 of the GSF Act, the Treasurer has authorised Ministers to spend specified amounts from Consolidated Fund. This authorisation is current from 1 July 2020 until the release of the 2020-21 Budget or Appropriation Bill.

**ii. Assessment of COVID-19 impact**

The Entity has assessed the impact of COVID-19 on the financial statements and in particular, the basis of preparation as a going concern.

The Entity is largely reliant on grant income and the temporary closure of the Library did not have any material economic implications. The current control environment supports remote working and the Entity did not note any breakdowns in internal controls during the closure. The Entity has also not experienced any significant cash flow issues to date or foresee any issues in cashflow as a result of COVID.

The asset classes that are most significant to the Entity are Land and Buildings and Collection Assets. Indexing reports have been received from valuers to account for the time difference between the valuation completion date and year end. With respect to potential impairment from declines in the market due to COVID-19, this could only have a significant effect on Land and Buildings. The Valuer General is of the opinion that there is not enough data currently in the market to assess the impact of a decrease in values and therefore management are of the opinion that any potential for impairment cannot be reasonably quantified without reliable data.

The Entity's only investments are with the NSW Treasury Corporation (TCorpIM). TCorpIM Funds are managed and their performance is evaluated on a fair value basis. These are measured at fair value through profit and loss.

The Entity's exposure to credit risk is low due to low exposure to trade receivables and other financial assets in TCorp are guaranteed by the State.

Overall, the Entity has limited financial exposure to the effects COVID-19 and has not needed to change to the basis of preparation of the financial statements as a going concern.

**(c) Statement of compliance**

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations (AAS).

**(d) Accounting for the Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except that:

- i. the amount of GST incurred by the Entity as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense; and
- ii. receivables and payables are stated with the amount of GST included;

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**1. Summary of significant accounting policies (continued)**

**(d) Accounting for the Goods and Services Tax (GST) (continued)**

Cash flows are included in the cash flow statement on a gross basis. However, the GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

**(e) Foreign currency translation**

Transactions in foreign currencies are recorded using the spot rate at the date the transaction first qualifies for recognition.

Monetary assets and liabilities denominated in foreign currencies are translated at the functional currency spot rates of exchange at the end of the reporting date.

Differences arising on settlement or translation of monetary items are recognised in net result.

**(f) Comparative information**

Except when an Australian Accounting Standards (AAS) permits or requires otherwise, comparative information is presented in respect of the previous period for all amounts reported in the financial statements.

**(g) Changes in accounting policy, including new or revised Australian Accounting Standards**

**i. Effective for the first time in 2019–20**

The Entity applied AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities for the first time. The nature and effect of the changes as a result of adoption of these new accounting standards are described below.

Several other amendments and interpretations apply for the first time in FY2019-20, but do not have an impact on the financial statements of the Entity.

**AASB 15 Revenue from Contracts with Customers**

AASB 15 supersedes AASB 111 Construction Contracts, AASB 118 Revenue and related Interpretations and it applies, with limited exceptions, to all revenue arising from contracts with customers. AASB 15 establishes a five-step model to account for revenue arising from contracts with customers and requires that revenue be recognised at an amount that reflects the consideration to which an Entity expects to be entitled in exchange for transferring goods or services to a customer.

AASB 15 requires entities to exercise judgement, taking into consideration all of the relevant facts and circumstances when applying each step of the model to contracts with their customers. The standard also specifies the accounting for the incremental costs of obtaining a contract and the costs directly related to fulfilling a contract. In addition, the standard requires relevant disclosures.

In accordance with the transition provisions in AASB 15, the Entity has adopted AASB 15 retrospectively with the cumulative effect of initially applying the standard recognised at the date of initial application, i.e. 1 July 2019.

The adoption of AASB 15 has had no material impact on the Financial Statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1. Summary of significant accounting policies (continued)

#### (g) Changes in accounting policy, including new or revised Australian Accounting Standards (continued)

##### i. Effective for the first time in 2019–20 (continued)

###### AASB 16 Leases

AASB 16 requires the entity to account for all leases under a single on balance sheet model similar to the accounting for finance leases under AASB 117. As the lessee, the entity recognises a lease liability and right-of-use asset at the inception of the lease. The lease liability is measured at the present value of the future lease payments, discounted using the interest rate implicit in the lease, or the lessee's incremental borrowing rate if the interest rate implicit in the lease cannot be readily determined. The corresponding right-of-use asset is measured at the value of the lease liability adjusted for lease payments before inception, lease incentives, initial direct costs and estimates of costs for dismantling and removing the asset or restoring the site on which it is located.

The adoption of AASB 16 has had no material impact on the Financial Statements.

###### AASB 1058 Income for Not-for-Profit Entities

AASB 1058 replaces most of the existing requirements in AASB 1004 Contributions. The scope of AASB 1004 is now limited mainly to contributions by owners (including parliamentary appropriations that satisfy the definition of a contribution by owners), administrative arrangements and liabilities of government departments assumed by other entities.

AASB 1058 applies to income with a donation component, i.e. transactions where the consideration to acquire an asset is significantly less than fair value principally to enable a not-for-profit Entity to further its objectives; and volunteer services. AASB 1058 adopts a residual approach, meaning that entities first apply other applicable Australian Accounting Standards to a transaction before recognising income.

Not-for-profit entities need to determine whether a transaction is a donation (accounted for under AASB 1058) or a contract with a customer (accounted for under AASB 15).

AASB 1058 requires recognition of receipt of an asset, after the recognition of any related amounts in accordance with other Australian Accounting Standards, as income:

- when the obligations under the transfer is satisfied, for transfers to enable an Entity to acquire or construct a recognisable non-financial asset that will be controlled by the Entity.
- immediately, for all other income within the scope of AASB 1058.

In accordance with the transition provisions in AASB 1058, the Entity has adopted AASB 1058 retrospectively with the cumulative effect of initially applying the standard at the date of initial application, i.e. 1 July 2019.

The adoption of AASB 1058 has had no material impact on the Financial Statements.

##### ii. Issued but not yet effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise. Certain new accounting standards and interpretations have been published that are not yet effective for 30 June 2020 reporting period. The following new Accounting Standard has not yet been adopted and is not yet effective:

- AASB 1059 Service Concession Arrangements: Grantors

AASB 1059 provides guidance for public sector entities (grantors) who enter into service concession arrangements with private sector operators for the delivery of public services.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**1. Summary of significant accounting policies (continued)**

**(g) Changes in accounting policy, including new or revised Australian Accounting Standards (continued)**

**ii. Issued but not yet effective (continued)**

An arrangement within the scope of AASB 1059 typically involves a private sector operator designing, constructing or upgrading assets used to provide public services, and operating and maintaining those assets for a specified period of time (e.g. roads, prisons, hospitals and energy suppliers). In return, the private sector operator is compensated by the public-sector Entity.

The Library has assessed the impact of those new standards and interpretations and considers the impact to be immaterial.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 2. Expenses

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(a) Personnel services</b>				
Salaries and wages (including recreation leave)	-	-	24,864	24,135
Superannuation – defined benefit plans	-	-	707	828
Superannuation – defined contribution plans	-	-	2,343	2,252
Long service leave	-	-	1,836	2,292
Workers' compensation insurance	-	-	537	402
Other personnel related services	-	-	1,975	2,023
<b>Total personnel services expense</b>	<b>-</b>	<b>-</b>	<b>32,262</b>	<b>31,932</b>
<b>(b) Employee related services</b>				
Salaries and wages (including recreation leave)	25,443	24,722	-	-
Superannuation – defined benefit plans	707	828	-	-
Superannuation – defined contribution plans	2,343	2,252	-	-
Long service leave	1,836	2,292	-	-
Workers' compensation insurance	537	402	-	-
Other employee related services	1,975	2,023	-	-
<b>Total employee related services expense</b>	<b>32,841</b>	<b>32,519</b>	<b>-</b>	<b>-</b>

Personnel services expenses of \$4.3 million have been capitalised as part of Collection Assets, Building Projects and the Digital Excellence Program during the year (2019: \$4.3 million). Personnel services/employee related expenses of \$1.3 million have been reclassified to Grants and Subsidies under Public Library subsidies and NSW.net service (2019: \$1.2 million).

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 2. Expenses (continued)

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(c) Other operating expenses</b>				
Auditor's remuneration – audit of financial reports	133	130	113	110
Cleaning	674	665	674	665
Cost of sales	308	327	308	327
Electricity	641	778	641	778
Exhibitions	305	789	305	789
Fees – contractors	1,528	2,049	1,521	2,028
Fees – general	1,337	1,986	1,331	1,982
Freight, Postage and Storage	2,693	2,741	2,693	2,741
Insurance	696	798	696	798
Telephone, Computer, Internet and data	258	379	258	379
Maintenance and repairs	4,203	3,946	4,203	3,946
Subscriptions	1,016	962	1,016	962
Travel and accommodation	174	217	171	215
Security	1,758	1,731	1,758	1,731
Sundry expenses	1,955	2,081	1,926	2,034
<b>Total other operating expenses</b>	<b>17,679</b>	<b>19,579</b>	<b>17,614</b>	<b>19,485</b>

#### Maintenance

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement or an enhancement of a part or component of an asset, in which case the costs are capitalised and depreciated.

#### Insurance

The Entity's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government entities. The expense (premium) is determined by the Fund Manager based on past claims experience.

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(d) Depreciation and Amortisation Expense</b>				
Computer equipment	670	517	670	517
Plant and equipment	1,381	1,525	1,381	1,525
Published collections	5,105	7,063	5,105	7,063
Buildings	3,402	3,130	3,402	3,130
Intangible assets	1,541	1,211	1,541	1,211
<b>Total depreciation and amortisation</b>	<b>12,099</b>	<b>13,446</b>	<b>12,099</b>	<b>13,446</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 2. Expenses (continued)

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(e) Grants and subsidies</b>				
Public Library subsidies including adjustments	27,111	20,275	27,111	20,275
Public Library Infrastructure Grants	6,000	-	6,000	-
Metropolitan Public Library Grants	-	1,000	-	1,000
NSW.net service	2,000	2,000	2,000	2,000
Co-operative and state wide projects	549	466	549	466
Services to public libraries	818	788	818	788
<b>Total grants and subsidies</b>	<b>36,478</b>	<b>24,529</b>	<b>36,478</b>	<b>24,529</b>

The grants and subsidies provide benefits to Public Libraries throughout NSW. The Public Library grants enable Public Libraries to develop quality services, build capacity in the Library workforce and ensure Library buildings, technology and facilities meet the needs of diverse communities across NSW. The grant includes a per capita subsidy of \$2.55 (2019 \$1.85) per head in the NSW population which is the main factor in determining the allocation of grants to the various councils. There are further Infrastructure Grants, state-wide projects and the NSW.net service which enables internet connections and access to online databases.

