

LIBRARY COUNCIL OF NSW

# 2016–17 Annual Report



STATE LIBRARY®  
NEW SOUTH WALES

# Seeking Shakespeare

Students taking part in a learning program  
enjoy a visit to the Shakespeare Room.

PHOTO BY JOY LAI

LIBRARY COUNCIL OF NSW

# 2016–17 Annual Report

## CONTACT INFORMATION AND ACKNOWLEDGMENTS

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 go to <[www.sl.nsw.gov.au/annual](http://www.sl.nsw.gov.au/annual)>.

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Service	Monday to Thursday	Friday	Saturday	Sunday
State Library website providing access to our collections, services and public programs: <a href="http://www.sl.nsw.gov.au">www.sl.nsw.gov.au</a>	Available 24/7	Available 24/7	Available 24/7	Available 24/7
Governor Marie Bashir Reading Room	9 am – 8 pm	9 am – 5 pm	10 am – 5 pm	10 am – 5 pm
Mitchell Library Reading Room	9 am – 8 pm	9 am – 5 pm	10 am – 5 pm	10 am – 5 pm
Special Collections area	9 am – 8 pm	9 am – 5 pm	11 am – 5 pm	Closed
Ask a Librarian service For quick answers in person or via telephone, email, web, fax or post	9 am – 8 pm	9 am – 5 pm		
Drug Info Online	Available 24/7	Available 24/7	Available 24/7	Available 24/7
Find Legal Answers Online	Available 24/7	Available 24/7	Available 24/7	Available 24/7
Public Library Funding and Advisory Service	9 am – 5 pm	9 am – 5 pm		
Galleries	9 am – 5 pm	9 am – 5 pm	10 am – 5 pm	10 am – 5 pm
Library Shop Onsite Online	9 am – 5 pm Available 24/7	9 am – 5 pm Available 24/7	11 am – 5 pm Available 24/7	11 am – 5 pm Available 24/7
Cafe Trim	7.30 am – 5 pm	7.30 am – 5 pm	10.30 am – 4.30 pm	10.30 am – 4.30 pm
Shakespeare Room	Tuesdays 10 am – 4 pm			
Venue Hire Venue Hire Office	6 am – midnight 9 am – 5 pm	6 am – midnight 9 am – 5 pm	6 am – midnight	6 am – midnight

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# Our Library

## Three dimensions

We worked with the University of Technology Sydney to capture the form and intricate detail of treasures from our collection. The item being scanned in 3D is Captain Cook's sextant. The image can be explored in our interactive online story 'Voyages of Discovery'.

PHOTO BY JOY LAI

# Letter of submission

October 2017

The Hon. Don Harwin, MLC  
Minister for Resources, Minister for Energy and Utilities,  
and Minister for the Arts  
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 2017 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  
NSW State Librarian & Chief Executive  
and Secretary, Library Council of New South Wales

# Our Library

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## **OUR LIBRARY**

A world leading library, the State Library of NSW informs, educates, inspires and surprises online, onsite and on tour. The Library's rich heritage collections, contemporary print and digital materials, partnership with public libraries and vibrant collaborations enable Australians to interrogate our past and imagine our future.

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## **MISSION AND VALUES**

To strengthen the community by being the trusted provider of quality information services by:

- providing equitable access to contemporary and historical knowledge
- collecting and preserving Australia's heritage
- promoting our role as a cultural destination
- collaborating with the NSW public library network.

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## **OUR CORE VALUES AND BELIEFS**

- Integrity
- Trust
- Service
- Accountability
- Equity of access
- Innovation and engagement

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## **VISION**

For the community, we aspire to be a Library that is:

- a pre-eminent and welcoming cultural destination
- acknowledged for excellent client service and staff expertise
- an innovative gateway to information and cultural enrichment
- recognised for a unique and accessible collection
- an active advocate for the NSW public library network
- a proactive partner in knowledge creation.

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## **OUR STRATEGIC PRIORITIES**

- Collect
- Connect
- Community

# Library Council of NSW

## President's message



**THE HONOURABLE  
GEORGE SOURIS AM**  
PRESIDENT  
LIBRARY COUNCIL OF NSW

Throughout the last year the Library has continued to produce impressive levels of achievement during a period of exciting change, which has been a testament to the adaptability and commitment of its staff. Since the retirement of Dr Alex Byrne in September 2016, the Library has continued to work towards the delivery of the highly anticipated Mitchell Galleries project under the leadership of the proficient and dedicated Acting State Librarian, Lucy Milne. The generous \$15 million donation from two of our benefactors, Michael J Crouch AC and John B Fairfax AO, has provided an exciting opportunity to open more of the Library's heritage spaces within the Mitchell Galleries for the public to enjoy, and will change the face of the Library.

At the beginning of 2017 we welcomed a new Premier, the Honourable Gladys Berejiklian, MP, and the Library, as part of the Arts portfolio, gained a new minister in the Honourable Don Harwin, MLC. The support of the Premier and of our Minister has been greatly appreciated, and in particular we were honoured by their attendance at this year's Premier's Literary Awards in May. We also welcomed two new members to Library Council in January, Ms Jane Garling and Ms Terri Janke, who bring valuable new perspectives and expertise to the Council's work.

### **FOUNDATION SUCCESSES**

Securing the donations that will allow the Library to bring to reality the Michael Crouch Galleries and the John B Fairfax Learning Centre highlights the strength of our Foundation. However, there have been other achievements over the year, including Australia's first dedicated digital fellowship, valued at \$30,000, which was supported by the Foundation through the Gerald Sidney Wronker bequest. The DX Lab Fellowship was established to support the creative and innovative use of the Library's collection data.

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#### **DIGITAL INNOVATION**

The Library's DX Lab is a place for creative partnerships with a range of diverse contemporaries, including digital peers, cultural heritage organisations, students, researchers and artists, and has been pioneering new ways to present our collections and connect with new audiences.

There have been multiple successful achievements of note in the DX Lab this year. In 2017 the inaugural DX Lab Fellows Elisa Lee and Adam Hinshaw presented 'Unstacked', a visually appealing representation of what people are searching for in the Library's catalogues.

'Zooming Sydney' was the result of a DX Lab partnership with Sarah Kenderdine, in which 200 images from the Library's collection were showcased on 'Wynscreen', a large-scale public art installation located at Wynyard Station. It was seen by an estimated 30,000 passers-by every day while on display in June.

Four key audio collections from the State Library's collection have been made available on 'Amplify', an innovative tool which provides access to its digitised sound archive, including the Library's entire collection of unedited historic interviews with builders of the Sydney Harbour Bridge, to coincide with the 85th anniversary of the opening of the Bridge.

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#### **AWARDS**

The Library continues to strengthen its support for literature and research through its program of awards. Record numbers of entries were received for the Premier's History Awards and the Premier's Literary Awards. The prestigious Ashurst Business Writing award also continues to attract growing entry numbers. The inaugural Mona Brand Award for an outstanding Australian woman writing for the stage or screen, was presented in November to Joanna Murray-Smith. The biennial Russell Prize for Humour Writing was awarded in June to Steve Toltz. The events at which these awards are presented provide a wonderful opportunity for the Library to welcome the literary community and for the public to join in celebrating their achievements.

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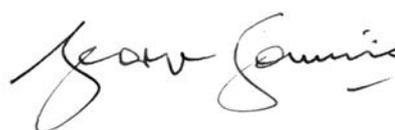
#### **ACKNOWLEDGMENTS**

To Dr Alex Byrne goes a heartfelt thank you for the leadership shown during his term as State Librarian and Chief Executive. His commitment to expanding the Library's Indigenous Services and connecting with Indigenous communities, as well as his vision for the Mitchell Galleries project will leave a lasting legacy to benefit the people of New South Wales.

A special thank you goes to Lucy Milne who carried out her role as Acting State Librarian for an extended period in exemplary fashion, carrying forward the planning and approvals processes required for the Mitchell Galleries.

I would also like to thank all our Volunteers who have actively engaged in and supported projects throughout the Library. They show great commitment to promoting the Library's services and programs and to the care of the collections. They assist in behind-the-scenes and front-of-house roles, and continue to be wonderful ambassadors for the organisation. Our 120 volunteers provided over 11,000 hours of their time as tour hosts, transcribing manuscripts, sorting collection material, assisting with events and performing administrative tasks.

As we report on last year's successes, the Library – now with newly appointed State Librarian, Dr John Vallance, a long-term supporter of the Library through his service on Library Council and as a Trustee of the Foundation – can look forward to being revitalised and continuing to enrich the lives of the people of New South Wales.



The Honourable George Souris AM  
President, Library Council of NSW

# From the Acting State Librarian & Chief Executive



**LUCY MILNE**  
ACTING STATE LIBRARIAN  
& CHIEF EXECUTIVE

This year we announced that the Library's Foundation had secured \$15 million in support from private benefactors to build new state-of-the-art galleries and a learning centre in the historic Mitchell building.

This transformative, once-in-a-generation project will dramatically expand public access to the Library and its collection by doubling gallery space and adding new interactive experiences. These exciting new developments are being realised as part of the Library's master plan, the future stages of which include a 400-seat auditorium and a rooftop restaurant.

Over 900,000 people visited the Library last year, and these new galleries will make the Library an even more attractive destination for local, interstate and international visitors.

High visitor numbers are a testament to the important role that the Library plays in our civic life and to the way that this Library, and our public libraries across the state, continue to adapt to the needs of clients. This year, for example, in response to client feedback we have redesigned the Governor Marie Bashir Reading Room to create more informal working spaces and to increase access to equipment.

## **LEARNING AND SCHOLARSHIP**

Almost 20,000 students, teachers and lifelong learners attended inspiring learning programs at the Library this year. The connection that the Library establishes with young learners is in many cases a lifelong one. Students visit with their schools, then return to the Library to study for the HSC or for university, and in later years for personal research, family history, events and exhibitions.

The Library welcomed five new research fellows this year. These fellows were awarded prestigious fellowships amounting to \$76,000 to pursue individual research projects through in-depth study of the collection. The Library's fellows will soon have access to the new Donald and Myfanwy Horne Room, created with the generous support of Donald Horne's children, Dr Julia Horne and Mr Nick Horne, to encourage and inspire scholarship, research and the exchange of ideas.

In addition, the inaugural DX Lab Fellowship recipients were Elisa Lee and Adam Hinshaw, who developed a digital experiment, titled 'Unstacked', as a time-based visualisation of materials being accessed from the Library's collections. Unstacked is accessible on the Library's website and is a neat illustration of how investing in fellowships can unlock and reveal the wonders of the collection and their enduring relevance for the benefit of all.

The Library also delivered a range of programs targeted at students and teachers in regional areas. This year *Reach Out!*, a highly regarded professional learning program to introduce teachers to the Library's resources and services, was held in eight regional centres, attracting 193 teachers.

We marked the final year of the *Far OUT! Treasures to the Bush* program, generously supported by the Vincent Fairfax Family Foundation and the Caledonia Foundation, that enabled students in regional areas to engage in learning activities and view original items from the Library's collections such as an Indigenous wordlist and Captain Cook's shoe buckles. Between 2012 and 2016, *FAR Out!* reached 26,251 students, 1280 teachers and 411 schools across the state, from Broken Hill to Coffs Harbour, and many places in between.

#### **PARTNERING WITH AND SUPPORTING NSW PUBLIC LIBRARIES**

Libraries are places of discovery and learning for people of all ages and backgrounds. The latest figures available from 2015–16 show that there were almost 35 million visits to the 368 public libraries and 21 mobile libraries in NSW this year. Over 70,000 public programs and events were held, attracting more than 1.2 million attendees.

This year the NSW Government delivered \$28.3 million in grants and subsidies to public libraries and provided a range of other key support services. The State Library maintains close links with public libraries and our staff visited over 120 NSW public libraries throughout the year to provide advisory and consultancy services.

The Library also uses its links with public libraries to extend the reach of our programs to regional and local communities. For example, in 2016–17 three displays based on Library exhibitions toured to 43 public libraries, significantly expanding the number of people who enjoyed our exhibitions. Drug Info — a jointly funded partnership between the NSW Ministry of Health and the Library, which provides plain English information about alcohol and drugs — developed and piloted an interactive display hub in Concord and Dubbo public libraries and distributed over 100 fact kits to public libraries.

#### **ACKNOWLEDGMENTS**

It has been a wonderful opportunity to act in the role of State Librarian & Chief Executive after Dr Alex Byrne concluded his tenure in September 2016. Working more closely with the wonderful staff here, as well as the volunteers who give of their time and passion to support the values of the Library, has been an honour.

From members of Library Council, the Audit & Risk Committee, Foundation Board members and Trustees, to our dedicated volunteers who provide tours and help in a myriad of ways — my thanks to you all for a superb year. My special thanks go to the Hon George Souris AM, as President of the Library Council. We also acknowledge our generous major donors and all those who have given us financial support over many years — we are richer in many ways because of you.

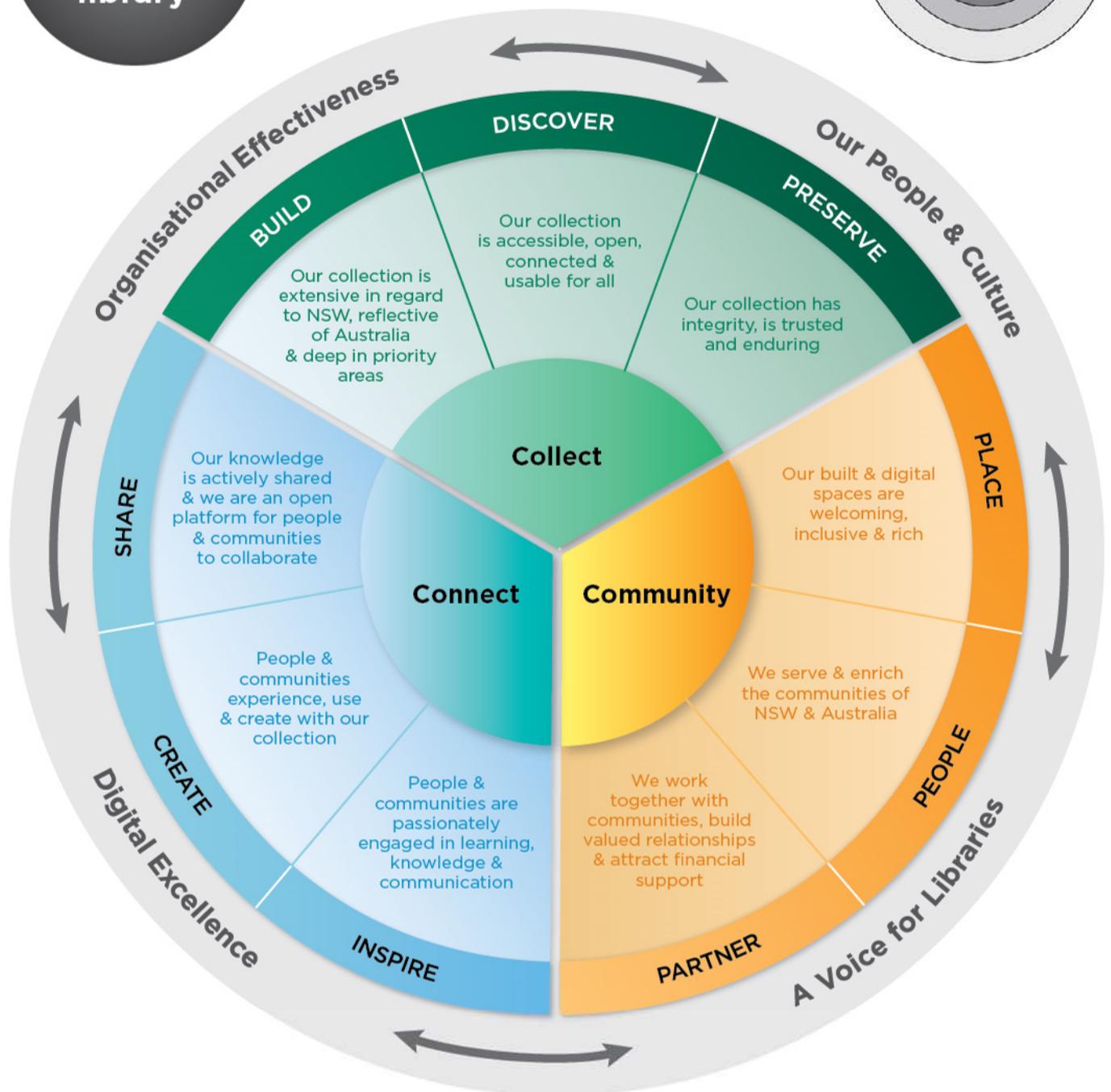
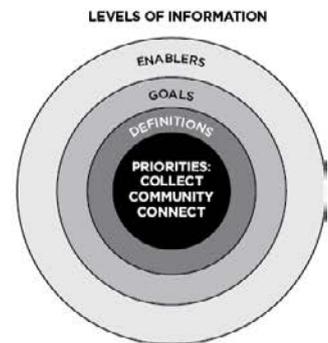
It is my very great pleasure and privilege to welcome the new State Librarian & Chief Executive, Dr John Vallance, who takes up his role on 28 August 2017. Dr Vallance is well known to the Library. He has already made a valuable contribution in his roles as a former member of the Library Council of NSW and Trustee of the State Library of NSW Foundation. The depth of experience, excitement and enthusiasm he brings to the important role of State Librarian will serve this great Library very well into the future.



Lucy Milne  
Acting State Librarian & Chief Executive

# Strategic plan 2015–19

**VISION**  
A world leading library



# Key achievements

## TRANSFORMING THE MITCHELL BUILDING

Through the Library's Foundation, the Library has secured \$15 million from private benefactors to transform the historic Mitchell building with new state-of-the-art galleries and a learning centre. The Michael Crouch Galleries will double the Library's gallery space, enabling more of the precious \$3.15 billion collection to be on display to the public. The generous donation will also fund a renewal of the current galleries in the western wing to complement the new galleries. The John B Fairfax Learning Centre will break new ground in learning by providing K-12 students, teachers and families with an engaging, digitally rich, hands-on environment.

## A WELCOMING SPACE FOR ALL

Overall visitation to the Library continues to increase, with 905,132 people visiting the Library in 2016-17. The latest occupancy report of the Mitchell Library Reading Room recorded a 100 per cent increase in occupancy since 2012, confirming the continuing popularity of the heritage space for study and research. This year the Governor Marie Bashir Reading Room in the Library's Macquarie Street building was reconfigured in response to client feedback, to accommodate the increasing need for informal 'lounge' and study spaces.

## SUPPORT TO PUBLIC LIBRARIES

In 2016-17 the Public Library Funding Strategy delivered \$28.3 million to NSW public libraries in grants and subsidies, and other support and advisory services. Funding this year for public libraries included an additional \$810,000 to address the impact of population growth and CPI on public library funding. The third year of the Public Library Infrastructure Grants program delivered \$4 million to support infrastructure projects at 31 local councils. The Library also provided a range of other support services to public libraries to fulfil its obligations under the *Library Act 1939*.

## COLLECTION DEVELOPMENT

This year there were 57,052 items added to the collection. Significant acquisitions ranged from an eighteenth century terrestrial globe showing the tracks of Cook's Pacific voyages through to a 2016 limited edition artist book by Deanna Hill, *Artbook Volume Arba 'ah Deanna Hitti*, a comment on the way Western society engages with Middle Eastern culture. Acquisition highlights include William T Cooper's studio archive including 2435 original ornithological drawings, which completes the extensive collection of Cooper's work held in the Library, and 11 original drawings on paper by John Lewin, c 1801-02, including two portrait drawings of unnamed Aboriginal people. Key acquisitions as part of the Indigenous Collecting Strategy include the Boomalli Aboriginal Artists Co-operative poster collection; and the book, photographs and website documenting the Jonathan Jones *barrangal dyara* (skin and bones) installation at the Botanic Gardens.

## RENOWN

This year there were two additions to the Australian Memory of the World register from the State Library's collection. Papers produced by 'enemy aliens' who were interned at Holsworthy between 1914 and 1919 were added, as well as the poetry notebook 'Verses 1907-1908', containing celebrated poet Dorothea Mackellar's famous poem 'Core of My Heart' (later known as 'My Country'). The addition of Mackellar's poetry notebook to the register is ground-breaking, as the manuscript is the first Australian literary work to be added to the register, and Mackellar is the first Australian woman writer to be honoured.

## DIGITISATION AND ACCESS

The Digital Excellence Program has now completed its fifth year of digitising the Library's collections with nine million digital files created since inception in 2012. In the past financial year over 1.7 million digital master files were created from a wide range of significant and at risk formats, through a portfolio of in-house and outsourced projects. In partnership with the National Library of Australia and through the NSW Government-funded Digital Excellence Program, the Library digitised over one million pages of historic NSW Government Gazettes making it the first state to have its entire collection of Government Gazettes available online.

## DIGITAL INNOVATION

The Library continued to push boundaries in the digital sphere this year by developing a range of new applications and innovative experiments. In partnership with the New York Public Library, the State Library launched 'Amplify', an innovative tool which allows users to search, listen to and transcribe the State Library's rich audio collection. Four key audio collections have now been made available, including the Library's entire collection of unedited historic interviews with builders of the Sydney Harbour Bridge, to coincide with the 85th anniversary of the opening of the Bridge. In 2016-17 more than 50,000 transcript edits of the four collections by over 3000 users from 42 different countries have been made.

The Library developed its first online storybook, *My Weekend with Pop*, supported by free curriculum resources. The storybook was developed in partnership with speakers from five different Aboriginal language groups (and NSW Language and Culture Nest) including Wiradjuri, Paakantji, Gumbaynggirr, Gamilaroi and Dharawal.

The DX Lab continued to develop creative and interactive ways to explore the Library's collections and datasets. This year, for example, creatives Elisa Lee and Adam Hinshaw, winners of the inaugural DX Lab Fellowship, developed 'Unstacked', which provides a virtual window into what Library users are searching for and requesting physically and digitally 'from the stacks'. The DX Lab also partnered with Sarah Kenderdine to produce 'Zooming Sydney', a large-scale public art installation located at Wynyard Station on Wynscreen which showcased 200 images from the Library's collection. On display during June 2017, it is estimated that this installation was seen by over 30,000 passers-by every day.

# Strategic goal & results summary

## Strategic Priority: Collect

To build the record, enable its discovery & ensure its long-term preservation

Goal	KPI description	KPI	2014-15	2015-16	2016-17
<b>Build</b> <i>Our collection is extensive in regard to NSW, reflective of Australia &amp; deep in priority areas</i>	Our collections are outstanding	Collection valuation – Total \$	\$3.15 billion	\$3.15 billion	\$3.15 billion
<b>Discover</b> <i>Our collection is accessible, open, connected &amp; usable for all</i>	Our clients are satisfied by the ease of use and accessibility of our collections	Onsite visitation <sup>1</sup>	805,112	898,920	905,132
		Online visitation <sup>2</sup>	3,906,774	3,991,384	3,719,956 <sup>3</sup>
		% clients think collection items are easy to access	84%	83%	84%
<b>Preserve</b> <i>Our collection has integrity, is trusted &amp; enduring</i>	Our collections are secure	% collection in storage that meets industry standard	n/a	43% <sup>4</sup>	46% <sup>4</sup>
	Our collections are trusted by the community	% clients think the collection is trustworthy and informative	96%	95%	95%

## Strategic Priority: Community

To be an inclusive & responsive organisation that enriches communities

Goal	KPI description	KPI	2014-15	2015-16	2016-17
<b>Place</b> <i>Our built &amp; digital spaces are welcoming, inclusive &amp; rich</i>	Our visitors onsite, online & on tour reflect the diversity of NSW & Australia	% client satisfaction with places:			
		• Onsite	94%	94%	93%
		• Online	88%	85%	85%
		• On tour	n/a	99%	99%
<b>People</b> <i>We serve &amp; enrich the communities of NSW &amp; Australia</i>	Our Library is renowned	% brand recognition	87%	85%	82%
	Our Library serves NSW	No. of regional activities <sup>5</sup>	2080	1833	1557
<b>Partner</b> <i>We work together with communities, build valued relationships &amp; attract financial support</i>	Our Library is an excellent partner	Individuals, communities & organisations donate to the Library	\$3,949,000	\$4,104,000	\$6,073,000
		No. of Friends' memberships	1700	2158	2120
	Our Library advances the Public Library Network (PLN)	% of PLN agree the Library supports the development & advancement of NSW public libraries	n/a	95%	95% <sup>6</sup>

## Strategic Priority: Connect

To inspire, facilitate & provide new opportunities for learning, creation & knowledge sharing

Goal	KPI description	KPI	2014-15	2015-16	2016-17
<b>Inspire</b> <i>People &amp; communities are passionately engaged in learning, knowledge &amp; communication</i>	Our clients feel inspired by our actions & want others to be involved	% clients likely to recommend the Library	97%	96%	96%
		No. of education program attendees	20,122	24,075	19,231
		No. of event attendees	10,411	9464	7941
<b>Create</b> <i>People &amp; communities experience, use &amp; create with our collection</i>	Our clients experience our collections, knowledge & understanding	No. of community-created contributions	n/a	19,830	29,444
		Library card holders:			
		• Total card holders		90,570	63,238 <sup>7</sup>
		• Special collection card holders		8638	7002 <sup>7</sup>
		Volunteer hours	11,960	11,301	11,000
<b>Share</b> <i>Our knowledge is actively shared &amp; we are an open platform for people &amp; communities to collaborate</i>	Our clients share our content with other people & communities	No. of shares of Library-created content on the website	n/a	1875	5459
		No. of social media shares <sup>8</sup>	n/a	11,401	15,836

# Enablers

Goal	KPI description	KPI	2014-15	2015-16	2016-17
<b>Organisational Effectiveness</b> <i>We are effective, efficient &amp; collaborate to leverage our resources</i>					
Collaboration	We communicate & collaborate across the Library	% staff satisfaction with collaboration	44%	44% <sup>9</sup>	38%
Systems & Processes	Our processes are clear, efficient & effective	% staff satisfaction with processes	56%	56% <sup>9</sup>	45%
Financial Strength	We are financially strong	Library-generated revenue	\$5,112,000	\$4,375,000	\$4,460,000
<b>Our People &amp; Culture</b> <i>We are knowledgeable, passionate, agile &amp; committed to developing our capabilities</i>					
Learning Community	We are committed to training & developing our people	% performance development plans completed	99%	100%	100%
Agility	We are agile, embracing innovation & managing change	% staff satisfaction with change & innovation	48%	48% <sup>9</sup>	31%
Engagement	Staff are engaged & committed	% staff engagement	85%	85% <sup>9</sup>	76%
<b>Digital Excellence</b> <i>We are digital first in thinking &amp; action and are leaders in exploiting technology</i>					
Digital Culture	We foster a digital first culture through digital leadership, skills & recognition	No. of digital training sessions attended by staff	n/a	1018	558
Innovation	We experiment with new digital technologies	No. of projects using new digital technology	n/a	17	12
Transformation	We collaborate to deliver new & improved digital experiences for staff & clients	% clients think the State Library is innovative	83%	82%	83%
		% staff satisfaction with technology	62%	62% <sup>9</sup>	49%
<b>A Voice for Libraries</b> <i>We are a strong voice for Public Libraries, our Library &amp; an informed community</i>					
Leadership	We lead in our sector	% of PLN say State Library provides effective leadership	n/a	80%	80% <sup>6</sup>
Advocacy	We advocate for libraries	% of PLN say State Library advocates for libraries	n/a	87%	87% <sup>6</sup>
Capability Building	We build capability across the Public Library Network (PLN)	No. of PLN professional development training sessions	32	27	31

## Notes:

1. Onsite visitation — people counter figures include estimates due to interruptions in the data series.
2. The calculation of online visits reflects public visits only (and excludes staff use).
3. Changes to the websites and catalogues are impacting year-on-year results.
4. The Library is seeking additional funding to address this.
5. Regional interactions include community reach (exhibitions, displays, collection and learning activities), professional reach (development workshops) and infrastructure support (funding and technology support).
6. Results from the 2016 survey are reported in both financial years 2015-16 and 2016-17.
7. The changeover to the new catalogue involved some clean-up of the cardholder list, resulting in a drop in the count of cardholders in 2016-17.
8. Includes shares (or equivalent) of posts from corporate accounts with Facebook, Twitter & Pinterest.
9. Results from the 2015 internal staff survey are reported in both financial years 2014-15 and 2015-16.



# Achievements summary

## Natural history

Students from the National Art School viewed the Macquarie Collector's Chest on a behind-the-scenes tour, then created their own work inspired by the collection.

PHOTO BY JOY LAI

## Build

**Our collection is extensive in regard to NSW, reflective of Australia and deep in priority areas.**

### DOCUMENTING LIFE IN NSW

The Library documents life in NSW by collecting material in a wide range of formats. New items are added to the collection each year to address gaps and meet the information needs of people throughout the state.

Heritage and contemporary materials — photographs, artworks, maps and manuscripts, both physical and digital — are acquired through purchase, donation, bequest and transfer.

This year the Library received donations valued at \$777,935, including \$531,343 under the Cultural Gifts Program, which offers tax incentives for donations to cultural institutions.

Key acquisitions include:

- world-renowned bird illustrator William T Cooper's studio archive of diaries, papers, drawings, paintings and prints
- a terrestrial globe from 1782, showing discoveries from Cook's third voyage and predating the official account
- 37 world maps created in Japan between 1796 and 1900, spanning the isolationist Edo period and the modernisation of the Meiji period
- Sir Isaac Newtown's second major scientific work, *Opticks, or a Treatise on the Reflexions, Refractions and Colours of Light*, 1704
- original watercolours by Jeff Davies, Peter Marsack and Kim Franklin for *The Australian Bird Guide* from CSIRO Publishing, 2017
- a late 18th century watercolour drawing by an unknown artist, *Black Swan Painted from Nature*
- a manuscript account of the second Pacific voyage on the *Astrolabe*, 1837–1840, written by French sailor Pierre Seurin, together with a commemorative medal
- 11 drawings by John Lewin dated 1801–02, including two portraits of Aboriginal people, and an 1830 lithograph portrait of Beerabahn (or Biriban), an important Awabakal man
- leading Sydney architect Ken Woolley's archive of sketchbooks, architectural plans, manuscripts and photographs.

Material published in NSW continues to be contributed through the legal deposit provisions of the *Copyright Act 1879* (NSW) and the Premier's Memorandum 2000–15: *Access to Published Information: Laws, Policy and Guidelines*.

This year NSW publishers deposited 4548 books and 5347 serials, including 273 new serial titles. Government agencies deposited 233 books and 288 journal titles. A total of 756 born-digital publications, including 319 from NSW Government agencies, were archived in Pandora, Australia's online archive. Also received through legal deposit were posters, calendars, sheet music, maps and performance programs.

### COMMISSIONING NEW WORKS

Oral histories were recorded with: people living with mental illness and disability; leading figures in the performing arts such as Graeme Murphy and Meryl Tankard; and Bun Chay, who came to Australia with her husband Kheng as a humanitarian refugee from Cambodia via a Thai refugee camp after the end of the Pol Pot regime. An interview was recorded with glass etcher Ross Harradence, whose 50-year career included work on the Library's doors as an apprentice in the 1940s.

Other oral histories covered subjects as diverse as coastal erosion after recent Sydney storms, lawyers in NSW, visual arts, and the closure of the Electrolux refrigeration factory in Orange.

### HARVESTING THE DIGITAL DOMAIN

Thirty-one million online documents were captured this year, amounting to 1.6 terabytes of data. This includes information from NSW and local governments, and public libraries.

To date a total of 100 million online documents, or 5.4 terabytes, have been collected.

Almost 15 million publicly available social media posts were harvested using Vizie, a social media collecting tool developed by the CSIRO. The posts document key events such as the 2016 Census, Australia Day and the NSW council elections, and include over 350,000 posts from NSW Government agencies.

### BUILDING THE INDIGENOUS COLLECTION

Historian and teacher Brad Steadman was commissioned to photograph life in his home town, Brewarrina, documenting the Indigenous community, and sites including the ancient Brewarrina fish traps, and local events.

Photographs of the annual Koori Rugby League Knockout, by Gamilaroi Murri yinah woman Barbara McGrady, and a poster collection from the Boomalli Aboriginal Artists Co-operative, were among key acquisitions under the Indigenous Collecting Strategy.

