

# LIBRARIES BOARD OF SOUTH AUSTRALIA

Annual Report 2012-13



## Annual report production

Compiled and edited by Corporate Resources, State Library of South Australia

Published in Adelaide by the Libraries Board of South Australia, 2013

ISSN 0081-2633

This Annual Report is available for downloading on the State Library's website at [www.slsa.sa.gov.au](http://www.slsa.sa.gov.au)

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# Letter of transmittal

To the Honourable Chloe Fox MP, Minister Assisting the Minister for the Arts, for the information of His Excellency the Governor.

Dear Minister

Pursuant to section 42 of the *Libraries Act 1982*, the Libraries Board of South Australia has the honour to present its report for the year ended 30 June 2013.

James Bruce  
Chairman, Libraries Board of South Australia

September 2013

# Chairman's report

Whilst this has been a year of many achievements for the State Library of South Australia and Public Library Services, which we discuss throughout this Annual Report, I wish to emphasise this year the work that we have been doing in preparing for both the challenges and the opportunities of the future.

However, the Libraries Board of South Australia remains resolute in doing all that we can to ensure the viability, relevance and success of the State Library and the public library network for many years to come.

There are six key challenges that we have spent considerable time, thought and effort in planning for over the past year, nearly all of which we do in partnership with others. They are:

1. working with the State Government to build a robust and trusted digital preservation system, without which much of the history of 21<sup>st</sup> century South Australia may vanish
2. working with the Local Government Association of South Australia to build on the successful first stage of the One Library Card system across the State and to create further innovative and cost effective ways to improve the delivery of public library services
3. reinvigorate and repurpose the State Library's physical spaces and our services and community engagement programs to better fulfill the needs and wishes of our users – and encourage more people to become our users – both onsite and online
4. work with the State Government and our collecting institutions' colleagues to find a solution to our offsite storage and collection preservation and access needs
5. work with the University of South Australia to strengthen the Business Information Management and Library Information Management programs that we jointly run to ensure the best library and information management graduates that we can to meet our future skill needs
6. and to work with our colleagues, staff and volunteers to craft an ambitious and audacious Strategic Plan to guide our endeavours for 2014-2017.

James Bruce  
Chairman

## Director's review

2012-13 has been marked by a series of endings and new beginnings – in many ways it starts a period of transition for the State Library of South Australia and Public Library Services. Seven staff retired during the year leaving with a combined 211 years of service as we welcomed 10 new staff into our organisation. We reached the end of our existing strategic plan while commencing work on developing a new strategic agenda that will place us at the forefront of 21<sup>st</sup> century library service provision. We acknowledged the successes and contributions of our employees as we were developing a workforce plan that will create a supportive environment so our staff can embrace the opportunities that an increasingly technological world will present us with.

Lead by Public Library Services, the One Card project has made significant progress in providing South Australians with easy access to collections from public libraries from across the state. It is equitable, simple and free to the community. 53 library services in 39 councils became part of the One Card network during 2012-13, which means thousands of South Australians can now access information and collections they previously could only do with difficulty, if at all.

Our ability to preserve and provide increased access to our treasured films received a boost thanks to the fundraising efforts of the State Library Foundation and the involvement of influential film maker, Scott Hicks. We hold over 7500 original films that provide rare glimpses into the lives of South Australians. Equipment has now been purchased that will allow us to digitise film and video to preservation standards. While it may take some time to achieve, we are excited about the opportunities this presents for our unique films to be viewed by millions of people around the world.

We also worked with the SA Film Corporation as they celebrated their 40<sup>th</sup> anniversary. This partnership saw the development of a year-long program to release SA Film Corporation films on YouTube, culminating in a gala event with renowned actor Jack Thompson as special guest. In February 2012, a partnership with the Australian International Documentary Conference included films from our collections.

As reported in last year's report, sustainable funding continues to be a challenge. We were fortunate to receive some once-off funding that allowed us to complete some critical building works and provide staff with development opportunities that we have been unable to provide for some time. We continue to search out ways to do more with less.

Developing strong and mutually beneficial partnerships is one way we are working to ameliorate issues stemming from a reducing budget.

With our colleagues in the North Terrace Cultural Precinct, we are finding innovative and cost-effective ways to increase our audience and provide new and attractive activities and services. We developed a joint brochure for visiting cruise liners about our unique collections to encourage holiday-makers to visit while docked in Adelaide, joint tours and promotions with the SA Museum, and co-hosted a celebration of the 80<sup>th</sup> anniversary of the Christmas Pageant that attracted over 25 000 people to the precinct over four days.

Another successful partnership is the one we have developed with the Adelaide City Council. As part of their *Splash* program, we presented early evening family programs and a family film season, which saw us showing old family favourites in our forecourt on beautiful summer and balmy autumn evenings.

A highly successful partnership with the State Theatre Company has attracted new audiences to the Mortlock Chamber for a monthly program aligned with their 2013 season.

For the first time in many years we participated in the 2013 Fringe program with the library buildings and outdoor areas used in creative ways, bringing a vibrancy to the precinct during this festival season.

We continued our now long-term relationship with the University of South Australia to deliver courses for their Business Information Management / Library Information Management program. Over 40 staff from across the Library delivered five courses to 220 students. While there is a financial benefit in this arrangement, we benefit greatly from being able to influence the development of future library professionals and our staff gain valuable experience and exposure within the field as they deliver courses. We also provide State Library staff with the opportunity to attend the Digital Preservation course as part of our program to continue to raise awareness in this area.

2014 will mark the 100<sup>th</sup> anniversary of the breakout of World War 1, and during 2012-13 the State Library started digitising precious original pictures, letters and records to assist South Australians trace their ANZAC history. In the lead up to the 2013 ANZAC Day commemorations, we launched a digitised collection of images, *South Australians of World War 1*, on Flickr. We also started digitising 8000 enquiries to the South Australian Red Cross Information Bureau from families and friends of wounded and missing soldiers and army personnel. These records are very moving, and we will be honoured to release them online in 2015 to coincide with the centenary of the Gallipoli landing.

Finally, we lost a very dear friend and supporter in Dr Bronwyn Halliday, who passed away on 14 June 2013. Bronwyn was the Director of the State Library of South Australia between February 2000 and January 2004, and was my immediate predecessor. During her time as Director, Bronwyn wisely and calmly shepherded the State Library through its once-in-a-generation transformation – both physically and organisationally, so that it could face the challenges of the 21<sup>st</sup> century. She delivered the \$41.2 million redevelopment of the Library on time and on budget and worked tirelessly with the State Library Foundation to help raise the additional funding used to embellish the library with areas like the Treasures Wall. She also found the time to be closely involved with the first and most difficult stage of the redevelopment of North Terrace, the stretch from Frome Road to Kintore Avenue.

2012-13 has provided us with moments to quietly reflect on all that we have achieved and invigorated us with the excitement of what we can do. The finalisation of our next strategic plan over the coming months will help focus the enthusiasm we feel for the future and support us to continue creating library services that our current and future onsite and online customers will value and enjoy.

Alan Smith  
Director

## Highlights

Had over 1 million recorded onsite visitors to the State Library

53 library services in 39 councils joined the One Card network

Archived the 1000<sup>th</sup> website through PANDORA – the Riverland Youth Theatre

Initiated a range of online projects to commemorate the Centenary of ANZAC from 2014

Recorded over 6 million page views of SA newspaper titles on Trove, accounting for 13% of all Trove activity – well above SA's proportional population

Commenced establishing a new strategic agenda for the State Library, which will result in the release of a new Strategic Plan and Workforce Plan in 2013-14

## Challenges

Managing decreasing public funds while striving to meet increasing public expectations

The ongoing care and maintenance of our heritage buildings

A digital preservation system to facilitate widespread access to our collections

# Corporate governance

## Role and legislation

The Libraries Board of South Australia is established under the provisions of the *Libraries Act 1982*. The Board is responsible for administration of the State Library of South Australia and Public Library Services and for the promotion of, and support for, the delivery of a coordinated system of public libraries throughout the State.

The Libraries Board has the following objectives:

- To achieve and maintain a coordinated system of libraries and library services that adequately meets the needs of the whole community
- To promote and facilitate the establishment and maintenance of libraries and library services by councils and other appropriate bodies
- To promote a cooperative approach to the provision of library services
- To ensure that the community has available to it adequate research and information services providing access to library materials and information stored in libraries and other institutions both within and outside the State.

## Members

| Members at 30 June 2013 | Members whose term ended in 2012-13 |
|-------------------------|-------------------------------------|
| James Bruce, Chairman   | Nil                                 |
| Fiona Adler             |                                     |
| Vini Ciccarello         |                                     |
| Andrew Luckhurst-Smith  |                                     |
| Helen Nichols           |                                     |
| Ann Short               |                                     |
| Lynn Spurling           |                                     |
| Jan-Claire Wisdom       |                                     |