### 3. Revenue

	Consolidated	
	2020 \$'000	2019 \$'000
<b>Movement of Section 4.7 GSF Act - deemed appropriations:</b>		
Opening balance	-	-
Adjustment for appropriations deemed on commencement of section 4.7	4,300	-
<b>Adjusted opening balance</b>	<b>4,300</b>	<b>-</b>
Add: additions of deemed appropriations	109,160	113,055
Less: expenditure charged against deemed appropriations	(110,681)	(113,055)
<b>Closing balance</b>	<b>2,779</b>	<b>-</b>

#### Recognition and Measurement

Until 30 June 2019, except as specified below, appropriations are recognised as income when the entity obtains control over the assets comprising the appropriations. Control over appropriations is normally obtained upon the receipt of cash.

Appropriations are not recognised as income in the following circumstances:

- 'Equity appropriations' to fund payments to adjust a for-profit entity's capital structure are recognised as equity injections (i.e. contribution by owners) on receipt and equity withdrawals on payment to a for-profit entity.
- Lapsed appropriations are recognised as liabilities rather than income, as the authority to spend the money lapses and the unspent amount is not controlled by the department.

After AASB 15 and AASB 1058 became effective on 1 July 2019, the treatment of appropriations remains the same, because appropriations do not contain an enforceable sufficiently specific performance obligation as defined by AASB 15.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 3. Revenue (continued)

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(a) Sales of goods and services</b>				
Sales of goods				
Library shop sales	500	640	500	640
Other sales	213	469	213	469
Rendering of services				
Fees	257	316	257	316
Admissions	182	215	182	215
<b>Total sale of goods and services income</b>	<b>1,152</b>	<b>1,640</b>	<b>1,152</b>	<b>1,640</b>

#### Recognition until 30th June 2019

##### Sales of goods

Revenue from sale of goods is recognised as revenue when the entity transfers the significant risks and rewards of ownership of the assets.

##### Rendering of Services

Rendering of services is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

#### Recognition from 1st July 2019

##### Sales of goods

Revenue from sale of goods is recognised when the Entity satisfies a performance obligation by transferring the promised goods. The Entity typically satisfies its performance obligations when the control of the goods is transferred to the customers. Revenue from these sales is recognised based on the price specified in the contract, and revenue is only recognised to the extent that it is highly probable that a significant reversal will not occur.

##### Rendering of Services

Revenue from rendering of services is recognised when the Entity satisfies the performance obligation by transferring the promised services. The Entity typically satisfies its performance obligations when the service has been provided. The revenue is measured at the transaction price agreed under the contract.

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(b) Investment revenue</b>				
Interest received	5	9	-	-
Distribution from TCorpIM Funds	737	529	320	236
Gains/(losses) on TCorpIM Funds measured at fair value through profit and loss	(620)	1,049	(282)	250
Rent	380	448	380	448
Royalties	17	30	17	30
<b>Total investment revenue</b>	<b>519</b>	<b>2,065</b>	<b>435</b>	<b>964</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 3. Revenue (continued)

#### (b) Investment revenue (continued)

##### Interest Revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For financial assets that become credit impaired, the effective interest rate is applied to the amortised cost of the financial asset (i.e. after deducting the loss allowance for expected credit losses).

##### Rental income

Rental income arising from operating leases is accounted for on a straight-line basis over the lease term.

##### Royalties

Royalties are recognised when the performance obligation is satisfied. It is recognised at the estimated amount if the consideration is variable.

(c) Grants and contributions	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Government contributions				
Grants for operating activities	79,455	66,527	79,455	66,527
Grants for capital activities	14,544	14,827	14,544	14,827
	<b>93,999</b>	<b>81,354</b>	<b>93,999</b>	<b>81,354</b>
<b>Total grants from NSW Treasury/DPE</b>	<b>93,999</b>	<b>81,354</b>	<b>93,999</b>	<b>81,354</b>

##### Recognition until 30th June 2019

Grants and contributions, including donations, donated collection materials, government grants and services provided free of charge are generally recognised as income when the Library obtains control over the assets comprising the grants and contributions. Control over grants and contributions is normally obtained upon the receipt of cash.

##### Recognition from 1st July 2019

Grants and contributions, including donations, donated collection materials, government grants and services provided free of charge are generally recognised as income when the Entity obtains control over the assets comprising the grants and contributions. Control over grants and contributions is normally obtained upon the receipt of cash. However, when revenue from grants have sufficient performance obligations, revenue is recognised when the Entity satisfies these performance obligations within the contract.

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Personnel services benefits and liabilities provided free of charge by Library Council of New South Wales Staff Agency				
Superannuation – defined benefit	-	-	707	828
Long service leave	-	-	1,836	2,292
Payroll tax	-	-	37	44
	-	-	<b>2,580</b>	<b>3,164</b>
Acceptance by the Crown Entity of employee benefits and other liabilities				
Superannuation – defined benefit	707	828	-	-
Long service leave	1,836	2,292	-	-
Payroll tax	37	44	-	-
	<b>2,580</b>	<b>3,164</b>	-	-

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 3. Revenue (continued)

(c) Grants and contributions (continued)	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Other grants and contributions				
NSW Ministry of Health (1)	178	174	178	174
Create NSW Metropolitan Public Library Grant (2)	-	1,000	-	1,000
Bequests	845	830	-	-
Premier's Award Funding (3)	370	305	370	305
Donations of Original Material at Fair Value	682	1,341	682	1,341
Custodians Contributions	84	116	-	-
Contribution from State Library of NSW Foundation	-	-	2,253	7,510
Tech Savvy Seniors (4)	250	245	250	245
Veteran Affairs (5)	114	-	114	-
Vision Australia (6)	500	-	500	-
Other donations and grants	4,699	4,547	802	1,180
Total other grants and contributions	7,722	8,558	5,149	11,755
Total grants and contributions	104,301	93,076	101,728	96,273

1. NSW Ministry of Health Grant is a grant to improve the health of the people of NSW through increased education of the effects of alcohol and drugs.
2. Create NSW Metropolitan Public Library Grant was a grant to provide benefits to Metropolitan Public Libraries through improved services and technology.
3. Premier's Award Funding provides an opportunity to honour distinguished achievements by Australian writers during the year.
4. The Tech Savvy Seniors Grant provides digital literacy training to older NSW residents.
5. Veteran Affairs Grant provides website maintenance for the Register of War Memorials and Anzac Memorial websites.
6. The Vision Australia Grant enables the provision of expanded services and a greater selection of audio and braille books to those in NSW who are visually impaired.

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000

#### (d) Other revenue

Franking Credit refund	21	-	10	-
Member subscriptions	49	147	-	-
Insurance Claims	248	253	248	253
Other	98	74	98	74
<b>Total other revenue</b>	<b>416</b>	<b>474</b>	<b>356</b>	<b>327</b>

### 4. Gain/(loss) on disposal

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Property, plant and equipment	7	28	7	28
<b>Total gain/(loss) on disposal</b>	<b>7</b>	<b>28</b>	<b>7</b>	<b>28</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 5. The State Library of New South Wales Foundation

At 30 June 2020, the Foundation had \$20.1 million in net assets (2019: \$18.0 million). During the year the Foundation made a total contribution of \$2.3 million to the State Library (2019: \$7.5 million).

### 6. Conditional or restricted contributions

The balance of conditional or restricted contributions received that were not spent at the end of year amounted to \$2.5 million (2019: \$2.6 million).

### 7. Restricted assets

The Entity has assets valued in the consolidation at \$21.2 million as at 30 June 2020 (2019: \$19.8 million) which were originally received as bequests and other contributions. They are under various levels of restriction according to the conditions stipulated in the relevant documents. \$19.0 million has been invested in TCorpIM Funds investment facilities with the remaining \$2.2 million held under cash at year end.

### 8. Cash and cash equivalents

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Cash at bank and on hand	2,779	4,300	186	1,517
Total cash and cash equivalents	2,779	4,300	186	1,517

For the purposes of the Statement of Cash Flows, cash and cash equivalents includes cash at bank, cash on hand, short-term deposits with original maturities of three months or less and subject to an insignificant risk of changes in value, and net of outstanding bank overdraft.

### 9. Trade and other receivables

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Sale of goods and services	92	215	92	186
Less: Allowance for expected credit losses	(2)	(22)	(2)	(22)
Other debtors	10	12	6	5
State Library of New South Wales Foundation	-	-	401	689
Prepayments	1,196	1,390	1,196	1,390
Australian Taxation Office – GST recoverable	429	504	431	508
Total trade and other receivables	1,725	2,099	2,124	2,756
Movement in the allowance for expected credit losses				
Balance at 1 July under AASB 9	22	32	22	32
Increase/(decrease) in allowance recognised in net result	(20)	(10)	(20)	(10)
Balance at 30 June	2	22	2	22

#### Recognition and Measurement

Receivables are initially recognised at fair value plus any directly attributable transaction costs. Trade receivables that do not contain a significant financing component are measured at the transaction price.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 9. Trade and other receivables (continued)

#### Subsequent measurement

The Entity holds receivables with the objective to collect the contractual cash flows and therefore measures them at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

#### Impairment

The Entity recognises an allowance for expected credit losses (ECLs) for all debt financial assets not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows and the cash flows that the Entity expects to receive, discounted at the original effective interest rate.

For trade receivables, the Entity applies a simplified approach in calculating ECLs. The Entity recognises a loss allowance based on lifetime ECLs at each reporting date. The Entity has established a provision matrix based on its historical credit loss experience for trade receivables, adjusted for forward-looking factors specific to the receivable.

### 10. Inventories

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Held for resale finished goods (Library Shop) – at cost	209	233	209	233
	<b>209</b>	<b>233</b>	<b>209</b>	<b>233</b>

Inventories (other than those held for distribution) are stated at the lower of cost and net realisable value. Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. For many inventories held for distribution, a loss of service potential would be identified and measured based on the existence of a current replacement cost that is lower than the carrying amount.