Also added to the collection were original illustrations by Bronwyn Bancroft for her 2008 children's book *Malu Kangaroo*, and the book, photographs and website documenting Jonathan Jones' *barrangal dyara* (skin and bones) installation at the Botanic Gardens.

## COLLECTION ADDITIONS

ADDITIONS AT A GLANCE 2016-17	
Items added this year (excluding manuscripts & oral history)	57,052
Linear metres of manuscripts acquired this year	383
Web publications archived	756
Digital images created (in-house)	54,000
<b>Totals at a glance</b>	
Current serial titles (paper)	9,116
Full-text online serial titles	60,423

STATE REFERENCE COLLECTION				
	Additions 2014-15	Additions 2015-16	Additions 2016-17	Total as at 30 June 2017
Monograph volumes	5167	4892	8218 <sup>1</sup>	1,054,541
Bound serials	1530	1943	2274	507,100
Newspaper volumes	1540	922	1398	66,405
Microforms - reels & fiche	4768	3179	3667	1,100,677
Computer files	20	22	20	6,389
Audiovisual material - tapes, discs, film, video	63	110	55	36,370
Vertical file material	0	0	0	25,440
<b>Rare Books and Special Collections</b>				
Monograph volumes and bound serials	13	64	24	25,332
<b>Donald MacPherson Collection</b>				
Monograph volumes and bound serials	0	0	0	4,643
<b>Shakespeare Tercentenary Library</b>				
Monograph volumes and bound serials	3	9	12	5,647
<b>Multicultural service</b>				
Monograph volumes, talking books, kits	-1593	-3105	2,810 <sup>2</sup>	66,320
<b>Disability Access Service</b>				
Large print, talking books	-4307	634	1,353 <sup>3</sup>	19,666

MITCHELL COLLECTION				
	Additions 2014-15	Additions 2015-16	Additions 2016-17	Totals as at 30 June 2017
Monograph volumes	6961	7415	6,930	468,938
Bound serials	1789	1948	868	190,299
Sheet music	53	8	7	23,306
Microforms	58	13	2	154,883
Computer files	8	2	2	521
Audiovisual material	0	0	0	590
Posters	188	404	144	10,811
Book jackets	284	281	141	26,333
Ephemera	1214	2437	2,259	131,799
<b>Manuscripts</b>				
Manuscripts (in linear metres)	100.19	111	383	13,431
Oral history (in Hours)	67	171	0	13,210
<b>Maps</b>				
Individual	1091	397	337	27,966
Series sheets	0	0	0	79,558
<b>Pictures</b>				
Paintings	53	21	120	2,548
Prints and drawings	376	301	3,083	160,320
Realia	29	2	38	5,435
Photographs and negatives	6104	9976	22,605	1,474,290
Architectural plans	0	2	685	121,778

DIXSON COLLECTION				
	Additions 2014-15	Additions 2015-16	Additions 2016-17	Totals as at 30 June 2017
Monographs and bound serials	0	750	0	21,720
Manuscripts (in linear metres)	0	0	0	43
Pictures-portfolios	0	0	0	205
Pictures-single items	0	0	0	1,581
Maps	0	0	0	1,082
Realia	0	0	0	268
Coins, tokens, medals	0	0	0	8,546
Paper currency	0	0	0	829
Postage stamps	0	0	0	9,707

### Notes:

Material received but not processed in 2016-17 is not included in these tables.

1. In updating the collection 8,220 items were added and 2 items were withdrawn.
2. In updating the collection 5,028 items were added and 2,218 items were withdrawn.
3. In updating the collection 1,514 items were added and 161 items were withdrawn.

# Discover

**Our collection is accessible, open, connected & usable for all.**

## EXHIBITIONS

Almost 200,000 visitors came to the Library's exhibitions, which ranged from hand-coloured First World War photographs, to the history of gardens and highlights of contemporary garden design, to contemporary artists influenced by Max Dupain's famous *Sunbaker* image.

*Colour in Darkness: Images from the First World War* (25 June to 21 August 2016) featured 150 images from an exhibition of war photographs which toured Australia in the early 1920s, attracting crowds and enthusiastic reviews. Most were taken by Australian servicemen and women at Gallipoli, in the Middle East and on the Western Front. The photographs were enlarged and hand-coloured by 'digger artists' at Colarts Studios. *Colour in Darkness* attracted 28,512 visitors (a daily average of 492).

Opening in spring 2016, two exhibitions focused on gardens. Curated by garden historian Richard Aitken, *Planting Dreams: Shaping Australian Gardens* (3 September 2016 to 15 January 2017) explored the ideas and influences that shaped the way we make, use and enjoy our gardens. Beautiful and at times unexpected objects – spanning over five centuries – illustrated the story of garden-making, and a vertical garden installation by artists Lisa Cooper and Benja Harney allowed visitors to make their own paper flowers. A total of 61,709 visitors (daily average of 461) visited the exhibition.

At the same time, *Planting Dreams: Grand Garden Designs* (3 September 2016 to 17 April 2017) showcased the creativity and passion of some of Australia's leading landscape designers through a series of commissioned photographs of innovative private and public gardens in NSW, which were acquired by the Library as 'born digital' images.

*Under the Sun: Reimagining Max Dupain's Sunbaker* (18 February to 17 April 2017) was presented by the Australian Centre for Photography in partnership with the Library. It showcased new works by 15 of Australia's most stimulating artists. Using a variety of mediums, the artists considered the iconic *Sunbaker* image and responded to the question: is there anything new under the sun? The exhibition also featured the negative and print versions of the 1937 *Sunbaker* image from the Library's collection. A total of 28,174 visitors (daily average of 486) visited the exhibition.

A total of 31,212 people (a daily average of 1040) visited the *World Press Photo Exhibition 2017* (27 May to 25 June 2017).

## DISPLAYS

New acquisitions on display in Amaze: The Michael Crouch Gallery included a drawing of the burning Garden Palace from 1882, and highlights of the extensive archive of the

Red Cross NSW Division. Visitors could view a letter from Andrea Corsali to Giuliano de Medici from 1516, containing the earliest depiction of the Southern Cross, on long-term loan from the Bruce and Joy Reid Foundation. Key anniversaries celebrated were the 85th anniversary of the Sydney Harbour Bridge, the 50-year anniversary of the 1967 Referendum on Indigenous rights, and the 100th anniversary of May Gibbs' publication *Gumnut Babies*.

*Artefact or Fiction?* (May 2017 to May 2018) is a changing display of original items relating to NSW curriculum topic areas such as British Colonisation, Captain James Cook, Explorers, Gold, Shakespeare and Photography.

In the Macquarie Street foyer, the *Nikon-Walkley Press Photography Awards for Excellence in Photojournalism* (14 October to 27 November 2016) was presented in association with the Walkley Foundation. It featured some of Australia's best photographers across a range of genres, from news and sport, to portraiture and photographic essays.

In association with Fairfax Media and Clique, *SMH Photos1440* (3 December 2016 to 29 January 2017) featured a selection of the year's best published and unpublished images by *Sydney Morning Herald* photographers.

Engaging displays in the Macquarie Street building's Level 1 corridor included *Family Keeps Us Going: Portraits and Stories of Families of Aboriginal Nations Living in South-West Sydney*, photography by Jagath Dheerasekara. This series of images and stories was developed in collaboration with the storytellers and Tharawal Aboriginal Corporation's Waranwarin Child and Family Centre.

*Next Door: Photographs by Paul Blackmore* documented outdoor life in Sydney suburbs in the 1990s, as part of the History Council of NSW History Week theme 'Neighbours'.

*May Gibbs: Celebrating 100 Years*, presented in association with the Northcott Society, featured reproduction artworks demonstrating the breadth of Gibbs' career.

*Beauty in Difference: The Street Photography of Jon Lewis*, for Multicultural March, displayed 20 of Jon Lewis' street portraits, which highlight Sydney's cultural diversity.

## ON TOUR

Three displays based on Library exhibitions toured 43 public libraries across regional and metropolitan NSW. *Portraits of War: The Crown Studios Project* was displayed at 15 libraries with over 100,000 visitors. *Australian Inspiration* appeared at 16 libraries with over 50,000 visitors. *Satire in the Time of War: Cartoons of Hal Eyre 1914–1918* toured 12 libraries with over 30,000 visitors.

A condensed version of our popular exhibition *What a Life! Rock Photography by Tony Mott* commenced its national tour and visited Lismore Regional Gallery, Goulburn Regional Art Gallery and Grafton Regional Gallery, reaching a total of 9500 people.

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## ERESOURCES

Eresources are purchased and made available to meet the information needs of people across NSW. Discovery and access to the ebook collection was improved. More than 164 ebooks and 12 digital archives were purchased, including:

- *Archives of Human Sexuality & Identity Part 1 & 2: LGBTQ History & Culture, 1940s – 2000s*
- *Australasian Video Online*
- *British Periodicals Collection III & IV*
- *East India Company Module 1: Trade, Governance and Empire, 1600–1947*
- *Frontier Life: Borderlands, Settlement and Colonial Encounters*
- *The Nichols Collection 1760–1865: British Newspapers, Pamphlets and News Sheets.*

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## ACCESS TO COLLECTIONS

Procedures have been improved for the management of original material held on reserve for readers.

High quality digital images from the Library's collections continue to be provided, with 869 requests fulfilled for a total of 2808 images.

Projects have been established to arrange, describe and preserve several large collections, including the Max Dupain commercial and exhibition photographic archives, and the William T Cooper studio archive of bird illustrations.

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## DIGITAL ENGAGEMENT

The digital platform Amplify, developed with the New York Public Library and launched in October 2016, allows users to listen to digitised oral history recordings and correct accompanying machine-generated transcripts. Four audio collections have been made available, including interviews with builders on the Sydney Harbour Bridge and with counter-culture participants from Nimbin, NSW. More than 50,000 transcript edits have been made by over 3000 users from 42 countries.

Volunteers began transcribing the Sir Joseph Banks archive of approximately 7200 records and 10,000 images, using the Library's transcription tool. Two 'transcribe-a-thon' events helped to engage communities in crowdsourcing transcription. In six months over half the collection was transcribed. The transcription tool has been used by over 4000 people from 96 countries.

A 'georeferencing' project saw digital volunteers link 700 subdivision maps to geographic locations over two weeks.

The platform Waranara (meaning 'to seek' in the Sydney language) is being developed to make digital collections more accessible to the Indigenous communities, in ways that respect cultural protocols.

These digital initiatives have added value to the collections by tapping into the passion and expertise of researchers and readers from all over the world. They have also enabled us to make connections with communities, and local studies collections

from regional towns, providing traditional owners with access to Indigenous language materials.

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## UNESCO MEMORY OF THE WORLD

Two nationally significant collections were added to the UNESCO Australian Memory of the World register in February 2017: the papers of 'enemy aliens' interned in Australia during World War I, which provide evidence of life in the internment camps, through letters and diaries, drawings, concert programs, journals and newspapers; and Dorothea Mackellar's poetry notebook containing the celebrated poet's famous poem 'Core of My Heart' (later 'My Country'). Mackellar is the first Australian woman writer to be honoured, and the manuscript is the first Australian literary work on the register.

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## EXCELLENT INFORMATION SERVICES

The Ask a Librarian service responded to 5702 online enquiries during the year. Staff provided research assistance on topics ranging from the horses that arrived with the First Fleet, to eyewitness reports of snowfall in Sydney in 1836, and the operations of paramilitary organisations in NSW in the 1930s. A further 171,786 enquiries were received through the telephone information service and the service desks in the two reading rooms.

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## INTEGRATED COLLECTION MANAGEMENT

Implementing the new integrated collection management system has been a challenging undertaking which will ultimately make it easier to search across the collections. Alma, the published collection management system, and Primo, the discovery layer which searches three catalogues: published, archival, and eresources, were made available early in the year. Adlib, the new archival management system, was made available to the public in March to search unpublished materials such as pictures, manuscripts and realia collections. Rosetta, the new digital preservation system, was also put into production in March and the Library commenced our backlog ingestion of digitised collections. Continual improvements and updates have been introduced.

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## MULTICULTURAL, LARGE PRINT AND TALKING BOOKS

More than 82,000 loans in 42 languages were provided to public libraries. This year a new model was piloted for distributing multicultural collections, with the objective of making more of the collections available to communities on public library shelves. Following feedback from public libraries, the model is being reviewed, in consultation, to ensure equity of access for small libraries and communities with specific demand.

Discounts were negotiated through the Purchasing Cooperative — a partnership with public libraries. With a total expenditure of \$483,492, the cooperative purchased 7228 items for 70 public libraries, and 5146 for the State Library in 16 languages.

Demonstrating its commitment to improving access for people with disability, the Library loaned 9534 talking books and 10,250 large print books to public libraries.

#### **DIGITAL ACCESS TO NEWSPAPERS AND MAGAZINES**

The Library digitised 22 newspaper titles this year under the Digital Excellence Program and contributed to digitisation of four titles under the National Library of Australia's contributor program. A total of 435 NSW newspaper titles (approximately 7.5 million pages) have been digitised since 2008 – 226 funded through the Digital Excellence Program – and are freely available on Trove. There have been over 91 million views since 2008.

With so many newspapers digitised, the focus was directed towards serials and journals. Over 172,000 pages of serials were digitised in full colour and added to Trove, including *Building Magazine*, *The Home, Decoration and Glass*, *Australasian Photographic Review*, *The Lone Hand*, and *Australian Woman's Mirror*.

#### **COLLECTION DIGITISATION**

The Digital Excellence Program has now completed its fifth year of digitising the Library's collections with nine million digital files created since 2012. In the past financial year over 1.7 million digital master files were created from a wide range of formats.

Collections digitised this year include:

- Gould's *Birds of Australia* (761 pages)
- Sydney and suburbs subdivision plans (4251 plans scanned this year, with a total of 31,341 completed)
- George Gittoes war diaries (993 pages)
- Governor Lachlan Macquarie papers (5825 pages)
- John and Elizabeth Macarthur correspondence and papers (6081 pages)
- Sir William Dixson pictorial albums (7273 images)
- Edmund Blackett Architectural plans (2608 plans)
- Indigenous manuscript and language collections (15,452 pages)
- Historical maps (200 sheets)
- AG Foster's Sydney street and cemetery scenes (488 glass plate negatives).

#### **DIGITISING AT-RISK MEDIA COLLECTIONS**

The digitisation of valuable and at-risk magnetic audio tapes of oral history was completed as part of a three-year program. Over 852 hours of tape were digitised, bringing the total to over 12,000 hours. An additional 274 hours of oral history interviews on audio tape, an obsolete and at-risk format, were transferred to preservation master files.

A pilot project, working with local industry, was established to digitise 271 video tapes in a range of at-risk formats. The project will help inform large-scale digitisation of the Library's moving image collection.

## Preserve

**Our collection has integrity, is trusted and enduring.**

#### **CONSERVATION HIGHLIGHTS**

Artworks from two major 20th century publishing houses were conserved this year, including over 300 preliminary sketches and artists' boards from Angus & Robertson (1925–73), and the Sydney Ure Smith collection of sketches, etchings and personal photographs (1900–49). Broadsides and proclamations, dating from the 17th to the 20th century, were also treated and rehoused.

The Library's Foundation generously funded the conservation treatment and rehousing of significant collections, including the Wentworth family papers (461 manuscript pages), 149 Colarts Studios photoprints, and treating and rebinding the letterbook and loose letters of First Fleeter Ralph Clark. The Foundation also supported a survey of the realia collection of over 8000 items, which will inform its future treatment and display.

Conservators and digitisation specialists collaborated to reconstruct a giant glass plate negative, one of the largest in the world, from the Holtermann photographic collection. Broken during the 1980s, the plate's 291 fragments were digitised and housed, and a related contact print was treated and housed in a custom-built frame.

To prepare material for digitisation, conservators treated and assessed 110,400 items and packed 115,500 items in protective housing and secure cases for transport to external digitisation companies. Staff from digitisation companies were assessed and trained in handling materials by Library conservators.

For exhibitions and displays, conservators assessed and treated a range of material, from rare illustrated books in *Planting Dreams* to objects that belonged to Captain Cook in *Artefact or Fiction?* They created stabilised humidity enclosures to enable the display of fragile material.

#### **COLLECTION RELOCATIONS**

As part of the Library's master plan to transform the Mitchell Library building, more than 14 linear kilometres of material were transferred to higher grade shelving in the Macquarie Street building and the offsite storage facility. Electronic mobile shelving was installed to improve the housing of oversized manuscript collections.

#### **DIGITAL PRESERVATION**

Preserving and managing the rapidly growing collection of digital material is a key function of the Library's new integrated collection management system. Over 2.3 million digital assets – including digitised and born-digital material – have been added this year, and technology has been upgraded to improve the system's efficiency and capacity.

# Community

## Place

**Our built & digital spaces are welcoming, inclusive & rich.**

### ACCESS & INCLUSION

The Library's Disability Inclusion Action Plan 2016-2019 outlines our disability inclusion priorities over a three-year period and builds upon our past achievements. An Inclusion Advisory Committee meets quarterly to provide advice on all aspects of the Library's operations. The committee members are highly experienced professionals who bring their own experience of living with disability to their advisory roles.

The action plan has also led to captions being provided at major Library events, and attendees are able to request Auslan interpreters. Disability awareness training for all staff has been developed in partnership with People with Disability Australia.

The Library became a signatory to Accessible Arts' Accessing Sydney Collectively, a print and online campaign that promotes access to 12 cultural institutions in Sydney. The Access logo used for this campaign has been added to the Library's website, linking to an Access & Inclusion webpage, which presents wayfinding information, locations of accessible facilities and details of adaptive technology in the reading rooms. All public-facing staff have been provided with Disability Awareness sessions and Facilitating Access for Clients with a Disability training.

### FEEDBACK

The Library received 875 instances of written feedback this year. Of these, 486 people expressed appreciation for staff and services. Improvements were suggested by 173, and the remaining 216 were complaints. Several changes were implemented as a result of feedback, including the management of telephone calls so that speaking to a librarian is the first option.

Satisfaction continues to be high – 93% of those surveyed were satisfied with the Library, and 96% said they would be likely to recommend it to others.

The Library has adopted the 'Commitments to Effective Complaint Handling' developed by the NSW Ombudsman in partnership with the Customer Service Commissioner in 2016. The commitments centre on respectful treatment, information and accessibility, good communication, taking ownership, timeliness, and transparency.

A Complaint Handling Policy was developed to reflect these commitments. It outlines the principles of the Library's complaint management system and provides guidance for people wishing to make a complaint. The feedback page on the Library's website was redesigned to make it easier to submit comments.

### READING ROOM IMPROVEMENTS

The Lower Ground floor of the Governor Marie Bashir Reading Room was reconfigured to create more informal reader spaces, with accessible furniture and equipment. These changes

were influenced by feedback from readers requesting more study spaces without bag restrictions. A new secure area showcases recent books, newspapers and magazines.

Technology improvements in the reading rooms included upgrading the computer reservation system with a new queuing feature allowing more equitable access to computers. Ten microfilm readers were upgraded and adaptive technology software was updated.

Wi-fi service was improved through adjusting the maximum bandwidth allowed per device, and introducing a new process for monitoring capacity and performance.

### DIGITAL CHANNELS

The Library's website and other digital channels continue to be enhanced for improved access to services and collections.

The home page has been redesigned for better presentation of news and featured events, and improved access on mobile phones. The eresources portal has been streamlined, with direct access to full-text articles and ebooks. The single search catalogue has been integrated into the website, and improvements have been made for viewing collection items through the catalogue, including larger image files available to download.

New websites were launched in March 2017 for the Find Legal Answers and Drug Info services. The sites are now consistent with the Library's content management system and branding, and content has been reviewed to meet user needs.

A YouTube channel was launched with 20 videos.

### DIGITAL STORYTELLING

Digital storytelling continues to be a feature on the corporate website with over 50 new stories published on the site.

A highlight was the enhanced story 'Voyages of Discovery: The Great South Land', a beautiful and immersive online experience providing unparalleled access to our rich collections related to the European discovery and charting of Australia. This year additional functions and content were introduced including an interactive puzzle based on an engraved double-hemisphere map of the world from 1775, and a new chapter describing the use of scientific instruments such as astrolabes, quadrants and sextants. A selection of globes and navigational objects were scanned in 3D and added to the story.

An interactive story of photographer George Caddy, one of Australia's most important amateur photographers, was developed and released. 'Bondi Jitterbug' has a dynamic layout that matches the lively photographs of dancing and 'beachobatics' at Bondi.

## People

**We serve & enrich the communities of NSW & Australia.**

### **ENGAGING WITH INDIGENOUS COMMUNITIES**

Indigenous Services reached 3359 people onsite, online and on tour to promote access for Indigenous communities to the Library's services and collections. Highlights included community visits to Language and Culture Nests in Lightning Ridge, Western Plains Cultural Centre in Dubbo, Paakantji Language Circle meeting in Broken Hill, Dharriwaa Elders Group in Walgett, Wonnarua Aboriginal Nation Corporation in Singleton, Wollotuka Aboriginal Education Centre at the University of Newcastle, and Tharawal Aboriginal Corporation in Campbelltown.

Beyond NSW, staff also held community consultation meetings in Tasmania related to collections held at the Library and attended the Makarrata: Bringing the Past into the Future festival in Millingimbi, NT.

The Library continues to provide advice to NSW public libraries on engaging with Indigenous communities, and staff visited libraries including Liverpool, Singleton, Newcastle, Taree, Grafton, Waverley and Cessnock.

### **PRESERVING INDIGENOUS LANGUAGES**

Work continues to identify Indigenous language collections at the Library and build relationships with language custodians.

A collaboration with language custodians and NSW Aboriginal Language and Culture Nests resulted in an online storybook titled *My Weekend with Pop*, recorded in Aboriginal language. The digital story book and curriculum resources include the voices of community language speakers in Wiradjuri, Paakantji, Gumbaynggirr, Gamilaroi and Dharawal. The story features illustrations by Yuwaalaraay artist and designer Lucy Simpson.

The Bayala Sydney Language Research Database, donated by researcher Jeremy Steele, was integrated into the Library's website for public access to this research database. Bayala searches across 12,000 language records held by a range of cultural institutions. Indigenous words and their English equivalents can be searched on this database.

### **VOLUNTEER AND COMMUNITY OUTREACH**

More than 120 active volunteers contributed 11,000 hours of assistance on a wide range of projects across the Library. Volunteers led onsite tours, checked transcriptions and sorted collection material, and assisted with events and administrative tasks. Among the highlights was assistance in sorting large collections such as Max Dupain negatives, Fairfax business records, Joseph Banks papers, and the archive of the NSW Red Cross.

## Partner

**We serve & enrich the communities of NSW & Australia.**

### **NATIONAL AND STATE LIBRARIES AUSTRALASIA**

The Library collaborates with other leading libraries through the peak body National and State Libraries Australasia (NSLA). Staff were involved in NSLA working groups and projects including Australian Newspaper Plan (ANPLan), Copyright, Digital Preservation, Digital Skills, Eresources Consortium, Heritage Collections, Indigenous, and Literacy and Learning.

The NSLA eresources consortium continues to ensure that libraries pay a fair price for subscriptions, saving the Library \$335,948.12 in 2016–17.

Library staff are members of the following NSLA communities of practice: Communications and Marketing, Corporate Services, Copyright, Funding and Sponsorship, Public Libraries, Storage, Trove, and Visitor Experience.

### **DIGITISATION PARTNERSHIPS**

The ongoing partnership with the National Library of Australia has seen 640,000 newspaper pages digitised this year and made available through Trove. Since 2012 the Digital Excellence Program has funded the digitisation of 226 newspaper titles – a total of five million pages – providing extensive coverage of regional and suburban NSW and comprehensive coverage of the World War I period.

In partnership with the National Library of Australia, the Library has digitised and applied optical character recognition to over one million pages of the historic NSW *Government Gazette*. The entire collection, dating from 1832 to 2001, is now available online.

Under the Open Digitisation Partnership Program, a commercial publisher, Adam Matthew Digital, has funded digitisation of 180 items – with a total 10,000 pages, photographs and illustrations – for the World's Fairs online eresource and database.

### **LEARNING AND RESEARCH PARTNERSHIPS**

The Library collaborated with a range of partners to deliver learning workshops, conferences and events. Organised with the Society and Culture Association, student seminar days and talks, an awards event and professional development days for teachers attracted over 2200 participants.

For HSC History students, a History Extension 1 seminar day organised with Sydney Living Museums had 240 participants. The WordeXpress – HSC English Extension 2 program, with the NSW Education Standards Authority, attracted 955 HSC students.

Other organisations working in collaboration with the Library to produce events for students and teachers include the University of Technology Sydney, Charles Sturt University, NSW Department of Education, Association of Independent Schools, English Teachers Association; History Teachers Association,

Parliament of NSW, Advocate for Children and Young People, Australian Theatre for Young People, Sydney Opera House, Bell Shakespeare, and Sydney Symphony Orchestra.

The Library is involved with several Australian Research Council Linkage Projects. These include the University of Queensland's Wild Australia project, about Archibald Meston's touring troop of Aboriginal men in the 1890s; the University of Wollongong's Centre of Excellence for Australian Biodiversity and Heritage, with an emphasis on K-12 curriculum development around Indigenous content; and Monash University, looking at the social dynamic of ebook lending in Australian public libraries. The Library is also a partner in the University of Canberra's Digital Treasures program, which explores design for digital data.

#### **TECH SAVVY SENIORS**

Tech Savvy Seniors is a digital literacy program for seniors, providing training in the use of computers, tablets, smartphones and online applications, and giving older people the skills and confidence to become active participants in the digital economy. The Library continued its partnership with Telstra and the NSW Department of Family and Community Services to coordinate the program in NSW public libraries. With \$150,000 in funding, 6679 seniors were trained at 93 libraries in English and eight community languages (Arabic, Cantonese, Hindi, Greek, Italian, Korean, Mandarin and Vietnamese).

#### **CULTURAL PARTNERSHIPS**

The Library continued to partner with leading cultural organisations to deliver innovative events. The sold-out Sydney Festival workshop series Bayala: Let's Speak Sydney Language was presented by Darug woman Aunty Jacinta Tobin and Gadigal man Joel Davison. The workshops offered a unique opportunity to learn basic words and phrases in local Aboriginal language. The Library once again partnered with Vivid, and with the Sydney Writers' Festival to present author lectures and a panel discussion on the experiences of women writers in the 21st century.

The Library collaborated on the *Portraits of Languages* exhibition at the Western Plains Cultural Centre in Dubbo, which featured photographs of Dubbo Elders by acclaimed Aboriginal photographer Mervyn Bishop. The Library assisted with recordings of Elders speaking about the importance of language. These interviews will be returned to community members via Orana Arts and the Western Plains Cultural Centre, and Elders will have the opportunity to add their recordings to the Library's collection.

#### **STATE LIBRARY OF NSW FOUNDATION**

The State Library of NSW Foundation continued to build partnerships with individuals, trusts, foundations and corporate sponsors to support significant projects and programs. This year the Foundation is proud to report that \$4.4 million has been raised.

The Foundation announced in January that \$15 million had been secured in private funding for the Mitchell Galleries project. Michael Crouch AC will support the creation of world-class exhibition spaces on the first floor of the historic Mitchell building, with additional support from the Nelson Meers Foundation, Rob Thomas AM and Kim Williams AM. John B Fairfax AO is supporting the creation of an innovative learning space on the ground floor.

Support was also gained for:

- the second year of the DX Lab Fellowship, the Library's first dedicated digital fellowship, and digitising part of the Library's aviation collection
- crucial conservation work on the Ralph Clark letterbook, the James Cook collection, and Maurice Felton's portrait of Sophia O'Brien, as well as a survey of the Library's realia collection through a new conservation fellowship.
- the inaugural Mona Brand Award for Women Stage and Screen Writers, made possible by a bequest of the late poet, author and playwright Mona Alexis Fox nee Brand.

The Bruce and Joy Reid Foundation continued to support the Voyages of Discovery online portal, the Belalberi Foundation funded the forthcoming Ferdinand Bauer online exhibition, and the Ashurst Business Literature Prize continues to be acknowledged as Australia's most important award for business writing.

This was the final year of the educational program *Far OUT! Treasures to the Bush*. This transformative outreach program has been generously supported for the past three years by the Vincent Fairfax Family Foundation and the Caledonia Foundation. The Foundation continued to support the ongoing educational initiatives WordeXpress and the bus subsidy program.

The Foundation successfully relaunched the Custodian Patrons annual giving program last year and revenue this year increased to \$208,000. These funds will support an online story about the Sydney Harbour Bridge, which was announced to coincide with the 85th anniversary of its opening. This story will bring together manuscripts, photographs, plans, paintings and oral histories of the beloved 'coathanger'.

The Friends of the Library program continues to be strongly supported, with 2120 memberships – including households – the equivalent of 2520 individual members. A highlight for the program this year was the travel draw offering a trip to Hobart, supported by Virgin Australia and the Salamanca Wharf Hotel.

## Inspire

**People & communities are passionately engaged in learning, knowledge & communication.**

### LEARNING PROGRAMS ONSITE AND ONLINE

A total of 17,495 teachers and students participated in learning programs onsite, online and on tour in 2016–17. A highlight was the involvement of the Jeonnam Foreign Language High School in Korea in the Library's videoconference program. The most popular onsite program was the Library tour followed by the Stage 2 program British Colonisation.

The workplace giving program funded eight bus trips for schools to the Library, with 231 students attending learning programs who would not otherwise have had the opportunity. Over 1100 children and families attended school holiday programs and 284 participants attended lifelong learning programs.

Industry visits and onsite orientation programs at the Library were attended by 337 library and information profession students from TAFE colleges and Charles Sturt University. Two students from Charles Sturt University were hosted for two-week study visits.

Work continued with metropolitan and regional Australian universities, encouraging researchers – both early career and established – to engage and create with the collection. Collaborative projects and public events focused on subject areas such as the digital humanities.

Curated collection viewings, tailored to a wide range of courses, were well received by students. An increasing number of collection-focused internships enabled tertiary students to explore the Library's collections as a formal component of their course.

### LEARNING PROGRAMS FOR REGIONAL NSW

The popular *FAR Out!* program concluded in December 2016. This year 3973 students and teachers from 53 schools across NSW participated in workshops featuring State Library collection material, such as Captain Cook's shoe buckles, Indigenous wordlists, Tommy MacRae drawings and a Mary Reibey letter from 1792. Over four years, *FAR Out!* reached 26,531 students and teachers in 411 regional schools, or 35% of NSW country primary schools.

The professional learning program for teachers, *Reach Out!* – an introduction to the Library's resources and services – was held in eight regional centres from Forbes to Tamworth and attracted 193 teachers from 172 schools.

A total of 3402 students and teachers participated in 49 videoconferences such as 'Explorers of the Australian Interior', 'Mary Reibey – The Woman on the \$20 Note', and 'On the Move – Migration to Australia'. The most popular videoconference was 'From Captain Cook to the Convicts'.

The HSC WordeXpress English Extension 2 regional seminar days, run in collaboration with the NSW Education Standards Authority, attracted 115 HSC teachers and students.

### PUBLIC PROGRAMS

This year the Library held 117 public events – including author and curator talks, symposiums, workshops and film screenings – attracting over 7500 attendees. Author talks continued to be the most popular events, with more Bitesize lunchtime talks highlighting new authors and publications. The Out of the Vaults series continued to provide public access to unique items from the Library's collection with successful events showcasing Max Dupain, Sydney architecture and stories from our colonial past.

Public programs supported the Library's exhibition program with talks and workshops as part of the *Planting Dreams* exhibitions. Curator-led tours for *May Gibbs: Celebrating 100 Years* and *Under the Sun* were well attended. The *World Press Photo Exhibition 2017* was supported by a series of events focusing on the importance of photojournalism, including a lecture by renowned photojournalist Chris de Bode on his experiences on the frontline of international reporting.

A new series of Curator's Choice events has been introduced. Presented by subject experts from our curatorial team, these events highlight some of the most significant but lesser-known areas of the collections, such as 19th century photography of the Pacific and Pitcairn islands, Ida Rentoul Outhwaite's illustrations, and contemporary architecture.

Scholarly Musings events are an opportunity for researchers to share their research experiences and exchange ideas. This year, 716 people attended 10 Scholarly Musings talks. Dr Peter Hobbins told the extraordinary story of James Bray and his Museum of Curios; Dr Lisa Murray looked at the fascinating history of cemeteries in Sydney; and Dr Alecia Simmonds discussed the history of love and law in Australia and the complexities surrounding early breach of promise cases.

