

Public Libraries Working Group Meeting

9:30am Monday 22 July 2019

State Library of Western Australia – Board Room

ATTENDEES

Margaret Allen	Chief Executive Officer, SLWA (Chair)
Jodie Holbrook	Director Local Government Policy & Engagement, Department of Local Government, Sport and Cultural Industries
Alison Oliver	PLWA Representative
Sue North	Public Library Strategy Manager, SLWA (Secretariat)

APOLOGIES

Anne Banks-McAllister	Library Board of WA
Nick Sloan	Chief Executive Officer, WALGA
Kirstie Davis	Policy Manager Community WALGA

MINUTES

1. Welcome

The Chair welcomed attendees to the meeting and extended a welcome to Lorna Mackie (Lead Consultant) and Krystal Pirovich (Senior Consultant) from AOT Consulting.

2. 'One Card' Business Case

Lorna and Krystal outlined the process for and progress of work to develop a business case for a single access library card for Western Australia as follows:

- AOT is using its standard business case methodology.
- Currently the project is running to schedule and is on budget.
- Work is focused on a current state assessment including stakeholder consultation through one to one interviews and distribution of a survey to all local governments.

- The survey was sent out on Tuesday of last week and to date 59 local governments have commenced filling this out and of these 12 have been completed.
- At the conclusion of this stage of the project, a 'playback' workshop will be held with members of PLWG and the Project Steering Group to discuss outcomes and ensure that these meet expectations.
- High level requirements will then be scoped before moving on to stage three of the project.
- This third stage will include market research, which has already commenced.
- Identification and assessment of risks and costs for options will follow (including a workshop) and it was suggested that finance and Treasury staff be included in the workshop planned to cost options.
- Infographics will be produced for circulation to stakeholders.

Alison Oliver commented that PLWA was getting feedback from members that there was not enough public library representation in the stakeholder consultation and that librarians didn't know what was happening with the project. Lorna Mackie observed that, in the survey responses received to date, a number of respondents had answered 'no' to the question asking whether they would like to be consulted further on the project. It was agreed that communication needed to focus on the fact that the business case was not to 'pick' a system or option, rather, it is a project to scope broad business requirements and identify costs and is required to obtain funding for the project.

Margaret Allen raised the issue of the potential link between this project and the DLGSC project to develop specifications for a centralised database for dog and cat registrations in WA. Sue North will follow this up and brief AOT.

There being no further questions, Margaret thanked Lorna and Krystal for their briefing and they left the meeting at 10:10am.

Margaret Allen raised PLWA's request to distribute the Options Paper done in 2016 to all members. As this was commissioned by the Department, she will need to seek advice as to whether this is possible. Margaret reflected that the Options Paper had fed into the work done by the PLWG of that time to develop the Strategy, it was now 3 years old and was circulated to the PLWA Executive at that time. She reiterated that the options were not able to be revisited.

ACTIONS:

- **SN to confirm date and time of AOT 'playback' workshops and invite PLWG and Steering Group members.**
- **MA to seek advice on circulating the 2016 Options Paper.**
- **SN to follow-up with DLGSC contacts regarding potential links with centralised database for dog and cat registrations.**

3. Minutes of the Previous Meeting

RESOLUTION:

The draft Minutes of the meeting of 13 May 2019 were endorsed with one change to the date of the meeting from 13 March to 13 May 2019.

4. Matters Arising

4.1 Sue North provided an update on the implementation of the Strategy.

4.2 Alison Oliver outlined some previous concerns about detail of the timeline provided at the May PLWG meeting and said that most of these had been resolved and that OMG would work on addressing some of the operational issues raised at the Forum and would ensure that these fitted in with the high-level implementation plan for the Framework.

4.3 Alison Oliver spoke to her paper providing an interim report on the Public Libraries Strategy Forum hosted by WALGA on 21 June. AO confirmed that the final report is imminent and will be distributed soon. She confirmed that participants supported both the repurposing of State Government funding from capital and recurrent and the transfer of ownership of stock with Option 2 (a one-off transfer from State to Local

Government) being supported by the majority. Sue North will confirm with Kirstie Davis that a report seeking endorsement of this approach will go to the September WALGA State Council meeting.

ACTIONS:

- **SN to confirm with KD that WALGA will prepare and submit a report to State Council's September meeting seeking endorsement to support the repurposing of State Government funding from capital and recurrent and the transfer of ownership of stock with Option 2 the preferred option.**

5. Other Business

5.1 Jodie Holbrook raised feedback from the CEO at the City of Greater Geraldton commenting on the potential for cost shifting with the transfer of ownership of stock. Margaret Allen will contact him to discuss further.

ACTION:

- **SN to send MA presentation and notes from Forum.**
- **MA to ring Geraldton CEO.**

6. Key Messages to Stakeholders

- The project to develop a business case for a single access library card is focused on scoping requirements and costs that will be used to get the funding required for the project. It is not to recommend a specific library management system.
- There was a 100% response rate to the call to local governments to nominate their preferred tier for the new model.
- Following the WA Public Libraries Strategy Forum hosted by WALGA on 21 June 2019, local government support has been confirmed for:

- the repurposing of State Government funding for library materials from capital to recurrent; and
- a one-off transfer of public library materials held in public libraries and purchased with State Government funding and future materials purchased with State Government grant funding.

7. Next Meeting Date: Monday 16th September 2019.

8. The meeting closed at 10:40am.