

## Sensitive: NSW Government

<b>88<sup>th</sup> Meeting - Public Libraries Consultative Committee MINUTES</b>	
<b>DATE</b>	Monday, 23 July 2018
<b>TIME</b>	1pm to 2.30pm
<b>LOCATION</b>	Unaipon Room, Level 1, Macquarie Building, SLNSW
<b>CHAIR</b>	Jan Richards AM
<b>EXECUTIVE OFFICER</b>	Cameron Morley (State Library)
<b>MEMBERS ATTENDING</b>	Adele Casey (NSWPLA, Bland Shire Council) Philip Edney (NSWPLA, City of Canada Bay Council) Cr Lesley Furneaux-Cook (LGNSW, Burwood Council) Cr Romola Hollywood (NSWPLA, Blue Mountains City Council) Margaret Kay (LGNSW) Robert Knight OAM (NSWPLA, Riverina Regional Library) Cr Les Lambert (NSWPLA, Narromine Shire Council) Dr Lisa O'Sullivan (Director – PLE, State Library) The Hon. George Souris AM (Library Council NSW) Cr Dallas Tout (NSWPLA, Wagga Wagga City Council) Dr John Vallance (State Librarian)
<b>APOLOGIES</b>	Michael Caulfield (Library Council of NSW)
<b>SL NSW STAFF</b>	Philippa Scarf
<b>MINUTES</b>	Honorine Jarkey (SL NSW)
<b>ITEM 1: PRELIMINARY MATTERS</b>	
<b>1.1 Welcome and Apologies</b>	
<ul style="list-style-type: none"> <li>• Apologies from Michael Caulfield were received.</li> </ul>	
<b>1.2 Notification of Other Business</b>	
<ul style="list-style-type: none"> <li>• Nil notified</li> </ul>	
<b>ITEM 2: MINUTES, BUSINESS ARISING AND ACTION REGISTER</b>	
<b>2.1 Minutes of the Previous Meeting</b>	
<ul style="list-style-type: none"> <li>• Minutes of the Meeting of 12 March 2018 were accepted and approved.</li> </ul>	

## ITEM 2: MINUTES, BUSINESS ARISING AND ACTION REGISTER.....Continued

### 2.2 Business Arising

- The Public Library Infrastructure Grants for 2017/18 were announced by the Minister in April 2018. 33 Projects were funded in the round, and all councils received the funds prior to the end of the 2017/18 financial year.

The State Library is working with recipients on many of the projects, and plans to bring a report on the 4 year program to the December meeting of the PLCC and Library Council.

- APRA Licence fees. Following legal advice received by the State Library, APRA has agreed to cease pursuing licence fees for PCs. Should this change in the future, APRA has stated that it would consult with libraries first.
- Library Regulation 2010. The Regulation is expected to be remade in September 2018.
- People Places review. Elton Consulting has been appointed to conduct the review, and has to date surveyed NSW public libraries, and held a workshop with public library managers at the State Library.

## ITEM 3: PAPERS FOR DISCUSSION AND NOTING

### 3.1 2018/19 Budget

- The Chair introduced the topic, and the Committee discussed the disappointing result in the 2018/19 Budget.
- It was noted that the State Library's funding bid had not been successful, and as a result the funding has reduced from \$28.8M in 2017/18 to \$23.528M in 2018/19.
- The State Library is working with the Minister's Office and Department of Planning and Environment on future funding needs, and will seek advice from Treasury prior to the next budget, with a view to lodging a fresh bid.
- It was noted that \$5M of the Regional Cultural Fund will be available for public libraries in 2018/19, and that there are other possibilities being pursued at present.
- The Association representatives on the Committee noted that the Associations will be lobbying in support of enhanced funding over 2018/19.

### 3.2 Discussion and Recommendation of the 2018/19 Public Library Funding Strategy

- Cameron Morley presented a paper which outlined options for the distribution of the \$23.528M for 2018/19.
- It was noted that there are 7 components of the Public Library Funding Strategy, most of which have been in place in some form since 1990/91.