The Library launched a new bimonthly series, Talking Deadly: Indigenous Voices at the State Library. Its aim is to invite leading historians, academics, artists, conservationists and knowledge keepers to shine a spotlight on the fascinating history, politics and cultural initiatives that continue to shape contemporary Indigenous Australia. In the first talk Dr Michael Bennett shared his extensive knowledge of Aboriginal trackers, and in the second Oliver Costello spoke about fire and Indigenous cultural practices. Both sessions sold out.

### SUPPORTING RESEARCH AND LITERATURE

The Library coordinates a range of awards, celebrating and recognising excellence in Australian writing, including the NSW Premier's Literary Awards and History Awards, National Biography Award and the Ashurst Business Literature Award. A total of 1086 entries were received and \$486,000 prize money was awarded across 23 categories of the six awards.

In November 2016, the inaugural Mona Brand Award for Women Stage and Screen Writers 2016 was announced, with playwright Joanna Murray-Smith winning the \$30,000 prize for an established writer and Jada Alberts winning the \$10,000 prize for emerging writers.

The 2017 NSW Premier's Literary Awards received a record 618 entries. Leah Purcell won the Nick Enright Prize for Playwriting and the Book of the Year for *The Drover's Wife*, and Heather Rose won the Christina Stead Prize for Fiction for *The Museum of Modern Love*. The biennial Russell Prize for Humour Writing 2017 was awarded in June to Steve Toltz for *Quicksand*.

The Library also coordinates the Library Council Honours, which have been awarded since 2014 to recognise distinguished individuals who contribute to the cultural enrichment of Australia through excellence in the library, information and related fields.

#### **MEDIA**

Extensive media coverage was achieved, with 3249 media stories and mentions across print, radio, online and television.

Media stories focused on new acquisitions, exhibitions and travelling displays, awards and fellowships, digital initiatives (the transcription tool, Amplify, Unstacked), major announcements and other Library activities including NSLA Born Digital 2016 (8–12 August 2016).

Highlights include:

- 185 media stories and mentions of the 2016 National Biography Award shortlist with an estimated national audience reach of over 300,000 people. This represents a 15% increase in media attention compared with last year's award and an increased audience reach of 28%
- 59 media mentions of the inaugural Mona Brand Award for Women Stage and Screen Writers, including an ABC News 24 story which was syndicated nationally 22 times
- 105 media mentions of the announcement of the \$15 million philanthropic donation to the Library, including extensive Channel Nine News coverage
- 67 media hits/mentions for the *May Gibbs: Celebrating 100 Years* display, including Channel Nine's *Evening News* (syndicated in regional NSW and ACT) and Channel Seven's *The Daily Edition* (syndicated nationally in 40 regions).
- an ABC Online feature story on Unstacked, the digital project developed as part of the inaugural DX Lab Fellowship
- international exposure for the Library's World War I collection through the History Channel.

A 12-month partnership with *The Saturday Paper* was secured in June 2017, which will deliver in-kind advertising for the Library, as well as a series of stimulating events.

#### **PUBLICATIONS AND NEWSLETTERS**

In reader surveys of the quarterly *What's On* and *SL* magazine over 95% of respondents rated the publications excellent or very good. *SL* magazine was shortlisted in the Museums Australia Multimedia & Publication Design Awards. Gallery guides were produced for exhibitions *Colour in Darkness: Images from the First World, Under the Sun: Reimagining Max Dupain's Sunbaker* and *Planting Dreams: Grand Garden Designs*.

A second edition of *Neighbours and the Law*, by Nadine Behan, was published by the Library's Legal Information Access Centre in June 2017. It provides plain English information on the laws relating to neighbourhood issues and was produced with a grant from the Francis Forbes Society for Australian Legal History.

*Public Library News* was redesigned to highlight news and important developments for NSW public libraries. Two editions were published this year — 'Summer 2016–17 Digital Highlights' and 'Winter 2017 Partnerships'.

The subscriber base for the *What's On* and *Photography* newsletters increased by almost 40%, with an average 30% open rate achieved across all newsletters. A new newsletter for NSW public libraries, *In the Libraries*, was developed. Four issues were sent during the year, and the average open rate was 34%.

## Create

**People & communities experience, use & create with our collection.**

#### **FELLOWSHIPS**

One of the Library's strategic goals is to be an innovator in learning and research in the education sector and in the community. As part of its ongoing commitment to research, the Library administers a number of fellowships, which are principally focused on the use of its collections for historical research.

Current Fellows are:

- Coral Thomas Fellowship (biennial; awarded in 2015) — Dr Rebe Taylor for 'The Wedge Collection: Moments of Encounter on the Tasmanian and Victorian Frontiers'
- David Scott Mitchell Fellowship — Associate Professor Robert Crawford: 'Probing the Consumer's Mind: The Ashby Research Service and the Post-war Australian Market'
- Merewether Fellowship — Dr Stephen Gapps: 'The Sydney Wars — A Military History of the Sydney Region 1788 to 1816'
- CH Currey Fellowship — Dr Breda Carty: 'Changing Social Participation of People with Disabilities in 19th and 20th Century Australia'
- Nancy Keesing Fellowship — Associate Professor Lee Stickells: 'Aquarian Green: Building New Ways of Living in the 1970s Counterculture'.

- Australian Religious History Fellowship – Dr Charmaine Robson: ‘The Little Flower Black Mission: Catholic Redress and Masculine Piety’
- Honorary Fellowship – Associate Professor Isabella Alexander: ‘Commercial Map-making and Copyright Law in Australia from 1788 to 1917’
- Honorary Fellowship – Ms Jane Singleton: ‘What Katie Did! How a White Woman Recorded and Preserved the Legends and Lives of Indigenous People in Outback Australia, A Century Ago – Katherine (Katie) Langloh Parker’
- Honorary Scriptwriter – Rachael Coopes: ‘The Tragic Story of Champion Boxer Les Darcy’.

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#### **DX LAB FELLOWSHIPS**

The DX Lab Fellowship, supported by the State Library of NSW Foundation, promotes innovation, partnerships, experimentation and the creative use of the Library’s data via new interfaces and experiences.

Inaugural DX Lab Fellows Elisa Lee and Adam Hinshaw created the digital experience Unstacked, a time-based visualisation of what people are searching for in the Library’s collections. This digital experiment was launched at the Library on 20 April 2017 and attracted wide interest on social media.

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#### **ART IN THE LIBRARY**

The Artist in Residence program invites artists to work in the reading rooms and other spaces to produce works inspired by the Library and its collections. This year the Library welcomed artist and art lecturer Joe Frost, who was particularly interested in the way the Library is inhabited as a social space.

## Share

**Our knowledge is actively shared & we are an open platform for people & communities to collaborate.**

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#### **COLLECTION LOANS**

The Library is committed to enhancing public access to its collections through an active regional, national and international outgoing loans program. Our registrars and conservators work with borrowing institutions to facilitate the efficient administration of outgoing loans, balancing the Library’s obligation for the care, safety and security of its collection and the increasing demands on physical access to the collections.

A total of 27 items were sent on outward loan this year. Notable loans included John James Audubon’s *Birds of America* (vol I) which was displayed at the Museum of Old and New Art (MONA) in Hobart, the first time that the item had left the Library since its acquisition in 1885; an early watercolour of Sydney by Thomas Watling lent to Sydney Living Museums; two paintings lent to Grafton Regional Gallery, and Shakespeare’s First Folio, which travelled to regional libraries at Kiama

and Dubbo. Conservators completed condition reports and successfully cleaned and rehoused paintings on long-term loan to NSW Parliament House.

In June 2017, the Library’s Shakespeare First Folio was couriered to Brisbane for a joint function in partnership with the State Library Queensland Foundation and Queensland Performing Arts Centre. Over 250 members of the public attended the event which included a lecture by the rare books specialist from the State Library of NSW. The event attracted significant media attention including radio and television interviews and coincided with Queensland Foundation Day. It is the first time the rare First Folio has been transported across the Queensland border.

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#### **OPEN ACCESS AND OPEN SOURCE**

Since 2015 the Library has shared some of its digitised collections on Google’s Cultural Institute. Our web content, including our interactive stories, are published ‘free for reuse’, unless otherwise stated, and licensed under Creative Commons Attribution 4.0.

The DX Lab supports the Library’s commitment to the principles of open data and sharing by making the source code of all experiments freely available for reuse through the Library’s GitHub account. Similarly, some of the Library’s other software, including Amplify’s code, is made freely available on GitHub.

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#### **SOCIAL MEDIA**

Social media reach (new followers) increased by 13% on Twitter, 20% on Facebook and 80% on Instagram. The Premier’s Literary Awards announcement on 22 May saw #PremiersLitAwards and @statelibrarynsw trending on Twitter in Sydney.

The Library has established benchmarks for social media activity and engagement for 2017–18 and beyond.

The #LiteraryMocktails Twitter campaign in February 2017 delivered strong community engagement and outreach to public libraries in raising awareness of the Library’s Drug Info service. The campaign and resulting series of postcards received praise from NSW Health for its innovation.

# Enablers

## Organisational effectiveness

**We are effective, efficient & collaborate to leverage our resources.**

### POLICIES

Eleven new policies were developed this year and two policies were updated as part of the Library's commitment to providing a welcoming environment, a world-class collection and a professional workforce. These included policies on Legislative Compliance and a Takedown Policy. A Sensitive Collections Materials Policy was also developed, which outlines the informed approach taken by the Library to ensure sensitive material is managed properly, and includes defined periods of restriction from public access for specific record types.

### SECURITY

The Library's security capabilities continued to be strengthened through initiatives designed to improve safety and security for people who use the Library, and for staff and collections. A restructure of the Security branch saw a reduction in overall security expenditure but increased efficiencies and faster response times.

The implementation of a new entry point in the South Dock allowed for greater visibility and control of staff and contractors entering the Library before 9 am. With the increase in contractor activity associated with building projects, this has proven to be successful in ensuring tighter access control.

Improvement to electronic security systems has been achieved through installing new IP analytic CCTV cameras in the Governor Marie Bashir Reading Room, which provide greater picture quality and faster playback. The Emergency Management Committee is well advanced with rewriting the Emergency Management Plan which will be launched early in the new financial year.

### FINANCIAL MANAGEMENT

The Financial Services team successfully submitted the 2015–16 financial statements for all Library entities within NSW Treasury deadlines. The accounts were audited by the Audit Office of NSW and received an unqualified audit opinion.

The branch worked with Library management and divisions to develop the 2017–18 budget and forecasts for the following years to ensure the Library's continuing financial stability.

Cash management systems were refined to closely monitor cash flows. The Library worked with Treasury to draw down grants throughout the year to ensure that suppliers were paid within terms and that the appropriate cash buffer was maintained.

Monthly management reporting and business partnering continued, enabling branch managers to monitor their budgets and allocate resources efficiently.

Finance staff worked closely with NSW Treasury on the Financial Management Transformation project (FMT). The major part of this project is the development of the Prime reporting system through which all agencies will upload their financial data for consolidation by Treasury. The expected outcome is improved management of the state's finances. The Prime system will be implemented in 2017–18.

### LIBRARY SHOP

The Library Shop is owned and operated by the Library Council of NSW. It stocks a range of books complemented by a quality selection of gifts, exhibition-related merchandise, a print-on-demand service, and archival fine art prints from the Library's collection. An online Library Shop is available on the website. Revenue from shop sales for 2016–17 is \$581,708.

#### Venue hire and events revenue

Revenue	Amount
Cafe Trim contract	\$125,237
Venue hire	\$209,138
Catering commission	\$45,845
Public program and awards program	\$92,058
<b>TOTAL</b>	<b>\$472,278</b>

#### Merchandise revenue

Revenue	Amount
Books	\$324,642
Prints	\$20,233
State Library merchandise	\$31,127
Other (cards, stationery and gifts)	\$205,706
<b>TOTAL</b>	<b>\$581,708</b>

### VENUE HIRE

This year the Library hosted a number of high profile events through its venue hire service, building on our reputation as a prestigious and desirable venue for private events. Visitors of note include the United States Study Centre hosting Senator John McCain, and the Supreme Court of NSW hosting the Judges Dinner and opening of Law Term.

### COLLECTION VALUATION

The first of the five-year rolling revaluations of the six collection asset classes was undertaken in 2016–17. The Finance branch worked with the collection management team and independent valuers to ascertain the value of the Rare Books collection. Each category within the collection will be revalued within the five-year period. Land and buildings were also revalued in January 2017 as per the NSW Treasury requirement that they are revalued every three years.

### ACCIDENTS AND INCIDENTS

This year, 33 incidents with 10 near misses were reported. All incidents were thoroughly investigated and rectified. Five workers compensation claims were made and managed.

An online integrated hazard and incident reporting system was introduced which has streamlined the reporting process and improved responsiveness.

#### **GREEN LIBRARY**

Electricity consumption for 2016–17 was in line with the previous year, with a 22% reduction from the 2013–14 baseline. This represents a 667,567 tonne annual reduction in greenhouse gas emissions. Chilled water consumption (supplied by Parliament House) has reduced by 18% from the previous year. The office areas of the Macquarie building achieved a 6 star NABERS energy rating. The Library received a 2016 CitySwitch NSW state award in recognition of energy efficiency initiatives.

#### **INFORMATION, COMMUNICATIONS & TECHNOLOGY RENEWAL**

To meet rising demands for internet connectivity, and to enhance its performance, capacity and speed, networks were reconfigured and infrastructure connected to the Australian Academic and Research Network (AARNet). AARNet provides high capacity internet services for its members including universities, research organisations, vocational training providers, schools and cultural institutes. This upgrade has increased internet speed by 10 times (from 100 megabits per second up to 1 gigabit per second) and improved performance.

Several ICT infrastructure components were replaced or upgraded to improve access to digital content for both staff and the public. To accommodate our rapidly growing digitised collection, additional storage of 250 terabytes was added, increasing the Library's total storage capacity to two petabytes.

Ten additional reader scanners were installed to improve access to collections. Reading Room PCs were upgraded to new operating system (Windows 10), printing and PC booking systems have also been upgraded, including the managed allocation of Express PCs through a 30-minute ticketing system

Continued improvements to its ICT network services allow readers to work with their own notebooks, tablets, phones and other portable devices. Extended wireless networks allow readers to engage with collections, other online services and social media throughout the buildings. Additional access points in the exhibition galleries have increased wireless coverage by 15%.

#### **ICT SERVICE DESK IMPROVEMENTS**

To improve the delivery of services through the ICT Service Desk, the Library replaced the service desk tool with a cloud-based tool (ServiceNow). The new service desk tool provides a better user interface for staff to log ICT-related incidents and service requests.

Service Desk staff have access to reporting tools to analyse calls logged and monitor trends, which is helpful for planning further improvements. The online web interface allows staff to log ICT incidents and check the status of their requests via a web portal. Staff can check the history of their logged calls and are able to use a built-in knowledge base to find solutions to known

issues. The web portal is available via the staff intranet and allows staff to request new services using online forms.

#### **NEW SYSTEMS**

The Library has migrated its email and calendar services from Google Apps to Microsoft Office 365. The new system offers the best combination of cloud-based flexibility and ease of systems integration.

The Library's human resources and financial systems were migrated from the Department of Industry's SAP Business ByDesign to the Department of Justice's as-a-service SAP delivered by Accenture Enterprise Services for Government. The new system is fully hosted at the NSW Government's Data Centres (GovDC).

## Our people and culture

**We are knowledgeable, passionate, agile & committed to developing our capabilities.**

#### **PROFESSIONAL DEVELOPMENT**

The Library maintains a focus on constantly improving the capability and performance of staff, making it an agile and responsive organisation, as well as a great place to work. All staff completed Capability and Performance Development (CPD) reviews, with online forms introduced to streamline the process.

Highlights in training and professional development included:

- disability awareness training programs were updated and a new accessibility course created as part of the Library's Disability Inclusion Action Plan
- over 900 hours of formal training provided to staff as part of the transition to the new SAP system
- over 250 hours of training to support the migration from Google Apps to Microsoft Office 365
- over 400 hours of training to support the implementation of the integrated collection management system comprising Alma, Primo, Rosetta and Adlib
- 14 staff received support through the Study Assistance Scheme
- 13 students were supported through the Industry Placement program
- the Library's Young Professional Network hosted a range of professional and personal development activities, including a career panel, Library tour with other cultural institutions and a meet-ups program with expert staff; its aim is to provide opportunities for young staff to network and access targeted development opportunities
- all staff undertook refresher training in understanding the Capability and Performance Development program
- a range of wellbeing initiatives were created and offered to all staff to support positive workplace culture and high levels of staff engagement

- the Professional and Capability Experience (PACE) program provided the opportunity for 12 staff to undertake formal placements in other areas of the Library or in external organisations to develop and enhance capability.

The Library's induction program was redesigned to improve staff engagement and to align with new employment practices and industry best practice. The program incorporates several new resources including a pre-commencement induction guide and a comprehensive training program.

To improve cultural competence in the workplace the Library hosted a series of workshops for some staff, including a three-day training session 'Working in Indigenous Cultural Contexts' facilitated by Aboriginal filmmaker, curator and storyteller Genevieve Grieves. A half-day training session on Aboriginal Cultural Awareness was run by the NSW Ombudsman.

Thirty-one staff completed the 'Managing Digital Content over Time' modules based on the Library of Congress model of digital preservation. Reading room staff participated in facilitated forums in reference skills and techniques to refresh their knowledge of available resources, while a training focus for conservation staff was repairing glass in photographic material.

Attendance at a range of conferences deepened professional knowledge in areas such as history, maps, archives and conservation, while several staff attended sessions delivered by international and national speakers at ALIA Information Online this year.

#### STAFF ACHIEVEMENTS

Many staff have been recognised for professional achievements in their areas of expertise. For example, individual staff members have been:

- appointed Secretary of the NSW working party for the Australian Dictionary of Biography
- elected to the Advisory Board of the Australasian Consortium of Humanities Research Centres, a network for groups engaged in humanities-based research
- elected to the board of the Australasian Sound Recordings Association
- involved as an industry expert in the Australian Research Council's Engagement and Impact pilot project to look at ways of measuring public impact of tertiary research projects.
- appointed Industry Fellow at the Australian Centre for Public History (University of Technology Sydney)
- selected to participate in prestigious program run by Women and Leadership Australia
- chosen to participate in the Aurora Emerging Leaders Program
- endorsed as the National and State Libraries of Australasia representative on the Standards Australia MS-065 Photography Committee, which reviews, comments and votes on the development of standards relating to photography, digital technology, optics and digital preservation.

#### ENGAGEMENT IN THE WORKPLACE

Staff lectures provided an opportunity to share specialist knowledge on topics including:

- 'Contemporary Architectural Plans from the Library's collection'
- 'The Garden Palace'
- 'Churchill Fellowship Overview' from a recipient
- 'The Stasi Files'
- 'Preserving Audio-Visual Collections: What We Can Learn from North America?'
- 'An Introduction to Digital Preservation'
- 'There and Back Again: Digital Preservation in the Land of the Rings'.

## Digital excellence

**We are digital first in thinking & action and are leaders in exploiting technology.**

#### INNOVATING THROUGH THE DX LAB

The DX Lab is a place where innovation and collaboration are explored. It delivers creative, engaging and new ways to explore the Library's collections, datasets and services through a diverse range of digital experiences. Existing and emerging technologies are used to build digital experiences onsite and online. Creative partnerships are forged with digital peers, cultural heritage organisations, students, researchers, artists and creators.

The DX Lab produced digital experiments to showcase Library collections, which all received high levels of interest across both social and mainstream media channels:

- a digital version of a flipbook to mark the anniversary of the joining of the span of Sydney Harbour Bridge,
- the launch of Unstacked, a time-based visualisation of materials people are accessing from the Library's collections
- open-source slider technology to allow users to look at two different images and slide across to reveal the 'before' and 'after' for items from the Humphry Repton 19th century flipbook
- a comparison of two city circle train lines — one proposed by John Young in 1877 that was never built and the current city circle train line, used by thousands of Sydneysiders each day. The digital interface explores the original map of the proposed line using full-screen images from the Library's collection and compares this to the contemporary railway line with Creative Commons images from Flickr.
- Pano-scope viewer was launched with a sample set of 52 panoramas from the Library's collection. This viewing experience allows an exploration of the details in each of the panoramas that are not apparent in a traditional viewer.

There were two Digital Drop-ins during the year. Aaron Cope, the former Head of Engineering at the Cooper Hewitt Smithsonian Design Museum, worked with the Library's

subdivision map collection. Tim Sherratt, historian and hacker, worked on a project combining the *Tribune* newspaper image collection with the digitised *Tribune* newspapers and ASIO files from the 1970s.

DX Lab partnered with Sarah Kenderdine to produce 'Zooming Sydney', a large-scale public art installation located at Wynyard Station on Wynscreen. The installation was on display from 1 to 30 June and showcased around 200 images from the Library's collection, seen by over 30,000 passers-by each day.

#### **SUPPLY PANEL FOR THE DIGITISATION OF HERITAGE MATERIALS**

A principle of the Digital Excellence Program is to build capacity and capability in outsourcing digitisation. The Library created the Supply Panel for the Digitisation of Heritage Materials, which has been registered as a pre-qualified vendor scheme on the NSW Government eTendering website.

The first two supplier panels within this scheme are for digitisation services for printed materials, and for negatives and transparencies. The panels are open to eligible local and state government agencies.

This year the panels were used to procure digitisation services for:

- David Scott Mitchell Book collection — over 3000 books (750,000 pages) were scanned onsite
- Angus and Robertson Correspondence Archive, Collections 1 & 3 — 44,000 pages
- Sir William Dixson Pamphlet Collection — 54,000 pages
- Australian Consolidated Press photo-negative archive — pilot project of 2000 negatives.

## A voice for libraries

**We are a strong voice for Public Libraries, our Library & an informed community.**

#### **STRATEGY AND DEVELOPMENT**

Under the *Library Act 1939* (NSW), the Library Council of NSW, through the State Library, is responsible for ensuring that public libraries in NSW are maintained and developed through effective leadership and strategies.

The \$28.3 million 2016–17 Public Library Funding Strategy was developed in consultation with the Public Libraries Consultative Committee, endorsed by the Library Council of NSW, and was approved by the Hon. Troy Grant MP, Minister for the Arts.

Public library funding was increased by \$2.1 million, over a two-year period, with \$810,000 of this delivered in 2016–17. This enabled library subsidies to keep pace with population growth and CPI, and the 2016–17 payments included additional funds for councils that merged on 12 May 2016. To encourage regional cooperation between libraries, an additional payment was made to regional and rural councils that were part of collaborative arrangements under the *Library Act*.

This year was the third year of the Public Library Infrastructure Grants program. A total of \$4 million was awarded across 31 projects to improve library building and IT infrastructure. Over the first three years of the program, 84 projects totalling \$11 million have been funded. To date the program has supported over 46 library building projects, seven mobile libraries and a range of technology developments and space refurbishments. A further \$4 million is set to be allocated in year 4 of the program.

The Library worked with local government stakeholders to assist with library service amalgamations which resulted from council mergers. Ongoing support and advice is being provided to merging library services. An improved program of assessment and compliance visits to public libraries, introduced this year, will involve staff visiting all councils over a defined period to assess performance and advise on library service development.

State Library staff visited 126 NSW public libraries over the year to provide advisory and consultancy services. This includes 22 councils (36 library locations) that were visited under the Library's assessment and compliance program. The team completed library service reviews for Bellingen, Broken Hill, Cessnock, Clarence Valley, Gunnedah and Narrabri, and assisted the councils that are parties to the Richmond-Tweed Regional Library to develop a new cooperative library service agreement.

The Library Council of NSW continued with its program of site visits to NSW public libraries in 2016–17. Council members toured Macquarie Regional Library (Dubbo and Wellington), Central West Libraries (Orange, Canowindra and Forbes), Parkes Shire Library, City of Sydney Library (Kings Cross and

Surry Hills) and Woollahra Library (Double Bay) to meet with library and council staff, and to see developments in local library services.

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#### **NSW.NET**

NSW.net supports NSW local government, public libraries and their communities with faster, easier and more cost-effective access to the digital world. This year NSW.net:

- prepared 79 network upgrade proposals for councils
- completed 35 new and existing internet service upgrades
- upgraded the wireless management system software for wi-fi hotspots across 314 libraries, and installed hotspots at 10 libraries
- replaced end-of-life firewalls in 43 public libraries.
- answered 1749 technical support enquiries.

Public libraries that needed to rationalise their integrated library management systems (ILMS) due to council amalgamations, were assisted through a workshop provided by the Library and facilitated by Marshall Breeding, an internationally recognised ILMS expert. The event was fully subscribed.

The Library negotiated on behalf of public libraries for access to a suite of 12 databases and over 130 consortia opt-in offers. These resources resulted in over five million full-text downloads over the year. A free opt-in web-scale discovery service was also included in the statewide licensed database package; 33 library services use this discovery tool.

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#### **PROFESSIONAL DEVELOPMENT FOR PUBLIC LIBRARY STAFF**

Over 1050 staff from public libraries attended professional development programs on a range of topics, including Aboriginal and Torres Strait Islander Cultural Competency training, NSW.net Digital Frontiers, an Integrated Library Management Systems Workshop and Oral History Training. The Library successfully launched 'Collect Connect Community: An Introduction to the State Library' with 62 participants from public libraries attending the interactive training sessions.

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#### **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. This included the new edition of the *Law Handbook: Your Practical Guide to the Law in NSW* and the publication of a new edition of *Neighbours and the Law*.

Over 5100 promotional packs were distributed to support Law Week events in public libraries across NSW. The new Find Legal Answers website was developed in 2017. The *Tenants' Rights*

*Manual* was reviewed and updated online to reflect changes to the law, and the new editions of the *Law Handbook* and *Neighbours and the Law* were added to the website.

LIAC training, which increases skills and confidence in providing legal information to the community, was attended by 159 public library staff. LIAC actively engages with the community and promotes public libraries and legal assistance services through Facebook, Twitter and State Library blog posts.

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#### **DRUG INFO**

Drug Info, a jointly funded partnership between the NSW Ministry of Health and the Library, provides plain English information about alcohol and drugs in public libraries.

The service was rebranded in 2016 and a new website was delivered in 2017, incorporating the new branding. A portal for public library staff was established on the main State Library website to support public library staff in delivering services and programs locally.

An interactive information display hub was piloted in public libraries at Concord and Dubbo to support programs and provide quality drug and alcohol information for the community. As part of a drug education and awareness campaign, 110 'Know Your Drug Facts' kits were distributed to libraries across NSW.

A social media campaign inviting suggestions for Literary Mocktails led to the development of recipe cards, available online and distributed through public libraries.

The Drug Info service supported Youth Week in public libraries through the distribution of 129 Drug Info promotional packs to 72 libraries for displays and other community events. Throughout the year, Drug Info distributed over 6400 promotional items to 27 local government, health and support organisations for a range of outreach and community programs. Drug Info material was also distributed to five schools.

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#### **PUBLIC LIBRARY BUILDING DESIGN TEMPLATES**

The Library commissioned a series of practical layout examples or 'plan templates' to assist councils in planning, designing and building small-scale public libraries. The project includes standard plans for libraries of different sizes. The plans provide library modules that can be put together to create a usable library space. These modules could also be used to extend existing library spaces, for example, to include additional seating or a meeting room. The template designs are available on the State Library website.

The project also included the scoping and fitout of a 'shipping container' style library that can be temporarily located in a small community to provide longer-term services than the traditional mobile library visit. The temporary library could be used to deliver holiday programs or services to a community without a branch, or as a temporary building while a library is undergoing refurbishment or renovation.

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#### **INNOVATING THROUGH INDYREADS**

The Indyreads ebook platform, which makes ebooks and local history information available to communities, continued to grow with approximately 650 Australian titles sourced from 20 independent Australian publishers and 200 quality self-published titles purchased from a self-publishing aggregator. Having been successfully piloted at Leichhardt and Parramatta libraries, the platform is ready for a statewide rollout in the coming year.

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#### **SERVICES FOR INDIGENOUS PEOPLES**

In 2016, the Library launched a strategy for NSW public libraries *Indigenous Spaces in Library Places: Building a Vibrant Public Library Network Inclusive of Indigenous Peoples and Communities*. The strategy offers guidelines to encourage public libraries to build greater awareness, support and engagement with Indigenous peoples and communities.

At the same time, a successful pilot of online training in Aboriginal and Torres Strait Islander Cultural Competency was completed by 40 staff from public libraries across the state. Staff were then invited to an Indigenous Services Unconference: Public Library Action Plans, where they discussed ways to apply the training.





# Corporate governance

## Learning — large and small

Students in school groups enjoy interacting with items like this small book, as they explore the themes of 'biggest', 'smallest', 'oldest', 'most valuable' in our collection.

PHOTO BY JOY LAI

# Library Council

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 three-year term 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. Ms Garling was recommended to replace Dr John Vallance as the education representative in January 2017. The NSW State Librarian & Chief Executive 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; and 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.



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

**BEc, Dip Fin Mgmt, FCPA, FAIM**

APPOINTED MAY 2016  
PRESIDENT, LIBRARY COUNCIL  
*CURRENT TERM ENDS DECEMBER 2018*  
FOUNDATION BOARD  
FOUNDATION TRUSTEES  
GRANTS COMMITTEE  
HONOURS COMMITTEE  
PUBLIC LIBRARIES CONSULTATIVE COMMITTEE

I've always had a respect for the State Library and, 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 regard myself as an enthusiastic friend of the Library. There are many hundreds of friends and benefactors of the Library and it is our duty to ensure their support is not wasted and that the Library remains as vital tomorrow in Sydney, Western Sydney and regional NSW as it is today. Our obligation as Library Council members is to leave the institution in better shape than we found it.



## **MS KATHY BAIL**

**BA HONS**  
APPOINTED JANUARY 2016  
*CURRENT TERM ENDS DECEMBER 2018*  
EDUCATION & SCHOLARSHIP COMMITTEE  
HONOURS COMMITTEE

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 council 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 can also get engaged by what the digital age might deliver. What's important is access to books and knowledge and, of course, support for our best authors and artists. I hope I can assist to build on the work of the State Library of NSW and ensure it remains one of the world's great cultural spaces.



**MR MICHAEL CAULFIELD**

Dip Ed

APPOINTED FEBRUARY 2010  
CURRENT TERM ENDS DECEMBER 2018  
PUBLIC LIBRARIES CONSULTATIVE COMMITTEE  
CULTURAL & LINGUISTIC ADVISORY BOARD  
FOUNDATION BOARD  
FOUNDATION TRUSTEES  
GRANTS COMMITTEE  
INDIGENOUS ADVISORY BOARD

Libraries have been the cultural foundation of my professional and personal life. From my small local library in a Housing Commission settlement in the western suburbs of Sydney to the first time I walked into the State Library’s reading room, they have provided me with the means to understand the world. My focus on the Library Council is to encourage and facilitate the Library’s movement into the digital world.



**MS JAN RICHARDS AM**

BA (Lib and Info Science), FALIA

APPOINTED JANUARY 2012  
CURRENT TERM ENDS DECEMBER 2017  
CHAIR, PUBLIC LIBRARIES CONSULTATIVE COMMITTEE  
HONOURS COMMITTEE

The State Library of NSW has been a crucial part of my working life for longer than I care to remember; a source of information, support, inspiration and advice. The opportunity to contribute to one of the world’s great libraries and to realise the potential of public libraries through the work of the Public Libraries Consultative Committee is an honour.



**DR URSULA DUBOSARSKY**

BA, DipEd, PhD

APPOINTED JANUARY 2016  
CURRENT TERM ENDS DECEMBER 2018  
GRANTS COMMITTEE  
HONOURS COMMITTEE

The word ‘library’ for me is as intimate as the word ‘home’ and since childhood I have always sought out libraries — municipal, school, private and national — and of course the State Library of NSW where I have spent so many rich hours of my life as a reader, student and writer, and to which I feel a special closeness as the place my mother worked as a librarian in the Mitchell Library in the 1940s. I hope I can contribute to the future of this great and beautiful institution.



**PROFESSOR PETER SHERGOLD AC**

BA (Hons) Hull, MA Illinois, PhD LSE, FASSA

APPOINTED JANUARY 2015  
CURRENT TERM ENDS DECEMBER 2017  
AUDIT AND RISK COMMITTEE

When I arrived as a migrant in 1972, to take up a lectureship in economic history at the University of New South Wales, one of the first places that I visited was the State Library. In spite of all the twists and turns of my career in the last 44 years I have remained a regular visitor, perusing not only its wonderful store of material on Australian colonial history and contemporary public administration but also finding out more about my family history in its genealogical collection.