### 11. Financial assets at fair value through profit or loss

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>(a) Current assets</b>				
TCorpIM Funds Short Term Income facility	3,851	2,036	-	-
TCorpIM Funds Medium Term Growth facility	1,175	3,906	60	40
	<b>5,026</b>	<b>5,942</b>	<b>60</b>	<b>40</b>
<b>(b) Non-current assets</b>				
TCorpIM Funds Medium Term Growth facility	24,179	21,196	11,128	11,140
	<b>24,179</b>	<b>21,196</b>	<b>11,128</b>	<b>11,140</b>
Total financial assets at fair value through profit or loss	<b>29,205</b>	<b>27,138</b>	<b>11,188</b>	<b>11,180</b>
<b>(c) Reconciliation of financial assets</b>				
Carrying amount at the start of the year	27,138	28,083	11,180	7,763
Additions	4,843	5,057	-	3,000
Distributions	737	529	320	236
Disposals	(2,893)	(7,580)	(30)	(69)
Revaluation gain/(loss) of financial instruments at fair value through profit or loss	(620)	1,049	(282)	250
Carrying amount at the end of the year	<b>29,205</b>	<b>27,138</b>	<b>11,188</b>	<b>11,180</b>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**11. Financial assets at fair value through profit or loss (continued)**

**Recognition and Measurement**

All 'regular way' purchases or sales of financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

The Entity's financial assets at fair value are classified, at initial recognition and subsequently measured at value through profit or loss. Transaction costs of financial assets carried at fair value through profit or loss are expensed in net results.

**Classification and measurement**

Financial assets at fair value through profit or loss include financial assets held for trading, financial assets designated upon initial recognition at fair value through profit or loss, or financial assets mandatorily required to be measured at fair value under AASB 9.

Financial assets are held for trading if acquired for the purpose of selling or repurchasing in the near term.

The Entity's only Financial Assets are with the NSW Treasury Corporation (TCorpIM). TCorpIM Funds are managed and their performance is evaluated on a fair value basis and therefore the business model is neither to hold to collect contractual cash flows or sell the financial asset. Hence these investments are mandatorily required to be measured at fair value through profit or loss.

A gain or loss on TCorpIM Funds that is measured at fair value is presented in 'investment revenue' in the period in which it arises.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 12. Property, plant and equipment

	Consolidated & Parent	
	2020 \$'000	2019 \$'000
<b>(a) Land and Buildings</b>		
Land		
At gross carrying amount	71,885	64,050
Net carrying amount at fair value	71,885	64,050
Buildings		
At gross carrying amount	287,954	279,926
Less accumulated depreciation	(61,019)	(64,022)
Net carrying amount at fair value	226,935	215,904
Total land and buildings	298,820	279,954
<b>(b) Plant and equipment</b>		
Computer equipment		
At gross carrying amount	4,586	4,292
Less accumulated depreciation	(2,642)	(2,122)
Net carrying amount at fair value	1,944	2,170
Other plant and equipment		
At gross carrying amount	16,879	16,510
Less accumulated depreciation	(14,382)	(13,036)
Net carrying amount at fair value	2,497	3,474
Total plant and equipment	4,441	5,644
<b>(c) Library Collection</b>		
Digital Assets		
At gross carrying amount	-	1,766
Net carrying amount at fair value	-	1,766
Manuscripts		
At gross carrying amount	301,410	300,947
Net carrying amount at fair value	301,410	300,947
Objects, Stamps and Currency		
At gross carrying amount	48,333	63,379
Net carrying amount at fair value	48,333	63,379
Pictorial		
At gross carrying amount	623,629	621,402
Net carrying amount at fair value	623,629	621,402
Photographs		
At gross carrying amount	42,899	42,715
Net carrying amount at fair value	42,899	42,715
Published		
At gross carrying amount	336,186	666,611
Less accumulated depreciation	(975)	(28,886)
Net carrying amount at fair value	335,211	637,725
Rare Published		
At gross carrying amount	266,660	265,646
Net carrying amount at fair value	266,660	265,646
Total Library Collection	1,618,142	1,933,580
Total property, plant and equipment	1,921,403	2,219,178

The Library's Digital Assets were reclassified to Intangible Assets in the year.  
Please note the Consolidated and Parent figures are the same and are therefore presented together.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 12. Property, plant and equipment (continued)

#### Recognition and Measurement

##### i. Acquisition of assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Entity and subsequently revalued at fair value less accumulated depreciation. Cost is the amount of cash or cash equivalents paid or the fair value of other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributable to that asset when initially recognised in accordance with the specific requirements of Australia Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition.

Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at measurement date.

The personnel services directly involved in the preservation and conservation of original materials, such that they become available and ready for use by the Entity, are capitalised as part of collection assets and are not depreciated.

##### ii. Capitalisation thresholds

Property, plant and equipment and intangible assets costing \$5,000 and above individually or forming part of a network or collection category costing more than \$5,000 are capitalised.

##### iii. Revaluation of property, plant and equipment

Physical non-current assets are valued in accordance with NSW Treasury's policy and guidelines paper TPP 14-01 'Valuation of Physical Non-Current Assets at Fair Value'. This policy adopts fair value in accordance with *AASB 13 Fair Value Measurement* and *AASB 116 Property, Plant and Equipment*.

Property, plant and equipment is measured at the highest and best use by market participants that is physically possible, legally permissible and financially feasible. The highest and best use must be available at a period that is not remote and take into account the characteristics of the asset being measured, including any socio-political restrictions imposed by government. In most cases, after taking into account these considerations, the highest and best use is the existing use. In limited circumstances, the highest and best use may be feasible alternative use, where there are no restrictions on use or where there is feasible higher restricted alternative use.

Fair value of property, plant and equipment is based on market participant's perspective, using valuation techniques (market approach, cost approach, income approach) that maximise relevant observable inputs and minimise unobservable inputs. Also refer to Note 15 for further information regarding fair value.

When an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs is revalued.

Non-specialised assets with short useful lives are measured at depreciated historical cost as an approximation of fair value. The Entity has assessed that any difference between fair value and depreciated historical cost is unlikely to be material.

Land and Buildings are revalued every three years. A revaluation for Land and Buildings was conducted as at March 2020 and was also based on an independent assessment by professional valuer Derek Hill through Property NSW.

The Entity performs a five year rolling revaluation of all the collection asset classes in compliance with *AASB 116*. Collection Assets have been split into six asset classes based on nature, use and factors driving the asset. The asset classes are as follows:

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 12. Property, plant and equipment (continued)

#### Recognition and Measurement (continued)

#### iii. Revaluation of property, plant and equipment (continued)

Asset Class	Year of Valuation	Valuer
Manuscripts	2019	Adrienne Carlson / Peter Tinslay
Objects, Stamps & Currency	2020	Noble Numismatics / Peter Tinslay
Pictorial	2018	Adrienne Carlson
Photographs	2019	Adrienne Carlson / Peter Tinslay
Published	2020	Adrienne Carlson
Rare Published	2017	Adrienne Carlson / Peter Tinslay

Collection Assets are revalued by external valuers based on market observations of prices for sales of collection items that are the same as or similar to items in the Library Collection. Two techniques are used by the valuer. All assets of high value (exceeding a designated threshold) are individually valued and classified as individually valued items (IVI). All other assets below the threshold are valued by stratified sampling across established collection categories that are relatively homogenous in value. (refer Note 15b for further details).

Splitting the Library collection into six asset classes has enabled greater scrutiny over the population of the collection and has allowed for more accurate sampling methodology. This has resulted in a large variance to previous valuations.

For the Published asset class the revaluation has resulted in a decrease in the net carrying value of \$299.6 million. (refer note 14). The decrease in the carrying value is largely the result of a change in methodology in the sub-category of Maps. The previous valuation in 2015 did not stratify the Map population and the average value of the sample was extrapolated over the total number of individual Maps. However, in the 2020 valuation, Maps were split into three homogenous strata, sampled and extrapolated over the number of catalogue records in each stratum.

The Objects, Stamps & Currency revaluation has resulted in a decrease of the net carrying value of \$15.4 million (refer note 14) as a result of changes in sampling methodology.

The Published asset class accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset. The net amount is then increased or decreased by the revaluation increments or decrements to restate the new fair market amount.

On the 31 January 2020 Land was revalued using the market approach and Buildings was revalued using the cost approach where the gross amount and the related accumulated depreciation were separately proportionally restated.

The revaluation of Land and Buildings resulted in a net increment of \$18.7 million in the year.

Fair value of Land and Buildings is determined by an appraisal undertaken by a professionally qualified valuer. When revaluing land and buildings with reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of assets), the gross amounts and the related accumulated depreciation amounts are separately restated.

Revaluation increments for all property, plant and equipment are recognised in other comprehensive income and credited to the revaluation reserve in equity. However, to the extent that an increment reverses a revaluation decrement in respect of the same class of asset previously recognised as a loss in the net result, the increment is recognised immediately as a gain in the net result.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**12. Property, plant and equipment (continued)**

**Recognition and Measurement (continued)**

**iii. Revaluation of property, plant and equipment (continued)**

Revaluation decrements for all property, plant and equipment are recognised immediately as a loss in the net result, except to the extent that it offsets an existing revaluation reserve on the same class of assets, in which case, the decrement is debited directly to the asset revaluation reserve. When revaluing non-current assets using the cost approach, the gross amount and the related accumulated depreciation are separately restated. Where the income approach or market approach is used, accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

The residual values, useful lives and methods of depreciation of property, plant and equipment are reviewed at each financial year end.

**iv. Impairment of assets**

As a not-for-profit Entity with no cash generating units, impairment under *AASB 136 Impairment of Assets* is unlikely to arise. As property, plant and equipment is carried at fair value, impairment can only arise in the rare circumstances where the costs of disposal are material.

The Entity assesses, at each reporting date, whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Entity estimates the asset's recoverable amount. When the carrying amount of an asset exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. The Library has assessed the impact of COVID-19 on the impairment of assets and found no material impact.

As a not-for-profit Entity, an impairment loss is recognised in the net result to the extent the impairment loss exceeds the amount in the revaluation surplus for the class of asset.

After an impairment loss has been recognised, it is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the net result and is treated as a revaluation increase. However, to the extent that an impairment loss on the same class of asset was previously recognised in the net result, a reversal of that impairment loss is also recognised in net result.

**v. Depreciation of property, plant and equipment**

- i. Except for land and heritage assets, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Entity. Useful lives, residual values and depreciation rates are reviewed on an annual basis.
- ii. All material separately identifiable component assets are depreciated over their shorter useful lives. The following estimated useful lives are used in the calculation of depreciation:

Buildings	50 years
Plant and equipment	7 years
Computer equipment	4 years
Library IT system	5 years
Published collection assets	see below

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 12. Property, plant and equipment (continued)

#### Recognition and Measurement (continued)

#### v. Depreciation of property, plant and equipment (continued)

- iii. Published collection assets are depreciated under the straight line bases according to the following major asset groupings:
- |  |                        |
|--|------------------------|
| Monographs, bound serials microfilm and microfiche | 30 years straight line |
| Multicultural materials                            | 3 years straight line  |
| Audio visual/electronic resources                  | 7 years straight line  |
- iv. The straight-line depreciation method is used for collection asset groups with much shorter service lives. Multicultural materials have continuing high levels of usage which impact service life and audio visual/electronic resources can incur technical obsolescence in addition to regular wear and tear. Monographs, bound serials microfilm and microfiche have a longer useful life as there is utility in being able to refer to an historical item for a piece of information missing from other sources, or to use a particular item as part of a longitudinal survey or contextual data.
- v. Land is not a depreciable asset. Certain heritage assets including original artworks and collections and heritage buildings may not have a limited useful life because appropriate curatorial and preservation policies are adopted. Such assets are not subject to depreciation. The decision not to recognise depreciation for these assets is reviewed annually.