## Officers of the Board

Alan Smith, Director

Sue Scadding, Executive Secretary

## Standing Committees of the Board

Public Library Services Standing Committee

Finance Sub-Committee

## State Library of South Australia

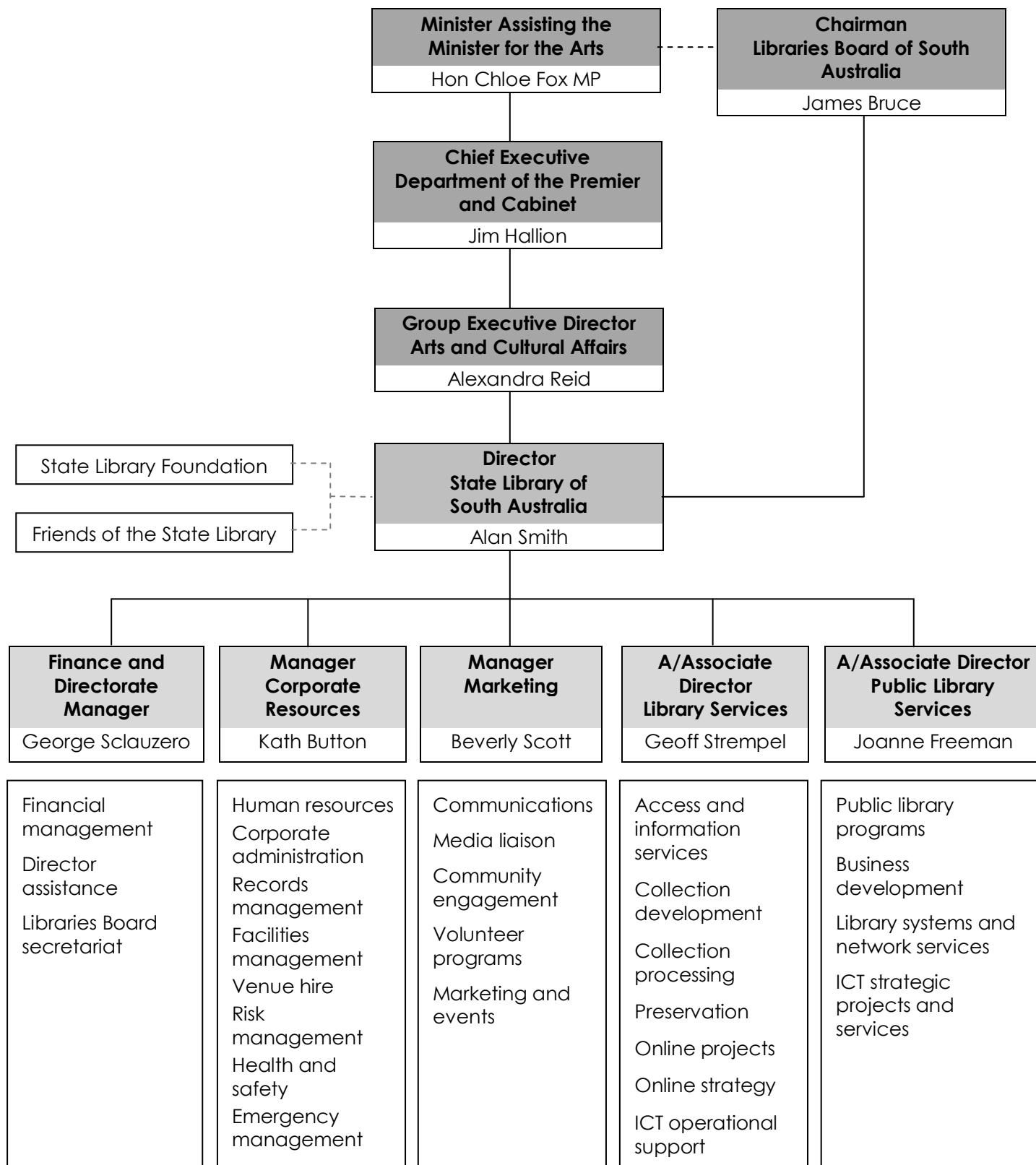
The role of the State Library of South Australia is to ensure South Australians and the global community can access, use and enjoy our collections and services while protecting and preserving our unique heritage for future generations.

## Public Library Services

The role of Public Library Services is to provide policy advice to the Libraries Board regarding the directions of the public library network, and to provide this network with centralised support and services.

## Structure

The corporate structure and reporting arrangements for the Libraries Board, State Library of South Australia and Public Library Services were as follows at 30 June 2013:



# Strategic framework

The activities of the Libraries Board, the State Library and Public Library Services are guided by a number of key strategic documents, including:

- *South Australia's Strategic Plan*
- National and State Libraries of Australasia's (NSLA) Strategic Plan Projects
- the State Library and Public Library Services *Strategic Plan 2009–2012*
- Public Library Services strategies

## South Australia's Strategic Plan

*South Australia's Strategic Plan* was updated in 2011 based on wide-spread community and industry consultation and collaboration. There are a number of targets within the plan that provide a strategic framework under which all government agencies operate. The targets are arranged under six objectives:

1. Growing prosperity
2. Improving wellbeing
3. Attaining sustainability
4. Fostering creativity and innovation
5. Building communities
6. Expanding opportunity.

Along with our colleagues across government, we are responsible for achievement of target 99 (formerly target 4.3), which seeks to *increase the number of attendances at South Australia's cultural institutions by 20% by 2014 and maintain or improve thereafter.*

## National and State Libraries of Australasia Strategic Plan

National and State Libraries of Australasia (NSLA) represents national, state, territory and New Zealand libraries, which collaborate through this forum to improve access to library services, strengthen information infrastructure and provide a single voice to government, cultural, education, and other relevant bodies. In 2008, NSLA released its *Reimagining Library Services Strategic Plan*, which aimed to facilitate members to *become leaders in empowering people to create, discover, use and transform our collections, content and global information resources.*

Projects and working groups were established to progress the anticipated outcomes of the strategic plan, many of which have active and positive South Australian membership.

## State Library of South Australia's *Strategic Plan 2009–2012*

The current strategic plan is underpinned by six Strategic Directions, which are customer-focussed and acknowledge the partnerships and resources required to meet the expectation of our global customers while remaining relevant to South Australians. The directions are:

1. Building and preserving the collections
2. Digitisation
3. Resource discovery and delivery
4. Changing capability and culture
5. Building the new library information infrastructure
6. Demonstrating value and increasing effectiveness.

For most of 2013, the State Library is developing a new strategic plan that builds on our achievements to date and incorporates the opportunities and challenges presented by the government's Seven Strategic Priorities of:

- Creating a vibrant city
- Safe communities, healthy neighbourhoods
- An affordable place to live
- Every chance for every child
- Growing advanced manufacturing
- Realising the benefits of the mining boom for all
- Premium food and wine from our clean environment.

### Public Library Services strategies

In addition to achieving strategies under the strategic plan, Public Library Services has specific priorities designed to facilitate continued improvements for our public libraries. These strategic directions are:

1. To provide collaborative leadership for the state's Public Library Network
2. To achieve and maintain a co-ordinated and co-operative system of libraries and library services that adequately meets the needs of the whole community
3. To maximise the benefits derived from state government resources applied to public libraries, demonstrating value and effectiveness
4. To establish an energetic and positive organisational culture that develops corporate and individual capabilities.

# Achievements for 2012-13

The State Library of South Australia's *Strategic Plan 2009-2012* provided the framework for our activity during 2012-13. This section reports on our achievement of the directions and strategies over the entire life of the strategic plan.

## Direction 1: Building and preserving the collection

*Build and preserve our collections, in particular our unique South Australian collections, and make these as accessible as possible.*

There were great expectations following a group study trip to the National Library of New Zealand in 2010 that the State Library was on the brink of implementing a digital preservation system that would enable us to begin collecting born digital material and start managing the digital deluge. However, significant additional resources are required for infrastructure and staff before a digital preservation system can be realised. While some progress has been made towards those goals, we still have a long way to go.

Another key finding of the New Zealand trip was that 'legislation is important'. The Crown Solicitor advised that the current legal deposit provision of the *Libraries Act 1982* can be interpreted to include born digital publications. Consequently, collecting born digital legal deposit publications began in earnest in late 2012. So far, 48 newsletters and annual reports are being received from organisations via email, stored on the Digital Object Storage System (DOSS), and being made accessible via catalogue links to copies held on the web server.

The State Library purchased a Digital Archive Writer during 2012-13, technology that is crucial to begin receiving current South Australian newspapers as electronic files from publishers. The Archive Writer creates microfilm from the files, which enables public access during an online embargo period negotiated with the publisher. We will retain the files for digital preservation and future public access. The publisher of the *Port Lincoln Times* is the first to enter into a formal agreement with us to provide the pre-press digital files of each edition.

One element of the Library's Centenary of ANZAC online projects is the creation of the *South Australians of World War 1: Share their story* Flickr group. This joint project with State Records asks the public to upload their own photographs of those who served in World War 1 or add details to the images loaded by the State Library and State Records. Released in April 2013, this group has 35 members and 1132 photographs.

Considerable progress has been made in increasing the range of electronic reference material available to library users, both onsite and wherever they live in South Australia. NSLA's Collaborative Collections project has included consortia acquisition of core sets of eResources so that all Australians can have free access to quality electronic resources. We have also established a library of 530 e-books to date. The use of eResources and e-books are subject to stringent contractual arrangements with their publishers. Both the State Library and NSLA are attempting to remove as many barriers as possible to public use while complying with publishers' requirements.

The Library also purchased the *Early experiences in Australasia: primary sources and personal narratives, 1788-1901* database, which includes several thousand pages of early diaries and letters from the State Library's collections.

In relation to storing our physical collections, the Building Redevelopment Project (2001-2003) provided about 10 years expansion for most collection sequences. Since 2007, Arts SA's Cultural Heritage Collections Storage Project has been seeking to find ways to provide joint offsite storage for South Australia's major cultural institutions. Despite these endeavours, space for storage is an ongoing challenge.

To ameliorate this issue, we have implemented a large-scale deaccessioning program for reference collection materials. Disposal is primarily on the basis of lack of use, ascertained from request reports generated from the catalogue. The availability of other access alternatives, including free online access and via document delivery, are other major considerations. In total, 4.5 kilometres of United Nations, United States and United Kingdom government publications and patents, overseas and interstate newspapers and maps, and general reference periodicals have been deaccessioned since the program commenced in 2006, with the majority of activity during the current strategic plan period. Other NSLA libraries and universities are provided with lists of material under consideration, with a small proportion finding a new home.

The deaccessioning program has freed storage space at the State Library's offsite store at Netley. During 2012-13, this allowed 450 metres of low-use overseas newspapers and reference periodicals to be moved from North Terrace to Netley, thereby creating some onsite expansion space for South Australian collections.

Work commenced during 2011-12 on developing a business case for a multilateral project with State Records of South Australia titled *Developing a Digital Preservation Capability for the Government of South Australia*. This project, if successfully funded, will enable us to manage our growing born digital and digitised collections in perpetuity.

