

Sensitive: NSW Government

90th Meeting - Public Libraries Consultative Committee MINUTES	
DATE	Monday 25 March 2019
TIME	11am – 1pm
LOCATION	Unaipon Room – Level 1, Macquarie Building, State Library of NSW
CHAIR	Jan Richards AM
EXECUTIVE OFFICER	Cameron Morley (State Library)
MEMBERS ATTENDING	<p>Dr John Vallance (State Librarian) Adele Casey (NSWPLA, Bland Shire Council) Cr Dallas Tout (NSWPLA, Wagga Wagga City Council) Cr Les Lambert (NSWPLA, Narromine Shire Council) Cr Lesley Furneaux-Cook (LGNSW, Burwood Council) Damian Thomas (LGNSW) Ursula Dubosarsky (Library Council of NSW) Philip Edney (NSWPLA, City of Canada Bay Council) Robert Knight OAM (NSWPLA, Riverina Regional Library) The Hon. George Souris AM (Library Council NSW) Cr Romola Hollywood (NSWPLA, Blue Mountains City Council)</p>
APOLOGIES	Nil
SL NSW STAFF	Philippa Scarf, Mylee Joseph, Jenna Bain
ITEM 1: PRELIMINARY MATTERS	
1.1 Welcome and Apologies	
<ul style="list-style-type: none"> • The Chair opened the meeting with an acknowledgement of the Traditional Owners, the Gadigal. • New members Damian Thomas and Ursula Dubosarsky were welcomed to the Committee. • It was agreed that letters will be sent to Michael Caulfield and Margaret Kay thanking them for their service to the Committee. 	
1.2 Notification of Other Business	
<ul style="list-style-type: none"> • Libraries Australia Consortia 	
ITEM 2: MINUTES, BUSINESS ARISING AND ACTION REGISTER	
2.1 Minutes of the Previous Meeting	
<ul style="list-style-type: none"> • The Minutes of the Meeting of December 2018 were approved. 	

ITEM 2: MINUTES, BUSINESS ARISING AND ACTION REGISTER

2.2 Business Arising

- Indyreads rollout – the indyreads rollout has commenced, with all councils being asked to provide their SIP2 server details.
- Portable Local Studies Project – the project to share 20 local studies digitisation kits with public libraries has reached the Expression of Interest stage.
- The Committee discussed the Service NSW Kiosks for public libraries program. It was noted that this is not a State Library initiative, although the State Library is assisting Service NSW with communications and advice. Public libraries were advised to provide feedback directly to Service NSW on their needs and any concerns.

ITEM 3: PAPERS FOR DISCUSSION AND NOTING

3.1 Metropolitan Public Library Grants and Regional Cultural Fund Grants

The Committee was briefed about the 2018/19 Metropolitan Public Library Grants and Regional Cultural Fund Grants.

It was noted that the Minister for the Arts the Hon Don Harwin MLC committed an additional \$1M for metropolitan public library grants in 2018/19. The funds were secured for the State Library in early January 2019, and on 8 January eligible councils were invited to apply for grants of up to \$100,000 to improve public library buildings, spaces, systems and services.

The Metropolitan Public Library Grants program was developed to ensure that metropolitan councils (including Newcastle and Wollongong) were able to apply for library grants this financial year, noting that regional and rural councils were eligible to apply for Regional Cultural Fund grants for libraries in 2018.

Nineteen applications were received by 29 January 2019, the closing date for applications, requesting a total of \$1.508 million in funds. The Library Council Grants Committee considered the applications between the 5th and 8th of February 2019, and made recommendations to the Library Council on 11 February 2019 to fund fourteen grants.

The Library Council endorsed the recommendations of the Committee. The Minister approved the recommendations on 20 February 2019.

The list of Metropolitan Public Library grants awarded is below:

Council	Project Title	Type	Amount recommended
Blacktown City	Max Webber Library Refurbishment	Building	\$85,000
Canada Bay, City of	Canada Bay Connections Phase 2	Technology	\$80,000



Cumberland	Spaces at Cumberland - Library Strategy implementation	Building/technology	\$90,000
Fairfield City	Children's Area Refresh	Building/technology	\$85,000
Hills Shire	Small Space, Big Impact: Shaping a Fresh Future for Dural Library	Building	\$93,240
Hornsby Shire	Let's Make a Space	Technology/building	\$71,545
Inner West	Haberfield Library Opening Day Collection	Building/collection	\$80,000
Lane Cove	Mobile STEAM Makerspace: A Shorelink Libraries Project	Technology	\$50,000
Liverpool City	Building an assistive technology space for Liverpool Library	Technology	\$35,524
Newcastle City	Newcastle Stories DX Digitisation Lab: Unlocking Newcastle's History & Heritage Collections with Digital Excellence	Technology	\$80,000
Northern Beaches	Outdoor living room and bush tucker garden for Glen Street Library	Building	\$50,000
Randwick City	The Third Space, Lionel Bowen Library and Community Centre	Building/technology	\$80,000
Sutherland Shire	Local Studies digitisation and access project	Technology	\$79,691
Woollahra	Local History digitisation project	Technology	\$40,000
14			\$1,000,000