The depreciation expense for Published Collection assets for the 2019–20 year was \$5.1 million and is included in the total depreciation charge of \$12.1 million shown in the Statement of Comprehensive Income.

### 13. Intangible assets

	Consolidated & Parent	
	2020 \$'000	2019 \$'000
Electronic Records Program		
At gross carrying amount	21,473	21,473
Net carrying amount at fair value	21,473	21,473
Digitisation of Collection Project		
At gross carrying amount	39,529	37,556
Net carrying amount at fair value	39,529	37,556
Other Intangibles		
At gross carrying amount	9,946	6,260
Less accumulated depreciation	(5,632)	(4,091)
	4,314	2,169
Digital Collections		
At gross carrying amount	2,096	-
Net carrying amount at fair value	2,096	-
Net carrying amount at fair value	67,412	61,198

Please note the Consolidated and Parent figures are the same and are therefore presented together.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**13. Intangible assets (continued)**

The Entity recognises intangible assets only if it is probable that future economic benefits will flow and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. All research costs are expensed. Development costs are only capitalised when certain criteria are met.

The useful lives of intangible assets are assessed to be either finite or indefinite. The useful life of an intangible asset that is not being amortised is reviewed each year to ensure that the indefinite useful life assessment continues to be appropriate.

Intangible assets with finite useful lives are amortised using the straight-line method over the estimated useful life of 5 years, amortisation period and method is to be reviewed at the end of each year. As there is no active market for the Entity's intangible asset, the assets are carried at cost less any applicable accumulated amortisation. The intangible assets with indefinite useful life are subject to an annual impairment review. If the recoverable amount is less than its carrying amount, the carrying amount is reduced to the recoverable amount and the reduction is recognised as an impairment loss.

The Electronic Records Project (creation of an electronic collection catalogue) was capitalised as an intangible asset in 2014. Electronic cataloguing will deliver an efficient and improved delivery model in managing the collection providing ongoing economic benefit. The information created by the project has an indefinite useful life and is therefore not amortised.

The Digitisation of Collection Project resulted in digital images of certain collection items being created. Digitised images deliver an efficient and improved access to the collection providing ongoing economic benefit. These digital assets have an existence and utility separate from the actual physical collection assets. The Digitisation of Collection once completed, will be regularly updated for acquisitions and disposals and therefore information has an indefinite useful life and is not amortised.

The Digital Collection items include both digital photographs and manuscripts reclassified from the tangible Collection. They have an infinite useful life and are therefore subject to an annual impairment review.

Other intangible assets include the Website and Online Systems and a Library Systems Integration Project. These assets have been assessed as having a finite useful life and are therefore amortised over their assessed useful life of 5 years.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 14. Reconciliation of property, plant & equipment, collection assets and intangible assets

#### 2020 Consolidated (including parent at same values)

Reconciliations of the carrying amounts of each class of property, plant and equipment and collection assets at the beginning and end of the current financial year are set out below.

2020	Land	Building	Computer Equipment	Plant & Equipment	Library Collection	Intangible Assets	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of the year	64,050	215,904	2,170	3,474	1,933,580	61,198	2,280,376
Additions	-	3,613	444	409	5,728	5,973	16,167
Reclassification of Digital Collection Assets	-	-	-	-	(1,766)	1,766	-
Donated materials valued at fair value	-	-	-	-	666	16	682
Net revaluation increments less revaluation decrements	7,835	10,820	-	-	(314,961)	-	(296,306)
Disposals – at cost	-	-	(150)	(40)	-	-	(190)
Disposals – accumulated depreciation	-	-	150	35	-	-	185
Depreciation charge	-	(3,402)	(670)	(1,381)	(5,105)	(1,541)	(12,099)
Net carrying amount at end of the year	71,885	226,935	1,944	2,497	1,618,142	67,412	1,988,815

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 14. Reconciliation of property, plant & equipment, collection assets and intangible assets (continued)

#### 2020 Reconciliation of Library Collections (including parent at same values)

2020	Digital Assets	Manuscripts	Objects, Stamps & Currency	Pictorial	Photographs	Published	Rare Published	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of the year	1,766	300,947	63,379	621,402	42,715	637,725	265,646	1,933,580
Additions		377	322	1,687	156	2,173	1,013	5,728
Reclassification of Digital Collection Assets	(1,766)	-	-	-	-	-	-	(1,766)
Donated materials valued at fair value	-	86	-	540	28	11	1	666
Net revaluation increments less revaluation decrements	-	-	(15,368)	-	-	(299,593)	-	(314,961)
Disposals – at cost	-	-	-	-	-	-	-	-
Disposals – accumulated depreciation	-	-	-	-	-	-	-	-
Depreciation charge	-	-	-	-	-	(5,105)	-	(5,105)
Net carrying amount at end of the year	-	301,410	48,333	623,629	42,899	335,211	266,660	1,618,142

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 14. Reconciliation of property, plant & equipment, collection assets and intangible assets (continued)

2019 Consolidated (including parent at same values)

2019	Land	Building	Computer Equipment	Plant & Equipment	Library Collection	Intangible Assets	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of year	64,050	214,594	1,725	4,930	2,052,151	56,428	2,393,878
Additions	-	4,440	962	69	6,947	5,981	18,399
Donated materials valued at fair value	-	-	-	-	1,341	-	1,341
Net revaluation increments less revaluation decrements	-	-	-	-	(119,796)	-	(119,796)
Disposals – at cost	-	-	(3,880)	(12)	(317)	-	(4,209)
Disposals – accumulated depreciation	-	-	3,880	12	317	-	4,209
Depreciation charge	-	(3,130)	(517)	(1,525)	(7,063)	(1,211)	(13,446)
Net carrying amount at end of the year	64,050	215,904	2,170	3,474	1,933,580	61,198	2,280,376

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 14. Reconciliation of property, plant & equipment, collection assets and intangible assets (continued)

#### 2019 Reconciliation of Library Collections (including parent at same values)

2019	Digital Assets	Manuscripts	Objects, Stamps & Currency	Pictorial	Photographs	Published	Rare Published	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of year	-	381,515	63,376	618,689	81,726	642,630	264,215	2,052,151
Additions	50	812	2	2,233	279	2,140	1,431	6,947
Transfers	1,716	(392)	-	-	(1,324)	-	-	-
Donated materials valued at fair value	-	772	1	480	70	18	-	1,341
Net revaluation increments less revaluation decrements	-	(81,760)	-	-	(38,036)	-	-	(119,796)
Disposals – at cost	-	-	-	-	-	(317)	-	(317)
Disposals – accumulated depreciation	-	-	-	-	-	317	-	317
Depreciation charge	-	-	-	-	-	(7,063)	-	(7,063)
Net carrying amount at end of the year	1,766	300,947	63,379	621,402	42,715	637,725	265,646	1,933,580

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 15. Fair value measurement of non-financial assets

#### (a) Fair value hierarchy (including parent at same values)

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either in the principal market for the asset or liability or in the absence of a principal market, in the most advantageous market for the asset or liability.

A number of the Entity's accounting policies and disclosures require the measurement of fair values, for both financial and non-financial assets and liabilities. When measuring fair value, the valuation technique used maximises the use of relevant observable inputs and minimises the use of unobservable. Under AASB 13, the Entity categorises, for disclosure purposes, the valuation techniques based on the inputs used in the valuation techniques as follows:

- Level 1 – quoted prices in active markets for identical assets/liabilities that the Entity can access at the measurement date.
- Level 2 – inputs other than quoted prices included within Level 1 that are observable, either directly or indirectly.
- Level 3 – inputs that are not based on observable market data (unobservable inputs).

The Entity recognises transfers between levels of the fair value hierarchy at the end of the reporting year during which the change has occurred.

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total fair value \$'000
<b>Property, plant and equipment (Note 12)</b>				
<b>Fair value as at 30 June 2020</b>				
Objects, Stamps and Currency	-	-	48,333	48,333
Other Collection assets	-	1,569,809	-	1,569,809
Land	-	71,885	-	71,885
Buildings	-	-	226,935	226,935
	-	1,641,694	275,268	1,916,962
<b>Fair value as at 30 June 2019</b>				
Collection assets	-	1,933,580	-	1,933,580
Land	-	64,050	-	64,050
Buildings	-	-	215,904	215,904
	-	1,997,630	215,904	2,213,534

There were no transfers between Level 1 or 2 in these years. Objects, Stamps and Currency were transferred from level 2 to level 3 after valuation in the year.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**15. Fair value measurement of non-financial assets (continued)**

**(b) Valuation techniques, inputs and processes**

The fair value of Land is determined from market-based evidence. Fair value is measured having regard to the 'highest and best use' only when there exist feasible alternative uses in the existing natural, legal, financial and socio-political environment and the alternative users are feasible within the near future. Where there are natural, legal, financial or socio-political restrictions on use and disposal of an asset, such that there is no alternative use in the relatively near future, such an asset should be valued at fair value for its existing use.

When establishing the fair value of land, the direct comparison approach has been used. The market evidence is of transactions of land at fringe Sydney CBD commercial areas to reflect the land restrictions for a Public Library in a prime CBD location. Additional evidence was also provided by the Valuer to further validate the valuation.

The fair value of the Macquarie Building was measured using depreciable replacement cost. The Mitchell Building has been valued based on reproduction cost taking into consideration its structure, fabric and finishes as a heritage structure.

The Library Collection is split into six asset classes based on nature, use and factors driving the asset value (Note 12) and is valued over a five-year rolling valuation process. The five-year rolling revaluation of all Collection Asset classes has been completed in this financial year within the required time period in compliance with *AASB 116*. The Rare Published (2017), Pictorial (2018), Manuscripts (2019) and Photographs asset classes were valued in previous years. The remaining asset classes of Published and Objects, Stamps & Currency were valued in the current financial year by professional valuers Adrienne Carlson, Peter Tinslay and William Noble.

The valuation of the Library Collection is subject to a high level of estimation uncertainty. This uncertainty arises from the fact that the Library Collection comprises many items and the valuation process therefore depends on sampling, as explained above and this gives rise to the risks inherent in sampling.