Specific achievements for each strategy within Direction 1 are as follows.

| Strategy  | Achievements during 2012-13   |
|---|---|
| <p>Enhance our capacity to acquire, preserve and make accessible South Australia's physical and born-digital documentary heritage</p> | <ul style="list-style-type: none"> <li>• Acquired at auction a collection of sketches by ST Gill from Horrock's ill-fated 1846 expedition and of South Australian scenes from the period, with funding from the Andersen bequest</li> <li>• Acquired approximately 250 linear metres of archival records, notably including personal papers of Dr David Tonkin, business and personal records of Harold Lightburn and records of the Murphy Sisters Bookshop</li> <li>• Ensured that archival acquisitions did not introduce pests or dirt into processing and storage areas by checking almost 1000 suspect boxes or volumes, surface cleaning 300 boxes/volumes and cleaning 756 individual items</li> <li>• Added 219 additional South Australian websites to PANDORA. Newly archived sites included the 1000<sup>th</sup> title, The Riverland Youth Theatre website. The ongoing annual re-archiving of significant sites like Womadelaide continued. A total of 454 sites were archived</li> <li>• Acquired a variety of amateur film and other audio-visual material documenting South Australian social history from the 1930s to 1960s</li> <li>• Accessioned 294 hours of oral history recordings, including recordings from The Greek Migrant Experience and Aboriginal Task Force projects, and an interview with Melbourne Cup winning jockey John Letts (for the Australians of National Standing project funded by the National Library)</li> <li>• Acquired 1927 digital images of South Australian historical maps</li> <li>• Microfilmed the highly brittle colonial editions of the <i>Evening Journal</i> 1869-1929, having secured \$50 000 from the National Library and the cooperation of the South Australian Parliamentary Library, which holds the only other set in existence</li> <li>• Described 90.33 linear metres of archival material, 8844 published items and 467 audio-visual items in the library's online catalogue</li> </ul> |
| <p>Explore how we can provide access to e-books</p>   | <ul style="list-style-type: none"> <li>• Purchased 58 e-books, bringing the total to 530 titles that State Library-registered remote users can now access</li> <li>• Implemented the III Electronic Resources Management module in 2012, which provides access to the Library's growing collection of e-books</li> </ul>  |

|  |   |
|--|---|
| <p>Utilise file sharing sites as a means of adding contemporary content to the collections</p>   | <ul style="list-style-type: none"> <li>• Attracted an additional 24 members to the State Library of South Australia Collection Development Group on Flickr</li> <li>• Selected and catalogued three new images from our Flickr group, bringing the total number of Flickr images acquired for preservation to 426</li> </ul>  |
| <p>Continue to emphasise documenting and preserving Indigenous culture and experience and making it appropriately accessible</p>   | <ul style="list-style-type: none"> <li>• Repatriated digital material relevant to the Yolngu and Worrora communities</li> <li>• Created or improved 630 records in our catalogue to include the names of Aboriginal people, communities or language groups</li> <li>• Digitised over 2100 images relating to Indigenous communities, including at-risk colour slides from the CP Mountford collection</li> <li>• Described 1.11 metres of new archival material and 1074 photographs with Aboriginal content in the catalogue</li> <li>• Enhanced 4.06 metres of existing archival material and 563 catalogue records of existing published material for easier identification of Aboriginal content for our customers</li> </ul> |
| <p>Align with current best practices for risk and collection management given that physical and virtual storage of the collections is imperative to preservation</p>   | <ul style="list-style-type: none"> <li>• Server infrastructure has been upgraded and virtualised, giving greater reliability and better management</li> <li>• Undertook the second annual re-measurement of occupancy rates of published collections to enable evidence-based stacks management planning</li> <li>• Commissioned Artlab Australia to begin a brittle paper survey of South Australian newspapers not yet reformatted to preservation microfilm to help determine future reformatting priorities</li> <li>• When the freelance scientist providing quality assurance 'methylene blue' testing to Australia's surviving microfilming bureaux retired in 2012, purchased his equipment and training</li> </ul>       |
| <p>Participate in NSLA Project 7 Collaborative Collections, which aims to reduce multiple copies, to improve storage capability and develop collaborative purchasing models to achieve economies of scale and efficiencies in collection development</p> | <ul style="list-style-type: none"> <li>• Completed a project to de-select unused b-size periodical titles at the offsite store. Some 3600 titles were offered to other NSLA members, with approximately 3% of these being accepted, primarily to fill gaps in their collections</li> </ul>  |

## Collections activity indicators

| South Australiana Collections |                    |                  |         |         |                    |
|-------------------------------|--------------------|------------------|---------|---------|--------------------|
| Published                     | 2012-13            | % of expenditure | 2011-12 | 2010-11 | Total size         |
| Books and pamphlets (titles)  | 1 338              | 2.14             | 1 381   | 1 550   | 79 619             |
| Books and pamphlets (copies)  | 1 431              |                  | 1 449   | 1 654   | 88 044             |
| Serials                       | 2 294              | 4.35             | 2 192   | 2 463   |                    |
| Newspapers                    | 58                 | 0                | 63      | 56      |                    |
| Maps                          | <sup>1</sup> 1 949 | 0.31             | 76      | 137     |                    |
| Sound recordings              | 325                | 0.36             | 263     | 418     |                    |
| Films and videos              | 19                 | 0.02             | 21      | 34      |                    |
| Computer files – CD-ROM       | 139                | 0                | 129     | 194     |                    |
| Websites archived to PANDORA  | 454                | 0                | 514     | 28      |                    |
| Unpublished                   |                    |                  |         |         |                    |
| Archives (metres)             | 251                | 14.58            | 112     | 95      | <sup>2</sup> 6 877 |
| Oral history (hours)          | 294                | 0.22             | 336     | 205     | 8 097              |
| Sound recordings              | 80                 | 0                | 256     | 60      |                    |
| Films and videos              | 229                | 0                | 150     | 233     |                    |

| State Reference Collection   |                    |                  |         |         |                     |
|--|--------------------|------------------|---------|---------|---------------------|
|  | 2012-13            | % of expenditure | 2011-12 | 2010-11 | Total size          |
| Books and pamphlets (titles)   | <sup>3</sup> 2 564 | 10.35            | 2 606   | 3 204   | 462 435             |
| Books and pamphlets (copies)   | 2 564              |                  | 2 606   | 3 206   | 492 319             |
| Serials  | 1 150              | 11.94            | 1 385   | 1 463   |                     |
| Electronic subscriptions   | 51                 | 29.60            | 50      | 50      |                     |
| Computer files – CD-ROM  | 9                  | 0                | 20      | 20      |                     |
| Newspapers   | <sup>4</sup> 58    | 15.20            | 99      | 94      |                     |
| Maps   | 3                  | 0                | 5       | 3       |                     |
| Films and videos   | 0                  | 0                | 0       | 0       |                     |
| Special Collections books  | 281                | 1.66             | 125     | 112     | 19 647              |
| Special Collections serials  | 22                 | 0.96             | 25      | 32      |                     |
| Children's Literature<br>Research Collection (CLRC)<br>books and pamphlets | 42                 | 0.10             | 36      | 4       | <sup>5</sup> 21 052 |
| CLRC serials   | 20                 | 0.19             | 23      | 23      |                     |
| CLRC toys, games, etc  | 1                  | 0                | 0       | 4       | 428                 |
| Purchases Collection – sound<br>recordings                                 | 0                  | 0                | 0       | 0       | 7 406               |

<sup>1</sup> The increase in South Australian maps includes 1927 historical maps received as electronic files from Department of Environment, Water and Natural Resources and Department of Primary Industries and Resources of SA.

<sup>2</sup> The total size of archival collections includes unprocessed accessions, photographs and audiovisual formats (except oral history).

<sup>3</sup> Includes 58 e-book titles

<sup>4</sup> The reduction in the collection of non-South Australian newspapers resulted from surveys showing that numerous regional interstate titles and some overseas titles are no longer used.

<sup>5</sup> The base figure for the total size of CLRC books reflects only those items which have so far been included in the online catalogue. An additional 817.33 linear metres (61% of the collection in terms of storage space) is not described online at June 2013.

| Methods of acquisition              |                      |         |         |         |
|-------------------------------------|----------------------|---------|---------|---------|
| Published (titles)                  | 2012-13              | 2011-12 | 2010-11 | 2009-10 |
| Legal deposit                       | 6 388                | 6 389   | 6 787   | 6 884   |
| Donation – published                | 1 166                | 1 167   | 1 275   | 1 396   |
| Government deposit                  | 802                  | 1 198   | 1 017   | 1 073   |
| Published (\$ value)                |                      |         |         |         |
| Purchase – recurrent funds          | <sup>6</sup> 366 314 | 381 997 | 386 381 | 619 703 |
| Purchase – Trust funds              | <sup>7</sup> 93 473  | 14 130  | 38 232  | 29 134  |
| Unpublished (\$ value)              |                      |         |         |         |
| Purchase – recurrent funds          | 22 392               | 25 997  | 11 178  | 7 062   |
| Purchase – Trust funds <sup>8</sup> | 96 690               | 0       | 6 101   | 7 827   |
| Purchase – other <sup>9</sup>       | 8 000                | 1 487   | 43 039  | 8 770   |

### Processed material activity

| South Australiana Collection             |                   |         |         |         |
|--|-------------------|---------|---------|---------|
| Published                                | 2012-13           | 2011-12 | 2010-11 | 2009-10 |
| Original cataloguing of published titles | 2 436             | 2 145   | 1 889   | 3 730   |
| Copy cataloguing of published titles     | 454               | 563     | 291     | 517     |
| Serial and newspaper issues accessioned  | 11 650            | 10 871  | 13 283  | 13 077  |
| Citations added to catalogue             | <sup>10</sup> 468 | 2 910   | 4 282   | 3 479   |
| Ephemera items                           | 1 954             | 2 317   | 1 467   | 3 228   |
| Websites                                 | 263               | 265     | 56      | 128     |
| Unpublished                              |                   |         |         |         |
| Archives (linear metres)                 | 90                | 212     | 109     | 188     |
| Photographs                              | 4 302             | 12 937  | 21 264  | 11 563  |
| Oral history (hours)                     | 294               | 336     | 205     | 145     |
| Sound recordings                         | 94                | 22      | 314     | 1       |
| Films and videos                         | 373               | 152     | 222     | 36      |

<sup>6</sup> Subscriptions to online electronic resources have not been treated as purchases for auditing purposes since 2009-10 because they are not retained as assets if subscription ceases. Total expenditure for 2012-13 was \$ 227,295

<sup>7</sup> Including \$64 773 from the Institutes fund for outright purchase of the Alexander Street Press *Early experiences in Australasia : primary sources and personal narratives, 1788-1901* database which includes substantial content from the State Library's archival collections

<sup>8</sup> The Andersen Estate bequest funded the purchase of 10 sketches by ST Gill

<sup>9</sup> Donation from the Friends of the State Library

<sup>10</sup> Less indexing activity occurred during 2012-13, predominantly due to a reprioritisation of staffing resources

| <b>State Reference Collection</b>  | <b>2012-13</b> | <b>2011-12</b> | <b>2010-11</b> | <b>2009-10</b> |
|--|----------------|----------------|----------------|----------------|
| Original cataloguing of published titles                                 | 404            | 964            | 521            | 811            |
| Copy cataloguing of published titles                                     | 2 546          | 3 315          | 3 042          | 3 692          |
| Serial and newspaper titles accessioned                                  | 23 036         | 21 272         | 27 691         | 31 425         |
| Original cataloguing of Special Collections                              | 2              | 45             | 16             | 12             |
| Copy cataloguing of Special Collections                                  | 6              | 91             | 540            | 10             |
| Original cataloguing of Children's Literature Research Collection (CLRC) | 694            | 545            | 1 420          | 568            |
| Copy cataloguing of CLRC   | 85             | 586            | 471            | 44             |
| Percentage of all published titles added to Libraries Australia          | 99.8%          | 99.1%          | 96.4%          | 95.7%          |

| <b>Storage</b>                                | <b>2012-13</b> | <b>2011-12</b> | <b>2010-11</b>       | <b>2009-10</b> |
|---|----------------|----------------|----------------------|----------------|
| Electronic storage of collections (terabytes) | 19.2           | 13.93          | 11.5                 | 9.4            |
| Onsite shelving capacity (linear metres)      | 36 554         | 36 185         | 35 980               | 34 658         |
| Offsite shelving capacity (linear metres)     | 17 686         | 17 686         | <sup>11</sup> 17 686 | 17 000         |

<sup>11</sup> The additional 686 linear metres of offsite shelving results from an audit of additional shelving capacity installed in the Netley facilities 2003-2011.

