

# Annual General Meeting of Public Libraries SA 2012

Held on Monday 26 November 2012, West Torrens Auditorium Gallery  
1 Brooker Terrace, Hilton.



## 1. Welcome & Apologies

See attendance record

## 2. Confirmation of minutes previous meeting 28 November 2011

**Moved** Hanlie Erasmus that the minutes of the Public Libraries SA AGM held on 28 November 2011 be accepted as read.

**Seconded: Linda Heath**

**CARRIED**

## 3. Business arising previous meeting

None

## 4. Office bearers, committee, working parties and group reports:

### 4.1 President's Report

Annual presidents report was tabled at the meeting by Judi Cameron

**Moved:** Louise Mjrden that they be accepted

**Seconded:** Anne Pascoe

**CARRIED**

### 4.2 Treasurers Report & PLSA financial statements for 2011/12

Bill Roche indicated the date on the report was incorrect (wrong date of AGM on document) and it would be changed when minutes are created.

Bill Roche **moved** that the PLSA Financial report be accepted

**Seconded:** Sandra Skinner

**CARRIED**

Bill Roche **moved** that the Draft budget for 2012/2013 be accepted.

**Seconded:** Lindy Burford

**CARRIED**

Bill Roche **moved** that the membership fees for PLSA to remain the same as current year, as outlined in the PLSA Membership Fees 2012/2013 memo  
Membership fees to remain at

- \$297 for population 0-9999
- \$594 for population 1000-49999
- \$891 for population 50000 +

**Seconded:** Anne Gowan

**CARRIED**

### Auditors

Bill **moved** the appointment of the auditors.

**Seconded** Sandra Skinner

**CARRIED**

### 4.3 JULA Report

Merralyn Stevens tabled the JULA report at the meeting and **Moved** that it be accepted as read

**Seconded:** Jennifer Dew

### 4.4 Conference Committee

Brief presentation of video promoting the conference on 9-10 September 2013. More information will be circulated through e-mail, and on-line.

## 5. Election of Office bearers

As enough nominations were received for vacant positions, no election was required. As a result the following individuals are elected to the following positions:

- Vice President (2 years): Lynn Spurling
- Committee member (2 years): Dagmar Morello
- Committee member (2 years): Anne Pascoe
- Committee member (1 year): Kelly Morris
  
- Welcome new members to the committee. We acknowledge and thank both Amanda Cook and Liz Byrne for their contribution to the committee over the past year.
  
- PLSA Executive Committee
  - President: Judi Cameron (Onkaparinga)
  - Vice President: Lindy Burford (Burnside)
  - Vice President: Lynn Spurling (Kadina)
  - Treasurer: Bill Roche (Pt Adelaide Enfield)
  - Secretary: Helen Kwaka (Tea Tree Gully)
  - Committee member: Merrilyn Stevens (Ceduna)
  - Committee member: Dagmar Morello (Marion)
  - Committee member: Anne Pascoe (West Torrens)
  - Committee member: Hanlie Erasmus (Unley)
  - Committee member: Kelly Morris (Adelaide Hills)
  - Past President: Janice Nitschke (Wattle Range)

**6. Levies**

Levies paper was tabled, and taken as read. Judi and Bill outlined the major points in the paper, and a review would occur. A survey would be following seeking endorsement of the levies to be applied for the 13/14 grant allocation.

**7. Any other business**

None

**8. Next meeting**

The next PLSA Annual General Meeting will be held in November 2013, at a date and location to be advised.

**9. Closure**

Meeting was closed at 10:10am



## PLSA Executive – President's report

November 2012

I think it would be an understatement to declare 2012 a busy year in the world of South Australian libraries.

By the end of the year twenty six libraries will have joined the One Card library consortium – a mammoth achievement for staff in those libraries and for staff at PLS who have led this project with enviable energy. The list of libraries planning to join in the future is bulging and, as of November this year there were over two million items in the shared data base, approximately 494,600 customers and 73, 246 holds in the system.

Our thanks go to Geoff Stempel for his strong leadership of this project and to his team for their endless support which I know will continue into the future. Thanks go also to network members who have led the various working groups which have supported the implementation of the One Card system.