**MS GAI McGRATH**

BA, LLB (Hons), LLM (Distinction), GAICD

APPOINTED JANUARY 2016  
CURRENT TERM ENDS DECEMBER 2018  
FOUNDATION BOARD  
FOUNDATION TRUSTEES

I am excited to be part of the one of Australia’s most important cultural institutions as it embarks on its ambitious strategic plan to redefine what a state library is and what it does. While I feel a strong connection with the Library’s vital role as custodian and steward of so much of the heritage of New South Wales (including its beautiful home), I am also passionate about how technology is enabling the Library to open-up access to its collections so that our community can use the material innovatively and creatively.



**DR JOHN VALLANCE**

BA, MA, PhD

APPOINTED JANUARY 2008  
TERM ENDED DECEMBER 2016  
FOUNDATION TRUSTEES  
CHAIR, EDUCATION & SCHOLARSHIP COMMITTEE

The State Library has been part of my life since I was a child, and I am delighted now to have the opportunity to support its work in a practical way.



**MS TERRI JANKE**  
BA LLB (UNSW)

APPOINTED JANUARY 2017  
CURRENT TERM ENDS DECEMBER 2019

I have always loved libraries, I have an extensive book collection in my home, but I always enjoy going to the library. A lot of the work that the State Library does aligns with the work I do. I noticed the work that the Library has been doing around Language and Heritage. This was really encouraging. I think being there, I can help establish best practice and bring another perspective to the table.



**MS JANE GARLING**  
BA LLM

APPOINTED JANUARY 2017  
CURRENT TERM ENDS DECEMBER 2019  
HONOURS COMMITTEE

Libraries take no credit for what their patrons go on to do; they leave that to authors in their acknowledgment pages where their central role in providing material for research is credited. As it has done since its inception in 1826, the State Library of New South Wales plays a central role in the cultural life of our state by allowing access to its remarkable collections. While my first love has always been study within the impressive architecture of the Mitchell Reading Room, the facilities offered in the Governor Marie Bashir Reading Room and the unlimited access to the Library's resources have facilitated the research of many thousands of its patrons, including my own work in eighteenth-century Australian art. My particular interests on the Council are the educative role of the Library, including the provision of the Legal Information Access Centre, and the acquisition and presentation of collections held the Library.



**DR ALEX BYRNE**  
BE(Elec), GDipLib, GDipAdvLib, MA, PhD, FALIA

APPOINTED SEPTEMBER 2011  
TERM ENDED SEPTEMBER 2016  
SECRETARY TO COUNCIL  
LIAC ADVISORY BOARD  
PUBLIC LIBRARIES CONSULTATIVE COMMITTEE  
STATE LIBRARY OF NSW FOUNDATION BOARD



**MS LUCY MILNE**  
BA (Hons), MA (Hons), GradCertArtsMgmt MBA

SECRETARY TO COUNCIL (FROM SEPTEMBER 2016)  
GRANTS COMMITTEE  
LIAC ADVISORY BOARD  
PUBLIC LIBRARIES CONSULTATIVE COMMITTEE  
STATE LIBRARY OF NSW FOUNDATION BOARD

**Attendance at meetings of the Library Council of New South Wales**

Name	1 August 2016 399th out-of-session	10 October 2016 400th	5 December 2016 401st	20 February 2017 402nd	10 April 2017 403rd	19 June 2017 404th	Therefore:
The Hon. George Souris AM	✓	✓	X	✓	✓	✓	5 of 6
Ms Kathy Bail	✓	X	✓	✓	✓	✓	5 of 6
Mr Michael Caulfield	✓	✓	✓	✓	✓	✓	6 of 6
Dr Ursula Dubosarsky	✓	✓	✓	✓	✓	X	5 of 6
Ms Jane Garling				✓	X	✓	2 of 3
Ms Gai McGrath	✓	X	✓	✓	✓	✓	5 of 6
Ms Terri Janke				✓	*		1 of 1
Ms Jan Richards AM	✓	✓	✓	✓	✓	✓	6 of 6
Professor Peter Shergold AC	✓	✓	✓	✓	✓	✓	6 of 6
Dr John Vallance	✓	✓	✓				3 of 3
Dr Alex Byrne (Secretary to Council)	✓		1 of 1				
Ms Lucy Milne (A/Secretary to Council)		✓	✓	✓	✓	✓	5 of 5

\* Denotes leave of absence

# Standing committees of the Library Council of NSW

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## AUDIT AND RISK COMMITTEE

The Audit & 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 2016 and June 2017. 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

Ms Victoria Weekes (Chair)  
Mr Robert Thomas AM  
Professor Peter Shergold AC

### IN ATTENDANCE

The Hon. George Souris AM, President, Library Council of NSW  
Dr Alex Byrne, NSW State Librarian & Chief Executive (until August 2016)  
Ms Lucy Milne, A/NSW State Librarian & Chief Executive (from October 2016)  
Mr David Makinson, Director, Operations & Infrastructure and Chief Financial Officer (until Feb 2017)  
Mr Philip Barter, Director, Operations & Infrastructure and Chief Financial Officer (from April 2017)  
Mr Craig O'Hagan, Partner, Risk Advisory, Deloitte Touche Tohmatsu  
Representatives from the Audit Office of NSW and the NSW Treasury Corporation as requested

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## 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 meets four times per year.

### MEMBERS

*Library Council of NSW*  
Ms Jan Richards AM (Chair)  
The Hon. George Souris AM  
Mr Michael Caulfield

### *NSW Public Libraries Association*

Councillor Romola Hollywood, Burwood Council  
Councillor Leslie Lambert, Narrabri Shire Council  
Councillor Dallas Tout, Wagga Wagga City Council  
Ms Adele Casey, Bland Shire Council  
Mr Philip Edney, City of Canada Bay Council  
Mr Robert Knight, Riverina Regional Library

### *Local Government NSW*

Councillor Lesley Furneaux-Cook, Burwood Council  
Ms Margaret Kay, Strategy Manager

### *State Library of NSW*

Ms Lucy Milne, Acting State Librarian & Chief Executive  
Mr Cameron Morley, Acting Executive Director, Public Libraries and Engagement (Executive Officer)

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## GRANTS COMMITTEE

The committee is responsible for assessing applications for Public Library Infrastructure Grants received from local authorities in NSW. It defines priority areas for grants and recommends their allocation to Library Council. The Grants Committee meets as required.

### MEMBERS

The Hon. George Souris AM (Chair)  
Mr Michael Caulfield  
Dr Ursula Dubosarsky

### IN ATTENDANCE

Ms Lucy Milne, Acting State Librarian & Chief Executive  
Mr Cameron Morley, Acting Executive Director, Public Libraries & Engagement

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## 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 as a not-for-profit organisation, 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:

Mr John Atkin  
Mr Graham Bradley AM  
Dr Alex Byrne (ex officio)  
Mr Nicholas Carney  
Mr Michael Caulfield  
Ms Dina Coppel  
Ms Christine Holman  
Ms Gai McGrath  
Ms Lucy Milne (ex officio)  
Ms Samantha Meers  
Mr Tony O'Sullivan  
Mr Darren Rudd  
The Hon. George Souris AM  
Mr Robert Thomas AM  
Ms Jemima Whyte  
Mr Kim Williams AM

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

Mr Michael Caulfield  
Ms Gai McGrath  
The Hon. George Souris AM

#### IN ATTENDANCE:

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

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

The board guides the strategic development of LIAC. Meetings were held in September and March.

#### MEMBERS

Mr Richard Fisher AM (Chair), General Counsel & Adjunct Professor, Faculty of Law, Office of General Counsel, University of Sydney  
Ms Catherine D'Elia, Deputy Secretary, Courts & Tribunal Services, Department of Justice  
Ms Julie Foreman, Executive Officer, Tenants' Union of NSW  
Mr Bill Grant OAM, Chief Executive Officer, Legal Aid NSW (September 2016)  
Mr Richard Funston, Acting Chief Executive Officer, Legal Aid NSW (March 2017)  
Ms Katrina Ironside, Director, Immigration Advice and Rights Centre  
Ms Lucy Milne, Acting NSW State Librarian & Chief Executive  
Ms Jan Richards AM, Manager Library Services, Central West Libraries, Member Library Council  
Mr John McKenzie, Legal Services Commissioner, Office of the Legal Services Commissioner

Mr Geoff Mulherin, Director, Law & Justice Foundation of NSW  
Ms Janet Wagstaff, Director, LawAccess NSW  
Ms Magdalena Malota, Executive Manager, Law Society of NSW (representing Michael Tidball, Chief Executive Officer, Law Society of NSW)

#### IN ATTENDANCE

Mr Cameron Morley, Acting Executive Director, Public Libraries & Engagement  
Ms Philippa Scarf, Acting Manager, Public Library Services (Executive Officer)

#### HONOURS COMMITTEE

The Honours Committee assists the Library Council with regard to the conferral of honours and honorary appointments.

#### MEMBERS

The Hon. George Souris AM  
Ms Kathy Bail  
Dr Ursula Dubosarsky  
Ms Jan Richards AM  
Ms Jane Garling

#### EDUCATION AND SCHOLARSHIP COMMITTEE

The committee provides strategic advice to the Library Council on policy and other matters relating to the Library's education program, support for research and scholarship, fellowships and the publishing program. It advises on building relationships with schools, universities, research and scholarly associations and other elements of the education sector. The committee advises on the establishment of new fellowships and recommends awards under the fellowships program.

#### MEMBERS

Ms Kathy Bail (Chair, appointed February)  
A/Professor Nicole Moore, Australian Defence Force Academy / University of NSW (appointed February)  
Professor Stephen Garton, University of Sydney  
Professor Bridget Griffen-Foley, Macquarie University  
Professor Richard Waterhouse, University of Sydney  
Professor Peter Wilson, University of Sydney (resigned November)  
Professor Maryanne Dever (appointed April)  
Dr Nancy Cushing (appointed April)  
NSW State Librarian & Chief Executive (ex officio)  
Richard Neville, Mitchell Librarian (secretariat)

#### 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

Mr Michael Caulfield (Acting Chair)  
 Dr Christine Evans, NSW Education Standards Authority (NESA)  
 Ms Lillian Gordon, CEO Barang Regional Alliance Ltd  
 Mr Michael Ingrey, La Perouse Aboriginal Land Council  
 Ms Nancia Guivarra, National Centre of Indigenous Excellence  
 Mr Steven Ross, City of Parramatta

#### IN ATTENDANCE

Ms Lucy Milne, Acting State Librarian & Chief Executive  
 Mr Richard Neville, Mitchell Librarian and Director, Education & Scholarship  
 Ms Kirsten Thorpe, Manager, Indigenous Services (Executive Officer)

#### INCLUSION ADVISORY COMMITTEE

In late 2016, as an action of the Library's Disability Inclusion Action Plan, the Library established an Inclusion Advisory Committee which meets quarterly. The committee is part of an overarching vision to enable active participation in and access to Library collections, services and work spaces for the whole community. The Inclusion Advisory Committee comprises people with personal experiences of disability and provides formal advice to the State Librarian, the Executive and the Library's Disability Action Group, to assist the State Library of NSW to go beyond compliance in providing accessible facilities and inclusive services.

The committee's responsibilities are to:

- advise on current trends and developments in the disability sector which could be of benefit to the Library's operations
- advise on Library policies to ensure inclusion of people with disability
- advise the Library of improvements to be made in existing and planned physical and digital infrastructure to ensure inclusive access for people with disability
- provide guidance for the planning and development of Library events, exhibitions and tours so that they may offer equivalent experiences for people with disability
- provide guidance for the Library's advisory services and resources for public libraries

The committee met for the first time in March 2017 and again in June 2017.

#### MEMBERS

Mr Mark Tonga (Chair)  
 Mr Mark Kunach  
 Ms Naomi Malone  
 Dr Breda Carty

Mr Timothy Hart  
 Mr Ben Ackland  
 Ms Gaelle Sobott  
 Ms Sarah Houbolt

#### IN ATTENDANCE

Michael Carney, Coordinator, Projects & Policy  
 Louise Anemaat, Acting Executive Director, Library & Information Services  
 Lucy Milne, Acting State Librarian & Chief Executive

#### CULTURAL AND LINGUISTIC ADVISORY BOARD

The Cultural and Linguistic Advisory Board was established to provide advice to the Library Council of NSW on issues relating to delivery of services and programs to multicultural communities. The board's responsibilities are:

- to advise the Library Council of NSW on cultural and linguistic matters relating to the diverse population of NSW including their needs for library and information services
- to assist the Library Council and the State Library to build relationships with the culturally and linguistically diverse communities of NSW
- to advise the Library Council on the development of the State Library of NSW Cultural Diversity Strategy.

The board met in April 2016.

#### MEMBERS

Mr Michael Caulfield (Chair)  
 Ms Najeeba Wazefadost, President, Hazara Women of Australia (resigned February 2017)  
 Ms Randa Kattan, CEO, Arab Council Australia  
 Ms Eman Sharobeem, Community Engagement Manager, SBS (resigned in February 2017)  
 Mr Frank Newah-Jarfoi, Multicultural Community Liaison Worker, Centacare Southwest NSW (resigned October 2016)  
 Cr John Arkan, Coffs Harbour City Council  
 Mr Thang Ngo, Ecom General Manager  
 Mr Anthony Pang, Director, Chinese Australian Services Society Ltd

#### IN ATTENDANCE

Ms Lucy Milne, Acting State Librarian & Chief Executive  
 Mr Cameron Morley, Acting Executive Director, Public Libraries & Engagement

# Other consultative committees

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## 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.

### MEMBERS:

*Oral History NSW*

Ms Catherine Freyne

*Professional Historians Association*

Ms Joy Hughes

Dr Mark Dunn

*Independent Scholars Association of Australia*

Dr Gretchen Poiner

Australian Society of Archivists

Mr Guy Tranter, NSW branch

Dr Louise Trott, National Council

Ms Fiona Burn

*Society of Women Writers*

Dr Susan Steggall

Ms Gwen Bitti

*Australian Society of Authors*

Ms Lynne Spender

*History Council of NSW*

Dr Tanya Evans

*Society of Australian Genealogists*

Ms Heather Garnsey

*Royal Australian Historical Society*

Ms Christine Yeats

Dr Carol Liston

### IN ATTENDANCE

Ms Philippa Stevens

Mr Andy Carr

Ms Maggie Patton

Ms Louise Anemaat

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## STRATEGIC NETWORK COMMITTEE

The role of the committee is to advise on 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 2016–17.

### MEMBERS

- Ms Lucy Milne, Acting State Librarian & Chief Executive
- Mr Cameron Morley, Acting Executive Director, Public Libraries and Engagement, SLNSW
- Ms Philippa Scarf, Acting Manager, Public Library Services, SLNSW
- Ms Keryl Collard, Manager, Maitland City Library
- Mr John Bayliss, Director, Macquarie Regional Library
- Mr Chris Jones, Manager, Great Lakes Library Service
- Ms Jennifer Alp, Manager, Strathfield Library & Information Centre (October meeting)
- Ms Debbie Best, Manager, Sutherland Shire Libraries (April meeting)
- Ms Karen Hansen, Manager Queanbeyan Palerang Library Service (October meeting)
- Ms Michele Hudson, Manager, Kiama Library Service (April meeting)
- Mr Robert Knight, Director, Riverina Regional Library (October meeting)
- Ms Sue Killham, Community Development Manager, Narrandera Library (on behalf of Robert Knight, April meeting)
- Ms Melanie Gurney, Manager, Northern Beaches Library Service
- Mr Laurence McDonnell, Manager, Blacktown City Libraries (October meeting)
- Ms Vicki Edmonds, Manager, Blue Mountains City Library (April meeting)

# State Librarian's performance statement

Lucy Milne  
Acting State Librarian & Chief Executive, Band 3  
Appointment commenced on 5 September 2016  
Total remuneration package \$320,901 per annum

The Secretary has expressed her satisfaction with the performance of the Acting State Librarian Ms Lucy Milne.

The State Librarian is responsible for the administration and management of the State Library and the library and information services it provides; including development of its extensive heritage collection, online products and databases, support for the public library network and a range of public programs that connect the Library's collection to the broader community.

Key achievements for 2016-17 include:

- Announced that **\$15 million from private benefactors** has been **secured** to transform the historic Mitchell building with new state-of-the-art galleries and a children's learning centre.
- Attracted increased onsite visitation to the Library, **with 905,132 people visiting the Library** in 2016-17.
- The latest occupancy report of the Mitchell Library Reading Room **recorded a 100 percent increase in occupancy since 2012**, confirming the continuing popularity of the heritage space for study and research.
- **Reconfigured the Governor Marie Bashir Reading Room** in the Library's Macquarie Street building to accommodate the increasing need for informal 'lounge' and study spaces.
- Welcomed almost **20,000 students, teachers and lifelong learners** this year who attended stimulating learning programs.
- Delivered \$28.3m through the **Public Library Strategy** to public libraries in grants and subsidies, and other support and advisory services.
- The addition of **57,052 items** to the Library's collection.
- Two additions to the **Australian Memory of the World register** from the State Library's collection.
- The NSW Government-funded **Digital Excellence Program (DEP)** has now completed its fifth year of digitising the Library's collections with nine million digital files created since inception in 2012.
- In partnership with the National Library of Australia, the Library has **digitised over one million pages of NSW Government Gazettes**, making New South Wales the first state to have its entire collection of Government Gazettes all freely available and text-searchable online in *Trove*.
- In partnership with the New York Public Library, the State Library **launched 'Amplify'**, an innovative tool which allows users to search, listen to and transcribe the State Library's rich audio collection.

Detailed information on the achievements of the State Library over the past 12 months is contained in this Annual Report.

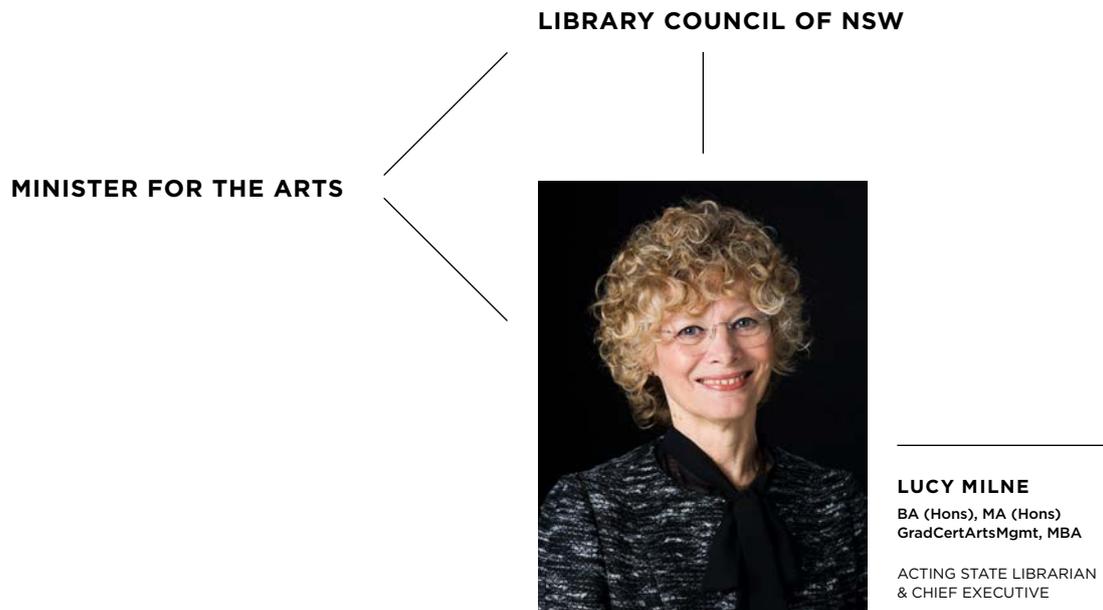


Carolyn McNally  
Secretary  
Department of Planning and Environment

26.9.17

# Organisational structure

as at 30 June 2017



## FUNCTIONS REPORTING TO DIVISIONS



**RICHARD NEVILLE**  
BA (Hons), MA (Hons)

MITCHELL LIBRARIAN &  
DIRECTOR, EDUCATION  
& SCHOLARSHIP

Education & Scholarship  
Indigenous Services  
Learning Services



**LOUISE ANEMAAT**  
BA (Double Hons), Grad Dip  
Info Man (Archives Admin)

ACTING EXECUTIVE  
DIRECTOR, LIBRARY  
& INFORMATION SERVICES  
& DIXSON LIBRARIAN

Collection Access & Description  
Collection Care  
Collection Strategy & Development  
Data Quality, Systems & Standards  
Information & Access  
Research & Discovery



**CAMERON MORLEY**  
BA, Graduate Dip  
(Information), Graduate Cert  
(Public Sector Management)

ACTING EXECUTIVE  
DIRECTOR, PUBLIC  
LIBRARIES  
& ENGAGEMENT

Commercial  
Drug Info @ Your Library  
Exhibitions  
Government Relations  
Legal Information  
Access Centre  
Media & Communications  
NSW.net Services  
Public Library Services  
Publications & Design  
Research & Development  
State Library Foundation  
(including Volunteers)



**PHIL BARTER**  
BSc (Hons), ACA, GAICD

DIRECTOR, OPERATIONS  
& INFRASTRUCTURE  
& CHIEF FINANCIAL  
OFFICER

Facilities  
Financial Services  
Governance  
Human Resources  
Security



**ROBIN PHUA**  
BBA (Management Info  
Systems), MBA

DIRECTOR,  
DIGITAL EXPERIENCE  
& CHIEF INFORMATION  
OFFICER

Digital Strategy,  
Planning & Policy  
DX Lab  
Business Information & Privacy  
Information Security  
& Cybersecurity  
Client Services & Support  
ICT Infrastructure & Desktop  
Library Systems & Applications  
Digital Channels & Projects  
Collection Digitisation  
Imaging Services  
Digital Excellence Program



# Corporate information

## Realia survey

Our conservators made a comprehensive survey of the Library's diverse realia (objects) collection. This Foundation-supported work gathered information on almost 9000 objects, to assist planning for future conservation, storage and exhibition.

PHOTO BY JOY LAI

# Human resources

## Learning and development

Corporate performance indicator	2014-15	2015-16	2016-17
Staff hours in formal learning activities	7814	9408	7267

Total hours spent by staff in formal learning activities has decreased due to a focus on staff development through ‘on-the-job’ training. This approach is in line with the 70:20:10 model of development, within the Capability and Performance Development Program. Average formal training hours per staff member this year was 22.7 hours.

The Training Plan focused on six main streams: Professional and Technical, Technology and Software, People Management and Leadership, Client Service, Organisational Development and Work Health and Safety. The main training programs undertaken by staff under these streams follow.

### Professional and Technical:

- developed the capabilities of librarians and library technicians in special collections, family history, Find Legal Answers, cataloguing, provenance of books, copyright, collection knowledge, handling heritage materials, authorities, creative commons, managing digital content, strongroom and preservation and significance
- supported the Library’s Project Management Framework through training for project managers and officers
- developed skills for staff involved in Business Continuity Management, Incident and Disaster Response.

### Technology and Digital Skills:

- supported the Library’s migration from Google Mail to Microsoft Office 365 with a suite of learning resources, including e-learning, face-to-face training in Outlook and OneDrive, online self-paced videos and train-the-trainer for project change champions
- supported the Library’s strategic project with the transition to SAP Hana with a program of training in purchasing, procurement, Employee Self Service, Manager Self Service, timesheets, flexsheets, ServiceNow, invoicing and reporting
- trained information professional staff in the suite of technical aspects of Alma, Rosetta, Ad Lib and Primo and training in the related internal process changes
- training for staff in updating, contributing to, using and utilising analytics for the Library’s website and digital channels
- supported the ongoing focus on increasing the digital skills of staff through tailored sessions in Excel, Project, Word and the Adobe Creative Suite.

### People Management and Leadership:

- ongoing implementation of our formal training curriculum for people leaders with courses on People Management, Difficult Conversations with Staff, Facilitation Skills, Hiring Manager, Strategic Planning, and Preventing and Managing Harassment and Bullying
- supported the Capability and Performance Development Program through training of people leaders on delegation and coaching conversations and setting performance objectives and measures.

### Client Service:

- improved services to clients with sessions for client-facing staff on Cultural Diversity, Applying Intercultural Communication, Aboriginal Cultural Awareness, and Supporting Clients with Mental Illness and Drug or Alcohol Issues.
- supported the Library’s Disability Inclusion Access Plan with the provision of Disability Awareness sessions and Facilitating Access for Clients with a Disability training for client-facing staff.
- enhanced staff ability to engage with and service clients through understanding Client Service Standards, Facilitating with Impact and utilising technical equipment to facilitate access to the collection.

### Organisational Development:

- trained staff to understand and know how to benefit from the Library’s Capability and Performance Development Program
- supported the Library’s Code of Ethics and Conduct with training for all staff, including ethical behaviour
- supported new starters and staff returning from long leave with various training courses through the Library’s Induction Program
- improved staff knowledge of policies and legislation and minimisation of risk, with training on Corruption Prevention for high-risk practices, Public Interest Disclosures, Information Security and Child Protection
- supported the use of the Library’s Enterprise Resource Planning (ERP) system through a range of sessions on SAP, change management, Employee Self Service and Manager Self Service
- offered work/life balance support for staff through a retirement preparation workshop.

### Work Health and Safety:

- provided proactive wellbeing opportunities for staff through a series of Body Smart ergonomic, mindfulness, movement at work and resilience lunch and learn topics
- proactively supported positive mental health in the workplace through training for staff in Supporting Good Mental Health at Work and people leaders in Understanding Mental Health
- supported the provision of a safe and healthy workplace through 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

- supported the provision of site specific safe work practices through training for staff in using the electric guillotine, accessing the freezer collection store, framed collection store, using the shrink wrapper, gunnar machine, portable fume hood and Walkie Forklift
- supported staff through our Employee Assistance Program and career transition support services
- maintained staff understanding and preparedness for emergency management situations through a program of refresher Warden briefings, Hot fire training and counter disaster awareness.

#### 2016-17 Training by type

Type of training	Number of hours	% of the hours
Professional / Technical	2,231.00	30.7%
Organisational Development	1,372.50	18.9%
People Management / Leadership	1,274.50	17.5%
Technology and Digital Skills	1,248.00	17.2%
Client Service	613.50	8.4%
WHS	527.50	7.3%
<b>Total</b>	<b>7267.00</b>	<b>100.0%</b>

The Library maps all formal training activity to the NSW Public Service Commission's Capability Framework. The top five capabilities for staff training this year are shown in the table below.

#### State Library % of total training hours spend per capability (top 5 capabilities)

Capability	% of total hours
Deliver Results	13.05%
Technology	12.14%
Demonstrate Accountability	10.43%
Manage Self	8.95%
Communicate Effectively	8.56%

We supported lifelong learning through our Study Assistance program by providing 14 staff members with financial assistance and study leave to undertake tertiary level courses. The course most commonly applied for was the Bachelor of Information Studies. Staff attended a wide range of professional and technical seminars and conferences, amounting to 2581 hours in 2016-17.

All staff completed formal Capability and Performance Development Reviews.

## Workforce diversity

This year the Library has:

- exceeded public sector targets for the representation in our workforce of women
- reviewed the Community Language Allowance Scheme to ensure that staff language capabilities match client needs
- achieved all diversity-related training course targets including:

- trained new people leaders on Bullying and Harassment Prevention and Management
- new staff members trained in the Library's Code of Ethics and Conduct and on harassment and bullying prevention strategies
- Disability Awareness sessions conducted for non-public facing staff to enhance understanding of the issues facing staff in our workforce who have a disability
- all public-facing staff trained on Facilitating Access for Clients with a Disability
- participated in a Cultural Institution Working Group to develop an Aboriginal Employment Strategy
- appointed and trained three new Harassment and Bullying Contact Officers to encourage reporting of instances of harassment and bullying so they can be dealt with appropriately
- supported the development of women in leadership roles through enabling a staff member to attend the Australian Women in Leadership Development Program
- supported staff 34 years and younger through the provision of a program of development and networking events as part of the Young Professionals Network (YPN) which is connected to the Young Professionals Networks for the NSW Department of Planning and Environment and other cultural institutions.

#### TRENDS IN THE REPRESENTATION OF WORKFORCE

##### DIVERSITY GROUPS

Workforce Diversity Group	% of total staff				
	Benchmark or target	2014	2015	2016	2017
Women	50%	68.00%	66.20%	67.70%	68.60%
Aboriginal people or Torres Strait Islanders	3.3%	2.90%	2.40%	2.20%	2.20%
People whose first language was not English	23.2%	23.40%	23.20%	22.00%	20.80%
People with a disability	N/A	6.50%	6.30%	6.90%	6.40%
People with a disability requiring work-related adjustment	N/A	0.30%	0.30%	1.90%	1.90%

##### 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.
- Work is underway to improve the reporting of disability information in the sector to enable comparisons with population data. For this reason, no benchmark has been provided for People with a Disability or for People with a Disability Requiring Work-Related Adjustment.

## TRENDS IN THE DISTRIBUTION INDEX FOR WORKFORCE DIVERSITY GROUPS

Workforce Diversity Group	% of total staff				
	Benchmark or target	2014	2015	2016	2017
Women	100	102	101	100	98
Aboriginal people or Torres Strait Islanders	100	n/a	n/a	n/a	n/a
People whose first language was not English	100	90	91	89	89
People with a disability	100	87	89	90	85
People with a disability requiring work-related adjustment	100	n/a	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 other staff members. 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 other staff members.
- 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.
- The State Library moved from the Justice cluster to the Department of Planning and Environment cluster from 1 April 2017. The table below provides the number of employees, by occupational classification, who have provided services to the Library during 2016-17, with comparison to each of the previous three years.

## OCCUPATION CLASSIFICATION (NON-CASUAL)

	Average Annual FTE 2014	Average Annual FTE 2015	Average Annual FTE 2016	Average Annual FTE 2017
Managers	16.53	20.02	22.39	20.37
Professionals	140.70	134.85	143.25	140.45
Technicians and trades workers	62.42	54.70	54.80	50.18
Community and personal service workers	11.03	6.19	7.00	3.27
Clerical and administrative workers	82.00	78.93	82.15	75.40
Sales workers	3.38	3.53	3.38	3.33
Machinery operators and drivers				
Labourers	0.00	0.00	0.00	0.00
	316.06	298.23	312.97	293.00

### Notes:

- Average Annual FTE shows data averaged over the reporting year
- Data based on ANZSCO classification scheme

## Remuneration

All employees providing these services received a 2.5% increase in salaries, wages and allowances with effect from 1 July 2017.

Senior Executive officers also received a 2.5% increase in their remuneration package with effect from July 2017, 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 State Library financial and efficiency targets, including contributing to sector reforms to realise savings.

The number of Senior Executive officers is provided in the table below.

## NUMBER OF SENIOR EXECUTIVES AS AT 30 JUNE 2016 AND 30 JUNE 2017

Band	2016		2017	
	Female	Male	Female	Male
Band 4 (Secretary)	0	0	0	0
Band 3 (Deputy Secretary)	0	1	0	0
Band 2 (Executive Director)	2	0	1	0
Band 1 (Director)	1	3	1	3
<b>Totals</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>3</b>

Band	Average remuneration	2016	Average remuneration	2017
	Range \$		Range \$	
Band 4 (Secretary)	441,201 - 509,750		452,251 - 522,500	
Band 3 (Deputy Secretary)	313,051 - 441,200	325,025	320,901 - 452,250	
Band 2 (Executive Director)	248,851 - 313,050	254,570	255,051 - 320,900	260,930
Band 1 (Director)	174,500 - 248,850	208,910	178,850 - 255,050	208,265

### Note:

- Temporary Acting State Librarian and Executive Director arrangements are not included

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

	2015-16	2016-17
The percentage of total employee-related expenditure relating to senior executives	5.35%	4.83%

## Leadership and transparency

### **CAPABILITY AND PERFORMANCE DEVELOPMENT PROGRAM**

The Capability and Performance Development (CPD) Program was reviewed following 12 months of implementation. The CPD Online tool was updated with the inclusion of extra functionality. All staff across the Library engaged in the program throughout 2016–17 and undertook training to understand changes to the program. The program integrates the Public Service Commission's Capability Framework and focuses on building capability and providing real time feedback and recognition for staff. A range of new capability-based development programs were introduced for staff and people leaders throughout the year, such as objective setting and self-directed learning workshops and an e-learning platform.