## Direction 2: Digitisation

*Digitisation is a priority. Budget permitting, the goal is to accelerate the planning and application of new technologies, elevating digitisation from a project approach to mainstream business. This would increase the Library's capacity to save and store collections, whilst widening opportunities for access.*

At the beginning of 2009, only 0.25% or 225 000 images/pages from the State Library's collections were available online. By the end of 2012, this had jumped to 1% or 1 million images/pages online. This acceleration was possible for a few reasons.

The National Library of Australia (NLA) launched the Australian Newspaper Digitisation Project in 2008, and funded the digitisation and online delivery of the *SA Register* (1836-1931), *The Advertiser* (1858-1954), the *Burra Record* (1878-1954) and *The Sunday Mail* (1912-1954). NLA also advised that after this federally-funded pilot, getting any more titles online would cost \$2 a page. We began to include this in funding bids, but so far without success.

However, such was the tremendous world-wide popularity of the Australian Newspaper Service, now part of Trove, that federal funding to convert our preservation microfilm to word-searchable, text-correctable files online has continued uninterrupted. 15 more South Australian titles have been released, and another three are currently being worked on by NLA and their contractors.

While federal funding has enabled mass digitising of our newspapers, technologies for high volume digitising became affordable. Preservation-standard document scanners, designed to digitise high volumes of loose pages, dropped in price. South Australian directories are beginning to be delivered online through an Almanacs and Directories Library Guide. The scanners are also being used to digitise the SA Red Cross Information Bureau records, comprising thousands of packets of correspondence between families and the Army about the fate of men serving overseas, for the State Library's major Centenary of ANZAC project.

The State Library signed an agreement with Alexander Street Press, an established publisher of online collections, under which they have funded the scanning of 190 items/11 000 pages of our archival material relating to *The [Colonial] Immigrant Experience: First Person Narratives on Australasia* and put online an additional 20 items / 2856 pages already scanned by the State Library.

Funding was also secured at the end of 2012 from the State Library Foundation and a private foundation to enable us to purchase and install the SAMMA Solo HD video migration system and the Flashtransfer HD film digitising system for small gauge and 16mm film formats. Digitising video and film to preservation standards will dramatically increase demands on our ICT infrastructure and make the need for a robust digital preservation system even more urgent.

| Strategy   | Achievements during 2012-13  |
|--|--|
| Seek and maximise opportunities with appropriate collaborators and investors   | <ul style="list-style-type: none"> <li>• An agreement with Alexander Street Press has resulted in 11 000 pages of colonial letters and diaries relating to immigrant experiences being digitised and made available online. The State Library has purchased the database so that South Australian users can get access to the subscription-based content free of charge. Under the agreement the library can also make up to 10% of the content freely available in other ways online during the embargo period, which ends in July 2017</li> <li>• When the Department for Communities and Social Inclusion commissioned the State Library to digitise the Admissions Register 1879-1918 of the Home for Incurables, permission was obtained for the library to retain a copy of the files so that the register could be made available to researchers. The register, SRG 466/5, contains the details and fate of 1200 people admitted to the Home, which later became the Julia Farr Centre</li> </ul> |
| Explore mass digitisation in collaboration with partners, focusing on existing heritage collections through NSLA Project 9 Scaling Up Digitisation | <ul style="list-style-type: none"> <li>• The National Library's Australian Newspaper Service, now part of Trove, used the State Library's preservation microfilm to digitise another 15 South Australian newspapers, including the <i>Daily Herald</i> (1910 - 1924), the first metropolitan daily Labor newspaper in Australia, and regional titles based in Clare, Kapunda, Port Pirie and Renmark</li> <li>• NSLA Project 9 Scaling-up Digitisation closed in 2010. It resulted in documentation by national institutions demonstrating the economic benefits of mass digitisation</li> </ul>   |
| Review the Glass Plate Negatives collection (25 000 images) and ensure corresponding images online have been digitised from the originals          | <ul style="list-style-type: none"> <li>• Conserved 6144 and digitised 3952 glass plate negatives and lantern slides, including the Chamberlain Collection's 555 glass plate negatives of World War 1 soldiers from South Australia</li> <li>• In line with international standards, increased the scanning specifications for glass plate negatives</li> <li>• Bought two reconditioned Creo iQsmart 3 scanners (the Creo is no longer in production but is widely recognised for its superior scanning of glass plate negatives and lantern slides)</li> </ul>  |
| Digitise 2000 items from the South Australian poster collection for online access  | <ul style="list-style-type: none"> <li>• This goal was not achieved within the life of this Strategic Plan due to the complexities in copyright in the majority of posters held by the library. However, almost 300 posters have been digitised and made available online through the SA Memory website.</li> </ul>  |

## Digitisation activity indicators

| South Australiana material reformatted     |                       |         |         |         |
|--|-----------------------|---------|---------|---------|
| High resolution digitising                 | 2012-13               | 2011-12 | 2010-11 | 2009-10 |
| Images                                     | 16 155                | 17 937  | 20 875  | 26 714  |
| Maps                                       | 225                   | 692     | 366     | 880     |
| Sound recordings (resulting files)         | <sup>12</sup> 753     | 2 596   | 1 965   | 1 364   |
| Digital photography – objects, events, etc | 1 365                 | 1 023   | 1 676   | 766     |
| Films and videos transferred to Betacam    | 107                   | 173     | 162     | 101     |
| Microfilmed newspapers (reels)             | 214                   | 473     | 389     | 303     |
| Microfilmed newspapers (frames)            | <sup>13</sup> 190 648 | 464 145 | 338 163 | 305 115 |

| Progress in preserving access to the 403 newspapers published in SA since 1836 <sup>14</sup> |           |         |         |
|--|-----------|---------|---------|
|  | 2012-13   | 2011-12 | 2010-11 |
| Content preserved to microfilm to date   | 70%       | 69%     | 67%     |
| Titles still requiring microfilming in full  | 85        | 85      | 153     |
| Titles still requiring microfilming in part  | 50        | 51      | 53      |
| Titles (up to 1954) accessible online via Trove  | 19        | 8       | 4       |
| Pages accessible online via Trove  | 1 287 762 | 876 604 | 798 457 |

<sup>12</sup> The significant decline in digitised sound recordings in 2012-13 was due to the production studios being out of commission during rebuilding for sound proofing.

<sup>13</sup> The significant decline in newspaper microfilming in 2012-13 was due to both the extreme fragility of the *Evening Journal*, which required an extraordinary level of repairs, and staff being reallocated to high volume digitising work such as the South Australian directories.

<sup>14</sup> The methodology employed in this table's count of newspaper titles differs from that used to calculate collection. The numbers of titles here is based on the number of newspaper runs as opposed to the number of different titles, eg *The Advertiser* is one run but two titles (originally *The South Australian Advertiser*, later *The Advertiser*).

### Direction 3: Resource discovery and delivery

*Aid and simplify resource discovery and delivery. Take best advantage of the scope and benefits of collaborative projects that can be incorporated into core business. Implement re-engineered business processes.*

The State Library reached a milestone at the very beginning of the *Strategic Plan 2009-2012* period when the Database Integration Project was completed in March 2009. 250 000 records from the former Archival and South Australiana databases were loaded into the catalogue for published material so that all our collections could be searched and browsed together. At the same time, the catalogue was given a new look and more features.

In 2008, backlogs of unprocessed and under-processed material in both published and unpublished collections were listed and ranked by priority. Since then, almost 12 000 published titles, over 300 metres of archival material, over 36 000 photographs and about 500 audio-visual items from the backlogs have been described in the catalogue. This represents about half of the processing activity in the last four years.

The State Library completed a project that provides access to our holdings of SA digital geospatial data (geodata) sourced from the Land Services Group of the Department for Transport, Energy and Infrastructure. An agreement was reached regarding licensing that will allow us to deliver this content offsite through a variety of devices.

Most of the original Re-imagining Library Services NSLA projects were also related to boosting and simplifying the online discovery and delivery of library resources. Our involvement generated urgency and provided some solutions to changes in our policies and practices.

Like most NSLA libraries, we now routinely add brief information about unprocessed material and new accessions to the catalogue so that donors can see that their material is being managed and researchers are aware of its existence. Since May 2010, there have been 56 applications for access to 52 different unprocessed accessions. As a consequence, the processing priority for these accessions rises.

The majority of archival series and box lists are now available to researchers online as PDFs via catalogue records. NSLA's Flexible Cataloguing project helped us realise this much anticipated development. Using the same technique, almost 1000 oral history transcripts are also available online. Our archival collections and catalogue record attachments are not yet discoverable via Libraries Australia and Trove, but work has begun to rectify the gap.

The work of the NSLA Copyright Goup has also stimulated developments. Copyright, and our compliance with the *Australian Copyright Act*, has a profound influence on most of our day-to-day operations and services. Applying the Act is a constant challenge and NSLA libraries are trying to standardise terminology and explanations used in our websites and catalogues.