	COMPONENT
1	Subsidy <i>\$1.85 per capita, as prescribed by the Library Regulation.</i>
2	Subsidy Adjustment <i>Allocations to councils in addition to per capita subsidy.</i>
3	NSW.net <i>Internet connectivity hardware and software, Wi-Fi and online content for NSW public libraries. Commenced 1998/99.</i>
4	Outback Letterbox Library <i>Funds provided to Broken Hill City Council to provide library services to Unincorporated Western NSW and Central Darling Shire.</i>
5	Strategic Network Projects <i>Statewide projects funded centrally such as professional development, training, logistics, research, legal advice, policy development and publications.</i>
6	State Library services to public libraries <i>Enables the State Library to deliver public library services.</i>
7	Grant programs <i>For example: Library Development Grants, Revitalising Regional Libraries, Public Library Infrastructure Grants</i>

### Considerations for 2018/19

- The 2018/19 State Budget allocation for the Public Library Grants and Subsidies is \$23.528M
- The 2018/19 allocation is a decrease of \$5.3M in comparison with 2017/18. The decrease is due to the expiry of the Public Library Infrastructure Grant fund (\$4M in 2017/18), and the Parameter and Technical Adjustment (PTA) increases which had been received for 2016/17 (\$810,000) and 2017/18 (\$1.29M).

### Population Served

- The Library Regulation Clause 19 sets out that the population to be used for the calculation of subsidies is the population of local government areas most recently compiled by the Australian Bureau of Statistics before the year for which the subsidy is claimed.
- The ABS released the Estimated Resident Population as at 30 June 2017 in April 2018. The population for the calculation of the \$1.85 per head subsidy for 2018/19 is 7,858,147, which is an increase of 134,377 over the 2017/18 figure of 7,723,770. Accordingly, the funds required to meet the \$1.85 per head subsidy increase by \$248,597 for 2018/19.

### Subsidy Adjustment

- All councils receive funding in addition to the \$1.85 per head payment, called the Subsidy Adjustment. This ensures that councils with small populations receive a meaningful payment, and that State funds are targeted to help libraries meet specific community need.
- The Subsidy Adjustment comprises each council's share of a range of recurrent increases received since 1996, including *special purpose grants, collections funding*, a \$2.3M increase received in 2005/06, and approximately \$1M in payments based on council demographic and geographic factors that indicate higher need. These factors were derived from the following Local Government Grants Commission's disability indicators: the proportion of children, the proportion of older people, the proportion of people speaking a language other than English, high council isolation and highly dispersed populations.
- The Subsidy Adjustment figure is partially driven by population, so the annual calculation increases proportionally with population growth. The total amount paid to councils had, however, been frozen or reduced between 2013/14 and 2015/16 due to insufficient funds.

- Subsidy adjustment payments to councils were then increased to their full amounts in 2016/17 and 2017/18 due to the additional \$810,000 and \$1.29M PTA funds received in those years. These increases also enabled additional payments to be allocated to councils based on need, determined by the SEIFA index (*socio-economic indexes for areas* developed by the ABS), an incentive for regional collaboration and high isolation.
- The PTA increase was \$1.29M in 2017/18. This has not been provided for 2018/19 therefore subsidy adjustment payments to councils will commensurately decrease in 2018/19.

### Options for Consideration

The State Library prepared Public Library Funding Strategy options for the Committee's consideration.

#### Option 1

For Option 1 the nominated allocation of the \$23.528M across the Funding Strategy components is as follows:

	COMPONENT	AMOUNT	2017/18 comparison
1	Subsidy - \$1.85 per capita, as prescribed by the Library Regulation 2018 Population served 7,858,147	\$14,537,572	\$14,288,975
2	Subsidy Adjustment Funding <i>Allocations to councils in addition to \$1.85 per capita (above)</i>	\$5,736,928	\$7,356,828
<b>1+2</b>	<b>Sub-total – payments to councils</b>	<b>\$20,274,500</b>	<b>\$21,645,803</b>
3	NSW.net	\$2,000,000	\$1,988,500
4	Outback Letterbox Library	\$100,000	\$100,000
5	Strategic Network Projects \$365,531 to be allocated <ul style="list-style-type: none"> <li>• \$35k to Interlibrary Loan Courier Service</li> <li>• \$85k to State Wide Projects</li> <li>• \$85k to Professional Development</li> <li>• \$85k to Research and Policy</li> <li>• \$40k to Public Library Statistics software licences</li> <li>• \$35.5k collection support</li> </ul>	\$365,531	\$300,000
6	State Library services to public libraries (2.5% CPI increase)	\$787,969	\$768,750
7	Grant Programs	To be confirmed	\$4,000,000
	<b>Total Public Library Grants and Subsidies</b>	<b>\$23,528,000</b>	<b>\$28,803,053</b>

- It was noted that the reduction to the funding means that there is \$5,736,928 available for the Subsidy Adjustment in 2018/19, which is 14.94% less than the 2017/18 Subsidy Adjustment base calculation of \$6,744,373.
- Option 1 spreads the 14.94% decrease to the Subsidy Adjustment equally among all councils.
- The Committee noted that while this is equitable at a macro level, the decrease for small population councils is a higher proportion of their total payments, when compared with medium to large population councils.

## Option 2

For Option 2 the nominated allocation of the \$23.528M across the Funding Strategy components is as follows:

	<b>Component</b>	<b>Amount</b>
1	Subsidy - \$1.85 per capita, as prescribed by the Library Regulation 2018 Population served 7,858,147	\$14,537,572
2	Subsidy Adjustment Funding <i>Allocations to councils in addition to \$1.85 per capita (above)</i>	\$5,462,428
2A	Collaboration Incentive and High Isolation payments	\$274,500
<b>1+2+2A</b>	<b>Sub-total – payments to councils</b>	<b>\$20,274,500</b>
3	NSW.net	\$2,000,000
4	Outback Letterbox Library	\$100,000
5	Strategic Network Projects <b>\$365,531</b> to be allocated: <ul style="list-style-type: none"> <li>• \$35k to Interlibrary Loan Courier Service</li> <li>• \$85k to State Wide Projects</li> <li>• \$85k to Professional Development</li> <li>• \$85k to Research and Policy</li> <li>• \$40k to Public Library Statistics software licences</li> <li>• \$35.5k collection support</li> </ul>	\$365,531
6	State Library services to public libraries	\$787,969
7	Grant program	<i>To be confirmed</i>
	<b>Total Public Library Grants and Subsidies</b>	<b>\$23,528,000</b>

### Commentary on Option 2

- Option 2 includes a lower base Subsidy Adjustment amount, and two elements of the 2016/17 and 2017/18 model – the collaboration incentive, and the payment to highly isolated councils (that are not part of cooperative arrangements). \$4,500 per eligible council is proposed for 2018/19 under Option 2.
- The \$274,500 necessary to fund these elements has been subtracted from the Subsidy Adjustment pool and allocated as a separate line (2A above).
- The funds available for the Subsidy Adjustment total \$5,462,428 which is 19.01% less than the 2017/18 figure of \$6,744,373 (base calculation for 2017/18 Subsidy Adjustment).
- Option 2 spreads the 19.01% decrease to the base Subsidy Adjustment equally among all councils. The left-over funds of \$274,500 are then used to provide an additional payment of \$4,500 to the 55 councils involved in cooperative arrangements under the Act, and the 6 highly isolated councils that are not part of one of these cooperative arrangements.
- This option maintains two of the additional elements of the 2017/18 model, and boosts the total payments to many smaller and regional councils.
- The Committee noted that in comparison with Option 1, Option 2 would result in less of a reduction for most small-medium councils, and a higher reduction to councils with large populations. The reductions to large councils are, however, not as large a proportion of their total payments, when compared with reductions for the small-medium councils.