### **SAP TRANSITION PROJECT**

In February 2017 the Library transitioned from SAP by Design to SAP Hana. As part of this transition, formal training for programs including purchasing, procurement, Employee Self Service (ESS), Manager Self Service (MSS), timesheets, flexsheets, ServiceNow, invoicing and reporting were provided to support staff in adapting to the new system.

### **STAFF RECOGNITION AWARDS**

The Staff Recognition Awards were established to formally acknowledge staff and teams that demonstrate a commitment and contribution to the Library's values of: Integrity, Trust, Service, Accountability, Equity of Access and Innovation & Engagement. An awards ceremony was held in December 2016 where a number of staff and teams received awards for their outstanding contribution to the Library.

### **INDUCTION PROGRAM**

The Library continued to review its induction program for new starters and staff returning from long-term leave. The induction program aims to improve staff engagement, align employment practices and industry best practice, and to set the staff member up for success. The program includes a pre-commencement 'Staff Induction Guide', a comprehensive time-lined training and information program, supported by branch-based resources.

### **CODE OF ETHICS AND CONDUCT**

The Code of Ethics and Conduct was updated throughout the year. It is based on principles and values and aims to ensure that all staff and contractors at the Library understand the standards of conduct and behaviour expected when working with clients and stakeholders. The related Public Interest Disclosures policy and procedures were updated and all staff advised.

### **PEOPLE MATTERS EMPLOYEE SURVEY**

The Library supported the implementation of the 2017 Public Service Commission's People Matters 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 66% of staff. The results from the 2016 survey formed the basis of a range of divisional workshops and activities relating to change management and communication. Highlights from the 2016 survey showed high scores in employee engagement, diversity and inclusion in the workplace and scores which reflect an organisation that provides high quality services.

## Organisational reviews

As an organisation we continue to review our functions and activities to ensure continuous improvement and efficiencies are identified across our operations so that the Library is positioned to manage future business needs and challenges.

Through a structured framework, a Budget & Divisional review program was implemented in March and reviews were completed for the Corporate Governance and Security Functions in June.

## Industrial relations

The Library's Joint Consultative Committee comprises management and staff representatives from the Library as well as representatives from the Public Service Association. During the year, our Joint Consultative Committee met every three months to consult on a broad range of issues including:

- Business Continuity Management
- Flexible Working Hours agreement
- organisational reviews and change management
- new Code of Ethics and Conduct
- new Gifts and Benefits Policy
- Enterprise Resource Planning system – SAP implementation
- Capability and Performance Development program enhancements
- Facilities and Built Infrastructure capital projects update
- budget reviews and implications
- Work Health and Safety initiatives and updates
- Security function changes
- Professional and Capability Experience (PACE) program
- refreshed induction program.

## Robust systems

The State Library continued pre-screening checks for all new employees for criminal records and academic qualifications where it is an essential requirement for the role. In addition, probity, educational and working with children checks continue to be undertaken for identified roles.

## Work health and safety

During the year, a range of preventative actions, policies and programs were implemented to support the Library's Work Health and Safety (WHS) management system with the aim of reducing incidents and achieving the early identification of potential injury/illness including:

- reviewed all accidents and incidents occurring during the year and, where required, investigated and implemented appropriate corrective actions
- continued the Library's workplace inspection program across all designated areas of the site
- conducted 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
- conducted ergonomic Body Smart training across the Library to reduce body stress injuries
- internal staff survey conducted to inform the development of a staff wellbeing strategy
- conducted an influenza vaccination program for staff
- continued to promote our Employee Assistance Program for staff and immediate family members to obtain free access to counselling and support services.

## Accidents and incidents

There was a slight decrease in accidents, incidents and near misses reported with 34 reported in 2016-17 compared with 39 in 2015-16. Where appropriate, corrective action and preventative measures were implemented to address any identified underlying causes.

### TOTAL NUMBER OF ACCIDENTS/INCIDENTS REPORTED

	2013-14	2014-15	2015-16	2016-17
Number of accidents/incidents reported	41	37	39	34

## 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 non-work 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 2016-17, six claims were lodged with the Library's insurer. This is an increase from 2015-16. It should be noted that only two of these claims resulted in lost work time. It is anticipated that most of these claims will be closed by September 2017.

### NUMBER OF CLAIMS

	2013-14	2014-15	2015-16	2016-17
Total number of claims	5	9	4	6
Open claims at year end	0	2	5	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.

### AVERAGE COST PER CLAIM

	2013-14	2014-15	2015-16	2016-17
Average cost per claim	\$1,602	\$3,183	\$19,692	\$7,680

#### Note:

Average cost of claims for 2016-17 based on available cost data as at 30 June 2017.

In 2016-17, there were 24 cases of non-work related injury/illness, managed in the workplace with the assistance of rehabilitation providers when specific medical conditions were identified. Four of these remain outstanding. In these cases workers have returned to work and are in the final stages of recovery.

## Prohibition and improvement notices

No Prohibition or Improvement Notices were issued under the WHS Act or its Regulation during the year.

## Workplace committees

### STATE LIBRARY JOINT CONSULTATIVE COMMITTEE

Forum for formal consultation on industrial relations issues within the Library.

Chaired by Cassie Tuckwell, Manager Human Resources (until end 2016), then Rebecca Acton (from February) and Trish Leen, Chair, Workplace Committee.

### WORK HEALTH AND SAFETY COMMITTEE

The Work Health and Safety Committee assists in securing and promoting a positive and safe workplace and meets every six weeks to review and address health and safety issues. The committee reviewed and provided input into the development of policies and safe working procedures. Regular workplace inspections were undertaken by the Committee throughout the year to ensure that designated areas across the Library were inspected on a regular basis. Current Chair is Shauna Miller, Library Technician, Public Libraries & Engagement Division.

## Major works

Upgrade and refurbishment projects successfully completed included:

- progressing the Mitchell Gallery and Compliance project, which will include new gallery spaces, a learning space, new passenger lifts, new public toilets and associated amenities and fire safety upgrades – the development application and heritage approvals have been received and substantial design, procurement of a building contractor and preliminary preparation works have been undertaken
- construction of a relocated Sir William Dixon Research Library, Fellows Room and associated support areas
- refurbishing the sandstone facade on the south-east corner of the Mitchell building as part of the ongoing heritage maintenance program
- alterations to the Governor Marie Bashir Reading Room to make it more accessible and efficient for readers and staff.

### SUMMARY OF PROJECTS COMPLETED

Projects	Protect people	Protect collection	Environment / heritage	Improve functionality
Sir William Dixon Research Library, Fellows Room		✓	✓	✓
Governor Marie Bashir Reading Room alterations				✓
Mitchell compliance upgrades	✓	✓	✓	
Stoneworks, south-east facade			✓	

## Security

Wilson Security are now in the fourth year of the security services contract at the State Library. Through strong account management and a stable group of security staff we have seen a continued improvement in overall performance and positive feedback from staff and clients.

In early 2016, a decision was made to review the current Business Continuity Plan (BCP), the platform on which it resided, the roles of the Incident Response Team (IRT) and the overall Emergency Management structure within the Library.

The first priority undertaken during 2016–17 was a review of the existing Emergency Management Plan (EMP) and the Emergency Planning Committee (EPC) as outlined in the Australian Standard AS 3745:2010. A new EPC was formed and an updated EMP has been created, incorporating detailed emergency response plans. The EMP will be made available on an app-based platform, Procedures Online (POL), which will enable all Library staff to access critical emergency response information in the event of an incident onsite.

The next phase, to be conducted in 2017–18, will be to provide a review of the BCP, a gap analysis, recommendations and information to bring the BCP in line with ISO 22301.

Electronic security upgrades have continued throughout 2016–17 with the installation of new input/output boards, glass break sensors, internal access door reed switches and sirens for display cases. This has significantly increased the protection of collection items stored in these cases. The CCTV camera upgrade continued with a total of 25 new IP digital cameras installed in the Governor Marie Bashir Reading Room and the recently completed Sir William Dixon Research Library. A new contractor induction system was introduced to enable contractors to complete their competency-based induction online or at dedicated terminals in the Library.

The State Library continues to be represented at the Martin Place Security Precinct Group and The Rocks Community Safety Committee, chaired by NSW Police.

## Energy and sustainability

Electricity consumption was in line with the previous year, a 22% reduction from the 2013–14 baseline year. This represents a 667 kilotonne reduction in greenhouse gas emissions. The savings are attributable to the retrofit of energy efficient LED lights and the close monitoring of consumption. Electricity costs have also reduced by 11% as result of reduced rates from the recently procured electricity contract.

Consumption of chilled water (supplied by Parliament House) has reduced by 18% from the previous year.

The reduction of E-10 (petrol) is due to removing the Library fleet vehicle and adopting alternative transport solutions.

In October 2016, a Six Star NABERS Energy rating was achieved, representing best practice performance, for the office spaces of the Macquarie Street building. The Library was awarded the CitySwitch Signatory of the Year for NSW in recognition of its energy reduction achievements.

FUEL	CONSUMED (GJ)		CHANGE	ANNUAL COST (\$)		CHANGE	CO2 EMISSIONS (TONNES)		CHANGE
	2015-16	2016-17		2015-16	2016-17		2015-16	2016-17	
Electricity (black coal)	8,366	8,347	-0.2%	\$344,815	\$305,566	-11%	2,068	2,196	6%
Electricity (green power)	534	533	-0.2%	\$22,010	\$19,504	-11%	0	0	0%
E-10	9	0	-100%	\$350	\$0	-100%	1	0	-100%
<b>TOTAL</b>	<b>8,909</b>	<b>8,880</b>	<b>-0.3%</b>	<b>367,175</b>	<b>325,070</b>	<b>-11%</b>	<b>2,069</b>	<b>2,196</b>	<b>6%</b>

## Maintenance

Specialist contractors undertook building services maintenance and cleaning. All service contracts are current and performance is managed as appropriate.

## Heritage

The Library understands its responsibility to care for and maintain its heritage assets to the highest standard possible, and is applying its Heritage Asset Management Strategy to all maintenance and conservation work. Work carried out on the heritage sandstone facade and planning for the Mitchell Galleries Renewal Project demonstrate this ongoing commitment.

## Facilities for staff and clients

The Library provides a safe environment for its staff and clients. The fire services and emergency systems are routinely maintained, tested and certified. The Annual Fire Safety Statement certification process was completed in January 2017 and provided to the City of Sydney Council. The Mitchell compliance project, currently in progress, will provide upgrades to fire stairs, fire hydrants and hose reels, and smoke management systems.

## Insurances

Annual insurance premiums in 2016–17 were \$0.888 million compared to \$0.658 million in 2015–16.

## Risk management

The Library operates in a mature 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 TPP-15-03, 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: Audit and Risk Committee Independent Chairs and Members
- 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 outsourced internal audit function with 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. The Library also complies with statutory reviews and audits conducted by NSW Treasury each year, including the *Public Authorities (Financial Arrangements) Act 1987*. This ensures that 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 recommend improvements. A business risk assessment developed by Deloitte forms the initial basis of the Library's approach to managing risk exposures. This is reviewed and updated by management on a regular basis. There were four internal audit reviews in the year:

- Financial Management (Expenditure Control)
- Contract Management Framework Review
- Information Systems (Cyber Security)
- Collection Management.

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.

An independent external assessment of the Internal Audit Function was undertaken by a qualified, independent assessor in compliance with the Internal Audit and Risk Management Policy for the NSW Public Sector TPP-15-03. Results of the external assessment were reported to the Audit and Risk Committee and Library Council of NSW in 2016–17.

## Business continuity management

The Library has implemented a comprehensive Library-wide Business Continuity Management (BCM) plan which forms part of the overall Enterprise Risk Management and Governance Framework. By adopting BCM best practice, the Library is committed to ensuring that business critical functions and services are not compromised by a major disruptive event.

The key priorities of the BCM plan are:

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

The BCM plan, including checklists and flowcharts, is hosted externally and is accessible to managers via their mobile devices, thus improving the Library's ability to communicate and manage potential disruptions. Training and simulation exercises were also conducted for key staff and managers. In 2017–18, a review of the BCM plan will be undertaken, which will include undertaking a gap analysis and provide recommendations to bring the BCM plan in line with ISO 22301.

# Digital Information Security Annual Attestation Statement

## for the 2016–17 Financial Year for the Library Council of New South Wales

I, Lucy Milne, am of the opinion that the State Library of New South Wales had an Information Security Management System in place during the 2016–2017 financial year that is consistent with the Core Requirements set out in the NSW Government Digital Information Security Policy.

The controls in place to mitigate identified risks to the digital information and digital information systems of the State Library New South Wales are adequate.

There is no agency under the control of the State Library New South Wales which is required to develop an independent ISMS in accordance with the NSW Government Digital Information Security Policy.



Lucy Milne  
Acting NSW State Librarian & Chief Executive and  
Secretary to the Library Council of New South Wales

Dated: 1.8.17

# Internal Audit & Risk Management Statement

## for the 2016–17 Financial Year for the Library Council of New South Wales

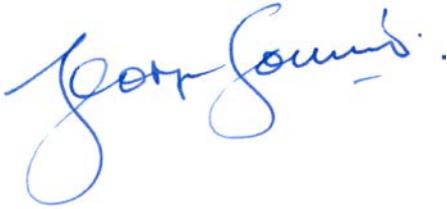
The Library Council of New South Wales declares that this Internal Audit and Risk Management Attestation Statement is made on behalf of the Library Council of New South Wales (parent entity), the State Library of New South Wales Foundation (controlled entity) and the Library Council Staff Agency (controlled 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 State Librarian formally updates the key risk map every six months with the Executive Team and this is reviewed at each ARC meeting.
	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. In October 2016, the ARC endorsed a revised Risk Policy & Framework and also the first Risk Appetite Statement.
Internal Audit	2.1 An internal audit function has been established and maintained.	Comply. Internal Audit activity is directed by the ARC, managed by the Chief Audit Executive and performed by Deloitte.
	2.2 The operation of the internal audit function is consistent with the International Standards for the Professional Practice of Internal Auditing.	Comply. In October 2016, the ARC noted the review of the Internal Audit Function against International Auditing Standards.
	2.3 The agency has an Internal Audit Charter that is consistent with the content of the 'model charter'.	Comply. The annual review and endorsement of the charter was undertaken by the ARC in June 2016
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 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. The ARC Chair reports key matters to the Library Council 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 annual review and endorsement of the charter was undertaken by the ARC in June 2016

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: 27 September 2017

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

# Publications and information

## Selected publications

### REPORTS

*Foundation Annual Report 2015–16*

*Library Council of NSW Annual Report 2016–17*

### GALLERY GUIDES

*Colour in Darkness: Images from the First World War*

*Planting Dreams: Grand Garden Designs*

*Planting Dreams: Shaping Australian Gardens*

### MAGAZINES AND NEWSLETTERS

*SL magazine* (four issues)

*What's On* (four issues)

Public Library News (two issues)

*Volunteers' Voices* (one issue)

### OTHER PUBLICATIONS

*Neighbours and the Law* (2nd edition)

*Library Visitors' Guide* (updated)

*Accessibility Guide* (updated)

## Selected staff publications and presentations

### PUBLICATIONS

Bartholmei, S, Franks, R, Heilman, J, Joseph, M, McDonald, V, Raunik, A, Ridge, M and Robertson, M, 'Opportunities for Academic and Research Libraries and Wikipedia', *The International Federation of Library Institutions (IFLA) Wikipedia Opportunities Papers Series* (online), The Hague 2016

Brien, DL and Franks, R, 'Trial by Jury and Newspaper Reportage: Re-writing Women's Stories from Legal Transcripts and Contemporaneous Journalism', *TEXT: Journal of Writing and Writing Courses*, 37, 2016

Franks, R, 'A Fear of the Dark: Landscape as a Gothic Monster in HBO's True Detective (2014)', in Caivano, D, (Ed), *No Escape: Excavating the Multidimensional Phenomenon of Fear*, Oxford Inter-Disciplinary Press, 2016

Franks, R, 'Cold Case: Investigating Time, Space and the Body in Agatha Christie's Five Little Pigs (1942)', in Roberts, KG, Ya-hui, IC and Matuszyk, L (Eds), *A Body Living and Not Measurable: how bodies are constructed, scripted and performed through time and space*, Oxford Inter-Disciplinary Press, 2016

Franks, R, 'True Crime: The Regular Reinvention of a Genre.' *Journal of Asia-Pacific Pop Culture*, 1 (2), 2016

Franks, R, 'Learning All the Tricks: Critiquing Crime Fiction in a Creative Writing PhD', *TEXT: Journal of Writing and Writing Courses*, 37, 2016

Franks, R, 'Murder Across the Board: Murder Boards as a Liminal Space for the Dead on Popular Television', *Aeternum: The Journal of Contemporary Gothic Studies*, 3 (1), 2016

Franks, R, 'Stealing Stories: Punishment, Profit and the Ordinary of Newgate', *Authorised Theft: Writing, Scholarship, Collaboration Papers*, the refereed conference papers of the 21st Australasian Association of Writing Programs Conference, Canberra 2016

Franks, R, 'Building a Professional Profile: Charles Dickens and the rise of the "Detective Force"', *M/C: A Journal of Media and Culture*, 20 (2), 2017

Franks, R, 'Before Alternative Voices: *The Sydney Gazette and New South Wales Advertiser*', *M/C: A Journal of Media and Culture*, 20 (1), 2017

Franks, R and Dwyer, S, 'Editorial', *M/C: A Journal of Media and Culture*, 20 (2), 2017

Franks, R and Sessions, K, 'Ideas of Justice and Punishment in Frank Johnson's Famous Detective Stories', Refereed

Conference Papers of the 6th Asian Conference on Literature and Librarianship, LibrAsia, Osaka 2016

Gulldal, J, Rolls, A and Franks, R, 'Editorial', *TEXT: Journal of Writing and Writing Courses*, 37, 2016

Morley, S, 'The Garden Palace: Building an Early Sydney Icon', *Journal of Media and Culture*, 20 (2), 2017

Perkins, C, 'Nothing is Wasted: The *Mirror's* Writing Women', *Meanjin* Winter 2017

Reddacliff, A, 'If Margaret Mead was a Librarian: Observation and Visitor Experience at Libraries in Russia and the Baltic States', *Journal of the Australian Library and Information Association*, 66 (1), 2017

Reddacliff, A and Franks, R, 'The Militant Suffragette: Memoir of a Political Movement or a True Crime Tale?', *Peer Reviewed Proceedings of the 7th Annual International Conference of the Popular Culture Association of Australia and New Zealand*, Sydney 2016

Thorpe, K, Galassi, M and Franks, R, 'Discovering Indigenous Australian Culture: Building Trusted Engagement in Online Environments', *Journal of Web Librarianship*, 10 (4), 2016.

#### PRESENTATIONS

Bain, J, 'From New York to Nimbin: Amplifying Our Sound Archive Via Open-Source and the Machine', ALIA Information Online, 15 February 2017

Bain, J, 'Amplify: Crowdsourcing Transcript Tool', NSW.net Digital Frontiers Conference, Sydney, 28 October 2016

Balharrie, R, 'Indyreads™ the Public Library as Community Aggregator', NSW.net Digital Frontiers Seminar 2016, State Library of NSW, Sydney, October 2016

Balharrie, R, 'Indyreads™ innovation for public libraries', NSWPLA SWITCH Conference, Ulladulla, November 2016

Balharrie, R, Taylor, M, Turner, N, 'Indyreads™, a Local Approach to eContent Licensing, Aggregation and Access', ALIA Information Online, Sydney, February 2017

Balharrie, R, 'Indyreads™ New Streams of Content', NSW Readers Advisory Seminar 2017, State Library of NSW, Sydney, March 2017

Berg, D, 'Ships Pictures and Other Picture Collections at the State Library', SAG Lost in Immigration and Travel, Sydney, 5 November 2016

Billington, L, 'Migrating from Millennium to Alma as Part of an Integrated Collection Management System', International Group of Ex Libris Users Conference, Trondheim, Norway, 5-7 September 2016

Blunden, J, 'Putting the "Social" in History', Australian Systemic Functional Linguistics Association Conference, Sydney, 27-29 September 2016

Blunden, J, 'Game of Codes, Take Two: How Project Teams Shaped the Communicative and Learning Experience in Two Museum Exhibitions', University of Sydney LCT Roundtable, Sydney, April 2017

Blunden, J, "'I Always Read the Kids Labels'": Exploring the Meaning Potential of Children's Exhibition Texts', University of Sydney Linguistics Seminar Series, Sydney, May 2017

Bray, P, 'How Why and What Went On in the 1st Year of the DX Lab: Data Visualisation Put Through the Microscope', ALIA URLs National Conference, Canberra, 29 August - 2 September 2016

Bray, P, 'Digital Collaboration in an Arts Ecosystem' Sydney Arts Management Advisory Group (SAMAG), Sydney, 26 September 2016

Bray, P, 'The Lab Culture: Does the Petri Dish Approach Work?' ALIA Information Online, 15 February 2017

Bray, P, 'Made With, Played With, Remade: Creative Risk-Taking in the DX Lab', Museum Next Melbourne, 16 February 2017

Carney, M and Rutz, L, 'Managing Acquisitions of Heritage Collections in the State Library of NSW', Australian Society of Archivists National Conference, Sydney, 19 October 2016

Carter, B, 'Online with the State Library', Cowpastures and Beyond: NSW & ACT Association of Family History Societies, Camden, 10 September 2016

Casey, H, 'Finding a Signature: Adriaen Hanneman at the National Gallery of Victoria', Revivify 2016, 14th AICCM Paintings Special Interest Group Symposium, National Portrait Gallery, Canberra, 26-28 October 2016.

Casey, H, 'A Boot Full of Fabulousness: The Studio Materials of David McDiarmid', The Shock of the New: Modern Materials, Media and Methods, AICCM Joint Objects and Electron SIG Symposium, Melbourne, 18-10 February 2017

Cassidy, D, 'Dr Perfectionist: or How I Learned to Stop Worrying and Love the Quantity' World Library and Information (IFLA) Congress, Ohio, USA, 13-19 August 2016

Cassidy, D, 'The Right Tools for Getting It Right' Australasian Sound Recordings Association Conference, Canberra, 31 August - 2 September 2016

Corkill, F, 'The Role of Conservation Treatment in a Mass-Digitisation Program', 45th Annual Meeting, American Institute for Conservation of Historic and Artistic Works, Chicago, 29 May - 2 June 2017

- Cowen, H, and Forsyth, E, 'Spread the Word for Readers' Advisory and Online Professional Development', NSWPLA SWITCH Conference, Ulladulla, November 2016
- Curr, A, Forsyth, E and Joseph, M, 'Steaming into Professional Development', IFLA Public Libraries Section, STEAM into Sydney, Sydney, March 2017
- Curr, K, 'Made With, Played With, Remade: The DX Lab as a Disruptor' IFLA Public Libraries Mid Term 2017 'STEAM Into Sydney' Conference, 14–17 March 2017
- Curr, K, 'UX development for engaging a citizen audience' NSW Community of ICT Professionals, Sydney, 25 May 2017
- Curr, K and Lee, E, 'Unstacked – DX Lab Fellows Partnership' ALIA Leadership and Innovation Forum, Sydney, 8 June 2017
- Edmonds, E, 'Reparatriation, 'Digger Artists' and the Colart's Studio', Australian Historical Association, 2016 Conference, From Boom to Bust, Ballarat, 5–7 July 2016
- Edmonds, E and Peck, A, 'Literary Giants: Revealing the Angus & Robertson Collection', Australian Society of Archivists National Conference, Sydney, 19 October 2016
- Ermita, E, 'Digital Building Blocks: Rosetta's Plug-and-Play Ability', 8th Annual Rosetta User & Advisory Group (RAG), Sheffield, England, 12–14 June 2017
- Ermita, E, 'Building a Digital Ecosystem: Foundations and Opportunities' NSW.net Digital Frontiers Conference, Sydney, 28 October 2016
- Franks, R, 'Stealing Stories: Punishment, Profit and the Ordinary of Newgate', Authorised Theft: Writing, Scholarship, Collaboration, 21st Annual Conference of the Australasian Association of Writing Programs, Canberra, 2016
- Franks, R, 'A Capital Crime: The Murder of Constable Joseph Luker', Death, Dying and the Undead: Contemporary Approaches and Practices, 2nd Conference of the Australasian Death Studies Network, Noosa, 2 September 2016
- Franks, R, 'Check Shelf (and/or) Online: Physical and Digital Literary-Focused Collections', Invited Keynote Address, 10th Annual Conference of the Australasian Association
- Franks, R, 'The Value of Cultural Collections', Conference of the Australasian Consortium of Humanities Research Centres and the University of New England, Armidale, 2017
- Franks, R, '(Re)Making Victims and Villains: The Liminal Space Between Crime Fiction and True Crime', Peripherality: reanimating genre, University of Sydney Postgraduate and Early Career Researcher Conference, Sydney, 2017
- Franks, R, 'Ned Kelly: The Multiple Truths of Australia's Most Famous Bushranger', a virtual presentation for IAFOR Asian Conferences (LibrAsia YouTube Channel) 7th Asian Conference on Literature, Kobe, Japan, 2017
- Franks, R, Percival, K and Russell, A, 'Academics and the Public Face of Collecting and Cultural Institutions', Annual Conference and Meeting of the Australasian Consortium of Humanities Research Centres, Adelaide, 2016
- Franks, R and Weinert, KD, 'Habeas Corpus: The Wrongful Imprisonment of Steven Avery', 7th Annual International Conference of the Popular Culture Association of Australia and New Zealand, Sydney, 2016
- Joseph, M, 'The Pitch: Local Advocacy and Positioning for Public Libraries', Managing the Business of Libraries Forum, Noosa, May 2017
- Joseph, M, 'Say YES: Applying a Growth Mindset to Your Library Career', New Librarians' Symposium 8, Canberra, June 2017
- Kahabka, D, 'Use of MicroCT to Visualise the 3D Structure of Pith Paper', the 9th AICCM Book, Paper and Photograph Materials Symposium: 'Light, Colour, Structure', Canberra, 10–12 October 2016
- McKenzie, A, 'From Selling Insurance to Buying Rare Books for the State Library of New South Wales', New Librarians' Symposium, Canberra, 24 June 2017
- Maclean, S, 'Libraries, Media and Disabilities', 2017 NSW Readers Advisory Seminar, Sydney, 22 March 2017
- Morley, C, 'Mobile Library Guidelines and Trends', Australasian Mobile Library Conference, Ballarat, 13 August 2016
- Morley, C, 'State Library Address to the NSW Public Library Association', NSWPLA SWITCH Conference, Ulladulla, 23 November 2016
- Morley, C, '25 Years of Anticipating Library Change', Australian Library and Information Association New Librarians' Symposium 8, Canberra, 24 June 2017
- Neville, R, 'A Source of Inspiration and Delight: The Mitchell Library', Royal Society of NSW, September, 2016
- Neville, R, 'John William Lewin. Australia's First Free Professional Artist', Customs House, City of Sydney Library, October 2016
- Neville, R, 'Using Pictures as Evidence', Royal Australian Historical Society, November 2016
- Patton, M, 'Shakespeare's First Folio', State Library of Queensland Foundation Event, Brisbane, 6 June 2016.
- Perkins, C, 'Nothing is Wasted: Zora Cross and the Literary Community of the *Australian Woman's Mirror*', Media, Publics and the Past symposium, Museum of Applied Arts and Sciences, 20 February 2017
- Perkins, C, 'Zora Cross: A Household Name', Waratah & Thistle symposium, State Library of NSW, 10 April 2017

Phua, R, 'Digital Excellence Program: Successes, Challenges, and the Future,' Digital Directions, Canberra, 10 November 2016

Reddacliff, A and Franks, R, 'The Militant Suffragette: Memoir of a Political Movement or a True Crime Tale?' 7th Annual International Conference of the Popular Culture Association of Australia and New Zealand, Sydney, 2016

Reddacliff, A and Masters, K, 'DIY #Research: Guerilla Tactics to Get Your Research Started', New Librarians' Symposium 8, Canberra, 2017

Scarf, P, 'Free Online and in Your Public Library: Delivering Legal Information to the Community' presented by Jan Richards AM, IFLA World Library and Information Congress, Columbus Ohio, August 2016

Somes, B and Wan, S, 'Collecting Social Media for the NSW State Election', Australian Library and Information Association National Conference 2016, Adelaide, 30 August 2016

Thorpe, K, Adams, K, Evans, J and Faulkhead, S, 'Imagining the Archive of the Future: Community Participation in Transforming the Archive', ALATSIS National Research Conference, Canberra, 2017

Thorpe, K and Davis, H, 'Connecting, Engaging and Learning: The INELI Oceania Network', ALIA National Conference, Adelaide, 2016

Thorpe, K and Galassi, M, 'Indigenous Voices. Connecting and Building Culturally Sensitive Engagement with Australian Indigenous Peoples and Collections', International Council of Archives (ICA) Conference, Seoul, 2016

Wajon, S, 'The Digital Excellence Program: The First Four Years', The Future of Public Sector Digitisation Conference, Sydney, 26–28 July 2016

Wajon, S, 'A Critical Appraisal of Digitisation and Digital Preservation at the State Library of New South Wales,' The GLAMourisation of Digital Preservation Forum, Melbourne, 14–16 December 2016

Wishart, A, 'Marketing Patriotism and Bottling Sunshine: Soldier Settlers and the Dried Fruits Industry in Post-War Australia', Australian Historical Association – From Boom to Bust, Ballarat, 4–8 July 2016

Wishart, A, 'Interrogating Photography and Making the Most of Your Research', Victoria Museums & Galleries Conference, Phillip Island, 6–7 October 2016

Wishart, A, 'The Material Culture of Food and War', Symposium: Food and War, Melbourne, 25 November 2016

Woo, J, 'Women in Industrial Design 2017' panel discussion, NSW Design Institute of Australia, DesignByThem Showroom, Sydney, 18 May 2017

## Business information

The Library's Agency Information Guide was reviewed, updated and approved for publication in April 2017.

During 2016–17, the Library undertook several destruction projects as part of our defensible disposal program. Obsolete

corporate records were identified, the sentence and disposal class confirmed and the material was securely destroyed.

## Information and cyber security

The NSW Government's Digital Information Security Policy (DISP) requires each NSW agency to attest annually to the adequacy of its digital information systems and security. The Library Information Security Management System Working Group carried out a number of activities during the year to achieve compliance with these requirements, including:

- information security awareness training using HackLabs, focusing on email security
- assessment of the effectiveness of internal controls used to mitigate new IT security risks – audit conducted by Deloitte
- penetration testing of the Library's networks

The Library also commissioned the 2017 audit against the requirements of the DISP version 2.0 by Shearwater.

## Government information (public access)

As a NSW Government agency, the State Library is required to comply with the *Government Information (Public Access) Act 2009* (the GIPA Act). The State 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, no formal access applications were received by the State Library.

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

Not applicable 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.

**Table A: 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
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

**Table B: 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
Personal information applications	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

**Table C: Invalid applications**

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

**Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act**

	Number of times consideration used
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

**Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act**

	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

**Table F: Timeliness**

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	0
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	0

**Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)**

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	0	0	0

**Table H: Applications for review under Part 5 of the Act (by type of applicant)**

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

**WHERE TO FIND MORE INFORMATION**

Information on the various means of accessing Library corporate information under the GIPA Act can be found at <[www.sl.nsw.gov.au/about/rti/index.html](http://www.sl.nsw.gov.au/about/rti/index.html)>. 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 Sydney NSW 2000  
 Telephone: +61 2 9273 1796  
 Fax: +61 2 9273 1255  
 Email: [rti@sl.nsw.gov.au](mailto:rti@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 State 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 State Library supports the objectives of the 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 State Library's Privacy Management Plan outlines how the Library complies with the PPIP Act and the *Health Records and Information Privacy Act 2002* (HRIP Act).