Another milestone is in sight with Resource Description and Access (RDA) about to replace the Anglo-American Cataloguing Rules, Second Edition (AACR2) as the international standard for cataloguing. Four cataloguers attended RDA train-the-trainer sessions and the team is currently working with staff across the library to transition this new standard to ongoing business.

Extending the influence of RDA, we commenced research into Linked Open Data, part of the Resource Description Framework, to enable the linking of information and contribution to rich networks of information. This will link knowledge in ways the State Library never has before. We anticipate this new kind of web resource will be our exemplar for future delivery of our collections to the world.

These principles will be applied to a series of online projects for the 100<sup>th</sup> anniversary of World War 1. The principal project is the creation of a new web resource of the records of the South Australian Red Cross Information Bureau. The Library's other major Centenary of ANZAC project, the *South Australians of World War 1: Share Their Story* Flickr group was released in April 2013 and is a crowd sourcing opportunity for the public to contribute knowledge to a collection of World War 1 portraits. These projects will enable collaboration with NSLA partners, public libraries, other cultural agencies, local groups such as the RSL, and the public.

| Strategy  | Achievements during 2012-13  |
|---|--|
| Open up access to the content and service of our libraries by providing the functionality of one library card across our libraries using new technology solutions – NSLA Project 2 Open Borders | <ul style="list-style-type: none"> <li>• The statewide Library Management System project (called One Card), which is managed by Public Library Services, provides an opportunity for every public library in South Australia to access a contemporary, sophisticated Library Management System through a single customer database and a shared catalogue of all library materials</li> <li>• The project is co-funded by local and state government and will be rolled out over approximately three years</li> <li>• The project commenced in May 2012 and during 2012-13, 53 library services in 39 councils joined the consortium</li> </ul> |
| Develop a standard service model for the delivery of digital copies and physical books to people at their home or place of choice – NSLA Project 4 Delivery                                     | <ul style="list-style-type: none"> <li>• The Libraries Board funds a courier service that delivers items between public libraries to meet customer demand</li> <li>• During 2012-13, the Board realised a significant increase in the volume of materials moving among libraries as a result of the implementation of the Library Management System</li> <li>• Public Library Services began a thorough review of the service during 2012-13 and this work will continue in 2013-14</li> </ul>   |

|  |   |
|--|---|
| <p>Focus on the capacity for individuals and communities to create, tag and protect the content they create, while making it widely accessible – NSLA Project 5 Community Created Content. This project will research, develop and implement a distributed set of tools and operational frameworks to enable consistent experience across our websites</p> | <ul style="list-style-type: none"> <li>• This NSLA Project was completed in 2010-11, and was reported on in that year's Annual Report</li> <li>• Extended the spirit of Project 5 activities by contributing to the organisation of Unleashed, SA – the Adelaide node of the national GovHack campaign</li> <li>• Developed the Centenary of ANZAC projects, which will foster community engagement and content creation</li> </ul> |
| <p>Improve the way we catalogue collections by providing faster, simple, more flexible and less resource-intensive standard practices – NSLA Project 8 Flexible Cataloguing</p>  | <ul style="list-style-type: none"> <li>• Under the new NSLA Strategic Plan, Project 8 Flexible Cataloguing has been replaced by a new project titled <i>Archival Collections</i>, which continues to explore more efficient and cost-effective ways of cataloguing and describing our archival heritage collections</li> </ul>  |
| <p>Focus on making all collection holdings globally visible through Libraries Australia, improving the ability to discover online items held in all collections – NSLA Project 10 Connecting and Discovering Content</p>   | <ul style="list-style-type: none"> <li>• Over 99% of all collections material is described to the library's catalogue</li> </ul>  |

Participate in NSLA Project 1 Do It Now and ensure that our users know what they can do with our content, and that our processes and procedures for discovering and delivering information are easy and accessible

- NSLA Project 1 closed in 2011-12 with outstanding actions transferred to the long-standing NSLA Copyright Group, of which the State Library is project co-manager with the State Library of Victoria
- The NSLA Copyright Group aims to clarify and standardise the language and procedures in NSLA libraries concerning copyright of library and archival materials
- The NSLA Group also works with interested organisations, peak bodies and others to support and promote reform of Australian copyright law to ensure access to information for the community and that legislation keeps pace with changing technologies
- In 2012-13, the group's primary activity was contributing evidence, via the Australian Libraries Copyright Committee, to the Australian Law Reform Commission's Inquiry into Copyright and the Digital Economy which may result in changes to copyright legislation
- An additional NSLA Project was established to investigate, analyse and make recommendations on the use of RefTracker to collect a standard set of accurate statistics on information services across NSLA libraries, and to establish a referral service. The project scope was endorsed by the NSLA Executive. A project group has been formed with the State Library of SA taking the lead in operations

## Resource discovery and delivery activity indicators

| Reference enquiries              |         |         |         |         |
|----------------------------------|---------|---------|---------|---------|
|                                  | 2012-13 | 2011-12 | 2010-11 | 2009-10 |
| Information desk                 |         |         |         |         |
| In person                        | 95 484  | 101 929 | 127 550 | 137 577 |
| By telephone                     | 10 227  | 13 290  | 16 770  | 15 638  |
| Registrations                    | 2 345   | 776     | 2 755   | 3 910   |
| Somerville Reading Room          |         |         |         |         |
| In person                        | 10 647  | 8 411   | 9 466   | 9 961   |
| National Film and Sound Archive  |         |         |         |         |
| Total                            | 60      | 45      | 93      | 12      |
| Copy Centre                      |         |         |         |         |
| In person                        | 17 387  | 17 984  | 23 862  | 16 953  |
| Family History / Newspaper Desk  |         |         |         |         |
| Family history enquiries         | 10 022  | 15 410  | 18 322  | 13 828  |
| Equipment / microfilm assistance | 13 776  | 11 786  | 15 933  | 15 647  |
| Total reference enquiries        | 159 948 | 170 512 | 216 197 | 214 556 |

| Research enquiries  |         |         |         |         |
|---|---------|---------|---------|---------|
|   | 2012-13 | 2011-12 | 2010-11 | 2009-10 |
| General research  |         |         |         |         |
| In person / by telephone  | 120     | 111     | 80      | 69      |
| By letter / fax / email   | 106     | 127     | 231     | 114     |
| Through internet form   | 329     | 336     | 214     | 138     |
| South Australian research   |         |         |         |         |
| In person / by telephone  | 321     | 255     | 88      | 271     |
| By letter / fax / email   | 416     | 503     | 411     | 1014    |
| Through internet form   | 1 003   | 792     | 714     | 512     |
| Other research  |         |         |         |         |
| Permission to publish requests fulfilled  | 330     | 530     | 518     | 561     |
| National Film and Sound Archive (items borrowed on behalf of Library customers) | 156     | 113     | 77      | 86      |
| Total reference enquiries   | 2 781   | 2 767   | 2 333   | 2 765   |

| Collection items retrieved <sup>15</sup> |         |         |         |         |
|--|---------|---------|---------|---------|
|  | 2012-13 | 2011-12 | 2010-11 | 2009-10 |
| Onsite storage                           | 17 072  | 17 161  | 18 956  | 19 717  |
| Offsite storage                          | 1 493   | 3 152   | 1 453   | 1 555   |
| Total                                    | 18 565  | 20 313  | 20 409  | 21 272  |

<sup>15</sup> An item may represent a box of many archival items. Ongoing implementation of the Master Storage Plan has resulted in low use material being consolidated offsite.

| Other resource discovery and delivery activity indicators |         |         |         |         |
|---|---------|---------|---------|---------|
|   | 2012-13 | 2011-12 | 2010-11 | 2009-10 |
| Items obtained from other libraries for our customers     |         |         |         |         |
| Monographs  | 73      | 49      | 64      | 143     |
| Photocopied articles                                      | 16      | 34      | 50      | 45      |
| Total documents obtained                                  | 89      | 83      | 114     | 188     |
| Items supplied to other libraries from our collections    |         |         |         |         |
| Monographs  | 742     | 539     | 367     | 1 095   |
| Photocopied articles                                      | 541     | 662     | 295     | 550     |
| Total documents supplied                                  | 1 283   | 1 201   | 662     | 1 645   |
| Items reproduced from SLSA collections for our customers  |         |         |         |         |
| Items supplied  | 13 854  | 12 521  | 11 636  | 15 069  |
| Items supplied to external customers <sup>16</sup>        |         |         |         |         |
| Monographs  | 44      | 79      | 112     | 165     |
| Photocopied articles                                      | 178     | 540     | 497     | 608     |
| Total documents supplied                                  | 222     | 619     | 609     | 773     |
| Total documents obtained and supplied                     | 15 448  | 14 424  | 13 021  | 17 675  |

<sup>16</sup> External customers include staff in Environment and Conservation agencies and the Department of the Premier and Cabinet.

## Direction 4: Changing capability and culture

*Through investigation and analysis, arrive at outcomes that will influence what we will deliver, how we will improve our services, and how we will plan and prepare for future customer needs. Workforce planning is recognised as a driver of new processes; no job will be unchanged.*

Additional one-off funding was received in 2012-13 to provide an opportunity for more staff development opportunities. But generally, limited funding has been available for staff development in recent years. We have maximised the value through a range of mechanisms including: targeted skills training designed for our organisation; providing access to online learning with a subscription to CBT Nuggets; partnering with the SA Museum to obtain external funding for Diploma of Management and Project Management courses to be delivered in-house; and encouraging staff who attend conferences and seminars to share their experiences with others at staff forums, through reports and papers. Mentoring and short term assignments on projects have also been useful.

Our partnership with the University of South Australia to develop and deliver the Business Information Management and Library Information Management program courses (BIM/LIM) continues to provide over 40 staff each year with professional development opportunities. These include delivering lectures, tutorials and onsite demonstrations, assessing students' assignments and supporting students on placements at the State Library. Staff can also access podcasts of lectures via the State Library intranet for their own professional development.

During 2012-13, the number of staff involved in the complex administration and coordination of BIM/LIM has been increased from two part-time staff comprising 1.0 FTE to 2.0 FTE involving four staff. This has been possible by making more use of the funds earned from UniSA, and is essential for sustainability and succession planning.

The last 18 months has seen a dramatic increase in retirements as staff recruited in the 1960s and early 1970s look forward to life beyond work. These occasions give rise to celebrations of individuals' contributions to the Library as well as opportunities to adjust the balance of staff across the Library and to provide certainty to long-term externally-funded contract staff by making them ongoing.

