

	<p align="right">Public Libraries: SA c/- The Secretary Adelaide Hills Council Library Service</p> <p align="right">Phone: (08) 8408 0495 Email: kking@ahc.sa.gov.au</p>
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Public Libraries: SA Executive
Summary of Projects, committees, and their status

1. One Card One Library/ILMS Steering Committee

Representative: Julie Weller

Project Outline:

- The ILMS Steering Committee was established earlier this year with membership from the Libraries Board, the LGA, PLS, the Metro CEOs group, the Local Government IT Managers' Group, and Public Libraries. Bruce Linn was appointed as Chair and the Libraries Board are the project sponsors.
- Project Managers mhm have been appointed to the project.
- A survey was sent out to all Library Managers and almost 100% of surveys were returned.
- Presentations have been given to the Metro CEOs group, the August PLSA Quarterly and the Local Government IT Managers' Group.
- A request for information (RFI) was sent to ILMS vendors and responses have been discussed by the steering committee
- A meeting has been held with Telstra to commence discussions regarding bandwidth
- Site visits will be undertaken in November to speak with staff in the Barossa, Melbourne and Auckland about the LINK, SWIFT and eLGAR consortia respectively.

2. PLSA Website

Representative: Helen Kwaka

Project Outline:

- Development of a new website for the public of SA, which promotes the services and events of SA Public Libraries.
- Development of a new intranet for all staff working in Public Libraries across SA, as the place to go for policies procedures and information about the SA public network.
- Phase 1 of the website is complete and will be accessible Thursday 29 October
- New PR person at PLS will be investigating options of a public launch at the end of January. To be announced closer to date.
- Currently there are 125+ documents available in the intranet. A person is working at PLS this week to add as much data as possible to the intranet before the launch date.

3. Marketing

Representative: Shane Cathcart

Project outline:

- Planning underway for a series of state-wide programs: Library Lovers, Youth Week, Simultaneous story time. Working group for these campaigns consisting of Benita Wheeler, Kellie Morris, Jenny Newman, Ian Hildebrand, Jon Bentick, Veronica Mathews and Teresa Brook will meet on Dec 8th.
- Investigating Library Lovers and Big Book Club touring author tie in. Free competition with coupon in the Advertiser to be returned to any public library with donated prize, editorial to feature with competition promoting libraries to non users.
- Currently collating expressions of interest from libraries wanting to be involved in Pandas on Parade, by receiving promotional material, fact sheets and possible speakers. This will be forwarded to LGA to liaise with the Zoo and libraries.
- Media releases have been prepared for all four new online resources this will be available to the network on the intranet.
- Publicity & Promotions Officer Jon Bentick has been recruited and has begun working at PLS
- Investigating follow up training to the Marketing Training held in August 2009 in relation to media and communications. To be provided by a media company covering the top ten tips in getting your stories out there along with meaningful use of web 2.0 technologies such as face book and twitter

4. Statistics Working Party – Bibliostat

Representative: Helen Kwaka

Project outline:

- Working together to develop tender documentation, evaluation, and implementation of an on-line statistical gathering tool for all SA public libraries. Bibliostat package selected.
- Currently testing survey with key libraries, ensuring definitions and format are easy to follow.
- All Public Libraries within SA are required to complete the statistical returns as part of the acquittal process for the Library and Information Service grant.
- PLS will be devising a timetable for training, telephone and webEx assistance to ensure all libraries around the state will be able to complete the return before the middle of December.

5. New Managers Group/ Managers Forum

Representatives: Abby Dickson and Helen Kwaka

Project outline:

Purpose of the Group:

- Looking at the establishment of training and development sessions specifically for Library Managers
- Provide time and space for sharing of ideas, knowledge and expertise
- Promote best practice in Public Library management & leadership
- Raise awareness and promote discussion regarding current management issues facing our sector
- Provide time and space for sharing of ideas, knowledge and expertise
- Increase collaboration between library managers across South Australia

A survey has been emailed to all Library Managers to gauge level of support for the establishment of the new group and to find out what topics people would like to see covered in the forums.

Results of the survey and further information on the purpose of the group will be presented at the November Quarterly.

6. Libraries Board Guidelines

Representatives: Teresa Brook with Julie Weller and Julie Morgon

Project outline:

- To provide Public Library staff working in South Australia Public Libraries with endorsed standards, guidelines, and policies for quality and effective service provision.
- Draft Guidelines are being developed for presentation to the PLSA Executive before being taken to the Standing Committee then the Libraries Board.