Mechanisms are in place to make State Library staff aware of their privacy obligations under the PPIP Act and the HRIP Act. As part of the Library's ongoing actions when joining the Library, new staff and contactors are briefed on their obligations in complying with the privacy principles. In addition, 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 Management Plan and related privacy information, web privacy statement and forms are available on the Library's website at <[www.sl.nsw.gov.au/privacy](http://www.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

Macquarie Street

Sydney NSW 2000

Tel: +61 2 9273 1796

Fax: +61 2 9273 1268

Email: [privacy@sl.nsw.gov.au](mailto:privacy@sl.nsw.gov.au)

### **STATISTICAL DETAILS ON 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. During 2016-17 the Library developed a customised PID Policy and PID Procedure, and this was widely communicated across the Library. The Library's PID policy incorporates changes to the Code of Ethics and Conduct, which was revised in line with the new Ethical Framework for the Government Sector.

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 Whistleblower 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 Whistleblower Protection Procedures and Fraud and Corruption Prevention Policy
- the State Librarian & Chief Executive emailed all staff about complying with the Library's Gifts and Benefit Policy, and about the new Ethical Framework for the Government Sector and staff responsibilities to behave ethically and act lawfully.

### **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 State Library in the reporting period.

# Multicultural service delivery

The State Library's Cultural Diversity Strategy 2016–19 sets out the aims and activities for working with multicultural communities in NSW. The Library aims to serve and enrich the communities of NSW by establishing partnerships with communities and organising activities throughout the year to highlight NSW cultural diversity.

## Achievements against key performance indicators and the result of evaluations

### ORGANISATIONAL CAPACITY BUILDING

The Library is committed to building on past achievements and developing new opportunities to enhance services, and improve access and outcomes for communities from cultural and linguistic diverse communities. As part of this commitment, the Executive Committee endorsed the State Library's Cultural Diversity Strategy 2016–19 which sets out the aims and activities for working with multicultural communities in NSW. The Library aims to serve and enrich the communities of NSW by establishing partnerships with communities and organising activities throughout the year to highlight NSW cultural diversity.

Achievements for 2016–17 include:

- Cultural Diversity and Awareness training for all public-facing staff
- Applying Intercultural Communications training for all public-facing staff
- promotion and review of the languages currently being offered under the Community Language Allowance Scheme for better assessment of the needs of readers.

### CULTURALLY RESPONSIVE SERVICES

Achievements for 2016–17 include:

- acquiring *El Semanario Español* Spanish digital newspaper
- completing the collection of *An-Nahar*, an important newspaper published in Arabic, with issues sourced from the Indari family
- joining the City of Sydney in celebrating the Year of the Rooster with a colourful display of lantern-style roosters in the Library's foyer during January and February
- celebrating International Mother Language Day on 18 February with a free seminar to promote awareness of linguistic diversity, which explored the loss and preservation of languages and the advantages of acquiring a second language
- display of 19 photographs from the Jon Lewis collection, *Beauty in Difference: The Street Photography of Jon Lewis*,

highlighting our culturally diverse city through images of its people, to celebrate Multicultural March

- Bangla-Art – a Bengali community gathering in partnership with the Bangla Hub – this annual event held as part of Multicultural March shared a vibrant display of Bengali culture including art, music and literary readings attended by more than 100 people
- Pounding the Pavement celebrated Australian and Romanian contemporary literature and music and was attended by 70 people as part of Multicultural March
- hosting 'The Early Years', a seminar to explore the history of communities using the Library's collection
- providing training to enhance participants' intercultural competence and allow them to deal more effectively with culturally diverse customers – 20 staff from NSW public libraries attended the June workshop.

### COMMUNICATION

The *Planting Dreams* exhibition was promoted in Arabic, Hindi, Chinese and Spanish, with messages left by visitors from more than 32 countries.

### PARTNERSHIPS

The Library's partnerships and collaborations with multicultural communities included hosting events. The Liverpool Polish language Saturday school celebrated the end of the 2016 academic year in November with a performance of classical Polish music. The event was attended by 100 parents and students. *U & Me*, an online documentary short film series was launched at the Library in March. The series was produced by Why Documentaries for the Multicultural Communities Council of Illawarra and celebrates wonderful friendships between people from different cultural and religious backgrounds. More than 60 people attended the launch.

## Services for humanitarian entrants

In September 2015, the Commonwealth Government made a commitment to settling an additional 12,000 refugees displaced by the conflicts in Syria and Iraq and the NSW government sector subsequently committed to employing at least 100 refugees across the public sector through specific refugee employment programs. Following an amendment to the Government Sector Employment (GSE) Rule 26, the Library employed two Library Assistants who were refugees.

The Library celebrated Harmony Day in March with the launch of *Journey to Freedom*, a documentary that tells the unique stories of 11 refugees, including Dr Munjed Al Muderis, Mabior Mapiou and Shakufa Tahiri, and their journeys to successful lives in Australia. The DVD is part of a short film series

produced by Show Me the Way, a not-for-profit organisation and mentoring program that works with high school students from refugee backgrounds.

On the weekend of 17–18 June, the Library hosted the film festival of the Refugee Council of Australia (RCOA). Four films were screened: *Constance on the Edge*, *Cast from the Storm*, *Baulkham Hills African Ladies Troupe* and *Freedom Stories*. Copies of the films were purchased by 10 NSW public libraries with public viewing rights to host their own events.

## Improving outcomes for women

The Find Legal Answers service partners with NSW legal service providers to promote material in languages other than English, including the distribution of the Women's Legal Service NSW factsheets. The Find Legal Answers service is available in all NSW public libraries and online via the Find Legal Answers website. The Find Legal Answers website provides links to information in other languages from NSW Fair Trading, Tenants NSW, Legal Aid NSW and LawAccess NSW.



# NSW public libraries

## Indigenous language

Creed Gordon, aged 11 years, in the studio recording in the Gamilaraay language for the *My Weekend with Pop: Stories in Aboriginal Languages* online storybook.

PHOTO BY MARIKA DUCZYNSKI

# Legislation

Across NSW there are 368 public library buildings, with a further 65 satellite locations, and 20 mobile libraries that provide services to approximately 365 smaller and isolated communities. The Library works with local libraries to develop quality services, build skills and expertise in the library workforce and ensure library buildings, technology and facilities meet the needs of diverse communities across NSW. The Library does this by administering the annual public library grants and subsidies program and by supporting and advising public libraries on innovative service developments and provision.

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

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#### **OBJECTS (LIBRARY ACT 1939 S4A)**

The objects of the Council are:

- (a) to promote, provide and maintain library services and information services for the people of New South Wales through the State Library and through cooperation with local libraries
- (b) to advise the Minister and local authorities on matters of policy and administration relating to library services and information services that are or may be provided through local libraries
- (c) to advise the Minister on the provision of assistance to local libraries.

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#### **DUTIES (LIBRARY ACT 1939 S5)**

It shall be the duty of the Council:

- (a) to make or cause to be made careful inquiry into the administration and management of every local library which is provided, controlled and managed by a local authority which has adopted this Act
- (b) to cause every local library which is provided, controlled and managed by a local authority which has adopted this Act, to be inspected from time to time
- (c) to report to the Minister as to the sums required to be provided in each year to meet the cost of subsidies payable under this Act.

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#### **PUBLIC LIBRARY USE**

Key indicators demonstrate that public libraries are highly valued and heavily utilised by their communities. The popularity of public libraries and the growth in digital and online access have continued as 2016 figures show:

- 34.79 million visits to libraries
- 42 million loans including more than 861,000 ebook loans
- onsite internet access (including wi-fi) 8.45 million sessions
- 11 million website visits
- 71,973 public programs and events, attended by 1,287,000 people.

# Grants and subsidies

## Public library funding strategy 2016–17

The NSW Government provided \$28,322,000 in 2016–17 to assist local authorities to provide public library services. The funds were managed and allocated by the Library in accordance with the *Library Act 1939*, the Library Regulation 2010 and the Public Library Funding Strategy as approved by the Minister for the Arts, as follows.

Subsidy - \$1.85 per capita, as prescribed by the Library Regulation 2010 Population served 7,614,507	\$14,086,838
Subsidy Adjustment Funding <i>Allocations to councils in addition to \$1.85 per capita (above)</i>	\$7,137,162
NSW.net	\$1,940,000
Outback Letterbox Library	\$100,000
Strategic Network Projects	\$308,000
State Library services to public libraries	\$750,000
Public Library Infrastructure Grant Fund Year 3	\$4,000,000
<b>Total Public Library Grants and Subsidies</b>	<b>\$28,322,000</b>

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

Council	Population 2015	State funding subsidy & adjustment 2016–17	Total local government expenditure voted July 2016 to June 2017	per capita
		\$	\$	\$
Albury	51,722	137,638	2,999,924	58.00
Armidale Regional	29,869	116,473	2,678,000	89.66
Ballina	41,828	118,276	1,582,800	37.84
Balranald	2,422	19,503	61,535	25.41
Bathurst	42,231	126,271	1,636,328	38.75
Bayside	156,449	398,132	5,184,036	33.14
Bega Valley	33,475	104,145	1,286,000	38.42
Bellingen	13,010	54,928	579,728	44.56
Berrigan	8,416	38,389	545,000	64.76
Blacktown	339,328	843,559	9,621,023	28.35
Bland	5,959	36,858	314,887	52.84
Blayney	7,380	38,595	183,542	24.87
Blue Mountains	79,812	205,974	2,611,765	32.72
Bogan	3,059	28,067	177,314	57.96
Bourke	2,876	20,963	255,830	88.95
Brewarrina	1,917	25,305	64,374	33.58
Broken Hill	18,856	64,552	912,777	48.41
Burwood	36,139	100,003	2,639,678	73.04
Byron	32,723	97,798	1,826,500	55.82
Cabonne	13,860	55,146	416,166	30.03
Camden	72,256	191,171	2,776,395	38.42
Campbelltown	158,941	391,204	5,976,464	37.60
Canada Bay	88,819	242,307	3,897,241	43.88
Canterbury-Bankstown	354,948	884,116	15,465,908	43.57
Carrathool	2,733	26,215	336,803	123.24
Central Coast	333,119	833,041	11,124,751	33.40
Cessnock	55,862	149,445	1,377,115	24.65
Clarence Valley	51,040	204,048	1,057,191	20.71
Cobar	4,975	31,064	393,023	79.00
Coffs Harbour	72,971	185,987	1,859,065	25.48
Coolamon	4,342	31,009	167,228	38.51
Coonamble	4,262	30,875	249,192	58.47
Cootamundra-Gundagai	11,461	62,986	701,528	61.21
Cowra	12,476	49,966	335,099	26.86
Cumberland	224,639	573,976	7,471,415	33.26
Dubbo Regional	51,007	155,746	1,561,616	30.62
Dungog	9,195	43,086	200,891	21.85
Edward River	8,962	66,157	569,100	63.50
Eurobodalla	37,882	113,448	1,750,196	46.20
Fairfield	204,442	508,500	7,703,724	37.68
Federation	12,629	67,667	463,756	36.72
Forbes	9,754	44,217	331,600	34.00
Georges River	147,906	379,777	7,943,036	53.70
Gilgandra	4,368	29,230	335,646	76.84
Glen Innes Severn	8,999	52,039	605,428	67.28

**STATE FUNDING FOR PUBLIC LIBRARIES AND LOCAL GOVERNMENT VOTED EXPENDITURE (CONTINUED)**

Council	Population 2015	State funding subsidy & adjustment 2016-17	Total local government expenditure voted July 2016 to June 2017	per capita
		\$	\$	\$
Goulburn Mulwaree	29,550	99,359	1,615,446	54.67
Greater Hume	10,378	65,623	469,624	45.25
Griffith	25,986	86,586	1,097,250	42.22
Gunnedah	12,805	46,696	457,659	35.74
Gwydir	5,068	47,038	236,175	46.60
Hawkesbury	66,134	175,573	2,422,373	36.63
Hay	2,999	27,146	292,415	97.50
Hills, The	160,881	400,303	5,317,503	33.05
Hilltops	18,919	97,955	761,916	40.27
Hornsby	149,252	372,169	7,133,400	47.79
Hunters Hill	14,741	47,768	660,400	44.80
Inner West	187,566	484,946	9,560,087	50.97
Inverell	16,936	57,793	1,155,171	68.21
Junee	6,230	35,129	389,437	62.51
Kempsey	29,684	91,736	825,923	27.82
Kiama	21,505	64,223	1,177,358	54.75
Ku-ring-gai	122,859	304,172	4,542,900	36.98
Kyogle	9,537	43,216	384,765	40.34
Lachlan	6,767	34,980	335,947	49.64
Lake Macquarie	204,166	503,142	10,836,133	53.08
Lane Cove	35,959	96,081	3,363,075	93.53
Leeton	11,645	45,718	459,302	39.44
Lismore	44,741	121,905	1,670,300	37.33
Lithgow	21,416	65,234	1,772,858	82.78
Liverpool	204,594	520,464	8,714,931	42.60
Liverpool Plains	7,759	43,879	437,601	56.40
Lockhart	3,025	25,091	121,484	40.16
Maitland	76,607	197,505	3,808,791	49.72
MidCoast	90,975	275,011	4,569,061	50.22
Mid-Western	24,191	91,832	989,551	40.91
Moree Plains	14,053	59,336	678,840	48.31
Mosman	30,496	83,288	2,485,591	81.51
Murray River	11,586	69,462	427,022	36.86
Murrumbidgee	4,084	41,313	232,458	56.92
Muswellbrook	17,209	64,012	793,462	46.11
Nambucca	19,598	63,162	675,400	34.46
Narrabri	13,799	56,003	667,087	48.34
Narrandera	5,920	33,859	299,589	50.61
Narromine	6,822	36,077	451,560	66.19
Newcastle	161,225	401,875	11,150,703	69.16
North Sydney	72,618	183,760	4,082,583	56.22
Northern Beaches	266,247	672,157	11,098,457	41.68
Oberon	5,318	26,986	246,609	46.37
Orange	41,809	117,277	1,847,753	44.20
Parkes	15,337	53,013	1,027,638	67.00
Parramatta (City of)	223,822	558,336	9,599,219	42.89

Council	Population 2015	State funding subsidy & adjustment 2016-17	Total local government expenditure voted July 2016 to June 2017	per capita
		\$	\$	\$
Penrith	197,922	486,316	6,509,388	32.89
Port Macquarie-Hastings	78,128	205,744	2,824,543	36.15
Port Stephens	70,447	195,107	1,874,837	26.61
Queanbeyan-Palerang	56,554	189,479	1,514,161	26.77
Randwick	145,822	359,762	8,974,564	61.54
Richmond Valley	23,181	92,903	710,305	30.64
Ryde	117,171	290,995	6,459,510	55.13
Shellharbour	69,714	177,596	1,770,968	25.40
Shoalhaven	100,147	268,337	2,317,834	23.14
Singleton	24,071	72,158	1,911,531	79.41
Snowy Monaro	20,753	106,814	700,948	33.78
Snowy Valleys	14,994	71,780	519,058	34.62
Strathfield	40,125	111,421	1,695,466	42.25
Sutherland	226,220	552,213	6,998,578	30.94
Sydney	205,339	515,915	11,848,479	57.70
Tamworth	61,121	218,898	2,477,877	40.54
Temora	6,071	34,763	286,198	47.14
Tenterfield	6,986	34,572	438,486	62.77
Tweed	92,460	256,530	4,798,840	51.90
Upper Hunter	14,537	80,752	559,090	38.46
Upper Lachlan	7,876	51,655	402,200	51.07
Uralla	6,411	35,532	335,062	52.26
Wagga Wagga	63,428	167,648	2,079,932	32.79
Walcha	3,064	26,419	133,249	43.49
Walgett	6,791	40,793	265,025	39.03
Warren	2,901	25,995	300,844	103.70
Warrumbungle	9,728	59,429	661,346	67.98
Waverley	72,699	183,712	6,171,249	84.89
Weddin	3,701	23,593	159,961	43.22
Wentworth	6,883	32,057	585,100	85.01
Willoughby	76,354	192,966	6,522,530	85.42
Wingecarribee	48,028	128,609	1,517,500	31.60
Wollondilly	47,997	134,338	1,352,715	28.18
Wollongong	208,875	511,766	12,753,344	61.06
Woollahra	59,307	151,100	4,536,433	76.49
Yass Valley	16,564	70,275	574,243	34.67
<b>TOTAL</b>	<b>7,614,507</b>	<b>21,223,983</b>	<b>335,114,818</b>	

# Public Library Infrastructure Grants

The Public Library Infrastructure Grants program will provide \$15 million over four years from 2014–15 to improve library buildings and IT infrastructure. The amount of \$4 million was available for allocation in 2016–17.

All NSW local councils were invited to apply for Public Library Infrastructure Grants on 16 September 2016. Applications closed on 28 October 2016. The Library Council of NSW Grants Committee convened on 9 December 2016 to consider the applications and make recommendations.

The Library Council endorsed its recommendations for consideration by the Minister for the Arts out-of-session on 15 December. The Hon. Don Harwin announced the following successful grants under the program on 4 April 2017.

Council	Project	Project Type	Amount
Broken Hill	Charles Rasp Memorial Library Relocation – Community Hub	Building	\$200,000
Canterbury-Bankstown	Riverwood Library	Building	\$200,000
Carrathool	RFID implementation for Carrathool Shire Library	Technology	\$46,002
Central Coast	Spike Milligan Exhibition Space (SMES) at Woy Woy Library	Building	\$188,429
Cessnock	Elevating Cessnock Library	Building	\$200,000
Coffs Harbour	Woolgoolga Library Refurbishment	Building	\$52,945
Coonamble	Open spaces	Building	\$31,200
Cumberland	Streamlined RFID services across newly amalgamated Libraries in Cumberland Council.	Technology	\$193,413
Dubbo Regional	RFID for Macquarie Regional Library	Technology	\$95,400
Fairfield	Studio-2166: A Creative Space for the Whitlam Library	Building/ Technology	\$200,000
Gilgandra	Rural Opportunities – Break the Barriers	Building/ Technology	\$78,677
Glen Innes Severn	RFID Project	Technology	\$63,734
Griffith	Multipurpose Function Centre in Griffith City Library	Building	\$150,000
Hawkesbury	Discovery: one click away. New Library Management System.	Technology	\$199,160
Hay	The 'Hay Stacks' Project	Building	\$150,000
Hilltops	RFID Solution for Hilltops Council Library	Technology	\$109,325
Inner West	New Marrickville Library	Building	\$200,000
Kiama	Gerringong Library, Museum and Community Facility project	Building	\$200,000
Lachlan	Condobolin Library Extension	Building	\$200,000
Leeton	Deadspace begone!! Repurposing & refurbishing an under-utilised space into a flexible community space	Building	\$15,220
MidCoast	Gloucester Library renewal: transformation to the community living room	Building	\$172,658
Mid-Western	'Community Living Rooms' – Kandos Library Refurbishment, 2017	Building	\$40,000
Port Macquarie-Hastings	VRoom: Augmented Library Spaces	Building/ Technology	\$195,915
Port Stephens	Revitalisation of Tomaree Library	Building	\$89,350
Richmond Valley	Project connect: Expand internet access through purchase and installation of laptop/tablet dispensers at Casino, Evans Head and Kyogle Libraries	Technology	\$113,243

<b>Council</b>	<b>Project</b>	<b>Project Type</b>	<b>Amount</b>
Shoalhaven	Branching Out – Extending Shoalhaven's Library Community	Mobile Library	\$140,000
Singleton	'Singleton Labrary' – Innovation Hub	Building/technology	\$77,480
Upper Lachlan	Installation of a new Library Management System – LIBERO - in Crookwell and Gunning Libraries	Technology	\$33,507
Waverley	L.O.V.E is in the air – Eastern Beaches Library Outreach Vehicle Express takes the library to the people.	Mobile Library	\$147,000
Wentworth	Relocation and Refurbishment for Buronga Library Services	Building	\$150,500
Yass	New Library Management System and RFID Technology	Technology	\$66,842
<b>Total</b>			<b>\$4,000,000</b>





# Financial overview

## Natural talent

The Library offers a program of fun activities for kids and families during school holidays, including our drop-in craft centre.

PHOTO BY JOY LAI

# 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 \$9.401 million compared with a budget surplus of \$7.535 million for the same period and a surplus of \$3.704 million for the prior year.

The table below compares the 2016–17 actual results with the 2016–17 budget and the 2017–18 budget. Budget figures are as published in the NSW State Budget Papers.

Income	Budget 2017 \$'000	Actual 2017 \$'000	Budget 2018 \$'000
Sale of goods & services	1,601	1,962	1,991
Investment income	694	2,039	1,300
Grants & contributions	96,829	95,344	95,550
Other income	849	459	10
<b>Total income</b>	<b>99,973</b>	<b>99,804</b>	<b>98,851</b>
<b>Less:</b>			
<b>Expenses</b>			
Other expenses	48,816	47,144	49,420
Depreciation & amortisation	15,278	14,859	16,445
Grants & subsidies	28,322	28,400	28,803
<b>Total expenses</b>	<b>92,416</b>	<b>90,403</b>	<b>94,668</b>
<b>Gain/(Loss) on disposal</b>	<b>-22</b>	<b>-22</b>	<b>-22</b>
<b>Surplus/(deficit) for the year</b>	<b>7,535</b>	<b>9,401</b>	<b>4,161</b>

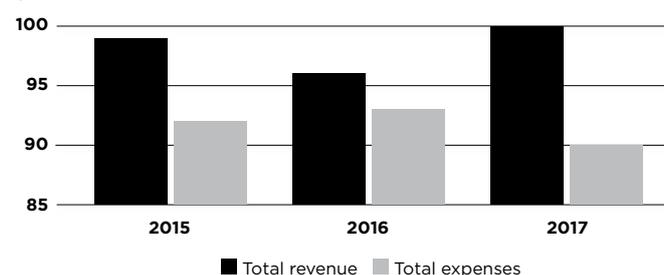
The favourable variance between budget and actual in 2016–17 of \$1.866 million is represented by higher than budgeted returns on investments, reduced depreciation charges and adjustments to lower employee entitlements. This is offset by capital grants carried forward to 2017–18 and higher other operating costs. The following table and graph provide a three-year analysis of actual results for the Library.

Income	Actual 2015 \$'000	Actual 2016 \$'000	Actual 2017 \$'000
Sale of goods & services	1,831	1,584	1,962
Investment income	2,691	897	2,039
Grants & contributions	93,692	92,026	95,344
Other income	590	1,894	459
<b>Total income</b>	<b>99,804</b>	<b>96,401</b>	<b>99,804</b>
<b>Less:</b>			
<b>Expenses</b>			
Other expenses	49,825	51,555	47,144
Depreciation & amortisation	14,206	13,307	14,859
Grants & subsidies	27,488	27,821	28,400
<b>Total expenses</b>	<b>91,519</b>	<b>92,683</b>	<b>90,403</b>
<b>Gain/(Loss) on disposal</b>	<b>-1,059</b>	<b>-14</b>	<b>-14</b>
<b>Surplus/(deficit) for the year</b>	<b>6,227</b>	<b>3,704</b>	<b>9,401</b>

## TOTAL REVENUE AND TOTAL EXPENSES

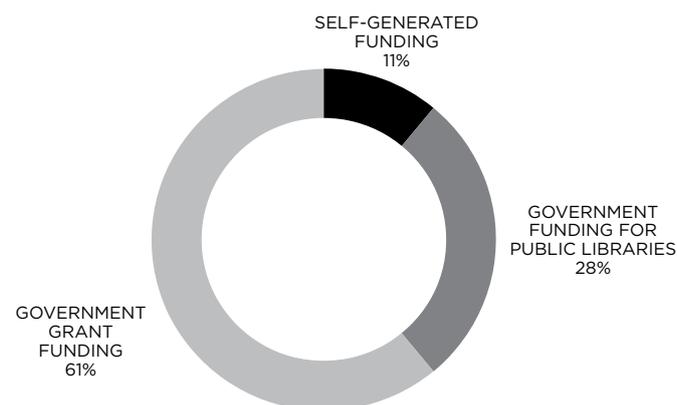
	2015 \$ millions	2016 \$ millions	2017 \$ millions
Total Revenue	99	96	100
Total Expenses	92	93	90

\$ millions



The Library has a number of sources of revenue which are categorised into government grant funding and self-generated. Approximately 11% of revenue is self-generated by the Library. The following graph shows total revenue and expenses.

Sources of revenue	2017 \$'000	%
Self-generated funding	10,533	11%
Government funding for public libraries	28,322	28%
Government grant funding	60,949	61%
<b>Total income</b>	<b>99,804</b>	<b>100%</b>



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 GRANTS

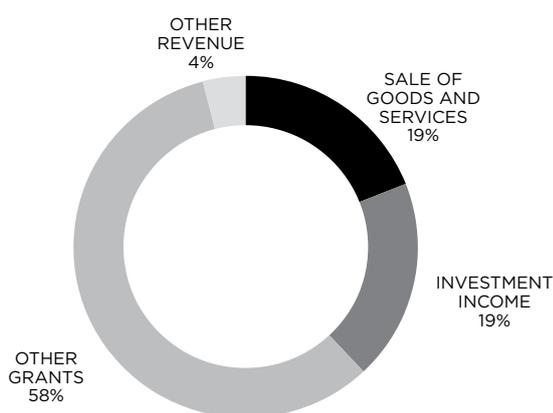
Government Grant Funding	Actual 2015 \$'000	Actual 2016 \$'000	Actual 2017 \$'000
Recurrent funding	40,742	38,924	42,238
Public libraries grants and subsidies funding	27,518	27,732	28,322
Capital funding	18,347	18,677	17,457
Employment grants (Crown)	3,136	2,589	1,254
<b>Total Government Grant Funding</b>	<b>89,743</b>	<b>87,922</b>	<b>89,271</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 2015 \$'000	Actual 2016 \$'000	Actual 2017 \$'000
Sale of goods & services	1,831	1,584	1,962
Investment income	2,691	897	2,039
Other grants	3,949	4,104	6,073
Other revenue	590	1,894	459
<b>Total Self-Generated Revenue</b>	<b>9,061</b>	<b>8,479</b>	<b>10,533</b>

Self-Generated Revenue	Actual 2017 \$'000	%
Sale of goods and services	1,962	18.63%
Investment income	2,039	19.36%
Other grants	6,073	57.66%
Other revenue	459	4.36%
<b>Total Self-Generated Revenue</b>	<b>10,533</b>	<b>100%</b>



## EXPENSES

Total expenses decreased by \$2.280 million in 2016–17 as a result of adjustments to provision of employee entitlements, reduced FTE, increased number of employees on long service leave and lower operating costs, especially in relation to contractors.

Expenses	Actual 2015 \$'000	Actual 2016 \$'000	Actual 2017 \$'000
Personnel service expense	29,581	31,626	28,471
Other expenses	20,244	19,929	18,673
Depreciation expense	14,206	13,307	14,859
Grants & subsidies	27,488	27,821	28,400
<b>Total expenses</b>	<b>91,519</b>	<b>92,683</b>	<b>90,403</b>

## CREDIT CARD CERTIFICATION

The Library had 31 credit cards issued during the year. No irregularities were recorded during the year in the use of corporate credit cards and the Library complied with the Premier's Memoranda and the Treasurer's Directions.

## CONSULTANTS

The Library engaged 29 consultancies costing a total of \$2,027,544 during the reporting period. Nine of these consultancies were valued at greater than \$50,000.

- Hassell Limited were engaged to provide architectural advice and designs for both the Mitchell Galleries Project and Mitchell Compliance Project. Total cost was \$631,194.
- Savills Project Management were engaged to perform consultancy and strategic advice on the Collection Storage Retrieval Project. Total cost was \$336,333.
- Deloitte Touche Tohmatsu were engaged to perform consultancy advise on the Library's accounting treatment of Digitised Assets as well as the reclassification of the Library Collection into six new asset classes. Total cost was \$83,403.
- Opscentres were engaged to perform strategic advice on the Library's IT security system. Total cost was \$106,113.
- Arup were engaged to provide a range of services to the Library including fire engineering advice, fire engineered reports, hydrant and fire sprinkler system designs, vertical transportation advice and designs. Total cost was \$100,828.
- JBA Urban Planning Consultants were engaged to advise on strategic planning, urban design and communications. Total cost was \$81,448.
- Electrolight Australia provided consultancy advice on the lightning masterplans and lighting designs and specifications within the State Library. Total cost was \$103,550.
- BVN Architecture were engaged to provide architecture advice and designs for the Library's new Learning Centre. Total cost was \$67,000.
- Dammit Consultants provided consulting advice on the SAP implementation Project. Total cost was \$54,377.

Other consultancies included: engineering (five engagements costing \$121,631), finance and accounting (two engagements

costing \$18,882); Indigenous services (five engagements costing \$22,717), information technology (seven engagements costing \$174,839); legal (one engagement costing \$11,675); management services (two engagements costing \$57,991); organisational review (three engagements costing \$78,280).

#### 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 product utilised by the Library is the Hour Glass Medium Term Growth Facility.

The value of financial assets within T-Corp's Hour Glass Medium Term Growth Facility is \$28.237 million as at 30 June 2017, compared with \$26.106 million at the end of the previous year. The Library achieved an investment return of 5.86% in its medium-term growth facility in 2016–17.

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

Facility	2014–15 %	2015–16 %	2016–17 %
T-Corp - Medium Term Growth Facility	7.4%	2.2%	5.9%
T-Corp Short-Term Cash Investments	n/a	n/a	n/a

#### PAYMENT OF ACCOUNTS

The Library's accounts payable performance in 2016-17 is shown below. The movement to a new SAP ERP system, 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	Total paid on time \$'000
September 2016	50%	100%	15,588	7,762
December 2016	77%	100%	13,025	10,044
March 2017	51%	100%	24,009	12,198
June 2017	99%	100%	18,498	18,384

#### 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 2016	759	2	5	-4
December 2016	1,034	53	2	32
March 2017	649	10	4	21
June 2017	3,585	1	5	5

#### OVERSEAS TRAVEL BY STAFF

Name	Destination	Period of Travel	Purpose	Cost, including to the State Library (excl GST)
Lucy Milne	Wellington, New Zealand	3 days	To attend the February meeting of NSLA	\$1,499
Joanne Fleming	USA & Canada	13 days	Undertake a NSLA International Digital Preservation Research Opportunity and attend the Association of Moving Image Archivists Conference	\$3,871
Lynne Billington	Hungary	7 days	Present a conference paper at the International group of ExLibris Users Conference	\$2,456
Paula Bray	New Zealand	5 days	Panelist DWX Innovation summit	\$840
Damien Cassidy	Ohio, USA	5 days	To attend and present a paper at the International Federation of Library Association and Institutions: World Library and Information Congress.	\$3,514
Euwe Ermita	Sheffield, England	8 days	To attend Ex-Libris Rosetta Advisory Group	\$2,056
Mark Evans	Wellington, New Zealand	20 days	To undertake a 4-week digital preservation internship	\$4,462



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# Financial report 2016–17

## Digital fellowships

The Library's DX Lab Digital Fellowship supports the creative and innovative use of the Library's collection data. It promotes innovation, partnerships, experimentation and creativity using the Library's data through new online experiences.

PHOTO BY BRUCE YORK

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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 the Library Council of New South Wales (the Library), which comprise the statements of financial position as at 30 June 2017, the statements of comprehensive income, 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 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 2017, and of their financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of *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 Responsibility 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' (APES 110).

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

Parliament further 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.

## The Library Council's Responsibility 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 and the PF&A Act, and for such internal control as the Library Council determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Library Council must assess the ability of the Library and the consolidated entity to continue as a going concern except where operations will be dissolved by an Act of Parliament or otherwise cease. The assessment must, disclose, as applicable, matters related to going concern and the appropriateness of using the going concern basis of accounting.

## Auditor's Responsibility 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, and
- 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.

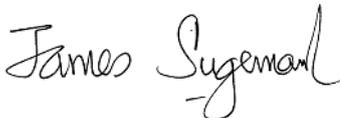
A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at:

[http://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.