The State Library's Workforce Plan was developed during 2013 and examines our workforce composition and function-based staffing models. It identifies the skills we have and the skills we will require in a rapidly changing environment, and prioritises and targets training and recruitment to address these specific needs.

Legislated requirements and mandated whole of government and departmental policies and directives have continued to increase and evolve in complexity and shape the work that underpins the Library corporately and physically (buildings and infrastructure). Developing and maintaining beneficial working relationships with key government agencies allows us to advocate for improved policies and achieve better outcomes for our staff and facilities.

| Strategy   | Achievements during 2012-13  |
|--|--|
| Provide administrative and infrastructure systems that support and enable our workforce to better serve our customers  | <ul style="list-style-type: none"> <li>• Developed our Workforce Plan, which provides us with the information we need to equip staff with the skills they need. Work on implementing this plan will commence in 2013-14</li> <li>• Developed a Records Management Strategy for 2013 and 2014 and Action Plan – work is progressing on implementing this</li> </ul>   |
| Provide staff with development opportunities to enable them to operate in a changing environment   | <ul style="list-style-type: none"> <li>• 116 State Library staff (79%) attended training, a conference or other development opportunity covering the following topics: <ul style="list-style-type: none"> <li>○ archiving (8 attendances)</li> <li>○ copyright (13)</li> <li>○ customer service (28)</li> <li>○ ICT (8)</li> <li>○ leadership (6)</li> <li>○ records management (5)</li> <li>○ social media (120)</li> <li>○ work health and safety (37)</li> </ul> </li> </ul>                                      |
| Assess what we do and analyse future needs, and make informed decisions to continue, change or cease processes and services  | <ul style="list-style-type: none"> <li>• Completed the Realigning Workflows Project, which analysed the collection development and processing workflows to ensure the increased provision of quality library services to the library's customers</li> <li>• Implemented Resource Description and Access (RDA)</li> </ul>   |
| Lead the development of an organisational framework design to integrate innovation into ongoing work – NSLA Project 6 Changing Capability and Culture                          | <ul style="list-style-type: none"> <li>• This NSLA project was completed in 2009-10</li> </ul>   |
| Share corporate knowledge, experience and specialist technology to expose issues and benefits for building better services for our customers                                   | <ul style="list-style-type: none"> <li>• Library Guides have been created to provide customers with online access to information gathered by our staff on topics such as historic Adelaide buildings, the dark side of Adelaide, John Dowie's sculptures, and a range of family history indexes and services</li> <li>• Staff nearing retirement conduct information sessions to impart specialist knowledge. Where possible, the information is tabulated and made available through internal mechanisms</li> </ul> |
| Influence the skills mix of current and future library staff through the partnership with UniSA in the development and delivery of the Business Information Management program | <ul style="list-style-type: none"> <li>• Over 40 staff across the State Library, together with over 20 external colleagues delivered five courses</li> <li>• Taught 220 students</li> <li>• The Digital Preservation course was also attended by a group of State Library staff as part of our program of continuing to raise awareness in this area</li> </ul>  |

|  |  |
|--|--|
| <p>Comply with SA Government mandated requirements</p>   | <ul style="list-style-type: none"> <li>• The State Library and Public Library Services continue to have a strong record in complying with our mandatory obligations</li> <li>• We have developed successful professional relationships with key business units across government to ensure we continue to keep abreast of changes to policies and procedures, and receive the advice we need to run our agency with propriety</li> </ul>   |
| <p>Create an internal culture that encourages and supports innovation, exploration, agility and responsiveness</p> | <ul style="list-style-type: none"> <li>• Drafted a Workforce Plan, which will include a specific strategy and actions to get the right corporate structures and organisational culture in place to create an environment where our staff flourish</li> <li>• Attended trade shows to keep abreast of new technologies and returned with ideas that can be implemented</li> <li>• Purchased equipment to produce Photo Tex prints, a low-tack peel-and-stick polyester material that can be installed on sealed surfaces and then removed and re-installed many times over</li> </ul> |

## Direction 5: Building the new library information infrastructure

*Our users expect to receive high quality, accessible and user-friendly services both onsite and online. They also expect to be able to contribute additional information, personalise, tag, review and share 'our' content.*

Online technologies that were cutting edge in 2008 are now commonplace. To not only shift our services to the digital world but also maintain and improve them over the last four years required continuous upgrading of the library's information technology infrastructure and the ways in which it is managed. Some changes were also driven by the requirement to comply with whole-of-government directions.

Both the public and staff PCs were upgraded to Windows 7. The library's entire network infrastructure, which links PCs, printers and other library systems together and provides Internet connections, was upgraded. The library's connection speed to Statenet, the State Government-wide area network that enables agencies to communicate electronically, was increased. WiFi, which allows laptops, iPads and other devices to operate without being plugged into the network via cables, was introduced. An upgrade of the server infrastructure and architecture, which holds and manages data files and software programs, was undertaken.

The State Library also implemented the Encore Reporter application, enabling the analysis of online use of collections and utilising this information in decision-making about our activity and service provision.

To continue to be compatible with NLA's Trove discovery service, which provides greater exposure to our catalogue and online content, we built an Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) metadata repository. This means that NLA can harvest our content in a standard way. The repository also provides the platform for the development of a new approach to delivering State Library images, albums and other formats online. In particular, for images, a much greater presence will be given to the item with a greater depth of detail. While this work is still in development, it represents a significant outcome and will be carried forward as essential work in the new strategic plan.

While we were unable to achieve a digital preservation system (introduced in Direction 1), much progress has been made towards identifying our needs and increasing staff knowledge and skills, including:

- the group trip to the National Library of New Zealand in 2010 to learn about how the National Library of New Zealand has tackled the digital preservation imperative. Key staff visited the National Library of New Zealand again in 2012
- having a range of managers, coordinators and staff attend the BIM/LIM Digital Preservation course in 2011 and 2012 to increase the overall level of knowledge and understanding of digital preservation
- the establishment in 2012 of a joint project with State Records of South Australia and a high-level South Australian Government governance group to oversee the *Developing a Digital Preservation Capability for the Government of South Australia* project
- participation in the NSLA Digital Preservation Working Group from its inception in 2012.

The increased level of knowledge has allowed a group of managers to commence specifying our business requirements as a first step toward the development of a future business case. In the meantime, new opportunities to work collaboratively with the NLA and possibly leverage their investment in their Digital Library Infrastructure Replacement project are emerging, in much the same way that South Australian newspapers are available online thanks to NLA's investment in Trove.

| Strategy   | Achievements during 2012-13  |
|--|--|
| Improve and where possible expand our onsite and online services to meet the expectation of our current and future users                               | <ul style="list-style-type: none"> <li>A PC Booking system is in the final stages of implementation, which allows customers to book PCs via any web-enabled device and free up staff resources</li> </ul>  |
| Encourage the enhancement of content by our users  | <ul style="list-style-type: none"> <li>Created the <i>South Australians of World War 1: Share their story</i> Flickr Group, part of the Centenary of ANZAC project</li> </ul>  |
| Regularly review our website, catalogue and online resources for improvement   | <ul style="list-style-type: none"> <li>Created two new roles to lead development of our online presences. The Senior Web Developer and Coordinator, Online Strategy roles will be recruited to in 2013-14</li> </ul>   |
| Comply with SA Government strategic directions for ICT infrastructure and management   | <ul style="list-style-type: none"> <li>All mandatory requirements for the provision of ICT services are met by the State Library and Public Library Services</li> <li>Across-government contracts are utilised for the provision of infrastructure and services</li> <li>Mandated service providers are used for planning and design associated with new requirements</li> </ul>   |
| Strive to ensure our unique requirements and services are understood and not diminished by across government directions                                | <ul style="list-style-type: none"> <li>Where possible and appropriate, we advocate for improved policies and procedures that comply with government requirements and are of benefit to us. This includes working closely with DPC, Shared Services SA and Arts SA to achieve better outcomes in relation to facilities management, human resources and payroll matters</li> <li>Contributed to the understanding of the digital preservation challenge by senior DPC executives</li> </ul> |
| If funding permits implement a Digital Object Management system to better manage our valuable and growing digital collections                          | <ul style="list-style-type: none"> <li>It was not possible to achieve this objective, as funding was not available to implement a Digital Object Management system or an improved digital preservation system</li> </ul>   |
| If funding permits implement a more robust ICT infrastructure for acquiring, storing, preserving and providing access to digital and non-digital items | <ul style="list-style-type: none"> <li>Trust funds were allocated to support the procurement of a new storage system for digital collections</li> </ul>  |

## Direction 6: Demonstrating value and increasing effectiveness

*The library space is safe, welcoming, inviting and adaptable to meet the diverse needs of our customers and makes best use of our resources.*

In an era when libraries have been expected to diminish in relevance, SLSA has maintained both onsite and online visitation levels at over 1 million onsite visits and over 2.5 million online visits each year. While both these figures include repeat visitors, we know that online visits represent around 400 000 unique internet provider addresses, which is roughly equivalent to individual users.

Our online content is not confined to our own websites or social media accounts. The National Library's Australian Newspaper Service on Trove is based on collaboration with other NSLA libraries. The 19 South Australian newspapers online to date, comprising almost 1.3 million pages, are the end result of the State Library collecting, describing, storing and microfilming them to preservation standards over many years, as well as making the microfilm available to NLA for scanning and processing to enable word-searching on Trove.

For the first time since the Trove newspaper service was established, NLA has been able to provide each NSLA library with use statistics for their jurisdiction. In 2012-13, the South Australian titles had a phenomenal 6 103 324 page views. Moreover, use of South Australian titles accounted for 13.3% of Trove newspapers activity, a figure well above South Australia's proportion of national population.

There have been sharp declines in demand for some services. For instance, retrievals of hard copy general reference books, pamphlets and periodicals have halved in the last nine years. Requests for unique archival material have increased. Total retrievals dropped by about 13% since 2009, less than might have been predicted with the exponential increase of information available on the Internet.

Analysis of the first six months of desk and telephone enquiry statistics recorded using RefTracker has revealed surprising figures. The most time-consuming service is not, as previously thought, equipment bookings (soon to be phased out by implementation of the online PC Bookings system) but equipment assistance, whereby staff are on call to help the public use our PCs. The assistance is not related to equipment or software failure but to users' digital literacy. Staff spend a large amount of time assisting the public with the family history service and South Australiana enquiries.