Libraries funding is also at the forefront of our thinking as we work towards managing the cut to our operating and materials grant. Thank you to those of you who contributed to the collective thinking of the network earlier this year and identified the potential impact this cut will have on your library service. To support you in advocating for your library and ultimately, where necessary for additional funding, PLSA will be facilitating a marketing and advocacy workshop early in the 2013. This workshop is planned also to provide strategies for those who may be impacted by the school community library review.

The National Year of Reading is drawing to a close and will be remembered for the vast range of creative and significant projects developed by a number of working parties and by individual libraries across the state and across the country. A recent meeting was held in Canberra to evaluate the outcomes of the year and to identify projects and programs that can be continued into the future. More information about these will be made available when it comes to hand.

In March this year your Executive met to plan the coming year and the resulting action plan with its four key themes – communication, workforce development, advocacy and performance measurement has been progressed with a communication plan developed, a workforce development working party established and the advocacy workshop planned for 2013.

As part of our communication plan we are developing a new home page for PLSA which will contain all information relevant to your Association and will complement information found on the staff intranet of the Public Libraries site. We look forward to launching this and to your feedback about how meaningful and useful it is for you.

My thanks go to all those in the library network who have supported the work of the Executive with feedback, contributions and participation. Thank you too, of course to Geoff and the PLS staff for their leadership and support in all we do in delivering quality library services.

And finally thank you to all the Executive members who have pulled together over the past year to make this a rewarding and productive one. I would like to mention at this point the contribution from Amanda Cook who resigned recently and Liz Byrne whose role as Vice President has come to an end and who is returning to her substantive position at Marion Council.

Judi Cameron  
President  
Public Libraries SA



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## Memo

Date 30<sup>th</sup> November 2012  
To Public Libraries SA Member  
From Bill Roche  
Title Treasurer

### **Subject: Public Libraries SA financial statement for 2011-2012**

Dear Colleague

The Association is in a strong financial position with in excess of \$83,000 in unexpended funds (at 30 June 2012) an increase of almost \$16,000 from the opening balance of \$70,600.

The significant exceptions to the budgeted income and expenditure are:

- Australian Taxation Office – Over budget by \$10,500 due to accumulation of GST and fees from previous years
- Consultancies – under budget by \$7,700 (not required)
- Executive expenses – over budget by \$3,000
- Networking – under budget by \$6,700
- Office support – over budget by \$2,500 (support for conference and other fees)
- Professional development – under budget by \$1,500 (not required)
- Projects – State – over budget by \$7,700 (manly the One LMS logo)
- Quarterly meeting – under budget by \$2,000
- Regional tour– under budget by \$2,000 (not required)
- Seminar speakers – under budget by \$1,000 (not required)
- Subcommittee expenses – under budget by \$3,000

At the time of writing the Associations financial records are being independently audited and will be distributed to members in the near future.

**Recommendation: That the financial report for 2011-2012 be received.**

Bill Roche



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## *Memo*

Date	30 <sup>th</sup> November 2012
To	Public Libraries SA Member
From	Bill Roche
Title	Treasurer

### **Subject: Draft budget 2012-2013**

In determining the budget for 2012-2013 the aim has been to return to the strategy of reducing unspent funds by the end of the year. The budget assumes that at the end of the year the amount of unexpended funds will be approximately \$53,000.

The draft budget includes the following significant features:

- Member fees - \$30,500 (unchanged from last year)
- Executive expenses - \$5,000
- Networking expenses - \$5,500 (travel, accommodation etc)
- Office support - \$11,000 (secretarial and financial)
- National projects - \$7,000 (Summer Reading and National Year of Reading)
- State projects - \$8,500 (Comic con, Eyre Peninsula Field Day, LMA research into volunteering)
- Quarterly meeting \$4,500 (catering and speakers)
- SA Library awards \$8,800 (biennial event)
- Seminar speakers - \$3,000
- Subscriptions - \$4,800