Due to the scale of the collection, two techniques are used. All assets of high value exceeding a designated threshold within subclasses are individually valued. Other assets were valued by stratified sampling across established collection categories that are relatively homogenous in value. Samples were selected and the average values of the sample items within each category are then multiplied by the population size to calculate the total valuation of each category with individually valued items excluded.

Values in the valuation were based on market observations of prices for sales of collection items that were the same as or similar to items in the Library Collection. Where the sales of comparable items were similar to the collection items, the collection items' values were adjusted based on the comparative level of significance of the collection items and observed item sales. A number of market observations were used to determine the level of adjustment required for difference in the level of significance of observed items sold and the collection items. The valuation of the Library Collection is subject to a high level of estimation uncertainty.

These uncertainties mean that the valuation is an estimation process and that there may be significant variation in the overall valuation.

The 2020 valuation and further additions since then have resulted in a value of the Published Asset Class of \$335.2million and the Objects, Stamps & Currency Asset Class of \$48.3 million (Note 12). Refer to (Note 1bii) for the assessment of the impact of COVID-19 on asset valuations.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 15. Fair value measurement of non-financial assets (continued)

#### (c) Reconciliation of recurring Level 3 fair value measurements

	Objects, stamps and currency \$'000	Buildings \$'000	Total recurring Level 3 fair value \$'000
Fair value as at 1 July 2019	63,379	215,904	279,283
Additions	322	3,613	3,935
Revaluation increments/decrements recognised in other comprehensive income – included in the line item 'Net increase/(decrease) in property, plant and equipment revaluation surplus'	(15,368)	10,820	(4,548)
Disposals	-	-	-
Depreciation	-	(3,402)	(3,402)
<b>Fair value as at 30 June 2020</b>	<b>48,333</b>	<b>226,935</b>	<b>275,268</b>

	Buildings \$'000	Total recurring Level 3 fair value \$'000
Fair value as at 1 July 2018	214,594	214,594
Additions	4,440	4,440
Revaluation increments/decrements recognised in other comprehensive income – included in the line item 'Net increase/(decrease) in property, plant and equipment revaluation surplus'	-	-
Disposals	-	-
Depreciation	(3,130)	(3,130)
<b>Fair value as at 30 June 2019</b>	<b>215,904</b>	<b>215,904</b>

### 16. Trade and other payables

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>Current</b>				
Trade payables	3,800	7,207	3,799	7,207
Accrued payables	2,260	2,007	1,714	1,693
Income received in advance	445	289	367	263
State Library of New South Wales Staff Agency	-	-	5,530	4,720
	<b>6,505</b>	9,503	<b>11,410</b>	13,883
<b>Non-Current</b>				
State Library of New South Wales Staff Agency	-	-	137	123
	-	-	<b>137</b>	123

Trade and other payables represent liabilities for goods and services provided to the Entity. These liabilities are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short term payables with no stated interest rate are measured at original invoice amount where the effect of discounting is immaterial.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 17. Current/Non-Current Liabilities - Provisions

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Employee benefits related and on-costs				
<b>Current</b>				
Annual leave	2,987	2,627	-	-
Other employee benefits and related on-costs	2,009	1,790	-	-
	<b>4,996</b>	<b>4,417</b>	-	-
<b>Non-Current</b>				
Other employee benefits and related on-costs	137	123	-	-
	<b>137</b>	<b>123</b>	-	-

#### Employee benefits and related on-costs

##### Salaries and wages, annual leave and sick leave

Salaries and wages (including non-monetary benefits) and paid sick leave that are expected to be settled wholly within 12 months after the end of the period in which the employees render the service are recognised and measured at the undiscounted amounts of the benefits.

Annual leave is not expected to be settled wholly before 12 months after the end of the annual reporting year in which the employees render the related service. As such, it is required to be measured at present value in accordance with AASB 119 Employee Benefits (although short-cut methods are permitted).

Actuarial advice obtained by Treasury has confirmed that using the nominal annual leave balance plus the annual leave entitlements accrued while taking annual leave (calculated using 7.9% of the nominal value of annual leave) can be used to approximate the present value of the annual leave liability. The Entity has assessed the actuarial advice based on the Entity's circumstances and has determined that the effect of discounting is immaterial to annual leave. All annual leave is classified as a current liability even where the Entity does not expect to settle the liability within 12 months as the Entity does not have an unconditional right to defer settlement.

Unused non-vesting sick leave does not give rise to a liability.

##### Long service leave and superannuation

The Entity's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The Entity accounts for the liability as having been extinguished, resulting in the amount assumed being shown as part of the non-monetary revenue item described as 'Acceptance by the Crown Entity of employee benefits and other liabilities'.

Long service leave is measured at the present value of expected future payments to be made in respect of services provided up to the reporting date. Consideration is given to certain factors based on actuarial review, including expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using Commonwealth government bond rate at the reporting date.

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

##### Consequential on-costs

Consequential on-costs to employment are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised. This includes outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax.

## LIBRARY COUNCIL OF NEW SOUTH WALES

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

#### 18. Commitments for expenditure

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Capital commitments				
Aggregate capital expenditure for the acquisition for general capital items contracted for at balance date and not provided for:				
Not later than one year	4,468	1,337	4,468	1,337
Total including (GST)	4,468	1,337	4,468	1,337

#### 19. Contingency assets and liabilities

The Entity is not aware of any contingent assets or liabilities relevant to its activities as at 30 June 2020 (2019: nil).

#### 20. Related Party Disclosure

The Library Council of NSW is appointed under the *Library Act 1939* by the Governor of NSW, as the governing body of the State Library of NSW.

The Council's responsibilities relate to the promotion, provision and maintenance of library and information services for the people of New South Wales; and advising the Minister and local authorities on matters of policy and administration relating to library services.

##### Key Management Personnel

No member of the Library Council received remuneration in their capacity as members of the Library Council other than reimbursements of travel and other expenses of an immaterial amount.

The following were members of the NSW Library Council during 2019–20:

The Hon. George Souris AM  
Dr Christopher Allen (from 01/01/2020)  
Ms Kathy Bail  
Mr Robert Cameron AO  
Dr Ursula Dubosarsky  
Ms Jane Garling  
Dr Terri Janke (to 31/12/2019)  
Ms Jan Richards AM  
Mr Mark Tedeschi AM QC  
Ms Victoria Weekes

The Library Act refers to the Library Council as having the powers as are reasonably necessary for the attainment of its objects. The Act also refers to the State Librarian who is responsible for the administration and management of the State Library and library services and information services. The State Librarian's decision making is supported by the Library Executive.

The following were members of the Library Executive during 2019/20:

Dr John Vallance  
Ms Louise Anemaat  
Mr Phil Barter  
Mr Richard Neville  
Mr Robin Phua

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 20. Related Party Disclosure (continued)

During the year, they received remuneration as listed below and reimbursements of travel and other expenses of immaterial amounts. No non-monetary remuneration was received in the year.

Compensation	2020 Remuneration \$'000	2019 Remuneration \$'000
Short term benefits	1,420	1,507
Post-employment benefits	-	-
Other long-term benefits	-	-
Termination benefits	-	95
<b>Total</b>	<b>1,420</b>	<b>1,602</b>

### Related Party Transactions

The State Library Foundation and the Staff Agency are both wholly controlled entities of the Library.

The Foundation raises funds for the development of the Library. The Staff Agency employs Library staff and charges the Library Council for Personnel Services.

The balances for the years are listed below:

Agency	2020 Income \$'000	2020 Expense \$'000	Payable as at 30 June 2020 \$'000	Receivable as at 30 June 2020 \$'000
State Library Foundation	2,253	-	-	401
State Library Staff Agency	35,822	35,822	5,668	-

Agency	2019 Income \$'000	2019 Expense \$'000	Payable as at 30 June 2019 \$'000	Receivable as at 30 June 2019 \$'000
State Library Foundation	7,510	-	-	689
State Library Staff Agency	34,894	34,894	4,844	-

### 21. Budget review

The Budget used for comparative purposes is the budget agreed between the NSW Treasury and the Library. It has been realigned to facilitate comparison with actual personnel services/employment related expenses as included in the Statement of Financial Performance.

#### Budgeted amounts

The budgeted amounts are drawn from the original budgeted financial statements presented to Parliament in respect of the reporting year. Subsequent amendments to the original budget (e.g. adjustment for transfer of functions between entities as a result of Administrative Arrangement orders) are not reflected in the budgeted amounts.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 21. Budget review (continued)

#### Net Result

The Net Result was \$5.6 million above Budget.

Grants and Contributions revenue was \$2.1 million higher than Budget.

Recurrent Funding of \$1.5 million and Capital Funding of \$0.6 million were carried forward to future years due to delays as a result of COVID-19.

Lower Employment and Depreciation expenses were recorded in the year.

Income from investments with NSW TCorp was \$0.8 million lower than Budget.

Sale of goods was \$0.8 million lower than budget due to Library closure in the year.

#### Assets and Liabilities

Net Assets were \$291.0 million lower than budget reflecting the revaluation of Collection Assets.

#### Cash Flows

Net increase/decrease in cash and cash equivalents was in line with Budget and Treasury cash management targets.

### 22. Reconciliation of cash flows from operating activities to net result

	Consolidated		Parent Entity	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Net cash flows from operating activities	18,051	18,925	16,261	22,703
<b>Non-cash items</b>				
Depreciation	(12,099)	(13,446)	(12,099)	(13,446)
Written down value of disposals	(5)	-	(5)	-
Donation of original material at fair value	682	1,341	682	1,341
Gains on investment in financial instruments	117	1,578	38	486
Decrease in payables	951	(1,166)	1,005	(1,150)
Increase/ (Decrease) in receivables	(375)	14	(633)	(58)
(Decrease)/ Increase in inventory	(24)	(36)	(24)	(36)
<b>Net result</b>	<b>7,298</b>	<b>7,210</b>	<b>5,225</b>	<b>9,840</b>

### 23. Non-cash financing and investing activities

Non-cash financing and investing activities represented donated collection materials during the year of \$0.7 million (2019: \$1.3 million). Please refer to Note 14 for breakdown of donated collection materials.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 24. Financial instruments and risk management

The Entity's principal financial instruments, which are identified below, arise directly from the Entity's operations or are required to finance the Entity's operations. The Entity does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes. The Entity's primary investments are placed with NSW Treasury Corporation (TCorp Funds).

The Entity's main risks arising from financial instruments are outlined below together with the Entity's policies for measuring and managing risk. Further qualitative and quantitative disclosures are included throughout these financial statements.

The Audit & Risk Committee is responsible on behalf of the Library Council for the oversight of risk management and reviews and endorses policies for managing risks. Compliance with policies relating to financial matters is subject to oversight by the Audit & Risk Committee and is reviewed on a periodic basis.