Regional Cultural Fund

In 2018, the Minister set out that at least \$5M of the Regional Cultural Fund (administered by Create NSW) would be available for public library projects. Applications were due on 21 September 2018.

The State Library of NSW provided Create NSW with comments on the public library-related applications received. The comments were made available to the Regional Cultural Fund assessment panel.

The grants were announced in late February.

8 public library projects received funding under the program, totalling \$5,354,892.

The list of library projects is below:

Council	Project	Amount
Bellingen Shire Council	Urunga Library Multi-Purpose Space	\$93,023
Gilgandra Shire Council	Gilgandra Shire Library Extension Stage 2	\$466,903
Mid-Coast Council	Spacemaking: evolving Nabiac Library facilities	\$58,449
Nambucca Shire Council	Extension of Nambucca Heads Library and Activation of Cultural Space	\$1,500,000
Narrandera Shire Council	Animating the Space	\$53,650
Port Macquarie-Hastings Council	The Library has left the building - connecting our communities	\$136,470
Richmond Valley Council	Art Van Go - Mobile Cultural Programs	\$46,397
Snowy Monaro Regional Council	Jindabyne Community Library and Innovation Hub	\$3,000,000
8		\$5,354,892

With the inclusion of the Metropolitan Public Library Grants and the Regional Cultural Fund Grants the public library funding provided by the State Government in 2018/19 totals \$29,882,892.

Jan Richards advised that in addition to the above, Cabonne Shire has received a \$5M grant toward the new Molong Library and Community Centre.

The Committee noted the grants awarded.

3.2 Revised Public Library Funding Model 2019/20 and beyond

At the December 2018 meeting the Committee agreed on principles for the Public Library Funding Model to be introduced from 2019/20, and recommended that the State Library brings further modelling to the March meeting.

The specific recommendations were:

1. Further modelling of a flat rate Subsidy Adjustment.
2. A Local Priority Grant component is retained, with at least 50% of the Subsidy Adjustment allocated to the Local Priority Grant.
3. Increasing the maximum Public Library Infrastructure Grant to \$500,000.
4. A two-tiered grant program, with a higher level of documentation required for grants in excess of \$200,000.

Cameron Morley presented the papers which outlined the modelling.

Population projections for each NSW local government area were used to provide a more accurate indication of the per capita funding increases until 2022/23. The Committee noted the projections and the indicative figures per council.

Subsidy Adjustment

In December 2018 the Committee noted that the current Subsidy Adjustment model will not be equitable once the funding is increased, because the medium to large councils will receive significant increases due to the per capita funding increase. In principle it was agreed that a smaller Subsidy Adjustment for larger councils, and a larger Subsidy Adjustment for smaller councils will produce a fairer result on a statewide basis, enabling small to medium councils to improve library services appreciably, without unduly compromising the significant increases that will be enjoyed by larger councils due to their per capita payments.

A flat rate approach was agreed, with an indicative figure of \$60,985 to be provided to each council as Subsidy Adjustment. The Committee however recommended that further modelling of the flat rate be done based on council need, with the results brought back to this March meeting.

A variation to the flat rate was developed for consideration. This variation proposed that a flat rate of \$50,000 is provided to each council, with the remainder (\$1,396,095) distributed with reference to each council's SEIFA value (Socio-Economic Indexes for Areas developed by the Australian Bureau of Statistics).

Arranging the councils across 10 bands (according to council SEIFA score) enables a percentile approach to the funding.

The objective is that higher amounts are allocated to councils in the lowest band (Band 1), and a lower amount for the highest band (Band 10).

This table below sets out 10 bands of between 12 and 14 councils each, and allocates a share of the available funding on a sliding scale.

There is a 10% decrease in the payment to councils between each band.

Note that the Funding per Council amount would be added to the Flat Rate of \$50,000 per council under this model. Accordingly, councils in Band 1 would receive a Subsidy Adjustment of \$66,818, while Band 10 councils would receive \$56,516.

Attractive features of this approach include a relatively even number of councils in each band, relatively higher payments to low SEIFA councils, and lower payments to high SEIFA councils.