**Recommendation: The draft budget for 2012-13 be endorsed**

Bill Roche

## Public Libraries SA Budget 2012-2013

ACC NO.	DESCRIPTION	ACTUAL 2011-2012	BUDGET 2012-2013	Difference
<b>OPENING BALANCE</b>		<b>\$70,595.24</b>	<b>\$83,845.09</b>	
<b>INCOME</b>				-
4120	Conference	\$109,345.47	\$52,000.00	\$57,345.47
4115	Grants	\$0.00	\$0.00	\$0.00
4200	Interest	\$2,485.77	\$2,400.00	-\$85.77
4125	Membership fees	\$30,510.00	\$30,500.00	-\$10.00
4130	Quarterly meeting (sponsorship)	\$1,800.00	\$1,800.00	\$0.00
4110	SA library awards	\$0.00	\$0.00	\$0.00
4160	Other	\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$144,141.24</b>	<b>\$86,700.00</b>	
<b>EXPENDITURE</b>				-
6260	Australian taxation office	\$10,545.00	\$0.00	\$10,545.00
6220	Conference	\$85,982.91	\$50,000.00	\$35,982.91
6130	Consultancies	\$0.00	\$0.00	\$0.00
6120	Executive expenses	\$4,634.93	\$5,000.00	\$365.07
6235	Insurance	\$1,007.57	\$1,100.00	\$92.43
6135	Legal fees	\$50.91	\$1,000.00	\$949.09
6145	Memorandum of understanding	\$0.00	\$0.00	\$0.00
6140	Networking	\$1,293.33	\$5,500.00	\$4,206.67
6210	Office support	\$9,457.81	\$11,000.00	\$1,542.19
6230	Other	\$360.00	\$400.00	\$40.00
6150	PLSA photocopy scheme	\$139.20	\$150.00	\$10.80
6160	Printing	\$0.00	\$0.00	\$0.00
6250	Professional development - members	\$0.00	\$1,000.00	\$1,000.00
6231	Projects - National	\$5,508.18	\$7,000.00	\$1,491.82
6232	Projects - State	\$3,227.27	\$8,500.00	\$5,272.73
6170	Quarterly meeting	\$3,316.28	\$4,500.00	\$1,183.72
6180	Regional tour by executive	\$0.00	\$2,000.00	\$2,000.00
6190	Reviews and surveys	\$0.00	\$0.00	\$0.00
6110	SA Library Awards	\$0.00	\$8,800.00	\$8,800.00
6175	Seminar speakers	\$0.00	\$3,000.00	\$3,000.00
6255	Subcommittee expenses	\$2,000.00	\$4,000.00	\$2,000.00
6237	Subscriptions (membership of associations etc)	\$3,218.64	\$4,800.00	\$1,581.36
6240	Fees and Charges	\$149.36	\$200.00	\$50.64
<b>Total</b>		<b>\$130,891.39</b>	<b>\$117,950.00</b>	
<b>UNEXPENDED FUNDS</b>		<b>\$83,845.09</b>	<b>\$52,595.09</b>	

6231	<b>Projects - National</b>	
	Summer reading program	\$ 2,000.00
	National Year of Reading	\$ 5,000.00
6232	<b>Projects - State</b>	
	Comic Con	\$ 2,500.00
	LGMA research into volunteering	\$ 5,000.00
	Eyre Peninsula Field Day	\$ 1,000.00
6237	<b>Subscriptions</b>	

Public Libraries Australia	\$ 500.00
Road to IELTS	\$ 1,800.00
Public Libraries SA (web presence)	\$ 2,500.00





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SA

## Memo

Date 30<sup>th</sup> November 2012  
To Public Libraries SA Member  
From Bill Roche  
Title Treasurer

### **Subject: PLSA membership fee 2012-2013**

Dear Colleague

The Association is in a strong financial position and in my view does not need to increase its fees for 2012-2013 to meet its financial obligations.