Recognising the need to be in the online spaces frequented by our customers, we consolidated our Flickr and YouTube activities, and established presences on Pinterest and Historypin. We continued with the walking tours for handheld devices project, launched more walking tours and formalised our social media presence by developing a social media strategy. We have been developing presences since 2010 and the growing customer engagement with the State Library through social media is evidence of the need to be present and active in these places.

We were intimately involved in the organisation and development of Unleashed, South Australia's premier competition for use of open government data and the Adelaide node of GovHack. This project is part of the SA Government's Change@South Australia initiative. Unleashed 2013 was part of a national event to draw together people from government, industry, academia and the general public to mashup, reuse and remix government data.

Our marketing budget has been constrained like all others and engaging in partnerships with other organisations has been the most cost-effective solution. Being part of the NSLA Communications and Marketing working group also allows us to contribute to national programs publicising library services while benefiting from the advertising materials developed by the group. The latest campaign has been to promote eResources in NSLA libraries, including the adoption of an eResources logo button on all NSLA websites.

We continued to work as part of the Cultural Precinct Marketing Group to develop cross-promotional activities that address key government strategies. A specific focus in 2012 was the SA Tourism Commission campaign for visiting cruise liners. The precinct developed a joint brochure and a day of additional tours for visitors. The Adelaide City Council *Splash* program has provided an opportunity to present early evening family programs and a family film season. Other opportunities have been created to connect exhibition programs at the SA Museum with exhibitions and display opportunities in the Treasures Wall, including joint tours and cross promotions. The 80<sup>th</sup> anniversary of the Christmas Pageant in October 2012 was a highly successful whole-of-precinct activity attracting 25 500 over the four days.

The 40<sup>th</sup> anniversary of the SA Film Corporation saw the development of a year-long program to release SAFC films on YouTube, culminating in a gala event with renowned actor Jack Thompson as special guest. In February 2012, a partnership with the Australian International Documentary Conference included films from our collections.

Within the Library, we have strived to maintain our buildings, with mixed success – our buildings continue to be safe but are looking somewhat shabby and less welcoming. Lack of adequate funding to undertake all but the most basic preventative maintenance often results in a small problem becoming much larger and more expensive to address. Replacements of fittings that are at end of life also continue to provide challenges as they are not funded through the annual budget.

One-off funding for important work has been welcome, such as for the glass infill adjacent the cloakroom (which has significantly reduced noise transference), restoring the timber flooring in the Spence Wing and the replacement of the Mortlock lift. However, it is disappointing that we continue to find it difficult to mitigate the deterioration of the fabric of our heritage buildings.

Lobbying for the State Library's inclusion in a partial precinct upgrade of security infrastructure resulted in a whole of precinct outcome and secured \$250 000 dedicated to security improvements. This has resulted in:

- the installation of high definition pan tilt cameras within the library and precinct, providing better security for staff and customers through the ability to identify and capture clear vision of incidents
- installation of infrastructure to provide secure work areas in the Institute Building
- addressing long-standing security issues with access to the Mortlock Wing.

The introduction of separated waste streams, as a result of our participation in the Zero Waste SA Industry Program, has seen a reduction in waste going to landfill. An education program should help increase participation in this program. Other strategies include targeted de-lamping, installation of solar sensor lighting in the Treasures Wall area, and regular monitoring and adjustment of environment conditions via our Building Management System. We also continue to participate in the DPC Sustainability Task Group.

During 2011 and 2012 we made considerable contributions to the Integrated Design Commission's Integrated Cultural Campus Master Plan. The project culminated in "a long-term vision for the 5 Institutions along the North Terrace Cultural Spine". If the plan is funded, it will transform and improve the precinct and our relationships with our neighbours. Until this time, it provides a blueprint for the cultural institutions to check that ad-hoc development does not erode the vision of the Master Plan.

Finally, we continued to lobby for a review of the key performance indicators applied to the major cultural institutions. Libraries and archives are different. As a 2010 Arts Precinct Market Research survey showed, over 60% of our visitors come to do research (a figure confirmed by our 2012 customer survey). No Art Gallery or Festival Centre visitors nominated research and only 5% of Museum visitors did. The Museum, Art Gallery and Adelaide Festival Centre are primarily used for recreation and entertainment. In comparison to the Museum and Art Gallery, a much greater proportion of our staff deal directly with the public on a day-to-day basis, and our behind-the-scenes roles are dedicated to making our collections and services available at any time to anyone. We would like to be measured against to key performance indicators based on this kind of service model, not just people through the door.

| Strategy  | Achievements during 2012-13   |
|---|---|
| Increase satisfaction of the South Australian government services by 10% (target T1.7)  | <ul style="list-style-type: none"> <li>Received 182 feedback forms from library customers</li> <li>47% were positive (with 76% related to services received from staff across all library service points), 42% negative and 11% were suggestions</li> </ul>   |
| Match strategic infrastructure to the national average in terms of investment in key economic and social infrastructure (T1.21) | <ul style="list-style-type: none"> <li>We have been unable to achieve this target</li> <li>We are the only state library without adequate infrastructure and resourcing to collect, manage and preserve digital material for the long-term</li> <li>The Libraries Board and staff continue to seek the funding from government and external sources to build and maintain our strategic infrastructure</li> </ul>   |
| Increase cultural engagement – institutions to increase the number of attendances by 20% by 2014 (T4.3)                         | <ul style="list-style-type: none"> <li>Recorded a 6% decrease in onsite visits between 2008-09 and 2012-13</li> <li>However, we are recording increasing numbers of online visitors to our various web presences. For example, there has been a 24% increase in the number of unique visits and a 40% increase in the number of repeat visitors to the State Library's website since 2008-09</li> <li>3759 people attended a tour or education program</li> <li>Our volunteers conducted 468 tours for 2863 visitors</li> <li>Our volunteers contributed a total of 12 160 hours of their time</li> </ul> |

|   |  |
|---|--|
| <p>Foster creativity and innovation – doing things differently, being competitive, building stronger communities and delivering better government services (T4)</p> | <ul style="list-style-type: none"> <li>• To increase our capacity to reach new audiences, we developed effective partnerships with many cultural and other organisations such as SA Film Corporation, Australian International Documentary Conference, and the Adelaide City Council Splash program</li> <li>• Collaborative programs with the Cultural Precinct, such as 80<sup>th</sup> anniversary of the Christmas Pageant attracted new audiences</li> <li>• Released 20 new open data sets to data.sa.gov.au for use in the Unleashed competition. Data sets are open licenced and are available for anyone to reuse, repurpose and contribute to the digital economy</li> <li>• Invested in a wide range of web presences such as data.sa.gov.au, data.gov.au, Flickr, Historypin, Pinterest, Facebook, Flickr, Twitter, Foursquare, and Viewshare</li> </ul> |
| <p>Demonstrate an awareness of environmental strategies designed to reduce our ecological footprint and implement appropriate strategies to achieve this</p>        | <ul style="list-style-type: none"> <li>• We continue to participate in the Zero Waste SA Industry Program to keep up-to-date with the latest trends and strategies in environmental sustainability</li> <li>• Replaced high energy globes with LED lights</li> <li>• De-lamped in staff areas, reducing the number of globes in use with minimal impact on employees</li> </ul>  |
| <p>Ensure our buildings are safe, welcoming and inviting and support adaptable use of amenities to meet changing needs</p>  | <ul style="list-style-type: none"> <li>• Completed the Precinct Security Upgrade to provide secure work areas, additional coverage in public spaces, as well as high quality vision</li> <li>• Undertook maintenance and/or replacement of infrastructure that posed a threat to staff or visitor safety</li> </ul>  |
| <p>Undertake a process of continuous review to ensure best use of State Library spaces</p>  | <ul style="list-style-type: none"> <li>• Re-purposed some areas from office accommodation to community engagement spaces</li> <li>• Developed a design for a <i>Community Living Space</i>, which will be implemented when the Adelaide City Council Library vacates its tenancy in early 2014</li> </ul>  |
| <p>Participate and contribute to government initiatives to streamline public access to information such as the Ask Just Once strategy</p>                           | <ul style="list-style-type: none"> <li>• Continued to participate on the Ask Just Once whole-of-government group. This strategy will be reviewed and refreshed during 2013-14</li> <li>• Led a NSLA-based initiative to correlate core statistics between libraries and facilitate inter-library transfer of reference queries where relevant. The capacity to transfer queries from Trove to a corresponding NSLA member library is also being investigated. The end result will be a more targeted and relevant service for the customer</li> </ul>  |

## Demonstrating value and increasing effectiveness activity indicators

| Visits to State Library services   |                  |                  |                       |                  |
|--|------------------|------------------|-----------------------|------------------|
| Onsite visits  | 2012-13          | 2011-12          | 2010-11               | 2009-10          |
| Visitors recorded through ground floor gate counters                       | 1 000 603        | 1 186 068        | <sup>17</sup> 595 315 | 1 056 812        |
| (visitors to Level 1 of Spence Wing)                                       | (349 535)        | (640 545)        | (332 235)             | (698 162)        |
| Visitors to the Bradman Exhibition (on loan to Adelaide Oval 2008 to 2028) | 0 <sup>18</sup>  | 0                | 10 835                | 9 547            |
| <b>Total visitors</b>  | <b>1 000 603</b> | <b>1 186 068</b> | <b>606 150</b>        | <b>1 066 359</b> |

| Electronic visitors <sup>19</sup>   |                  |                           |                         |                  |
|---|------------------|---------------------------|-------------------------|------------------|
|   | 2012-13          | 2011-12                   | 2010-11                 | 2009-10          |
| Visitors to <a href="http://www.slsa.sa.gov.au">www.slsa.sa.gov.au</a>  | 253 305          | 974 128                   | 1 069 392               | 1 116 144        |
| Visitors to <a href="http://www.samemory.sa.gov.au">www.samemory.sa.gov.au</a>  | 192 277          | 569 800                   | 1 425 126               | 1 079 763        |
| Visitors to SLSA catalogue<br><a href="http://www.catalog.slsa.sa.gov.au/">http://www.catalog.slsa.sa.gov.au/</a>   | 174 529          | 247 045                   | 218 056                 | 274 270          |
| Visitors to Encore Discovery Service  | 76 448           | 111 090                   |                         |                  |
| Visitors to the SLSA Library Guides (hosted application of SLSA content)<br><a href="http://guides.slsa.sa.gov.au/">http://guides.slsa.sa.gov.au/</a>                     | 108 999          | 180 203                   | 71 384                  | 20 310           |
| Visitors via the Ask Us online form (RefTracker)<br><a href="http://askslsa.altarama.com/ref100.aspx?key=AskUs">http://askslsa.altarama.com/ref100.aspx?key=AskUs</a>     | 1 520            | 1428                      | Implemented<br>1-9-2010 |                  |
| <b>Total electronic visitors</b>  | <b>807 078</b>   | <b>2 083 694</b>          | <b>2 783 958</b>        | <b>2 490 487</b> |
| Views of the SLSA page on Flickr<br><a href="http://www.flickr.com/photos/state_library_south_australia/">http://www.flickr.com/photos/state_library_south_australia/</a> | 204 413          | 137 557                   | 59 338                  | 24 729           |
| Views of the SLSA channel on YouTube<br><a href="http://www.youtube.com/user/statelibrarysa">http://www.youtube.com/user/statelibrarysa</a>                               | 164 319          | 61 128                    | 42 345                  | 12 188           |
| Views of SLSA content (South Australian newspapers) on Trove  | 6 103 324        | Implemented<br>in 2012-13 |                         |                  |
| <b>Total views of Flickr, YouTube and Trove</b>   | <b>6 472 056</b> | <b>198 685</b>            | <b>101 683</b>          | <b>36 917</b>    |

<sup>17</sup> On review during 2011-12, it was found that data for 2010-11 was incomplete and effected the calculation of onsite visitor numbers for that financial year.