7. Online Resources Assessment Group/ Databases

Representative: Julie Weller

Project outline:

- The online resources assessment team was formed approximately 12 months ago with representation from metro and country libraries.
- The team surveyed the network to ascertain the subject areas they were most interested in being considered for state-wide purchase.
- A comprehensive assessment process was then undertaken as well as referee checks and price negotiations.
- The recommendation to purchase Encyclopaedia Britannica, Ancestry, Gale Health and Wellness and Press Display were approved by the PLSA Executive.
- The group has recently reconvened to look at methods to promote the products as well as discussing the subscriptions for 2010/2011.
- A number of recommendations from the group were presented to the PLSA Executive in October. As the network has only just started using the 4 databases it was recommended that the current subscriptions be extended for 12 months. In July 2010 there will be a call for representatives for the team after which time the network will be surveyed and a full tender process will commence. These recommendations were approved by the Executive.

8. Managers Kit

Representative: Bernie McSwain

Project outline:

- Development of a kit that contains information relevant to Library Managers in their everyday tasks to do with the public library network in SA
- All information collated and arranged within 5 key areas – Development; Advocacy; Partnerships; Communication and Creativity as these match up with the objectives of the PLSA Action Plan.
- Kit will be available on the new website

- Feedback sought and once finalised, kit to be edited and typeset for publication.
- Updates to occur on the website

10. SA Customer Service Committee

Representative: Helen Kwaka

Project outline:

- New group formed to examine and share customer service practices within public libraries in SA.
- Dionne Collins-Eckert presenting at November 2009 quarterly with information about the group.

11. Governance Review

Representatives: Shane Cathcart and Abby Dickson

Project Outline:

Succession planning for the PLSA executive is a key component in the sustainability of the PLSA Executive. The Executive identified it required a planned approach to succession planning and outlined this as a strategy in Public Libraries SA Action Plan (August 2008):

1.2.4 Develop a succession Plan / strategy for PLSA Executive.

Public Libraries of South Australia Executive engaged the consultancy services of *Strategic Matters* to undertake a governance review and revise the committee's constitution to increase clarity on:

- The structure of the Committee;
- Terms of office; and
- Corporate knowledge transfer and sustainability

An overview of the review will be presented at the November Quarterly. The committee are in the final stages of finalising the draft revised constitution. This will be circulated for consultation with the network with the view of voting on the proposed changes in the first quarter of 2010.

OTHER COMMITTEES OPERATING:

Collection Development Group – Representative: Julie Weller

- Meetings have continued to be held quarterly throughout the year and have covered the following topics:
 - Marketing of collections
 - A demonstration of the Alexandrina Local History Wiki
 - Sporting equipment collections
 - Toy Library collections
 - The ageing of the collection report commissioned by PLSA
 - Weeding collections
 - Adult literacy
 - Family literacy
 - English as a second language collections
- Membership of the group is fluid and although there is a core group of people who usually attend meetings, other library staff attend when there is a topic of interest.
- Minutes and agendas are distributed to the network via Ask PLSA
- The next meeting is scheduled for Thursday 26 November at 9.30 at Playford Library, Matthew Hunter from Thorpe Bowker will be speaking about Library Thing for Libraries and Aqua Browser

JULA – Representative: Dee Moloney

- Minutes of meetings available on the PLSA website

Adult Programs Group – Representative: Helen Kwaka

- Set-up a document for people to contribute contacts/authors/publishers currently using Yahoo groups. However once the new website/intranet is available the file will be located there.
- Speaker came to meeting to discuss Every Generation festival later in the year, give them ideas on events and promotion and availability of grant funding available
- At each quarterly meeting aim to have a speaker from an organisation that will promote the value of establishing partnerships with the group and public libraries.
- Next meeting November 12 @ Public Library Services
- Further information contact: Kelly Morris at Adelaide Hills or Melaina Tate at City of Tea Tree Gully Library.

SALCYS – Representative: Lyn Spurling

- Quarterly meetings were held with a new format - Youth Services in the morning and Children's Services in the afternoon of each meeting day to better address the specific needs of these groups.
- December hosted by Pt Adelaide Enfield at Semaphore, February at Glenelg, May hosted at Mitcham and September at Goolwa. The meetings covered a wide range of topics including New SACE, Youth Week, Children's Book Week, Marketing, Toy Libraries and Literacy.
- **Project to note**
 - AVCON Event - successful marketing initiative (with PLSA providing \$2100 to support the event)
 - Performer Listing