### **Recommendation: The membership fees for 2012/2013 be:**

<b>Population</b>	<b>Fee (inc GST)</b>
0-9,999	\$297.00
10,000-49,999	\$594.00
50,000-	\$891.00

Bill Roche

PLSA 2012 AGM

## *JULA Report*

PLSA Representative: Meralyn Stevens

### JULA

This committee is made up of PLSA, PLS and DECD representatives. As a result of the DECD review into School Community Libraries three documents have been prepared and forwarded for ratification to DECD. A RES (resource entitlement statement) which clearly indicates to Principals the Community Library Assistant hours they are allocated in their global budget and Job and Person specification for Teacher Librarians in a School Community Library were created. An Implementation Sheet which informs Principals of the expected staffing support required to deliver quality library services to both their school and the wider community has also been developed. The Handbook which guides the Library Managers and local Library Boards has had an extensive review over the previous two years and, while still in a draft form was released to JULA members at the September meeting.

### Points of Interest/discussion

2011 was a year of analysis with both the Library Board of SA and DECD conducting reviews. 2012 was the year of waiting! DECD, through the JULC committee has enacted some recommendations and the Library Board has received their report from KPPM. We await the impact of both on our communities.

The ability to be able to serve our patrons better with the use of technology is an exciting challenge to community libraries. Putting in new hardware and training in new software to access Overdrive and the new LMS will stretch libraries with small staff numbers.

### Successes

Many JULA members reported a high level of satisfaction with the September 10<sup>th</sup> one day meeting where Kristine Peters from KPPM presented a session on strategic planning and some of the early adopters of the Symphony LMS lead us through their experiences.

### 2013

I would encourage each member of JULA to attend the Advocacy workshop planned for the day after the first PLSA quarterly in 2013 (Monday 26<sup>th</sup> February). With estimated 3+ % cuts to our Operating Budget and perhaps a 6% reduction in our Materials Grants all members of the Library community will have to be proactive to ensure that our patrons have access to the information they need.

Recommendations for actions for the PLSA Executive: Nil

Attachments: Nil

## Review of current levies

Early in 2012 in response to the \$1million cut in libraries funding and as a means to managing the impact of this cut, the PLS Standing Committee requested a review of the levies<sup>1</sup> currently applied to libraries' materials budget to ensure that resources were being purchased that were cost effective and best directed to the needs of the library network and its customers.

The outcomes of this review and a series of short-term recommendations in relation to the application of levies for 2013/2014 financial year are outlined below.

It should be noted that even where this paper recommends that the percentage of each levy remains at its current levels, if the \$1M grant reduction impacts on the materials grants then the actual amount of funding in these levies will also reduce in real terms.

It is recommended that, while individual levies are regularly reviewed, that a wholesale review of levies occur again in 2014 and that this include the consideration whether or not levies continue as a means of realising the principles listed below and whether or not the type of levies being applied meet the needs of the customers of our library network.

**Judi Cameron**  
**Bill Roche**  
**Teresa Brook**

**November, 2012**

### Principles

- The principle underpinning our approach to the delivery of library services is equity of access for all customers of materials and information. Levies have been applied across our network to ensure our customers have the same (or similar) opportunity to access items of their choice. This principle is set down in legislation through the application of the Libraries Act.
- Levies allow for cost effective consortium purchasing by utilising purchasing models which ensure competitive pricing and which are applied by experienced staff from libraries and Public Library Services.
- Levies are directed to high value specialised resources that are commonly owned and shared.
- The current levies model is an 'all in' model with no opportunities to opt out (or in).
- All public libraries in South Australia contribute to levies on a per capita basis in the same way annual grants are calculated (with the exception of the Community Languages levy which will be detailed below).
- Centralised purchasing provides consistency in item types across all libraries, thus customers can expect the same or similar range of item types in each library.

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<sup>1</sup> While the term "levies" is the commonly used term, a more correct definition is that these funds are "pooled funds". The distinction being that levies are usually imposed on the payers, whereas these funds are created by a voluntary commitment by the sector to achieve an agreed outcome.

- Levies are calculated as a percentage of the total materials budget.
- Members of the network vote on proposed levies on an annual basis using a pre-determined formula which is weighted on a per-capita basis.
- Community language and print disability levies target high needs communities.