### **Committee Consensus**

- Option 2 was considered preferable to Option 1, however the Committee asked that additional modelling be undertaken and circulated out of session.
- A third option which incorporates the SEIFA index was requested.
- A fourth option which offered an alternative to the regional cooperation / high isolation payment was also requested. This option proposed that instead of the collaboration / high isolation payment, additional funds are allocated to regional and rural councils with populations below 20,000.
- The State Library agreed to model these options and circulate them to the Committee for comment out of session. Once feedback has been received, the State Library will prepare recommendations for the Library Council.
- Components 1, 3, 5, and 6 were approved.

### **Recommendations**

1. The Committee agreed that additional modelling for the subsidy adjustment allocation is undertaken and circulated out of session.
2. The State Library is to prepare a recommendation the Library Council for the subsidy adjustment, based on the feedback received out of session.
3. Components 1, 3, 4, 5 and 6 of the funding strategy are approved for recommendation to the Library Council.

### **Addendum**

Additional modelling was circulated to the Committee out of session, with responses received between 23 and 27 July 2018.

The fourth option was agreed, and the following points were noted for recommendation to the Library Council and the Minister for the Arts:

The objective of the Library Council and PLCC stakeholders is to protect the Subsidy Adjustments of smaller councils as much as possible. Small councils rely on the Subsidy Adjustment because their low populations do not attract significant per capita subsidy payments.

The recommended option is to apply a 19% reduction to each council's Subsidy Adjustment, and use the residual to provide an additional payment of \$4,820 to regional and rural councils with populations of less than 20,000 people. The 19% reduction has been applied in order to limit the combined Subsidy plus Subsidy Adjustment to \$20,000,000, enabling \$274,740 to be available to facilitate an additional \$4,820 payment to regional and rural councils with populations of less than 20,000.

This recommended approach to the Subsidy Adjustment protects small regional and rural councils from more significant reductions, while larger councils will generally receive larger decreases in comparison.

### **3.3 - Early Literacy Framework**

The paper prepared by Mylee Joseph was discussed, and the Committee noted that

- the Early Literacy Framework will be launched at a seminar on Monday 5 November 2018 with presentations by the three researchers involved in developing the framework.
- A training program will be developed to roll out the Early Literacy Framework to NSW public library staff training. The NSWPLA Central East Zone have offered to engage their early literacy focused working group as an advisory group for the development of the training based on the Framework. The zone includes libraries of various sizes, operating in rural and metropolitan contexts and has several qualified library staff with extensive experience in early literacy programming. This grass roots engagement will ensure that the research can be delivered effectively to influence early literacy programming.
- Training materials will be hosted on the State Library website together with the framework and templates. It is envisaged that some video material from the researchers will be included in the training materials and a “train the trainer” model is proposed to foster sustainability and the widest possible reach of the training across NSW public libraries.
- The Committee noted the paper.

### **3.4 - SSO Live Stream Event Report**

- The Committee was briefed on the successful live stream event coordinated in partnership with the Sydney Symphony Orchestra (SSO) and selected NSW public libraries.
- The event had its genesis in a suggestion from the State Librarian that NSW public libraries may like to partner with the State Library and the SSO for International Make Music Day on 21 June 2018, and show a live stream of the SSO’s performance in library spaces.
- The State Library team worked with the SSO to pilot the concept with a range of regional and rural public libraries, with a view to extending the offering more widely next year.
- The participating libraries reported that the event was a great success in their local communities, and created a high level of interest. Many of the libraries put on associated events, including food and drinks, and performances of local school bands or other ensembles.
- A blog post on the State Library’s website demonstrates the level of excitement at participating libraries.
- <http://www.sl.nsw.gov.au/public-library-services/blogs/sounds-music-library>
- The State Library has followed up with the libraries to get detailed feedback on the event, including any challenges. The State Library will share this survey with the SSO, and use it to inform arrangements for next year.
- The Committee noted the paper.

### **3.5 - Shared Vision for NSW Public Libraries**

- Robert Knight tabled a paper which proposes that a shared vision for NSW public libraries is developed by the Associations in collaboration with the State Library.
- The State Library noted that the proposal may be an effective way of articulating the relationship between the State Library and public libraries based on the Library Act 1939, and a way of outlining priorities for the partnership. It was however noted that the State Library would need to remain separate from any lobbying activities undertaken by the Associations.
- It was agreed that a meeting be convened to discuss the shared vision.