#### a) Financial instruments categories

Financial instrument categories	Note	Category	Consolidated Carrying Amount		Parent Entity Carrying Amount	
			2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>Financial Assets Classes</b>						
Cash and cash equivalents	8	N/A	2,779	4,300	186	1,517
Receivables (1)	9	Amortised cost	90	194	491	853
Financial assets at fair value **	11	At fair value through profit or loss	29,205	27,138	11,188	11,180
<b>Financial Liabilities Class</b>						
Payables (2)	16	Financial liabilities measured at amortised cost	5,529	8,911	11,182	13,743

(1) Receivables excludes prepayments of \$1.2 million, long service of nil, and statutory receivables of \$0.4 million (2019: \$1.4 million, nil and \$0.5 million respectively) as these items are not within scope of AASB 7.

(2) Payables excludes unearned revenue of \$0.4 million and statutory payables \$5.7 million (2019: \$0.3 million and \$4.8 million) as these items are not within the scope of AASB 7

\*\* The average rate of return for financial assets at fair value held in the TCorp Funds for the year was 0.39% (2019: 6.38%)

#### b) Credit risk

Credit risk arises where there is possibility of the Entity's debtors defaulting on their contractual obligations, resulting in financial loss to the Entity. The Entity's maximum exposure to credit risk is represented by the carrying amounts of the financial assets (net of any allowance for credit losses or allowance for impairment).

Credit risk can also arise from the financial assets of the Entity, including cash, receivables and authority deposits. No collateral is held by the Entity. It has not granted any financial guarantees.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**24. Financial instruments and risk management (continued)**

**b) Credit risk (continued)**

Credit risk associated with the Entity's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards. The Entity deposits held with NSW TCorp are guaranteed by the State.

The Entity considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the Entity may also consider a financial asset to be in default when internal or external information indicates that the Entity is unlikely to receive the outstanding contractual amounts in full before taking into account any credit enhancements held by the Entity.

**Cash**

Cash comprises cash on hand and bank balances. Interest is earned on daily at call balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate, adjusted for a management fee to NSW Treasury and Westpac Banking Corporation daily balances. The TCorp cash facility is discussed in paragraph (d) below.

**Receivables - trade debtors**

Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand.

The Entity applies the AASB 9 simplified approach to measuring expected credit losses which uses a lifetime expected loss allowance for all trade debtors.

To measure the expected credit losses, trade receivables have been grouped based on shared credit risk characteristics and the days past due.

The expected loss rates are based on historical observed loss rates. The historical loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors affecting the ability of the customers to settle the receivables.

Trade debtors are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others a failure to make contractual payments for a period of greater than 180 days past due.

The loss allowance for trade debtors as at 30 June 2020 and 1 July 2019 (on adoption of AASB 9) was determined as follows:

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 24. Financial instruments and risk management (continued)

#### b) Credit risk (continued)

	Consolidated Total	Parent Total	Consolidated and Parent past due but no expected credit loss	Consolidated and Parent considered with an expected credit loss
	\$'000	\$'000	\$'000	\$'000
<b>2020</b>				
Neither past due nor impaired	73	73	-	-
<90 days overdue	9	9	9	-
90-180 days overdue	4	4	3	1
>180 days overdue	6	6	5	1
<b>Total</b>	<b>92</b>	<b>92</b>	<b>17</b>	<b>2</b>
<b>2019</b>				
Neither past due nor impaired	105	76	-	-
<90 days overdue	85	85	77	8
90-180 days overdue	13	13	11	2
>180 days overdue	12	12	-	12
<b>Total</b>	<b>215</b>	<b>186</b>	<b>88</b>	<b>22</b>

**Notes:** The analysis excludes statutory receivables, prepayments, as these are not within the scope of AASB 7. Therefore, the 'total' will not reconcile to the receivables total in Note 9.

#### Other financial assets - Authority Deposits

The Entity has placed funds on deposit with TCorp, which has been rated 'AAA' by Standard and Poor's. These deposits are similar to money market or bank deposits and can be placed 'at call' or for a fixed term. These deposits are considered to be low credit risk, no loss allowance was recognised during the period. There were no indicators of impairment for these assets in the previous year under AASB 139.

#### c) Liquidity risk

Liquidity risk is the risk that the Entity will not be able to meet its payment obligations when they fall due. The Entity continually manages this risk through monitoring its cash flows and maintaining sufficient cash and cash equivalents to meet projected outgoings. The Entity's exposure to liquidity risk is considered insignificant based on the data from prior periods and the current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in NSW TC 11/12. For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, if trade terms are not specified, payment is made no later than the end of the month following the month invoice an invoice or a statement is received. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Head of an authority (or a person appointed by the Head of an authority) may automatically pay the supplier simple interest. The rate of interest applied during the year was 9.08% (2019: 9.96%).

The following table summarises the maturity profile of the Entity's financial liabilities, together with the interest rate exposure.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 24. Financial instruments and risk management (continued)

#### c) Liquidity risk (continued)

Consolidated	\$'000				Maturity Dates		
	Interest Rate Exposure				< 1 Year	1-5 Years	> 5 Years
	Nominal Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing			
<b>2020</b>							
Payables	5,529	-	-	5,529	5,529	-	-
2019							
Payables	8,911	-	-	8,911	8,911	-	-

Parent Entity	\$'000				Maturity Dates		
	Interest Rate Exposure				< 1 Year	1-5 Years	> 5 Years
	Nominal Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing			
<b>2020</b>							
Payables	11,182	-	-	11,182	11,182	-	-
2019							
Payables	13,743	-	-	13,743	13,743	-	-

#### d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Entity's exposure to market risk is the movement in the unit price of TCorp's investment facilities.

##### Interest rate risk

The Entity's only exposure to interest rate risk is in respect of cash and cash equivalents. The Entity has no borrowings and does not enter into commodity contracts. The Entity's exposure to interest rate is set out below:

Consolidated	2020	Carrying Amount	-1% Profit	-1% Equity	1% Profit	1% Equity
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial assets:</b>						
Cash and cash equivalents		2,779	(28)	(28)	28	28

Consolidated	2019	Carrying Amount	-1% Profit	-1% Equity	1% Profit	1% Equity
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial assets:</b>						
Cash and cash equivalents		4,300	(43)	(43)	43	43

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 24. Financial instruments and risk management (continued)

#### d) Market risk (continued)

Parent Entity	2020	Carrying Amount	-1% Profit	-1% Equity	1% Profit	1% Equity
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial assets:</b>						
Cash and cash equivalents		186	(2)	(2)	2	2

Parent Entity	2019	Carrying Amount	-1% Profit	-1% Equity	1% Profit	1% Equity
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Financial assets:</b>						
Cash and cash equivalents		1,517	(15)	(15)	15	15

#### Other market risk – TCorpIM Funds

The Entity is exposed to price risk primarily through its investment in the TCorpIM Funds, which are held for strategic rather than trading purposes. The Entity has no direct equity investments. The Entity holds units in the following investment trusts.

Consolidated Facility	Investment Sectors	Investment Horizon	2020 \$'000	2019 \$'000
TCorpIM Short Term Income Fund	Cash and fixed income	1.5 years to 3 years	3,851	2,036
TCorpIM Medium Term Growth Fund	Cash, money market instruments, Australian bonds, listed property, Australian and international shares	3 years to 7 years	25,354	25,102
Parent Entity Facility	Investment Sectors	Investment Horizon	2020 \$'000	2019 \$'000
TCorpIM Medium Term Growth Fund	Cash, money market instruments, Australian bonds, listed property, Australian and international shares	3 years to 7 years	11,188	11,180

The unit price of each facility is equal to the total fair value of the net assets held by the facility divided by the number of units on issue for that facility. Unit prices are calculated and published daily.

NSW TCorp is a trustee for each of the above facilities and is required to act in the best interest of the unit holders and to administer the trusts in accordance with the trust deeds. As trustee, TCorp has appointed external managers to manage the performance and risks of each facility in accordance with a mandate agreed by the parties. However, TCorp acts as manager for part of the Cash and Strategic Cash Facilities and also manages the Australian Bond portfolio. A significant portion of the administration of the facilities is outsourced to an external custodian.

Investment in the TCorp facilities limits the Entity's exposure to risk, as it allows diversification across a pool of funds with different investment horizons and a mix of investments.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 24. Financial instruments and risk management (continued)

#### d) Market risk (continued)

NSW TCorp provides sensitivity analysis information for each of the investment facilities, using historically based volatility information collected over a ten-year period, quoted at two standard deviations (i.e. 95% probability). The TCorpIM Funds are designated at fair value through profit or loss and therefore any change in unit price impacts directly on profit (rather than equity). A reasonably possible change is based on the percentage change in unit price (as advised by TCorp) multiplied by the redemption value as at 30 June each year for each facility (balance from TCorp statement).

TCorpIM Funds – Short Term Income facility	+/-10%	<b>390/(390)</b>	200/(200)
TCorpIM Funds – Medium Term Growth facility	+/-10%	<b>2,535/(2,535)</b>	2,510/(2,510)

TCorpIM Funds – Medium Term Growth facility	+/-10%	<b>1,118/(1,118)</b>	1,118/(1,118)

#### e) Fair value measurement

##### i. Fair value compared to carrying amount

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either in the principal market for the asset or liability or in the absence of a principal market, in the most advantageous market for the asset or liability.

All of the TCorpIM Funds are valued using 'redemption' pricing.

##### ii. Fair value recognised in the statement of financial position

The Entity uses the following hierarchy for disclosing the fair value of financial instruments by valuation technique:

- Level 1 – Derived from quoted prices in active markets for identical assets/liabilities.
- Level 2 – Derived from inputs other than quoted prices that are observable directly or indirectly.
- Level 3 – Derived from valuation techniques that include inputs for asset/liability not based on observable market data (unobservable inputs).

TCorpIM Funds – Short Term Income facility	-	<b>3,851</b>	-	<b>3,851</b>	-	-	-	-
TCorpIM Funds – Medium Term Growth facility	-	<b>25,354</b>	-	<b>25,354</b>	-	<b>11,188</b>	-	<b>11,188</b>
<b>Total</b>	-	<b>29,205</b>	-	<b>29,205</b>	-	<b>11,188</b>	-	<b>11,188</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 24. Financial instruments and risk management (continued)

#### e) Fair value measurement (continued)

2019 Financial assets at fair value	Consolidated				Parent Entity			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	2019 Total \$'000	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	2019 Total \$'000
TCorpIM Funds – Short Term Income facility	-	2,036	-	2,036	-	-	-	-
TCorpIM Funds – Medium Term Growth facility	-	25,102	-	25,102	-	11,180	-	11,180
<b>Total</b>	<b>-</b>	<b>27,138</b>	<b>-</b>	<b>27,138</b>	<b>-</b>	<b>11,180</b>	<b>-</b>	<b>11,180</b>

The tables above include only financial assets, as no financial liabilities were measured at fair value in the statement of financial position.