Band	SEIFA	# of Councils	Funding per Council	Total Band Budget
1	<910	12	\$16,818.35	\$201,820.20
2	<922	13	\$15,136.52	\$196,774.70
3	<937	12	\$13,622.86	\$163,474.36
4	<944	14	\$12,260.58	\$171,648.08



5	<959	14	\$11,034.52	\$154,483.27
6	<973	13	\$9,931.07	\$129,103.88
7	<986	13	\$8,937.96	\$116,193.49
8	<1033	12	\$8,044.16	\$96,529.98
9	<1083	12	\$7,239.75	\$86,876.98
10	1086+	12	\$6,515.77	\$78,189.28
	Total			\$1,395,094.21

Some examples for each band are shown below:

Band	Council	Flat Rate	Flat rate with SEIFA Component
1	Brewarrina	\$60,985	\$66,818
1	Fairfield	\$60,985	\$66,818
2	Gilgandra	\$60,985	\$65,137
2	Lithgow	\$60,985	\$65,137
3	Bourke	\$60,985	\$63,633
3	Parkes	\$60,985	\$63,633
4	Campbelltown	\$60,985	\$62,261
4	Warren	\$60,985	\$62,261
5	Carrathool	\$60,985	\$61,035
5	Tweed	\$60,985	\$61,035
6	Central Coast	\$60,985	\$59,931
6	Oberon	\$60,985	\$59,931
7	Wagga Wagga	\$60,985	\$58,938
7	Wollongong	\$60,985	\$58,938
8	Singleton	\$60,985	\$58,044
8	Bayside	\$60,985	\$58,044
9	Sutherland	\$60,985	\$57,240
9	Kiama	\$60,985	\$57,240
10	Woollahra	\$60,985	\$56,516
10	Mosman	\$60,985	\$56,516

Because SEIFA is based on demographics, there is a range of large, small, country and metropolitan councils in most bands.

In comparison with the Flat Rate, the inclusion of a SEIFA-based component would provide slightly more funds to low-SEIFA councils, about the same amount to medium-SEIFA councils and slightly less to high SEIFA councils.

Banding could also be used to provide a sliding scale of funding to councils based on their population size (i.e. small, medium and large), however the Committee agreed that the per capita increases will introduce a

significant council size-based attribute in the funding model, therefore another size-based attribute is not necessary.

Decision

The Committee unanimously endorsed the model, noting that it is an effective solution. It was agreed that the flat rate with SEIFA component is to be recommended to the Library Council and the Minister.

The public library representatives noted that the model is simple, transparent, equitable and defensible, and thanked the State Library for developing the model. It was also noted that the SEIFA index is neutral and works independently of council size or location.

In addition, it was noted that the proposed model eliminates the historical inequities and complexities inherent in the current funding model, which were a legacy of past amalgamations and defunct funding programs.

The model would be monitored annually, and adjusted for changes in the SEIFA, and funds available.

Local Priority Grant Component

In December it was also agreed that a Local Priority Grant component is to be retained as part of the Subsidy Adjustment.

Under the current model at least 30% of the Subsidy Adjustment is allocated to a local priority project. The Committee considered the merits of an increase to the minimum percentage of the funds allocated (at least 50%).

Following discussion, it was agreed that the *at least 30%* approach ought to be retained, as this gives more flexibility to councils, and they are free to spend a higher percentage on projects should they wish.

Public Library Infrastructure Grants

The Committee recommended that the larger grant pool of \$6M per annum enables an increase to the maximum grant available under the program. \$500,000 will be the recommendation.

A two-tiered system will be recommended, with a different level of detail required for applications for funding below and above \$200,000.

It was noted that the previous program was targeted to infrastructure, with library buildings, spaces and information technology projects being the main beneficiaries of the funds.

The Committee discussed the possibility of expanding the range of project types to include new collections and services, however recommended that infrastructure and capital improvements are to be retained as the focus of the program. This is because the increases to the Subsidy ought to support collections and services.

It was noted that the following simplified criteria are proposed for the Infrastructure Grant program:

- improvement to library services for the community with a focus on need and expected benefits
- council commitment / capacity to implement
- sustainability
- evaluation plan

Applications above \$200,000 will need to have a higher threshold of evidence. These could include detailed plans, DA information, detailed costings (for example quantity surveyor documentation), matching funding, evidence of use of People Places guidelines for public library buildings, and reference to other relevant NSW public library standards.

Reporting, feedback, monitoring and audit requirements will be maintained in accordance with the *Good Practice Guide to Grants Administration* issued by the Department of Premier and Cabinet.