### **Assumptions**

- Levies are spent on specialist items that are generally not in heavy demand in all libraries across the network and as such can experience peaks and troughs in customer demand, or they are used to purchase services where a State-wide subscription obtains considerable savings for member libraries.
- Centralised purchasing has led to consistency in item types across all libraries.
- The new library management system will, over time, have a significant impact on the purchase and distribution of specialist items currently purchased through levies as we recognise its capacity to improve functionality in a range of areas and improve direct access for customers.
- Levies are currently applied to the consortium purchase of items.

### **Current application of levies**

Levies are currently applied to:

- Community languages
- Print disability collection
- Digital content (as of 2012)
- Online resources

Application of these levies are outlined in the table below

Levies	<b>2011-2012</b> %	<b>2011-2012</b> \$	<b>2012-13</b> %	<b>2012-13</b> \$	<b>\$ changes in funding</b>
Community Languages	4.8	342,000	5.1	369,430	27,430
Online Resources	2.0	142,000	2.0	144,875	2,875
Print Disability Collection	1.23	88,000	0.82	59,399	-28,601
Digital Content	3.0	214,000	3.0	217,312	3,312
<b>Total Levy</b>	<b>11.03</b>	<b>786,000</b>	<b>10.92</b>	<b>791,015</b>	<b>5,015</b>

### **Recommendations**

1. That a major review of the types and applications of levies be held in two years, thus allowing time for the implications of the new LMS to be properly realised.

2. That a review be held biennially from thereon to ensure levies are relevant to our changing customer and network needs.
3. That existing levies are treated as follows:

**a. Print disability**

It is recommended that the print disability levy be removed in the 2014/2015 budget.

Rationale

Online and downloadable digital audio content is available through Overdrive and Symphony

Libraries spend approximately three times this levy fund on audio content each year, so the collections available for ILL are much greater than the size of the current PD collection. Access to these collections through the LMS will improve service to customers requiring this content.

Daisy players and cheaper versions of this technology can be made (and in some libraries are already made) available for loan

The demand on this central collection is falling

The central collection can be dispersed to all libraries and made directly available to the customers who require access to items held in libraries across the State

Audio books are available in CD format

e-books can be downloaded in large print

**b. Online resources**

It is recommended that this levy be retained at the current level until the next review of the Online Resources levy which occurs every two years.

Rationale

There is mixed use of online resources across the network – customers of some library services are heavy users, in others there is little or no use of online resources currently purchased through the online levy.

Over time online resources will be able to be embedded in the catalogue and will become more discoverable. Over time additional information may become available in the online environment with could negate the need for this levy.

**c. Digital content**

It is recommended that this levy be retained at its current level until the next levy review.

Rationale

The digital content levy is currently 3% (6% for this financial year as a result of a carryover from last financial year).

We need time to determine the direction the market place is taking in the development and application of this resource.

We need to understand the needs and expectations of customers in relation to access and use of digital resources.

An e-resource platform is being developed in Symphony that will make digital content (such as e-books and audio books) more available and accessible and that may in time negate the need for this levy.

#### **d. Community languages levy**

This levy has two components – one per capita amount and another based on the NESB population in each LGA as determined by ABS statistics.

There is an existing agreement, established in 2007, to raise this levy by 0.3% each year until the levy reaches 6% in 2015/2016. It is recommended that this agreement remain in place in its current format while a review is undertaken to ensure the items purchased through this levy are meeting the needs of new and emerging communities in South Australia.

##### Rationale

The use of items purchased through this levy needs further investigation prior to the next levy review. We need to understand changes in the nature of the communities accessing community language items and identify the new and emerging communities across the state to ensure we are purchasing items in high demand languages.

We need also to understand whether the predominant communities as identified by ABS stats are the same communities accessing our resources.

There is capacity to purchase e-books and audio books in languages other than English which may in time shift the focus from books, CDs and videos to other accessible formats. The new LMS will also improve access and discoverability of items captured by this levy.

It is also noted that some councils with higher NESB communities have considerable collections of “other language” materials which will become available for ILL through the LMS. Over time this may impact on the size of the levy for these materials.