### **3.6 - Professional Development Program**

- The Committee noted that the role of the State Library as a provider of training is outlined in the [NSW Public Libraries Learning and Development Framework 2014](#) endorsed by the Public Libraries Consultative Committee (PLCC). The framework identifies three ways of achieving learning and development outcomes: learning and development programs, learning communities and networks, and policies and guidelines.
- The State Library's Public Library Services branch (PLS) provides a [consolidated calendar](#) on the State Library website listing these offerings.
- As discussed at the PLCC meetings of September 2017 and March 2018, the strategy is to increase and schedule the regional reach of learning and development programs. This has commenced with the Find Legal Answers and Drug Info training being delivered in 13 locations statewide in 2017/18. This training is traditionally more hands-on and skills based and cannot readily be replaced by video streaming.
- A recent new learning program, *Collect Connect Community – an introduction to the State Library of NSW* (CCC) which streamlined the previous *Making Connections* program has been warmly received by the network.
- The development of a new training module on the *Library Act*, Library Regulation and Policy framework was discussed and agreed at the March 2018 PLCC. The module is in development, and will be piloted in late 2018 (date to be advised).
- As discussed at recent PLCC meetings, advance notice of dates for professional development activities will assist the NSWPLA, as the Association has funds available to support the professional development and training programs.
- The calendar will be updated with the following, and 2019 dates will be negotiated with regional and rural library venues.

### **Workshops and Seminars for public library staff at the State Library**

July – December 2018

26 July 2018– Australasia preserves (Digital Preservation)

23 August 2018 – *Collect, Connect, Community* (CCC)

27 September 2018 – CCC + Family History training

19 October 2018 - CCC

2 November 2018 – CCC + Family History training

5 November 2018 - Early Literacy Seminar

16 November 2018 – Seniors in focus Seminar

### **Regional Working Group meetings supported by the State Library**

6 August HLS WG - Lithgow

9 November Local Studies WG - Dubbo

### **REGIONAL TRAINING**

#### **Connecting Culture: Tracing Ancestors (Indigenous Family History)**

9 + 10 August – Shoalhaven Libraries (Nowra). 1 workshop for library staff, 1 for the public. Neighbouring libraries will be invited to the library staff session

5 September – Clarence regional Library (Grafton). Workshop for staff and public. Neighbouring libraries will be invited to the library staff session

8 November 2018 – Central Murray Regional Library (Deniliquin). Workshop for public.

6 February 2019 – Port Macquarie Hastings Library. Workshop for public.

7 February 2019 – Kempsey Shire Library. Workshop for Kempsey and Port Macquarie staff.

- Regional dates for CCC and the Find Legal Answers and Drug Info training will be set for between March and June 2019.
- The new module on the *Library Act*, Library Regulation and Policy framework will also tour.
- The Early Literacy Framework will have a significant associated training module. This will be provided on-site at the State Library in 2019, and regionally, at least in every zone.

#### **NSWPLA Financial Assistance**

- At the March PLCC, the NSWPLA offered to provide funds toward assisting the State Library's regional training program.
- The State Library advises that there is a 2018/19 budget for the State Library team to travel and conduct the sessions, so it was suggested that the NSWPLA funding goes directly to the libraries to help their staff attend. For example, the funds could be used to backfill casuals, and pay accommodation and travel costs for the public library staff that attend.
- The Association considered this approach ahead of the July PLCC meeting, and agreed that a per diem approach to assist staff to attend (payable from the Association to councils) was the planned way forward.
- The paper was noted.

### **3.7 - Other Business**

It was agreed that the September meeting would be cancelled for 2018.

The next meeting is scheduled for Tuesday 4 December.

<b>NEXT MEETING</b>	
<b>DATE</b>	Tuesday, 4 December 2018
<b>TIME</b>	1pm – 3pm
<b>LOCATION</b>	Unaipon Room – Level 1, Macquarie Building, State Library of New South Wales