There were no transfers between Level 1 and 2 during the nine-month period ended 30 June 2020.

The value of the TCorpIM Funds is based on the Entity's share of the value of the underlying assets of the facility, based on the market value.

### 25. Events after the reporting period

The Entity has not identified any event or transaction that is sufficiently material to require adjustment or disclosure in the financial statements.

### 26. Disclosure under Charitable Fundraising Act 1991

Fundraising appeals conducted by the Foundation during the year included the campaign for the website digitisation development and other projects. The Foundation has authority to act as a fundraising Entity under the *Charitable Fundraising Act 1991*. Comparisons of certain monetary figures and percentages in accordance with the requirements of the *Charitable Fundraising Act 1991* are set out below:

	2020 \$'000	2019 \$'000
<b>Result of fundraising appeals</b>		
Aggregate gross income from fundraising	4,826	4,313
Less total direct cost of fundraising	(294)	(314)
<b>Net surplus from fundraising</b>	<b>4,532</b>	<b>3,999</b>

	2020		2019	
	\$'000	%	\$'000	%
Total costs of fundraising/aggregate gross income from fundraising	294/4,826	6%	314/4,313	7%
Net surplus from fundraising/aggregate gross income from fundraising	4,532/4,826	94%	3,999/4,313	93%
Total cost of services provided/total expenditure	294/2,898	10%	314/8,191	4%
Total cost of services provided/total gross income received	294/4,971	6%	314/5,560	6%

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2020**

**26. Disclosure under Charitable Fundraising Act 1991 (continued)**

No fundraising activity made a loss during the year and there is no information of a material matter or occurrence to report.

Fundraising income includes donations, sponsorships and funds raised. Where funding is received for specific projects, these projects may not be completed by the end of the year in which the funds are received. A balance of unspent funds of \$2.5 million for projects not completed by 30 June 2020 is represented by cash, cash equivalents and TCorpIM Funds.

**End of audited financial statements**



LIBRARY COUNCIL OF NEW SOUTH WALES STAFF AGENCY

# FINANCIAL REPORT 2019-20

Digitising Walkabout  
glass plate negatives



## INDEPENDENT AUDITOR'S REPORT

### Library Council of New South Wales Staff Agency

To Members of the New South Wales Parliament

#### Opinion

I have audited the accompanying financial statements of the Library Council of New South Wales Staff Agency (the Staff Agency), which comprises the Statement of comprehensive income for the year ended 30 June 2020, the Statement of financial position as at 30 June 2020, the Statement of changes in equity and the Statement of cash flows for the year then ended, and notes comprising a Summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Staff Agency as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (PF&A Act) and the Public Finance and Audit Regulation 2015.

My opinion should be read in conjunction with the rest of this report.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Staff Agency in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

## Other Information

The Library Council of New South Wales' annual report for the year ended 30 June 2020 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The State Librarian is responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the signed Statement pursuant to Section 41C of the PF&A Act.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

## The State Librarian's Responsibilities for the Financial Statements

The State Librarian is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, the PF&A Act and for such internal control as the State Librarian determines is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the State Librarian is responsible for assessing the Staff Agency's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

## Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Staff Agency carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Weini Liao  
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

7 October 2020  
SYDNEY

LIBRARY COUNCIL OF NEW SOUTH WALES STAFF AGENCY

**STATEMENT IN ACCORDANCE WITH SECTION 41C (1B)  
OF THE *PUBLIC FINANCE AND AUDIT ACT, 1983***

Pursuant to Section 41C (1B) of the *Public Finance and Audit Act 1983*, and in accordance with a resolution of the members of the Library Council of New South Wales, on recommendation of the Audit and Risk Committee, I declare on behalf of the Library Council of New South Wales Staff Agency that, in my opinion:

- a. The accompanying financial statements have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements, the requirements of the *Public Finance and Audit Act 1983* and Public Finance and Audit Regulation 2015 and Treasurer's Directions or issued by the Treasurer under section 9(2) (n) of the Act.
- b. The accompanying financial statements exhibit a true and fair view of the financial position and the financial performance of the Library Council of New South Wales Staff Agency as at 30 June 2020 and the financial performance for the year then ended.
- c. There are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



Dr John Vallance  
NSW State Librarian  
Library Council of New South Wales



Philip Barter  
Chief Operating Officer  
Library Council of New South Wales

SYDNEY, 01 October 2020

Financial statements for the year ended 30 June 2020

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2020**

	2020 \$	2019 \$
<b>Expenses</b>		
Salaries and wages (including recreation leave)	<b>31,004,394</b>	30,260,334
Superannuation- defined benefit plans	<b>707,272</b>	828,381
Superannuation- defined contribution plans	<b>2,343,328</b>	2,252,115
Long service leave	<b>1,836,232</b>	2,292,052
Worker's compensation insurance	<b>536,708</b>	401,946
Payroll tax on superannuation	<b>126,756</b>	43,858
Other employee related expense	<b>1,848,275</b>	1,979,353
<b>Total expenses</b>	<b>38,402,965</b>	38,058,039
<b>Revenue</b>		
Personnel services revenue	<b>35,822,381</b>	34,893,748
Acceptance by the Crown Entity of employee benefits and other liabilities	<b>2,580,584</b>	3,164,291
<b>Total revenue</b>	<b>38,402,965</b>	38,058,039
<b>Net result</b>	-	-
<b>Other comprehensive income</b>	-	-
<b>Total other comprehensive income</b>	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	-	-

The accompanying notes form part of these financial statements

LIBRARY COUNCIL OF NEW SOUTH WALES STAFF AGENCY

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2020**

	Notes	2020 \$	2019 \$
<b>Assets</b>			
<b>Current assets</b>			
Receivables	2	<b>5,530,406</b>	4,720,225
<b>Total current assets</b>		<b>5,530,406</b>	4,720,225
<b>Non-current assets</b>			
Receivables	2	<b>137,536</b>	123,500
<b>Total non-current assets</b>		<b>137,536</b>	123,500
<b>Total assets</b>		<b>5,667,942</b>	4,843,725
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	3	<b>533,444</b>	303,622
Provisions	4	<b>4,996,962</b>	4,416,603
<b>Total current liabilities</b>		<b>5,530,406</b>	4,720,225
<b>Non-current liabilities</b>			
Provisions	4	<b>137,536</b>	123,500
<b>Total non-current liabilities</b>		<b>137,536</b>	123,500
<b>Total liabilities</b>		<b>5,667,942</b>	4,843,725
<b>Net assets</b>		-	-
<b>Equity</b>			
Accumulated funds		-	-
<b>Total equity</b>		-	-

The accompanying notes form part of these financial statements

LIBRARY COUNCIL OF NEW SOUTH WALES STAFF AGENCY

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2020**

	2020	2019
	\$	\$
	<b>Accumulated funds</b>	
Balance at 1 July	-	-
Net result for the year	-	-
Other comprehensive income	-	-
<b>Balance at 30 June</b>	<b>-</b>	<b>-</b>

The accompanying notes form part of these financial statements

LIBRARY COUNCIL OF NEW SOUTH WALES STAFF AGENCY

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2020**

	<b>2020</b>	2019
	<b>\$</b>	\$
Net cash flows from operating activities	-	-
Net cash flows from investing activities	-	-
Net cash flows from financing activities	-	-
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>-</b>	<b>-</b>
Cash and cash equivalents at the beginning of the year	-	-
<b>Cash and cash equivalents at the end of the year</b>	<b>-</b>	<b>-</b>

The accompanying notes form part of these financial statements

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1. Summary of significant accounting policies

#### (a) Reporting entity

The Library Council of New South Wales Staff Agency (the Staff Agency) was created under the *Government Sector Employment Act 2013* to exercise employer functions of Government in relation to the State Librarian commencing 24 February 2014. It is a not-for-profit entity as profit is not its principle objective. It is consolidated as part of the Library Council of New South Wales accounts.

The Staff Agency's objective is to provide personnel services to the Library Council of New South Wales and Foundation.

These financial statements for the period ended 30 June 2020 have been authorised for issue by Dr John Vallance on 15 September 2020.

#### (b) Basis of preparation

The entity's financial statements are general purpose financial statements which have been prepared in accordance with:

- applicable Australian Accounting Standards including Australian Accounting Interpretations, and
- the requirements of the *Public Finance and Audit Act 1983* and Public Finance and Audit Regulation 2015.
- the Financial Reporting Directions mandated

Generally, the historical cost convention has been adopted and the financial statements do not take into account changing money values or current valuations.

The accrual basis of accounting has been adopted in the preparation of the financial statements.

Judgements, key assumptions and estimations management have made are disclosed in the relevant notes to the financial statements.

All amounts are expressed in Australian currency and to the nearest dollar.

#### (c) Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

#### (d) Revenue

##### Recognition until 30th June 2019

Revenue from services is recognised when the service is provided or by reference to the stage of completion (based on labour hours incurred to date).

##### Recognition from 1st July 2019

Revenue from services is recognised when the Entity satisfies the performance obligation by transferring the promised services. The Entity typically satisfies its performance obligations when the service has been provided. The revenue is measured at the transaction price agreed under the contract.

#### (e) Receivables

A receivable is recognised when it is probable that the future cash flows associated with it will be realised and it has a value that can be measured reliably. It is derecognised when the contractual or other rights to future cash flows from it expire or are transferred.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1. Summary of significant accounting policies (continued)

#### (e) Receivables (continued)

A receivable is recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are accounted for in the Statement of Comprehensive Income when impaired, derecognised or through the amortisation process.

Short term receivables with no stated interest rate are measured at the original invoice value where the effect of discounting is immaterial.

#### (f) Payables

Payables include accrued wages, salaries and related on-costs such as payroll tax, fringe benefits tax and workers' compensation insurance where there is certainty as to the amount and timing of settlement.

A payable is recognised when a present obligation arises under a contract or otherwise. It is derecognised when the obligation expires or is discharged, cancelled or substituted.

Short term payables with no stated interest rate are measured at original invoice amount where the effect of discounting is immaterial.

#### (g) Employee benefits and related on-costs

##### • Salaries and wages, annual leave and sick leave

Salaries and wages (including non-monetary benefits) and paid sick leave that are expected to be settled wholly within 12 months after the end of the period in which the employees render the service are recognised and measured at the undiscounted amounts of the benefits.

Annual leave is not expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service. As such, it is required to be measured at present value in accordance with AASB 119 Employee Benefits (although short-cut methods are permitted).