My opinion does *not* provide assurance:

- that the Library or the consolidated entity carried out their 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 they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



James Sugumar  
Director, Financial Audit Services

29 September 2017  
SYDNEY

# Statement in accordance with Section 41C (1C) of the *Public Finance and Audit Act, 1983*

Pursuant to Section 41C(1C) 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, 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 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 and the financial performance of the Library Council as at 30 June 2017.
  - 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**



**Gai McGrath**  
**Member**  
**Library Council of New South Wales**

SYDNEY, 27 September 2017

# Statement of comprehensive income

for the year ended 30 June 2017

	Notes	Consolidated		Parent Entity		
		Actual 2017 \$'000	Budget 2017 \$'000	Actual 2016 \$'000	Actual 2017 \$'000	Actual 2016 \$'000
<b>Expenses excluding losses</b>						
Personnel services	2(a)	-	-	-	<b>27,895</b>	30,949
Employee related expenses	2(b)	<b>28,471</b>	<b>30,768</b>	31,626	-	-
Other operating expenses	2(c)	<b>18,673</b>	<b>18,048</b>	19,929	<b>18,594</b>	19,770
Depreciation	2(d)	<b>14,859</b>	<b>15,278</b>	13,307	<b>14,859</b>	13,307
Grants and subsidies	2(e)	<b>28,400</b>	<b>28,322</b>	27,821	<b>28,400</b>	27,821
<b>Total expenses excluding losses</b>		<b>90,403</b>	<b>92,416</b>	92,683	<b>89,748</b>	91,847
<b>Revenue</b>						
Sale of goods and services	3(a)	<b>1,962</b>	<b>1,601</b>	1,584	<b>1,962</b>	1,584
Investment revenue	3(b)	<b>2,039</b>	<b>694</b>	897	<b>1,083</b>	554
Grants and contributions	3(c)	<b>95,344</b>	<b>96,829</b>	92,026	<b>93,742</b>	92,433
Other revenue	3(d)	<b>459</b>	<b>849</b>	1,894	<b>317</b>	1,744
<b>Total revenue</b>		<b>99,804</b>	<b>99,973</b>	96,401	<b>97,104</b>	96,315
<b>Gain/(Loss) on Disposal</b>	4	-	<b>(22)</b>	(14)	-	(14)
<b>Net result</b>		<b>9,401</b>	<b>7,535</b>	3,704	<b>7,356</b>	4,454
<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	12	<b>16,223</b>	-	-	<b>16,223</b>	-
<b>Total other comprehensive income</b>		<b>16,223</b>	-	-	<b>16,223</b>	-
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>25,624</b>	<b>7,535</b>	3,704	<b>23,579</b>	4,454

The accompanying notes form part of these financial statements

# Statement of financial position

for the year ended 30 June 2017

	Notes	Consolidated		Parent Entity		
		Actual 2017 \$'000	Budget 2017 \$'000	Actual 2016 \$'000	Actual 2017 \$'000	Actual 2016 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents	8	3,652	3,306	2,693	1,974	1,867
Receivables	9	1,960	1,834	1,356	2,315	1,401
Inventories	10	248	150	226	248	226
Financial assets at fair value through profit or loss	11(a)	11,832	3,880	3,845	5,057	32
<b>Total current assets</b>		<b>17,692</b>	<b>9,170</b>	8,120	<b>9,594</b>	3,526
<b>Non-current assets</b>						
Financial assets at fair value through profit or loss	11(b)	16,405	23,375	22,261	6,249	10,648
Property, plant and equipment	12	3,425,678	3,420,019	3,410,385	3,425,678	3,410,385
Intangible assets	13	52,371	42,715	46,276	52,371	46,276
<b>Total non-current assets</b>		<b>3,494,454</b>	<b>3,486,109</b>	3,478,922	<b>3,484,298</b>	3,467,309
<b>Total assets</b>		<b>3,512,146</b>	<b>3,495,279</b>	3,487,042	<b>3,493,892</b>	3,470,835
<b>Liabilities</b>						
<b>Current liabilities</b>						
Payables	16	8,752	10,894	9,336	12,669	13,185
Provisions	17	3,937	4,064	3,867	-	-
<b>Total current liabilities</b>		<b>12,689</b>	<b>14,958</b>	13,203	<b>12,669</b>	13,185
<b>Non-current liabilities</b>						
Payables	16	-	-	-	95	101
Provisions	17	95	56	101	-	-
<b>Total non-current liabilities</b>		<b>95</b>	<b>56</b>	101	<b>95</b>	101
<b>Total liabilities</b>		<b>12,784</b>	<b>15,014</b>	13,304	<b>12,764</b>	13,286
<b>Net assets</b>		<b>3,499,362</b>	<b>3,480,265</b>	3,473,738	<b>3,481,128</b>	3,457,549
<b>Equity</b>						
Reserves		1,847,880	1,831,657	1,831,657	1,847,880	1,831,657
Accumulated funds		1,651,482	1,648,608	1,642,081	1,633,248	1,625,892
<b>Total equity</b>		<b>3,499,362</b>	<b>3,480,265</b>	3,473,738	<b>3,481,128</b>	3,457,549

The accompanying notes form part of these financial statements

# Statement of changes in equity

for the year ended 30 June 2017

2017	Notes	Consolidated			Parent		
		Accumulated Funds	Asset Revaluation Surplus	Total	Accumulated Funds	Asset Revaluation Surplus	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Balance at 1/7/2016</b>		<b>1,642,081</b>	<b>1,831,657</b>	<b>3,473,738</b>	<b>1,625,892</b>	<b>1,831,657</b>	<b>3,457,549</b>
<b>Net result for the period</b>		<b>9,401</b>	<b>-</b>	<b>9,401</b>	<b>7,356</b>	<b>-</b>	<b>7,356</b>
Other comprehensive income							
Net change in revaluation surplus of property, plant & equipment		-	16,223	16,223	-	16,223	16,223
<b>Total other comprehensive income</b>		<b>-</b>	<b>16,223</b>	<b>16,223</b>	<b>-</b>	<b>16,223</b>	<b>16,223</b>
<b>Total comprehensive income for the period</b>		<b>9,401</b>	<b>16,223</b>	<b>25,624</b>	<b>7,356</b>	<b>16,223</b>	<b>23,579</b>
<b>Balance at 30/6/2017</b>		<b>1,651,482</b>	<b>1,847,880</b>	<b>3,499,362</b>	<b>1,633,248</b>	<b>1,847,880</b>	<b>3,481,128</b>

The accompanying notes form part of these financial statements

# Statement of changes in equity

for the year ended 30 June 2017 (continued)

2016	Notes	Consolidated			Parent		
		Accumulated Funds	Asset Revaluation Surplus	Total	Accumulated Funds	Asset Revaluation Surplus	Total
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Balance at 1/7/2015</b>		<b>1,638,377</b>	<b>1,831,657</b>	<b>3,470,034</b>	<b>1,621,438</b>	<b>1,831,657</b>	<b>3,453,095</b>
<b>Net result for the year</b>		<b>3,704</b>	<b>-</b>	<b>3,704</b>	<b>4,454</b>	<b>-</b>	<b>4,454</b>
Other comprehensive income							
Net change in revaluation surplus of property, plant & equipment		-	-	-	-	-	-
<b>Total other comprehensive income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income for the year</b>		<b>3,704</b>	<b>-</b>	<b>3,704</b>	<b>4,454</b>	<b>-</b>	<b>4,454</b>
<b>Balance at 30/6/2016</b>		<b>1,642,081</b>	<b>1,831,657</b>	<b>3,473,738</b>	<b>1,625,892</b>	<b>1,831,657</b>	<b>3,457,549</b>

The accompanying notes form part of these financial statements

# Statement of cash flow

for the year ended 30 June 2017

	Notes	Consolidated		Parent Entity		
		Actual 2017 \$'000	Budget 2017 \$'000	Actual 2016 \$'000	Actual 2017 \$'000	Actual 2016 \$'000
<b>Cash flows from operating activities</b>						
<b>Payments</b>						
Personnel services		-	-	-	<b>26,394</b>	29,028
Employee related expenses		<b>26,970</b>	<b>28,456</b>	29,704	-	-
Grants and subsidies		<b>28,400</b>	<b>28,322</b>	27,816	<b>28,400</b>	27,816
Other		<b>23,158</b>	<b>23,145</b>	22,696	<b>23,084</b>	22,529
<b>Total payments</b>		<b>78,528</b>	<b>79,923</b>	80,216	<b>77,878</b>	79,373
<b>Receipts</b>						
Sale of goods and services		<b>2,159</b>	<b>1,579</b>	1,742	<b>2,159</b>	1,742
Cash flows from government		<b>88,607</b>	<b>90,913</b>	85,578	<b>88,607</b>	85,578
Other grants and contributions		<b>3,800</b>	<b>9,909</b>	2,997	<b>1,891</b>	3,975
Interest received		<b>463</b>	<b>843</b>	326	<b>457</b>	322
Other		<b>2,628</b>	-	5,125	<b>2,486</b>	4,972
<b>Total receipts</b>		<b>97,657</b>	<b>103,244</b>	95,768	<b>95,600</b>	96,589
<b>Net cash flows from operating activities</b>	22	<b>19,129</b>	<b>23,321</b>	15,552	<b>17,722</b>	17,216
<b>Cash flows from investing activities</b>						
Proceeds from sale of financial assets at fair value through profit or loss	11(c)	<b>1,767</b>	<b>720</b>	2,820	-	48
Purchases of property, plant and equipment, collection assets and intangibles		<b>(17,615)</b>	<b>(21,860)</b>	(19,942)	<b>(17,615)</b>	(19,942)
Purchases of financial assets at fair value through profit or loss	11(c)	<b>(2,322)</b>	<b>(1,113)</b>	(1,637)	-	-
<b>Net cash flows from investing activities</b>		<b>(18,170)</b>	<b>(22,253)</b>	(18,759)	<b>(17,615)</b>	(19,894)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>959</b>	<b>1,068</b>	(3,207)	<b>107</b>	(2,678)
Cash and cash equivalents at beginning of financial year		<b>2,693</b>	<b>2,238</b>	5,900	<b>1,867</b>	4,545
<b>Cash and cash equivalents at end of financial year</b>	8	<b>3,652</b>	<b>3,306</b>	2,693	<b>1,974</b>	1,867

The accompanying notes form part of these financial statements

# Notes to the financial statements

for the year ended 30 June 2017

## 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 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 manages volunteers as well as 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 Librarian 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 2017 have been authorised for issue by the Library Council on 27 September 2017.

### (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*
- the requirements of *Charitable Fundraising Act 1991*
- the Financial Reporting Directions mandated

Property, plant and equipment and collection assets and financial assets 'at fair value through profit or loss' are measured at fair value. Other financial statement items are prepared on an accrual basis and prepared in accordance with the historical cost convention. Judgements, key assumptions and estimations management have 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 parent entity's current liabilities exceed current assets by \$3.1 million at 30 June 2017, the Library Council members have determined the going concern assertion is valid for the 30 June 2017 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 2017

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

### (c) Statement of compliance

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

### (d) Insurance

The Library's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the fund manager based on past claim experience.

### (e) 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 Library 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;

The net amount of GST recoverable from the Australian Taxation Office is included as a current asset in the Statement of Financial Position.

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.

### (f) Revenue recognition

Revenue is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for revenue recognition are:

#### i. Grants and contributions

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.

#### ii. Sale 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.

#### iii. Rendering of services

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

#### iv. Investment income

Interest income is recognised using the effective interest method as set out in *AASB 139 Financial Instruments: Recognition and Measurement*. Rental revenue is recognised in accordance with *AASB 117 Leases* on a straight-line basis over the lease term. Royalty revenue is recognised in accordance with *AAS 118 Revenue* on an accrual basis in accordance with the substance of the relevant agreement. Imputation tax credits on investment income are recognised as revenue when the application for refund is approved by the Australian Taxation Office. Dividend revenue is recognised in accordance with *AASB 118 Revenue* when the right to receive the revenue is established.

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

### (g) Assets

#### i. Acquisition of assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Library. 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 (refer Note 12).

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 Library, 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 14-1 '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 minimises unobservable inputs. Also refer Note 14 and 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 shall be 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 31 January 2017 and was also based on an independent assessment. The next revaluation for Land and Buildings will occur in January 2020.

# Notes to the financial statements

for the year ended 30 June 2017

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

### (g) Assets (continued)

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

Collection Assets have now been split into six new asset classes in the current financial year based on nature, use and factors driving the asset. The allocation is as follows:

2016 Prior Asset Classification		2016 Current Asset Classification	
Collection Asset Class	\$'000	Collection Asset Class	\$'000
Library Collection	3,152,103	Manuscripts	379,126
		Objects, Stamps & Currency	61,365
		Pictorial	1,682,237
		Photographs	114,472
		Published	656,918
		Rare Published	257,985
<b>Total</b>	<b>3,152,103</b>	<b>Total</b>	<b>3,152,103</b>

Collection Assets are revalued at least every five years. The last full revaluation of all collection asset classes was completed as at 30 April 2015 by an independent valuer. The Library has now commenced a five year rolling revaluation of all collection asset classes in compliance with *AASB116*. The first asset class that was revalued as at 30 April 2017 was Rare Published.

The Collection Assets were revalued based on market observations of prices for sales of collection items that were the same as or similar to items in the Library Collection. The 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.

Fair value of Land and Buildings is determined from market-based evidence by 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 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.

Revaluation decrements 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.

As a not-for-profit entity, 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.

**1. Summary of significant accounting policies (continued)****(g) Assets (continued)****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. Specifically, impairment is unlikely for not-for-profit entities given that AASB 136 modifies the recoverable amount test for non-cash generating assets for not-for-profit entities to the higher of fair value less costs of disposal and depreciated replacement cost, where depreciated replacement cost is also fair value.

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.

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.

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

i. Except for 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 Library. 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	4 years
Published collection assets	see below

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, in addition to regular wear and tear, technical obsolescence. 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 have an extremely long useful life, including original art works and collection and heritage buildings. Depreciation for these items cannot be reliably measured and, in these cases, depreciation is not recognised. The decision not to recognise depreciation for these assets is reviewed annually.

# Notes to the financial statements

for the year ended 30 June 2017

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

### (g) Assets (continued)

#### vi. Maintenance

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

### (h) Liabilities

#### i. Employee benefits and other provisions

##### (a) Personnel services arrangements

All payments to employees and related obligations were incurred in the Staff Agency under the *Government Sector Employment Act 2013* and are classified as 'Personnel Services Expense' in the parent entity and 'Employee Related Expenses' in the consolidated financial statements.

##### (b) Personnel services salaries and wages, annual leave, sick leave and on-costs

Liabilities for personnel services are stated as liabilities to the service provider the Staff Agency, salaries and wages (including non-monetary benefits), annual leave and paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

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*. Actuarial advice obtained by Treasury has confirmed that the use of a nominal approach plus the annual leave on annual leave liability can be used to approximate the present value of the annual leave liability. The Library has assessed the actuarial advice based on its circumstances and has determined that the effect of discounting is immaterial to annual leave.

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.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to the provision of personnel services by the Staff Agency, are recognised as liabilities and expenses where the personnel services to which they relate have been recognised.

##### (c) Long service leave and superannuation

The entity's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity through the Staff Agency. 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 present value in accordance with *AASB 119 Employee Benefits*. This is based on the application of certain factors (specified in NSWTC 15/09) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

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

### (h) Liabilities (continued)

#### i. Employee benefits and other provisions (continued)

##### (c) Long service leave and superannuation (continued)

The superannuation oncosts for the financial year are 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 equivalent of 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 equivalent of employees' superannuation contribution.

##### (d) 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 benefit tax.

### (i) Fair value hierarchy

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 period during which the change has occurred. Refer to Note 14 and 24 for further disclosures regarding fair value measures of financial and non-financial assets.

### (j) Equity and reserves

#### i. Revaluation surplus

The revaluation surplus is used to record increments and decrements on the revaluation of non-current assets. This accords with the entity's policy on the revaluation of property, plant and equipment as discussed in Note 1(g)iii.

#### ii. Accumulated funds

The category 'Accumulated Funds' includes all current and prior period retained funds.

# Notes to the financial statements

for the year ended 30 June 2017

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

### (k) Budgeted amounts

The budgeted amounts are drawn from the original budgeted financial statements presented to Parliament in respect of the reporting period. 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. Major variances between the original budgeted amounts and the actual amounts disclosed in the primary financial statements are explained in Note 21.

### (l) Comparative information

Comparative amounts are disclosed from year to year to ensure that consistency of presentation is maintained, except when an Australian Accounting Standard requires otherwise.

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

#### i. Effective for the first time in 2016–17

The accounting policies applied in 2016–17 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 unless stated below.

- AASB 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101
- AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities

The related parties note has been disclosed at Note 20 in these Financials.

- AASB 2015-7 Amendments to Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities [NSW Public Sector entities were permitted to early adopt AASB 2015-7 – see Treasury Circular TC16-02].

#### 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 mandatory for 30 June 2017 reporting period. The following new Accounting Standards and Interpretations have not yet been adopted and are not yet effective:

- AASB 9 Financial Instruments
- AASB 15 Revenue from Contracts with Customers
- AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15
- AASB 2015-8 Amendments to Australian Accounting Standards – Effective Date of AASB 15
- AASB 2016-3 Amendments to Australian Accounting Standards – Clarifications to AASB 15
- AASB 16 Leases

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

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

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

- AASB 1058 Income of Not-for-profit Entities
- AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107
- AASB 2016-7 Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities
- AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities

The impact on the amounts recognised in the financial statements are either immaterial or cannot be quantified at this stage. Application of the new standard will impact on note disclosures.

# Notes to the financial statements

for the year ended 30 June 2017

## 2. Expenses

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
<b>(a) Personnel services</b>				
Salaries and wages (including recreation leave)	-	-	22,274	23,424
Superannuation – defined benefit plans	-	-	862	941
Superannuation – defined contribution plans	-	-	2,021	2,164
Long service leave	-	-	347	1,599
Workers' compensation insurance	-	-	317	242
Payroll tax on superannuation	-	-	145	167
Other personnel services related expense	-	-	1,929	2,412
<b>Total personnel services expense</b>	-	-	<b>27,895</b>	<b>30,949</b>
<b>(b) Employee related services</b>				
Salaries and wages (including recreation leave)	22,850	24,101	-	-
Superannuation – defined benefit plans	862	941	-	-
Superannuation – defined contribution plans	2,021	2,164	-	-
Long service leave	347	1,599	-	-
Workers' compensation insurance	317	242	-	-
Payroll tax on superannuation	145	167	-	-
Other personnel services related expense	1,929	2,412	-	-
<b>Total personnel services expense</b>	<b>28,471</b>	<b>31,626</b>	-	-

Personnel services expenses of \$3.9 million has been capitalised as part of Collection Assets, Building Projects and the Digital Excellence Program during the year (2016: \$3.6 million). Personnel services/employee related expenses of \$1.1 million have been reclassified to Grants and Subsidies (2016: \$1.1 million).

# Notes to the financial statements

for the year ended 30 June 2017

## 2. Expenses (continued)

	Consolidated		Parent Entity	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
<b>(c) Other operating expenses</b>				
Advertising and promotions	485	428	481	427
Auditor's remuneration – audit of financial reports	132	117	113	99
Cleaning	693	675	693	675
Computer software and licenses	48	214	48	214
Cost of sales	353	286	353	286
Courier, freight and postage	205	333	205	330
Electricity	594	553	594	553
Exhibitions	734	917	733	917
Fees – contractors/projects	1,420	1,926	1,420	1,922
Fees – contractors/temps	1,009	1,460	1,009	1,450
Fees – general	1,693	1,599	1,690	1,564
Fellowship	131	136	131	136
Insurance	888	658	888	658
Internet and data	602	580	602	580
Maintenance and repairs	1,988	2,156	1,988	2,156
Minor assets	365	94	365	94
Offsite storage costs	2,216	1,951	2,216	1,951
Operating lease and rental expenses	108	114	108	114
Printing	280	341	270	317
Purchases – multicultural co-operative	314	411	313	411
Staff development	191	314	190	313
Stationery and consumables	347	287	341	277
Subscriptions	1,657	1,689	1,657	1,689
Telephone and other telecommunication costs	57	38	57	38
Travel and accommodation	182	259	180	257
Security	1,384	1,404	1,384	1,404
Sundry expenses	597	989	565	938
<b>Total other operating expenses</b>	<b>18,673</b>	<b>19,929</b>	<b>18,594</b>	<b>19,770</b>

# Notes to the financial statements

for the year ended 30 June 2017

## 2. Expenses (continued)

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
<b>(d) Depreciation</b>				
Computer equipment	1,502	1,330	1,502	1,330
Plant and equipment	2,110	2,195	2,110	2,195
Published collections	6,995	6,902	6,995	6,902
Buildings	2,892	2,660	2,892	2,660
Intangible assets	1,360	220	1,360	220
<b>Total depreciation</b>	<b>14,859</b>	<b>13,307</b>	<b>14,859</b>	<b>13,307</b>
<b>(e) Grants and subsidies</b>				
Public library subsidies including disability & geographic grants	21,224	20,495	21,224	20,495
Library development grants	4,000	4,130	4,000	4,130
NSW.net service	1,897	1,948	1,897	1,948
Co-operative and state wide projects	531	505	531	505
Services to public libraries	748	743	748	743
<b>Total grants and subsidies</b>	<b>28,400</b>	<b>27,821</b>	<b>28,400</b>	<b>27,821</b>

The grants and subsidies paid provide benefits to public libraries throughout NSW and include the NSW.net service enabling internet connections and access to online databases.

## 3. Revenue

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
<b>(a) Sales of goods and services</b>				
Sales of goods				
Library shop sales	582	498	582	498
Other sales	948	608	948	608
Rendering of services				
Fees	271	302	271	302
Admissions	161	176	161	176
<b>Total sale of goods and services income</b>	<b>1,962</b>	<b>1,584</b>	<b>1,962</b>	<b>1,584</b>
<b>(b) Investment revenue</b>				
Interest received	6	78	-	73
Distribution from TCorp Hour Glass	632	726	253	297
Gains/(losses) on financial assets at fair value	944	(156)	373	(65)
Rent	422	216	422	216
Royalties	35	33	35	33
<b>Total investment revenue</b>	<b>2,039</b>	<b>897</b>	<b>1,083</b>	<b>554</b>

# Notes to the financial statements

for the year ended 30 June 2017

## 3. Revenue (continued)

	Consolidated		Parent Entity	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
<b>(c) Grants and contributions</b>				
Government contributions				
Grants for operating activities	<b>70,560</b>	66,656	<b>70,560</b>	66,656
Grants for capital activities	<b>17,457</b>	18,677	<b>17,457</b>	18,677
	<b>88,017</b>	85,333	<b>88,017</b>	85,333
Total grants from NSW Treasury/Department of Justice	<b>88,017</b>	85,333	<b>88,017</b>	85,333
Personnel services benefits and liabilities provided free of charge by Library Council of New South Wales Staff Agency				
Superannuation – defined benefit	-	-	<b>862</b>	941
Long service leave	-	-	<b>347</b>	1,599
Payroll tax	-	-	<b>45</b>	49
	-	-	<b>1,254</b>	2,589
Acceptance by the Crown Entity of employee benefits and other liabilities				
Superannuation – defined benefit	<b>862</b>	941	-	-
Long service leave	<b>347</b>	1,599	-	-
Payroll tax	<b>45</b>	49	-	-
	<b>1,254</b>	2,589	-	-

# Notes to the financial statements

for the year ended 30 June 2017

## 3. Revenue (continued)

	Consolidated		Parent Entity	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
<b>(c) Grants and contributions (continued)</b>				
Other grants and contributions				
Amaze Gallery Project	350	350	-	-
Mitchell Galleries Project	1,935	596	-	-
NSW Ministry of Health	194	162	194	162
Services received free of charge	1,179	757	1,179	757
Premier's Award Funding	270	270	270	270
Donations of Original Material at Fair Value	778	498	778	498
Custodians Contributions	208	203	-	-
Contribution from State Library of NSW Foundation	-	-	1,657	2,510
Other donations and grants	1,159	1,268	393	314
Total other grants and contributions	6,073	4,104	4,471	4,511
Total grants and contributions	95,344	92,026	93,742	92,433
<b>(d) Other revenue</b>				
Franking credit refund	29	52	10	31
Member subscriptions	123	129	-	-
Other	307	1,713	307	1,713
Total other revenue	459	1,894	317	1,744

## 4. Gain/(loss) on disposal

	Consolidated		Parent Entity	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
Property, plant and equipment	-	(14)	-	(14)
<b>Total gain/(loss) on disposal</b>	-	(14)	-	(14)

# Notes to the financial statements

for the year ended 30 June 2017

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

At 30 June 2017 the Foundation had \$18.2 million in net assets (2016: \$16.2 million). During the year the Foundation made a total contribution of \$1.7 million to the State Library (2016: \$2.5 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 \$1.5 million (2016: \$0.7 million)

## 7. Restricted assets

The Library has assets valued in the consolidation at \$15.7 million as at 30 June 2017 (2016: \$14.2 million) which were originally received as bequests and other contributions. They are under different levels of restriction according to the conditions stipulated in the relevant documents. These assets have been invested in TCorp Hour-Glass investment facilities.

## 8. Cash and cash equivalents

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
Cash at bank and on hand	3,652	2,693	1,974	1,867
Total cash and cash equivalents	<b>3,652</b>	<b>2,693</b>	<b>1,974</b>	<b>1,867</b>

For the purpose of the statement of cash flows, cash and cash equivalents include cash at bank, cash on hand, short-term deposits and bank overdraft.

## 9. Trade and other receivables

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
Sale of goods and services	107	153	107	153
Less: Allowance for impairment	(33)	(29)	(33)	(29)
Other debtors	191	294	173	274
Crown Entity – long service leave	(2)	76	-	-
State Library of New South Wales Foundation	-	-	373	65
State Library of New South Wales Staff Agency	-	-	(2)	76
Prepayments	780	307	780	307
Australian Taxation Office – GST recoverable	917	555	917	555
Total trade and other receivables	<b>1,960</b>	<b>1,356</b>	<b>2,315</b>	<b>1,401</b>
Movement in the allowance for impairment				
Balance at 1 July	29	28	29	28
Amounts written off during the year	-	-	-	-
Amounts recovered during the year	-	-	-	-
Increase/(decrease) in allowance recognised in profit or loss	4	1	4	1
Balance at 30 June	<b>33</b>	<b>29</b>	<b>33</b>	<b>29</b>

# Notes to the financial statements

for the year ended 30 June 2017

## 9. Trade and other receivables (continued)

Trade receivables, loans, and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as loans and receivables. Loans and receivables are measured 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. Short-term receivables with no stated interest rate are measured at the original invoice amount unless the effect of discounting is material.

Details regarding credit risk, liquidity risk and market risk, including financial assets that are either past due or impaired, are disclosed at Note 24.

## 10. Inventories

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
Held for resale finished goods (Library Shop) – at cost	<b>248</b>	226	<b>248</b>	226
	<b>248</b>	226	<b>248</b>	226

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.

# Notes to the financial statements

for the year ended 30 June 2017

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

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
<b>(a) Current assets</b>				
TCorp-Hour Glass Medium Term Growth facilities	11,832	3,845	5,057	32
	<b>11,832</b>	<b>3,845</b>	<b>5,057</b>	<b>32</b>
<b>(b) Non-current assets</b>				
TCorp-Hour Glass Medium Term Growth facilities	16,405	22,261	6,249	10,648
	<b>16,405</b>	<b>22,261</b>	<b>6,249</b>	<b>10,648</b>
Total financial assets at fair value through profit or loss	<b>28,237</b>	<b>26,106</b>	<b>11,306</b>	<b>10,680</b>
<b>(c) Reconciliation of financial assets</b>				
Carrying amount at the start of the year	26,106	26,719	10,680	10,496
Additions	2,322	1,637	-	-
Distributions	632	726	253	297
Disposals	(1,767)	(2,820)	-	(48)
Revaluation gain/(loss) of financial instruments at fair value through profit or loss	944	(156)	373	(65)
Carrying amount at the end of the year	<b>28,237</b>	<b>26,106</b>	<b>11,306</b>	<b>10,680</b>

Financial assets are initially recognised at fair value plus, in the case of investments not at fair value through profit or loss, transaction costs. The entity determines the classification of its financial assets after initial recognition and, when allowed and appropriate, re-evaluates this at each financial year end.

The Hour-Glass Investment Facilities are designated at fair value through profit or loss as these financial assets are managed and their performance is evaluated on a fair value basis, in accordance with a documented risk management strategy, and information about these assets is provided internally on that basis to the entity's key management personnel.

The movement in the fair value of the Hour-Glass Investment Facilities incorporates distributions received as well as unrealised movements in fair value and is reported in line item 'Investment Revenue'.

Refer to Note 24 for further information regarding fair value measurement, credit risk, liquidity risk and market risk arising from financial instruments.

Financial assets are classified as current in the Statement of Financial Position if they are expected to be drawn on to fund library projects in the ensuring year as budgeted.

# Notes to the financial statements

for the year ended 30 June 2017

## 12. Property, plant and equipment

	Consolidated & Parent	
	2017	2016
	\$'000	\$'000
<b>(a) Land and Buildings</b>		
Land		
At gross carrying amount	<b>64,050</b>	68,182
Net carrying amount at fair value	<b>64,050</b>	68,182
Buildings		
At gross carrying amount	<b>254,906</b>	231,164
Less accumulated depreciation	<b>(57,771)</b>	(54,556)
Net carrying amount at fair value	<b>197,135</b>	176,608
Total land and buildings	<b>261,185</b>	244,790
<b>(b) Plant and equipment</b>		
Computer equipment		
At gross carrying amount	<b>6,653</b>	6,047
Less accumulated depreciation	<b>(5,612)</b>	(4,110)
Net carrying amount at fair value	<b>1,041</b>	1,937
Other plant and equipment		
At gross carrying amount	<b>16,751</b>	16,678
Less accumulated depreciation	<b>(10,096)</b>	(7,986)
Net carrying amount at fair value	<b>6,655</b>	8,692
Total plant and equipment	<b>7,696</b>	10,629
<b>(c) Library Collection</b>		
Manuscripts		
At gross carrying amount	<b>380,047</b>	379,126
Net carrying amount at fair value	<b>380,047</b>	379,126
Objects, Stamps and Currency		
At gross carrying amount	<b>61,376</b>	61,365
Net carrying amount at fair value	<b>61,376</b>	61,365
Pictorial		
At gross carrying amount	<b>1,685,357</b>	1,682,237
Net carrying amount at fair value	<b>1,685,357</b>	1,682,237
Photographs		
At gross carrying amount	<b>114,676</b>	114,472
Net carrying amount at fair value	<b>114,676</b>	114,472
Published		
At gross carrying amount	<b>662,195</b>	664,963
Less accumulated depreciation	<b>(15,040)</b>	(8,045)
Net carrying amount at fair value	<b>647,155</b>	656,918
Rare Published		
At gross carrying amount	<b>262,280</b>	257,985
Net carrying amount at fair value	<b>262,280</b>	257,985
Total Library Collection	<b>3,150,891</b>	3,152,103

# Notes to the financial statements

for the year ended 30 June 2017

	<b>Consolidated &amp; Parent</b>	
	<b>2017</b>	<b>2016</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>12. Property, plant and equipment (continued)</b>		
<b>(d) Work in progress</b>	<b>5,906</b>	<b>2,863</b>
Total project, plant and equipment	<b>3,425,678</b>	<b>3,410,385</b>

All collection asset classes are revalued using the market approach, where any accumulated depreciation must be eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount (in accordance with *AASB116.35(b)*). The depreciation expense for Published Collection assets for the 2016–17 year was \$7 million and is included in the total depreciation charge of \$14.9 million shown in the Statement of Comprehensive Income.

The Rare Published Collection was revalued as at 30 April 2017 resulting in a decrease of the net carrying value of \$1.5 million. However, reallocations from other collection asset classes and acquisitions resulted in an increase of the net carrying value of \$4.3 million to the asset class (Note 14).

Land and Buildings were revalued as at 31 January 2017. Land was revalued at fair value having regards to the highest and best use. Buildings were revalued using the current cost approach, where the gross amount and the related accumulated depreciation were separately proportionally restated (in accordance with *AASB116.35(a)*).

The revaluation resulted in an increase of the net carrying amount of Land and Buildings of \$17.8 million (Note 14).

# Notes to the financial statements

for the year ended 30 June 2017

## 13. Intangible assets

	Consolidated & Parent	
	2017	2016
	\$'000	\$'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	26,218	19,012
Net carrying amount at fair value	26,218	19,012
Other Intangibles		
At gross carrying amount	6,260	6,011
Less accumulated depreciation	(1,580)	(220)
	4,680	5,791
Net carrying amount at fair value	52,371	46,276

The Library 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 to be reviewed each period to ensure that the indefinite useful assessment continues to be appropriate.

Intangible assets with finite useful lives are amortised using the straight line method over the estimated useful life of years, amortisation period and method is to be reviewed at the end of each period.