Communication

The recommended funding model will be considered by the Library Council and recommended to the Minister for approval. This is likely to occur at the beginning of the 2019/20 financial year.

Once approved, the State Library will communicate with all councils and provide descriptions of the model. Details and figures will be published on the State Library website.

3.3 Standards and Guidelines for NSW Public Libraries – a population approach

Mylee Joseph attended and presented the 7th edition of the Living Learning Libraries Standards and Guidelines for NSW Public Libraries.

The Committee noted that this new edition is the result of a substantial review, and introduces a population approach which will make it easier for libraries and councils to compare their services to peer councils. Cohorts have been introduced based on population size.

The guidelines also feature more detailed introductory information on the role of public libraries, and also incorporate recent work and research in multicultural services, the Indigenous Spaces in Library Places strategy, early literacy framework and changes to technology and digital collections.

In discussion Councillor Hollywood suggested that the national classifications for councils could be useful when considering cohorts. It was noted that these could be used to further define peers within a cohort.

The Committee noted and welcomed the new edition.

3.4 Amplify roll-out to public libraries

Jenna Bain attended and presented the report.

It was noted that the Amplify-as-a-Service pilot project had been successful for the participating libraries.

The State Library and partner libraries highlighted the fantastic opportunities for collaboration, statewide curation and cross promotion that can be supported via Amplify and other similar platforms. This opportunity, however, can only be realised on a statewide scale with resourcing from both the State Library and participating partner libraries, as well as careful planning to establish strategies for shared resources, training and communications.

The State Library has considered the pilot and proposes making Amplify available to NSW public libraries. The State Library will be able to subsidise the digital storage costs of most public libraries, given the relatively small size of most digitised oral history collections. A cost scale will be devised for libraries that require higher amounts of storage.

A series of recommendations have arisen from the pilot, as follows:

1. Launch statewide roll out of Amplify to all public libraries in NSW, driven by ongoing partnership between the State Library's Digital Experience and Public Libraries and Engagement divisions.

2. Offer tiered subscription model to public libraries in NSW in the entry level use of Amplify for their own oral history collections.
3. Implement ongoing training and support model for participating libraries.
4. Establish Amplify community of practice to enable regular communications and peer-to-peer support.

The Committee noted the recommendations and the proposed model for statewide rollout.

3.5 Vision Australia Funding

Cameron Morley informed the Committee that the Minister for the Arts the Hon Don Harwin MLC had committed \$500,000 per annum in funding for Vision Australia library services for NSW residents.

The State Library will administer these funds, and a meeting between the State Library and Vision Australia will take place shortly.

3.6 Indigenous Spaces in Library Places Strategy – progress report

Mylee Joseph presented the progress report.

The following activities have occurred so far in 2018-2019

- Connecting Culture: Tracing Ancestors – family history training for public library staff and for the public was delivered by the Indigenous Engagement team in the following locations Dubbo, Nowra, Penrith, Grafton, Deniliquin, Albury, Port Macquarie and Kempsey.
- An expression of interest was circulated for places in a one day course Building Indigenous services and collections in libraries masterclass to be held on 29/3/2019 at UTS Broadway. This course is designed specifically for library needs.
- 2019 is the International Year of Indigenous Languages and the Indigenous Engagement team are working on an exhibition at the State Library that involves community engagement and a focus on language revitalisation. More information about opportunities for public libraries to be involved will be shared during the year.

The 2019-2020 Action Plan includes the following activities:

- Connecting Culture: Tracing Ancestors – family history training for public library staff and for the public (a new expression of interest to be circulated for other locations to offer the training to their community and library staff)
- Scope areas of research into Aboriginal communities and community engagement to assist libraries to be more welcoming.
- Continue to share Indigenous Services information with the public library network.
- Continue to offer places in the Aboriginal and Torres Strait Islander Cultural Competence Course and offer an annual unconference workshop.
- Review and update content in the Indigenous Spaces in Library Places toolkit for public libraries.

The Committee noted the progress report.

3.7 Other business

Libraries Australia

The NSWPLA representatives advised that a new costing model for Libraries Australia subscriptions had been provided to the NSWPLA consortia by the National Library of Australia.

The costing model proposes large increases to annual costs for many small libraries, and discounts for larger libraries that use and contribute to Libraries Australia. The NSWPLA will raise this as a matter with the National

Library as the proposed costs will be prohibitive for many public libraries, with the likely result that they would be forced to withdraw from Libraries Australia.

Next Meeting

Date Monday, 22 July 2019

Time 11am to 1pm

Location Unaipon Room, Level 1, Macquarie Building – State Library of NSW