Actuarial advice obtained by Treasury has confirmed that using the nominal annual leave balance plus the annual leave entitlements accrued while taking annual leave (calculated using 7.9% of the nominal value of annual leave) can be used to approximate the present value of the annual leave liability. The State Library has assessed the actuarial advice based on the State Library's circumstances and has determined that the effect of discounting is immaterial to annual leave. All annual leave is classified as a current liability even where the entity does not expect to settle the liability within 12 months as the entity does not have an unconditional right to defer settlement.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

##### • Long service leave and superannuation

The State Library's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The entity accounts for the liability as having been extinguished, resulting in the amount assumed being shown as part of the non-monetary revenue item described as 'Acceptance by the Crown Entity of employee benefits and other liabilities'.

Long service leave is measured at the present value of expected future payments to be made in respect of services provided up to the reporting date. Consideration is given to certain factors based on actuarial review, including expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using Commonwealth government bond rate at the reporting date.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

### 1. Summary of significant accounting policies (continued)

#### (g) Employee benefits and related on-costs (continued)

- **Long service leave and superannuation (continued)**

The superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

- **Consequential on-costs**

Consequential costs to employment are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised. This includes outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax.

- **Other provisions**

Provisions are recognised when: the entity has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation. When the entity expects some or all of a provision to be reimbursed, for example, under an insurance contract, the reimbursement is recognised as a separate asset, but only when the reimbursement is virtually certain. The expense relating to a provision is presented net of any reimbursement in the Statement of Comprehensive Income.

#### (h) Accounting Standards effective for the first time in 2019-20

The accounting policies applied in 2019-20 are consistent with those of the previous financial year except as a result of the new Australian Accounting Standard detailed below. The impact of these standard in the period of initial application is not material.

##### **AASB 15 Revenue from Contracts with Customers**

AASB 15 supersedes AASB 111 Construction Contracts, AASB 118 Revenue and related Interpretations and it applies, with limited exceptions, to all revenue arising from contracts with customers. AASB 15 establishes a five-step model to account for revenue arising from contracts with customers and requires that revenue be recognised at an amount that reflects the consideration to which an Entity expects to be entitled in exchange for transferring goods or services to a customer.

AASB 15 requires entities to exercise judgement, taking into consideration all of the relevant facts and circumstances when applying each step of the model to contracts with their customers. The standard also specifies the accounting for the incremental costs of obtaining a contract and the costs directly related to fulfilling a contract. In addition, the standard requires relevant disclosures.

In accordance with the transition provisions in AASB 15, the Entity has adopted AASB 15 retrospectively with the cumulative effect of initially applying the standard recognised at the date of initial application, i.e. 1 July 2019.

The adoption of AASB 15 has had no material impact on the Financial Statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 1. Summary of significant accounting policies (continued)

#### (h) Accounting Standards effective for the first time in 2019-20 (continued)

##### AASB 16 Leases

AASB 16 requires the entity to account for all leases under a single on balance sheet model similar to the accounting for finance leases under AASB 117. As the lessee, the entity recognises a lease liability and right-of-use asset at the inception of the lease. The lease liability is measured at the present value of the future lease payments, discounted using the interest rate implicit in the lease, or the lessee's incremental borrowing rate if the interest rate implicit in the lease cannot be readily determined. The corresponding right-of-use asset is measured at the value of the lease liability adjusted for lease payments before inception, lease incentives, initial direct costs and estimates of costs for dismantling and removing the asset or restoring the site on which it is located.

The adoption of AASB 16 has had no material impact on the Financial Statements.

##### AASB 1058 Income for Not-for-Profit Entities

AASB 1058 replaces most of the existing requirements in AASB 1004 Contributions. The scope of AASB 1004 is now limited mainly to contributions by owners (including parliamentary appropriations that satisfy the definition of a contribution by owners), administrative arrangements and liabilities of government departments assumed by other entities.

AASB 1058 applies to income with a donation component, i.e. transactions where the consideration to acquire an asset is significantly less than fair value principally to enable a not-for-profit Entity to further its objectives; and volunteer services. AASB 1058 adopts a residual approach, meaning that entities first apply other applicable Australian Accounting Standards to a transaction before recognising income.

Not-for-profit entities need to determine whether a transaction is a donation (accounted for under AASB 1058) or a contract with a customer (accounted for under AASB 15).

AASB 1058 requires recognition of receipt of an asset, after the recognition of any related amounts in accordance with other Australian Accounting Standards, as income:

- when the obligations under the transfer is satisfied, for transfers to enable an Entity to acquire or construct a recognisable non-financial asset that will be controlled by the Entity.
- immediately, for all other income within the scope of AASB 1058.

In accordance with the transition provisions in AASB 1058, the Entity has adopted AASB 1058 retrospectively with the cumulative effect of initially applying the standard at the date of initial application, i.e. 1 July 2019.

The adoption of AASB 1058 has had no material impact on the Financial Statements.

#### (i) New accounting standards issued but not effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise. Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2020 reporting period. The following new Accounting Standards and Interpretations in the year are:

- AASB 1059 Service Concession Arrangements: Grantors

The Staff Agency has assessed the impact of the new standard and interpretation and considers the impact to be immaterial to the financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

	2020	2019
	\$	\$
<b>2. Receivables</b>		
<b>Current</b>		
Receivables from Library Council of New South Wales	5,530,406	4,720,225
<b>Total current receivables</b>	<b>5,530,406</b>	<b>4,720,225</b>
<b>Non-Current</b>		
Receivables from Library Council of New South Wales	137,536	123,500
<b>Total non-current receivables</b>	<b>137,536</b>	<b>123,500</b>
<b>3. Payables</b>		
Accrued salaries, wages and on-costs	533,444	303,622
<b>Total payables</b>	<b>533,444</b>	<b>303,622</b>
<b>4. Provisions</b>		
<b>Current</b>		
Provision for annual leave	2,986,730	2,626,816
Other on-cost on annual leave	428,568	369,537
Payroll tax on long service leave	561,568	504,258
Other on-cost on long service leave	1,020,096	915,992
<b>Total current provisions</b>	<b>4,996,962</b>	<b>4,416,603</b>
<b>Non-current</b>		
Payroll tax on long service leave	48,832	43,849
Other on-cost on long service leave	88,704	79,651
<b>Total non-current provisions</b>	<b>137,536</b>	<b>123,500</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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### 5. Events after the reporting period

The Staff Agency has not identified any event or transaction that is sufficiently material to require adjustment or disclosure in the financial statements.

### 6. Assessment of COVID-19 impact

The Entity has assessed the impact of COVID-19 on the financial statements and in particular, the basis of preparation as a going concern.

The Entity is largely reliant on grant income and the temporary closure of the Library did not have any material economic implications. The current control environment supports remote working and the Entity did not note any breakdowns in internal controls during the closure. The Entity has also not experienced any significant cash flow issues to date or foresee any issues in cashflow as a result of COVID.

Overall, the Entity has limited financial exposure to the effects COVID-19 and has not needed to change to the basis of preparation of the financial statements as a going concern.

### 7. Financial instruments and risk management

The Staff Agency's principal financial instruments, which are identified below, arise directly from the entity's operations or are required to finance the entity's operations. The entity does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

The Staff Agency's main risks arising from financial instruments are outlined below together with the entity's policies for measuring and managing risk. Further qualitative and quantitative disclosures are included throughout these financial statements.

The Audit & Risk Committee is responsible on behalf of the Library Council for the oversight of risk management and reviews and endorses policies for managing risks. Compliance with policies relating to financial matters is subject to oversight by the Audit & Risk Committee and is reviewed on a periodic basis.

#### (a) Financial instruments categories

			Carrying Amount	
Financial Instrument Categories	Note	Category	2020 \$'000	2019 \$'000
Receivables (1)	2	Amortised cost	5,668	4,844
Payables (2)	3	Financial liabilities measured at amortised cost	-	-

(1) Exclude statutory receivables as these items are not within scope of AASB 7.

(2) Exclude statutory payables as these items are not within scope of AASB 7.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

### 7. Financial instruments and risk management (continued)

#### (b) Credit risk

Credit risk arises where there is the possibility of the entity's counterparty defaulting on their contractual obligations, resulting in a financial loss to the entity. The entity's maximum exposure to credit risk is represented by the carrying amounts of the financial assets (net of any allowance for impairment) included in the Statement of Financial Position. Credit risk arises from the financial assets of the entity. No collateral is held by the entity. The Staff Agency has not granted any financial guarantees.

#### Receivables

As at 30 June 2020, the Staff Agency had debtors of \$5.7 million (2018: \$4.9 million) which represent personnel services receivable from the Library Council of New South Wales. There are no receivables past due or impaired.

#### (c) Liquidity risk

Liquidity risk is the risk that the entity will not be able to meet its payment obligations when they fall due. The entity's exposure to liquidity risk is deemed insignificant based on the data from prior periods and the current assessment of risk.

#### (d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The entity has no exposure to interest rate risk, foreign currency risk and does not enter into commodity contracts.

#### (e) Fair value measurement

Financial Instruments are recognised at cost, the amortised cost of financial instruments recognised in the Statement of Financial Position approximates the fair value, because of the short-term nature of many of the financial instruments.

### 8. Commitments

The Staff Agency's commitments as at 30 June 2020 are Nil (2019: Nil)

### 9. Contingent assets and liabilities

The Staff Agency has no material contingent assets or liabilities as at 30 June 2020 (2019: Nil)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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### 10. Related Party Disclosure

The Staff Agency is a wholly controlled entity of the Library.

The State Librarian and Chief Executive of the NSW Library Council is Dr John Vallance.

The Chief Operating Officer of the NSW Library Council is Phil Barter.

During the year, they received remuneration as listed below and reimbursements of travel and other expenses of immaterial amounts. No non-monetary remuneration was received in the year.

Compensation	2020 Remuneration \$'000	2019 Remuneration \$'000
Short-term benefits	722	653
Post-employment benefits	-	-
Other long-term benefits	-	-
Termination benefits	-	-
<b>Total</b>	<b>722</b>	<b>653</b>

### Related Party Transactions

The Staff Agency is a wholly controlled entity of the Library. The Staff Agency employs Library staff and charges the Library Council and Foundation for Personnel services.

The balances during the year are listed below:

Agency	Income \$'000	Expense \$'000	Payable as at 30 June 2020 \$'000	Receivable as at 30 June 2020 \$'000
Library Council of NSW	35,822	35,822	-	5,668

Agency	Income \$'000	Expense \$'000	Payable as at 30 June 2019 \$'000	Receivable as at 30 June 2019 \$'000
Library Council of NSW	34,894	34,894	-	4,844

End of audited financial statements

**End of Library Council of NSW 2019-20 Annual Report**