As there is no active market for the Library's intangible asset, the assets are carried at cost less any applicable accumulated amortisation.

Intangible assets are tested for impairment where an indicator of impairment exists. 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 will 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 infinite useful life and is not amortised.

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.

# Notes to the financial statements

for the year ended 30 June 2017

## 14. Reconciliation of property, plant & equipment, collection assets and intangible assets

### 2017 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.

2017	Land	Building	Computer Equipment	Plant & Equipment	Library Collection	Intangible Assets	Work in Progress	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of year	68,182	176,608	1,937	8,692	3,152,103	46,276	2,863	3,456,661
Additions	-	-	-	-	6,544	-	12,702	19,246
Donated materials revalued at fair value	-	-	-	-	778	-	-	778
Revaluation – gross carrying amount	(4,132)	22,217	-	-	(1,539)	-	-	16,546
Revaluation – accumulated depreciation	-	(323)	-	-	-	-	-	(323)
Depreciation charge	-	(2,892)	(1,502)	(2,110)	(6,995)	(1,360)	-	(14,859)
Transfer from WIP to asset account	-	1,525	606	73	-	7,455	(9,659)	-
Net carrying amount at end of year	64,050	197,135	1,041	6,655	3,150,891	52,371	5,906	3,478,049

# Notes to the financial statements

for the year ended 30 June 2017

## 14. Reconciliation of property, plant & equipment, collection assets and intangible assets (continued)

### 2017 Reconciliation of Library Collections (including parent at same values)

2017	Manuscripts	Objects, Stamps & Currency	Pictorial	Photographs	Published	Rare Published	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of year	379,126	61,365	1,682,237	114,472	656,918	257,985	3,152,103
Additions	1,227	11	2,460	185	2,041	620	6,544
Transfers	(405)				(4,809)	5,214	-
Donated materials revalued at fair value	99	-	660	19	-	-	778
Revaluation – gross carrying amount	-	-	-	-	-	(1,539)	(1,539)
Revaluation – accumulated depreciation	-	-	-	-	-	-	-
Depreciation charge	-	-	-	-	(6,995)	-	(6,995)
Net carrying amount at end of year	380,047	61,376	1,685,357	114,676	647,155	262,280	3,150,891

# Notes to the financial statements

for the year ended 30 June 2017

## 14. Reconciliation of property, plant & equipment, collection assets and intangible assets (continued)

2016 Consolidated (including parent at same values)

2016	Land	Building	Computer Equipment	Plant & Equipment	Library Collection	Intangible Assets	Work in Progress	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of year	68,182	174,621	2,978	8,075	3,151,397	35,656	7,391	3,448,300
Additions	-	-	-	-	7,112	-	14,072	21,184
Donated materials revalued at fair value	-	-	-	-	498	-	-	498
Revaluation – gross carrying amount	-	-	-	-	-	-	-	-
Revaluation – accumulated depreciation	-	-	-	-	-	-	-	-
Disposals	-	-	(734)	(1,709)	(2)	-	-	(2,445)
Disposals – accumulated depreciation	-	-	734	1,697	-	-	-	2,431
Depreciation charge	-	(2,660)	(1,330)	(2,195)	(6,902)	(220)	-	(13,307)
Transfer from WIP to asset account	-	4,647	289	2,824	-	10,840	(18,600)	-
Net carrying amount at end of year	68,182	176,608	1,937	8,692	3,152,103	46,276	2,863	3,456,661

# Notes to the financial statements

for the year ended 30 June 2017

## 14. Reconciliation of property, plant & equipment, collection assets and intangible assets (continued)

### 2016 Reconciliation of Library Collections (including parent at same values)

2016	Manuscripts	Objects, Stamps & Currency	Pictorial	Photographs	Published	Rare Published	Total
At Fair Value	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Net carrying amount at start of year	378,316	61,295	1,680,522	113,706	660,715	256,843	3,151,397
Additions	569	61	1,476	757	3,107	1,142	7,112
Donated materials revalued at fair value	241	9	239	9	-	-	498
Revaluation – gross carrying amount	-	-	-	-	-	-	-
Revaluation – accumulated depreciation	-	-	-	-	-	-	-
Disposals	-	-	-	-	(2)	-	(2)
Depreciation charge	-	-	-	-	(6,902)	-	(6,902)
Net carrying amount at end of year	379,126	61,365	1,682,237	114,472	656,918	257,985	3,152,103

# Notes to the financial statements

for the year ended 30 June 2017

## 15. Fair value measurement of non-financial assets

### (a) Fair value hierarchy (including parent at same values)

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total fair value \$'000
<b>Property, plant and equipment (Note 11)</b>				
<b>Fair value as at 30 June 2017</b>				
Collection assets	-	3,150,891	-	3,150,891
Land	-	64,050	-	64,050
Buildings	-	-	197,135	197,135
	<b>-</b>	<b>3,214,941</b>	<b>197,135</b>	<b>3,412,076</b>
<b>Fair value as at 30 June 2016</b>				
Collection assets	-	3,152,103	-	3,152,103
Land	-	68,182	-	68,182
Buildings	-	-	176,608	176,608
	<b>-</b>	<b>3,220,285</b>	<b>176,608</b>	<b>3,396,893</b>

There were no transfers between Level 1 or 2 in these periods.

### (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, 'value in use' has been taken into account. The land has been valued using the direct comparison approach. The market evidence is of transactions of land within Sydney CBD and fringe commercial areas.

The fair value of Macquarie Building was measured by its depreciable replacement cost. The Mitchell Building has been valued based on their structure, fabric and finishes as a heritage structure.

# Notes to the financial statements

for the year ended 30 June 2017

## (b) Valuation techniques, inputs and processes (continued)

A full revaluation of all collection asset classes was completed as at 30 April 2015.

The 2015 valuation was conducted by independent registered professional valuers who applied the methodology adopted in previous valuations. Due to the scale of the collection, two techniques were used. All assets of high value (exceeding \$30,000) were individually valued. Other assets valued by stratified sampling across established collection categories that are relatively homogenous in value. Sample sizes and relative standard error were calculated by an independent professional statistician engaged by the valuers with the aim of ensuring that the relative standard error was within the specified 10% range. 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.

The Library has now split Collection Assets into six new asset classes based on nature, use and factors driving the asset value (Note 1giii). A 5 year rolling revaluation of all Collection Asset classes is to be completed within the five-year period in compliance with AASB116. The Rare Published Collection was the first asset class to be valued as at 30 April 2017.

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.

## (c) Reconciliation of recurring Level 3 fair value measurements

	Buildings \$'000	Total recurring Level 3 fair value \$'000
Fair value as at 1 July 2016	176,608	176,608
Additions	1,525	1,525
Revaluation increments/decrements recognised in other comprehensive income – included in the line item 'Net increase/(decrease) in property, plant and equipment revaluation surplus'	21,894	21,894
Disposals	-	-
Depreciation	(2,892)	(2,892)
<b>Fair value as at 30 June 2017</b>	<b>197,135</b>	<b>197,135</b>

	Buildings \$'000	Total recurring Level 3 fair value \$'000
Fair value as at 1 July 2015	174,621	174,621
Additions	4,647	4,647
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	(2,660)	(2,660)
<b>Fair value as at 30 June 2016</b>	<b>176,608</b>	<b>176,608</b>

# Notes to the financial statements

for the year ended 30 June 2017

## 16. Trade and other payables

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
<b>Current</b>				
Trade payables	4,059	6,124	4,059	6,121
Accrued payables	4,243	2,816	3,757	2,518
Income received in advance	450	396	450	396
State Library of New South Wales Staff Agency	-	-	4,403	4,150
	<b>8,752</b>	<b>9,336</b>	<b>12,669</b>	<b>13,185</b>
<b>Non-Current</b>				
State Library of New South Wales Agency	-	-	95	101
	<b>-</b>	<b>-</b>	<b>95</b>	<b>101</b>

Trade and other payables represent liabilities for goods and services provided to the Library. 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.

## 17. Current/Non-Current Liabilities - Provisions

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'000
Employee benefits related and on-costs				
<b>Current</b>				
Recreation leave	2,561	2,400	-	-
Consequential liabilities	1,376	1,467	-	-
	<b>3,937</b>	<b>3,867</b>	<b>-</b>	<b>-</b>
<b>Non-Current</b>				
Consequential liabilities	95	101	-	-
	<b>95</b>	<b>101</b>	<b>-</b>	<b>-</b>

Total current provisions not expected to be settled within 12 months of the reporting date amount to nil (2016: nil).

# Notes to the financial statements

for the year ended 30 June 2017

## 18. Commitments for expenditure

	Consolidated		Parent Entity	
	2017	2016	2017	2016
	\$'000	\$'000	\$'000	\$'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	3,439	2,068	3,439	2,068
Total including (GST)	3,439	2,068	3,439	2,068

## 19. Contingency assets and liabilities

The Library is not aware of any contingent assets or liabilities relevant to its activities as at 30 June 2017.

## 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.

A company controlled by a member of the Council received \$16,145 in relation to consultancy fees provided to the Library during the financial year. The member informed the Library Council of a potential conflict of interest and was therefore granted temporary leave of absence from the Library Council for the duration of the contract. The following were members of the NSW Library Council during 2016/17:

Hon. George Souris AM  
Dr John Vallance (to 31/12/2016)  
Ms Kathy Bail  
Mr Michael Caulfield  
Ms Gai McGrath  
Ms Ursula Dubosarsky  
Ms Jan Richards  
Professor Peter Shergold AC  
Ms Terri Janke (from 1/1/2017)  
Ms Jane Garling (from 1/1/2017)

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 State Librarian and Chief Executive of the NSW Library Council was Mr Alex Byrne until 2 September 2017 and Ms Lucy Milne until 27 August 2017. Dr John Vallance became the new State Librarian and Chief Executive of the NSW Library Council on the 28 August 2017.

# Notes to the financial statements

for the year ended 30 June 2017

## 20. Related Party Disclosure (continued)

### Key Management Personnel (continued)

The following were members of the Library Executive during 2016/17:

Mr Alex Byrne (to 2/9/16)  
Ms Lucy Milne  
Ms Vicki McDonald (to 2/9/16)  
Mr Phil Barter (from 10/4/17)  
Mr Richard Neville  
Mr Robin Phua  
Mr Cameron Morley (from 5/9/16)  
Ms Louise Anemaat (from 1/8/16)  
Mr David Makinson (to 7/4/17)  
Dr John Vallance (from 28/8/17)

During the period 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	Remuneration \$
Short term benefits	1,490,414
Post-employment benefits	-
Other long term benefits	-
Termination benefits	-
<b>Total</b>	<b>1,490,414</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 year are listed below:

Agency	Income \$'000	Expense \$'000	Payable as at 30 June 2017 \$'000	Receivable as at 30 June 2017 \$'000
State Library Foundation	1,657	-	-	373
State Library Staff Agency	32,315	32,315	4,500	-

# Notes to the financial statements

for the year ended 30 June 2017

## 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.

### Net Result

The Net Result was \$1.9 million above Budget.

Income from investments with NSW TCorp was \$1.3million higher than Budget.

Capital Funding of \$2.4 million was carried forward to 2017–18 as projects were delayed.

Lower Employment and Depreciation expenses were partly offset by higher other operating expenses.

### Assets and Liabilities

Net Assets were \$19.1 million higher than budget reflecting the revaluations performed in 2016–17 of Land & Buildings and a class 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	
	2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
Net cash flows from operating activities	19,129	15,552	17,722	17,216
<b>Non-cash items</b>				
Depreciation	(14,859)	(13,307)	(14,859)	(13,307)
Written down value of disposals	-	(14)	-	(14)
Donation of original material at fair value	778	498	778	498
Service received free of charge	1,179	757	1,179	757
Gains/(losses) on investment in financial instruments	1,576	570	626	232
(Increase)/decrease in payables	971	(16)	974	(26)
Increase/(decrease) in receivables	605	(348)	914	(914)
Increase/(decrease) in inventory	22	12	22	12
<b>Net result</b>	<b>9,401</b>	<b>3,704</b>	<b>7,356</b>	<b>4,454</b>

## 23. Non-cash financing and investing activities

Non-cash financing and investing activities represented donated materials during the year of \$0.8 million (2016: \$0.5 million) and stoneworks received free of charge of \$1.2 million (2016: \$0.8 million).

# Notes to the financial statements

for the year ended 30 June 2017

## 24. Financial instruments and risk management

The Library's principal financial instruments, which are identified below, arise directly from the Library's operations or are required to finance the Library's operations. The Library does not enter into trade financial instruments, including derivative financial instruments, for speculative purposes. The Library's primary investments are placed with NSW Treasury Corporation (TCorp).

The Library's main risks arising from financial instruments are outlined below together with the Library's policies for measuring and managing risk. Further qualitative and quantitative disclosures are included throughout these financial statements.

The State Librarian & Chief Executive, Library Council and Audit & Risk Committee have overall responsibility for the establishment and oversight of risk management and review and agree policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the entity through formalised treasury risk management policies to set risk limits and controls, and to monitor risks. Compliance with policies is reviewed by the State Librarian & Chief Executive, Library Council and Audit & Risk Committee on a continuous basis.

## 24. Financial instruments and risk management

### a) Financial instruments categories

Financial instrument categories	Note	Category	Consolidated Carrying Amount		Parent Entity Carrying Amount	
			2017 \$'000	2016 \$'000	2017 \$'000	2016 \$'000
<b>Financial Assets Classes</b>						
Cash and cash equivalents	8	N/A	<b>3,652</b>	2,693	<b>1,974</b>	1,867
Receivables (1)	9	Loans and receivables (at amortised cost)	<b>75</b>	124	<b>445</b>	266
Financial assets at fair value **	11(a) 11(b)	At fair value through profit or loss	<b>28,237</b>	26,106	<b>11,306</b>	10,680
<b>Financial Liabilities Class</b>						
Payables (2)	16	Financial liabilities measured at amortised cost	<b>7,835</b>	8,657	<b>12,314</b>	12,890

(1) Receivables excludes prepayments of \$0.8 million, long service leave owed to the nil, and statutory receivables of \$1.1 million (2016: \$0.3 million, \$0.08 million and \$0.9 million respectively) as these items are not within scope of AASB 7.

(2) Payables excludes unearned revenue \$0.5 million and statutory payables \$4.5 million (2016: \$0.4 million and \$4.5 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 Hour-Glass Investment Facility for the 2017 year was 5.86% (2016: 2.22%)

# Notes to the financial statements

for the year ended 30 June 2017

## 24. Financial instruments and risk management (continued)

### b) Credit risk

Credit risk arises where there is possibility of the Library's debtors defaulting on their contractual obligations, resulting in financial loss to the Library. The Library's maximum exposure to credit risk is represented by the carrying amounts of the financial assets (net of any allowance or impairment).

Credit risk can also arise from the financial assets of the Library, including cash, receivables and authority deposits. No collateral is held by the Library. It has not granted any financial guarantees.

Credit risk associated with the Library's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards.

### Cash

Cash comprises cash on hand, bank balances and term deposits within the NSW Treasury Banking System. 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 Hour Glass cash facility is discussed in paragraph (d) below.

### Receivables

The only financial assets that are past due or impaired are 'Sales of goods and services' in the 'Receivables' category of the Statement of Financial Position as per the table below.

	Consolidated & Parent Total	Consolidated & Parent past due but not impaired	Consolidated & Parent considered impaired
	\$'000	\$'000	\$'000
<b>2017</b>			
<3 months overdue	90	-	16
3-6 months overdue	5	-	5
>6 months overdue	12	-	12
<b>Total</b>	<b>107</b>	<b>-</b>	<b>33</b>
<b>2016</b>			
<3 months overdue	138	38	14
3-6 months overdue	10	-	10
>6 months overdue	5	-	5
<b>Total</b>	<b>153</b>	<b>38</b>	<b>29</b>

### Notes

1. Each column in the table reports 'gross receivables'.
2. The ageing analysis excludes statutory receivables, as these are not within the scope of AASB 7. Therefore, the 'total' will not reconcile to the total receivables recognised in the statement of financial position.

### Authority Deposits

The entity may place funds on deposit with TCorp which has been rate '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. For fixed term deposits, the interest rate payable by TCorp is negotiated initially and is fixed for the term of the deposit, while the interest rate payable on at call deposits can vary. During 2016-17, the entity did not have term deposits or deposits at call.

**24. Financial instruments and risk management (continued)****b) Liquidity risk**

Liquidity risk is the risk that the Library will not be able to meet its payment obligations when they fall due. The Library continually manages this risk through monitoring its cash flows and maintaining sufficient cash and cash equivalents to meet projected outgoings. The Library'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 9.83% (2016: 10.30%).

The table below summarises the maturity profile of the Library's financial liabilities, together with the interest rate exposure.

Consolidated	\$'000						
	Nominal Amount	Interest Rate Exposure			Maturity Dates		
		Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing	< 1 Year	1-5 Years	> 5 Years
<b>2017</b>							
<b>Payables</b>	<b>7,835</b>	-	-	<b>7,835</b>	<b>7,835</b>	-	-
2016							
Payables	8,657	-	-	8,657	8,657	-	-

Parent Entity	\$'000						
	Nominal Amount	Interest Rate Exposure			Maturity Dates		
		Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing	< 1 Year	1-5 Years	> 5 Years
<b>2017</b>							
<b>Payables</b>	<b>12,314</b>	-	-	<b>12,314</b>	<b>12,314</b>	-	-
2016							
Payables	12,890	-	-	12,890	12,890	-	-

# Notes to the financial statements

for the year ended 30 June 2017

## 24. Financial instruments and risk management (continued)

### c) 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 Library's exposure to market risk is the movement in the unit price of TCorp's Hour Glass investment facilities. The Library has no borrowings and does not enter into commodity contracts. The Library's exposure to interest rate risk is set out below.

Consolidated	2017	Carrying Amount \$'000	-1%	-1%	1%	1%
			Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
<b>Financial assets:</b>						
Cash and cash equivalents		3,652	(37)	(37)	37	37
Receivables		75	-	-	-	-
Financial assets at fair value		28,237	-	-	-	-
<b>Financial liabilities:</b>						
Payables		7,835	-	-	-	-

Consolidated	2016	Carrying Amount \$'000	-1%	-1%	1%	1%
			Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
<b>Financial assets:</b>						
Cash and cash equivalents		2,693	(27)	(27)	27	27
Receivables		124	-	-	-	-
Financial assets at fair value		26,106	-	-	-	-
<b>Financial liabilities:</b>						
Payables		8,657	-	-	-	-

Parent Entity	2017	Carrying Amount \$'000	-1%	-1%	1%	1%
			Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
<b>Financial assets:</b>						
Cash and cash equivalents		1,974	(20)	(20)	20	20
Receivables		445	-	-	-	-
Financial assets at fair value		11,306	-	-	-	-
<b>Financial liabilities:</b>						
Payables		12,314	-	-	-	-

Parent Entity	2016	Carrying Amount \$'000	-1%	-1%	1%	1%
			Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
<b>Financial assets:</b>						
Cash and cash equivalents		1,867	(19)	(19)	19	19
Receivables		266	-	-	-	-
Financial assets at fair value		10,680	-	-	-	-
<b>Financial liabilities:</b>						
Payables		12,890	-	-	-	-

## 24. Financial instruments and risk management (continued)

### d) Market risk (continued)

Other price risk – TCorp Hour-Glass facilities

The Library is exposed to price risk primarily through its investment in the TCorp Hour Glass investment facilities, which are held for strategic rather than trading purposes. The entity has no direct equity investments. The entity holds units in the following Hour Glass investment trusts.

Consolidated Facility	Investment Sectors	Investment Horizon	2017 \$'000	2016 \$'000
Medium-term growth facility	Cash, money market instruments, Australian bonds, listed property, Australian and international shares	3 years to 7 years	28,237	26,106

Parent Entity Facility	Investment Sectors	Investment Horizon	2017 \$'000	2016 \$'000
Medium-term growth facility	Cash, money market instruments, Australian bonds, listed property, Australian and international shares	3 years to 7 years	11,306	10,680

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 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 Hour Glass 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.

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 TCorp Hour-Glass Investment facilities 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 Hour Glass statement).

Consolidated Facility	Change in unit price	Impact on profit/loss	
		2017 \$'000	2016 \$'000
Hour-Glass Investment – Medium-term growth facility	+/-6%	1,694/(1,694)	1,566/(1,566)

Parent Entity Facility	Change in unit price	Impact on profit/loss	
		2017 \$'000	2016 \$'000
Hour-Glass Investment – Medium-term growth facility	+/-6%	678/(678)	640/(640)

# Notes to the financial statements

for the year ended 30 June 2017

## 24. Financial instruments and risk management (continued)

### e) Fair value measurement

#### i. Fair value compared to carrying amount

Financial instruments are generally recognised at cost, with the exception of the TCorp Hour Glass facilities, which are measured at fair value.

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.

#### ii. Fair value recognised in the statement of financial position

The Library 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).

2017 Financial assets at fair value	Consolidated				Parent Entity			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	2016 Total \$'000	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	2017 Total \$'000
TCorp Hour-Glass Investment Facility	-	28,237	-	28,237	-	11,306	-	11,306
<b>Total</b>	-	<b>28,237</b>	-	<b>28,237</b>	-	<b>11,306</b>	-	<b>11,306</b>

2016 Financial assets at fair value	Consolidated				Parent Entity			
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	2016 Total \$'000	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	2016 Total \$'000
TCorp Hour-Glass Investment Facility	-	26,106	-	26,106	-	10,680	-	10,680
<b>Total</b>	-	<b>26,106</b>	-	<b>26,106</b>	-	<b>10,680</b>	-	<b>10,680</b>

The table above includes 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 period ended 30 June 2017.

The value of the Hour-Glass Investments is based on the entity's share of the value of the underlying assets of the facility, based on the market value. All of the Hour-Glass facilities are valued using 'redemption' pricing.

## 25. Events after the reporting period

The Library has not identified any event or transaction that is sufficiently material to require adjustment or disclosure in the financial statements.

# Notes to the financial statements

for the year ended 30 June 2017

## 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:

	2017 \$'000	2016 \$'000
<b>Result of fundraising appeals</b>		
Aggregate gross income from fundraising	3,213	1,965
Less total direct cost of fundraising	(229)	(367)
<b>Net surplus from fundraising</b>	<b>2,984</b>	<b>1,598</b>

	2017		2016	
	\$'000	%	\$'000	%
Total costs of fundraising/aggregate gross income from fundraising	229/3,213	7%	367/1,965	19%
Net surplus from fundraising/aggregate gross income from fundraising	2,984/3,213	93%	1,598/1,965	81%
Total cost of services provided/total expenditure	229/2,310	10%	367/3,346	11%
Total cost of services provided/total gross income received	229/4,356	5%	367/2,596	14%

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 \$4 million for projects not completed by 30 June 2017 is represented by cash, cash equivalents and TCorp Hour-Glass investment facilities.

**End of audited financial statements**

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## 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 comprise the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, 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 2017, 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 Responsibility 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' (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.

## The State Librarian's Responsibility 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 and 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 must assess the Staff Agency's ability to continue as a going concern except where the Staff Agency will be dissolved by an Act of Parliament or otherwise cease operations. The assessment must disclose, as applicable, matters related to going concern and the appropriateness of using the going concern basis of accounting.

## Auditor's Responsibility 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.

My opinion does *not* 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 they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



James Sugumar  
Director, Financial Audit Services

29 September 2017  
SYDNEY

# Statement in accordance with Section 41C (1C) of the *Public Finance and Audit Act, 1983*

Pursuant to Section 41C (1C) 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 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 2017 and transactions 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.



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**Dr John Vallance**  
**NSW State Librarian & Chief Executive**  
**Library Council of New South Wales**



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**Philip Barter**  
**Director, Operations & Infrastructure**  
**and Chief Financial Officer**  
**Library Council of New South Wales**

SYDNEY, 27 September 2017

# Statement of comprehensive income

for the year ended 30 June 2017

	2017	2016
	\$	\$
<b>Expenses</b>		
Salaries and wages (including recreation leave)	27,946,919	28,930,141
Superannuation- defined benefit plans	861,740	941,158
Superannuation- defined contribution plans	2,021,312	2,164,236
Long service leave	347,587	1,599,370
Worker's compensation insurance	317,036	241,896
Payroll tax on superannuation	145,139	166,675
Other employee related expense	1,929,322	2,412,905
<b>Total expenses</b>	<b>33,569,055</b>	36,456,381
<b>Revenue</b>		
Personnel services	32,314,967	33,867,129
Acceptance by the Crown Entity of employee benefits and other liabilities	1,254,088	2,589,252
<b>Total revenue</b>	<b>33,569,055</b>	36,456,381
<b>Net result</b>	-	-
<b>Other comprehensive income</b>	-	-
<b>Total other comprehensive income</b>	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>-</b>	<b>-</b>

The accompanying notes form part of these financial statements

# Statement of financial position

for the year ended 30 June 2017

	Notes	2017 \$	2016 \$
<b>Assets</b>			
<b>Current assets</b>			
Receivables	2	4,400,856	4,225,570
<b>Total current assets</b>		<b>4,400,856</b>	<b>4,225,570</b>
<b>Non-current assets</b>			
Receivables	2	95,173	101,184
<b>Total non-current assets</b>		<b>95,173</b>	<b>101,184</b>
<b>Total assets</b>		<b>4,496,029</b>	<b>4,326,754</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	3	464,171	359,334
Provisions	4	3,936,685	3,866,236
<b>Total current liabilities</b>		<b>4,400,856</b>	<b>4,225,570</b>
<b>Non-current liabilities</b>			
Provisions	4	95,173	101,184
<b>Total non-current liabilities</b>		<b>95,173</b>	<b>101,184</b>
<b>Total liabilities</b>		<b>4,496,029</b>	<b>4,326,754</b>
<b>Net assets</b>		<b>-</b>	<b>-</b>
<b>Equity</b>			
Accumulated funds		-	-
<b>Total equity</b>		<b>-</b>	<b>-</b>

The accompanying notes form part of these financial statements

# Statement of changes in equity

for the year ended 30 June 2017

	2017	2016
	\$	\$
	<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

# Statement of cash flows

for the year ended 30 June 2017

	2017	2016
	\$	\$
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>	-	-
Cash and cash equivalents at the beginning of the year	-	-
<b>Cash and cash equivalents at the end of the year</b>	-	-

The accompanying notes form part of these financial statements

# Notes to the financial statements

for the year ended 30 June 2017

## 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.

These financial statements for the year ended 30 June 2017 have been authorised for issue by Dr John Vallance on 27 September 2017.

### (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 Regulation 2015.

Generally, the historical cost convention has been adopted and the financial statements do not take into account changing money values or current valuations. However, certain provisions are measured at fair value.

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.

### (c) Statement of compliance

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

### (d) Revenue

Revenue is measured at the fair value of the consideration received or receivable. Revenue from the rendering of personnel services is recognised when the service is provided and only to the extent that the associated recoverable expenses are recognised.

### (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.

## 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 benefit provisions and expenses

#### i. Salaries and wages, annual leave, sick leave and on-costs

Salaries and wages (including non-monetary benefits), annual leave and paid sick leave that fall due wholly within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

If applicable, long term annual leave that is not expected to be taken within 12 months is measured at present value in accordance with *AASB 119 Employee Benefits*. Where applicable, market yields on government bonds are used to discount long term annual leave.

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. The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to the provision of personnel services by the Staff Agency are recognised as liabilities and expenses where the personnel services to which they relate have been recognised.

# Notes to the financial statements

for the year ended 30 June 2017

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

### (g) Employee benefit provisions and expenses (continued)

#### ii. 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 present value in accordance with *AASB 119 Employee Benefits*. This is based on the application of certain factors (specified in NSWTC 15/09) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

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 equivalent of 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 equivalent of employees' superannuation contributions.

### (h) Accounting Standards effective for the first time in 2016-17

The accounting policies applied in 2016-17 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 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101
- AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities

### (i) New accounting standards issued but not effective

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2017 reporting period. The entity does not anticipate any material impact arising from the application of the standards.

# Notes to the financial statements

for the year ended 30 June 2017

	2017	2016
	\$	\$
<b>2. Receivables</b>		
<b>Current</b>		
Receivables from Library Council of New South Wales	4,403,272	4,149,341
Receivables from the Crown Entity	(2,416)	76,229
<b>Total current receivables</b>	<b>4,400,856</b>	<b>4,225,570</b>
<b>Non-Current</b>		
Receivables from Library Council of New South Wales	95,173	101,184
<b>Total non-current receivables</b>	<b>95,173</b>	<b>101,184</b>
<b>3. Payables</b>		
Accrued salaries, wages and on-costs	466,587	283,105
Payables to Library Council of New South Wales	(2,416)	76,229
<b>Total payables</b>	<b>464,171</b>	<b>359,334</b>
<b>4. Provisions</b>		
<b>Current</b>		
Provision for annual leave	2,560,640	2,398,773
Other oncost on annual leave	281,550	303,840
Payroll tax on long service leave	412,803	438,875
Other oncost on long service leave	681,692	724,748
<b>Total current provisions</b>	<b>3,936,685</b>	<b>3,866,236</b>
<b>Non-current</b>		
Provision for annual leave	-	-
Payroll tax on long service leave	17,251	38,163
Other oncost on long service leave	77,922	63,021
<b>Total non-current provisions</b>	<b>95,173</b>	<b>101,184</b>

## 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.

# Notes to the financial statements

for the year ended 30 June 2017

## 6. 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 State Librarian & Chief Executive, Library Council and Audit & Risk Committee have overall responsibility for the establishment and oversight of risk management and review and agree policies for each of these risks. Risk management policies are established to identify and analyse the risks faced by the entity through formalised treasury risk management policies to set risk limits and controls, and to monitor risks. Compliance with policies is reviewed by the State Librarian & Chief Executive, Library Council and Audit & Risk Committee on a continuous basis.

### (a) Financial instruments categories

			Carrying Amount	
Financial Instrument Categories	Note	Category	2017	2016
			\$'000	\$'000
Receivables *	2	Loans and receivables measured at amortised cost	4,495	4,326
Payables *	3	Financial liabilities measured at amortised cost	-	-

\* Exclude statutory receivables and payables as these items are not within scope of AASB 7.

### (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.

# Notes to the financial statements

for the year ended 30 June 2017

## 6. Financial instruments and risk management (continued)

### (b) Credit risk (continued)

#### Receivables

As at 30 June 2017, the Staff Agency had debtors of \$4.5 million (2016: \$4.3 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.

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.

The table below summarises the maturity profile of the entity's financial liabilities together with the interest rate exposure.

2017	\$'000						
	Interest Rate Exposure				Maturity Dates		
	Nominal Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing	< 1 Year	1-5 Years	> 5 Years
<b>Financial Liabilities</b>							
Payables	-	-	-	-	-	-	-

2016	\$'000						
	Interest Rate Exposure				Maturity Dates		
	Nominal Amount	Fixed Interest Rate	Variable Interest Rate	Non-Interest Bearing	< 1 Year	1-5 Years	> 5 Years
<b>Financial Liabilities</b>							
Payables	-	-	-	-	-	-	-

# Notes to the financial statements

for the year ended 30 June 2017

## (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.

## 7. Commitments

The Staff Agency's commitments as at 30 June 2017 are Nil (2016: Nil)

## 8. Contingent assets and liabilities

The Staff Agency has no material contingent assets or liabilities as at 30 June 2017 (2016: Nil)

## 9. 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 was Mr Alex Byrne until 2 September 2017 and Ms Lucy Milne until 27 August 2017. Dr John Vallance became the new State Librarian and Chief Executive of the NSW Library Council on the 28 August 2017.

The Director of Operations and CFO of the NSW Library Council was David Makinson until 7 April 2017 and Phil Barter from the 10 April 2017.

During the period 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	Remuneration \$
Short term benefits	651,387
Post-employment benefits	-
Other long term benefits	-
Termination benefits	-
<b>Total</b>	<b>651,387</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 for Personnel services.

The balances during the year are listed below:

Agency	Income \$'000	Expense \$'000	Payable as at 30 June 2017 \$'000	Receivable as at 30 June 2017 \$'000
Library Council of NSW	32,315	32,315	-	4,500



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## Zooming Sydney

The Library's DX Lab and Research & Discovery branch collaborated with Sarah Kenderdine and Jeffrey Shaw to produce Zooming Sydney, displayed on Wynscreen — a 20-metre long screen at Wynyard Station — seen by 30,000 passers-by each day in June.

PHOTO BY PAULA BRAY