<sup>18</sup> The Bradman Exhibition is currently closed for the duration of the Adelaide Oval Redevelopment.

<sup>19</sup> Statistics are generated for these sites from Google Analytics. Visits are reported wherever possible from 2012-13 – previous years were reported as page views.

# Public Library Services

In addition to activity undertaken within the context of the State Library's strategic plan, Public Library Services (PLS) continued to progress strategic directions that aim to improve accessibility to resources from public libraries across South Australia.

## Strategy 1: To provide collaborative leadership for the State's Public Library Network

### **Project 1: Radio Frequency Identification (RFID) Strategy**

PLS continued to work with libraries that are implementing the RFID system to ensure they comply with the agreed RFID statewide standard. PLS is considering the impact of RFID and other technologies on the statewide collection.

### **Project 2: Digital content solution**

In February 2013, PLS launched a statewide digital content service on the OverDrive platform. The shared statewide resource offers e-books and audiobooks that can be downloaded wirelessly to various devices 24 hours a day. Since the launch, 10 473 e-book and 3958 audiobook titles have been purchased, which has resulted in 27 791 e-book and 6005 audiobook loans.

### **Project 3: National Year of Reading**

The 2012 National Year of Reading was a national collaborative project that links public libraries, government, community groups, media and commercial partners and the public with the aim of helping Australians increase their reading confidence, literacy, IT literacy, vocabulary and general knowledge.

As a founding partner for this national program, PLS led a number of projects and initiatives in SA this year including:

- the Reading Hour was a concept conceived by PLS and adopted nationally. On Saturday 25 August 2012 from 6.00 pm to 7.00 pm, people around Australia simultaneously read together for The Reading Hour
- PLS staff presented at The National Year of Reading Legacy Event where founding partners reviewed the 2012 National Year of Reading activities and considered how to evolve this literacy campaign into the future
- continuing the 'Writers in Residence' project where author Stephen Orr was hosted in a regional workplace to help achieve a positive change in attitudes and behaviours towards reading by employees. Stephen produced a number of short stories based on his experiences.

### **Project 4: School Community library futures**

School Community Libraries (SCL) are a joint venture between the Department for Education and Child Development, local government and the Libraries Board of SA. There are currently 44 SCLs in rural locations where the population served by the library service does not exceed 5000. Over the past 30 years, the landscape in which SCLs operate has changed

dramatically with council mergers, changes in community demographics, and changes in the expectation of public and school libraries.

The Libraries Board considered that these changes required a re-examination of the sustainability of the current model for delivery of services in these locations. On this basis, the Board commissioned an independent review of the current SCL models and practices with the intention of finding mechanisms to strengthen their capacity to meet the needs of their communities. The outcomes of this review became the focus of ongoing discussions between the parties in 2012-13. It is expected that this will continue through 2013-14.

### **Project 5: Community Languages**

The Libraries Board supports members of culturally and linguistically diverse (CALD) communities through the provision of libraries materials and resources in languages other than English. In addition to the provision of materials, support is provided to libraries in the development of a range of activities and programs that engage communities. PLS has conducted focus groups with CALD community groups to gain a better understanding of the types of materials that these communities wanted in library collections.

PLS also continued its longstanding participation in the national MyLanguage partnership, which is a collaborative project between PLS and state and territory libraries. It provides a website for public libraries and CALD communities to share information resources and programs.

PLS, in partnership with Education Adelaide and the Public Libraries SA Executive, jointly funded a subscription to *The Road to IELTS*, an International English Language Testing System that tests English proficiency. The partners have agreed that the resource will continue to be provided through PLS during 2013-14.

### **Project 6: Memorandum of Agreement impacts**

In 2011, the Minister for the Arts and the President of the Local Government Association signed a Memorandum of Agreement about the governance and funding of public libraries from 2010-11 to 2020-21. One of the outcomes of this agreement is that the grant from the Minister for public library purposes will be reduced by \$1 million from the 2013-14 year.

In early 2012-13, the Libraries Board finalised its research and analysis and made a decision on how best to implement the reduction in grants while minimising the impact on libraries and their customers. This was communicated to councils in November 2012 and will be implemented from 2013-14.

### **Project 7: Every Chance for Every Child**

In response to the SA Government's Every Chance for Every Child strategic priority, PLS:

- hosted a half day forum for early childhood organisations and library staff. The forum provided an opportunity to highlight, to early childhood practitioners, the role that libraries play in supporting family literacy and the programs run by these practitioners. The forum increased the connections between private, public and not-for-profit early childhood sector and public libraries
- continued to partner with the Little Big Book Club in the delivery of a statewide early literacy program. Over the past 12 months, more than 23 000 free reading packs were distributed to South Australian families with a child aged 0-12 months

- adopted the State Library of Queensland's *Dads Read* campaign with media support from Channel 7 Adelaide. *Dads Read* is a campaign targeting South Australian fathers to deliver the message that reading to their children in early childhood is essential for child development in language, literacy and school readiness. The *Dads Read* program aims to raise awareness of the importance and benefits of fathers and families reading with their children in their early developmental years, particularly from 0 to 3 years of age. The project is planned to launch in September 2013 with a Channel 7 Community Service Announcement. PLS has worked with libraries in preparation for local events to promote the campaign.

Strategy 2: To achieve and maintain a coordinated and cooperative system of libraries and library services that adequately meets the needs of the whole community

#### **Statewide Library Management System Stages 1 and 2**

The statewide Library Management System Stage 1 project (known as One Card) provides an opportunity for every public library in South Australia to access a contemporary, sophisticated Library Management System through a single customer database and a shared catalogue of all library materials. The project is co-funded by local and state government and will be rolled out over approximately three years. The project commenced in May 2012 and during 2012-13, 53 library services in 39 councils joined the consortium. It is expected that Stage 1 of the project will be completed by October 2014 when all public libraries will have transitioned to the new system.

The project will provide equitable access for all South Australians to all that public libraries offer regardless of geographic location and maximises the use of state government grant funds through providing increased library resource sharing.

Stage 2 of the project commenced during 2012-13 to replace the current eProcurement system used for centralised purchasing of library materials. It is expected that this project will be completed by June 2015.

Strategy 3: To maximise the benefits derived from state government resources applied to public libraries, demonstrating value and effectiveness

#### **Project 1: Market and promote library network effectiveness**

During 2012-13, PLS promoted the SA Public Library Network and its services via activities/vehicles that included:

- social media (Facebook)
- [www.libraries.sa.gov.au](http://www.libraries.sa.gov.au) website
- radio campaign on stations Mix 102.3, 5AA and Cruise 1323 to promote the SA Public Library Network's subscription to the OverDrive eBook & Audiobook service and SA's public libraries in general
- 'Today's Libraries' banners and brochure
- One Card network advertising in *The Advertiser's SA Weekend* section
- interviews with library staff on Coast FM.

In addition, PLS was heavily involved in supporting SA's public libraries for the 2012 National Year of Reading campaign and its related The Reading Hour initiative. This support included developing promotion and campaign materials for libraries as well as handing out The Reading Hour door-hangers to commuters at Adelaide Railway Station.

### **Project 2: Comply with SA Government Mandated Requirements**

During 2012-13, PLS continued to comply with changes in government mandated requirements through:

- contract management activities including risk management, supplier liaison, negotiation, KPI monitoring and reporting, customer liaison and consultation, and business process review
- compliance with Treasurers Instructions and the *Public Finance and Audit Act 1987*
- aligning work practices with DPC's Risk Management Framework and the *State Records Act 1997*.

### **Strategy 4: To establish an energetic and positive organisational culture that develops corporate and individual capabilities**

PLS is committed to maintaining a team culture that is positive and energetic. This is being achieved through:

- business and strategic planning
- implementing the DPC Performs Framework and Corporate Safety and Wellbeing Plan
- ensuring staff are connected to professional associations and are contributing to library network and DPC forums.

# Friends of the State Library

The Friends of the State Library have been supporting the library for over 80 years. Their main objective is to raise funds to buy gifts of special interest and value to add to the State Library's collections.

## Committee members

Long-standing Hon Treasurer, Helen Tsakonas, resigned at the November 2012 Annual General Meeting, warmly thanked by Friends members for her service over 15 years. Dr Tony Shinkfield AO, a former President of the Friends committee resigned, as did Rick Dewhirst, both after long and active service to the Friends and the library. Dr Patricia Michell, a former Chair of the State Library Foundation Board, joined the Friends committee, along with Dr Liz Burge, a former staff member who has returned to Adelaide after a distinguished academic career in Canada.

Current committee members are:

- Valmai Hankel PSM – President
- Elizabeth Hambly – Vice President
- Mark Gilbert – Vice President
- Rosemary Luke – Secretary
- Mark Jeffreson – Treasurer
- Roger André
- Alan Brissenden AM
- Liz Burge
- Gillian Dooley
- Trevor Grant
- Patricia Michell
- Jane Walkley
- Vinnie Ciccarello – Board Representative
- Tony Leschen – State Library Representative
- Alan Smith – Director, State Library of South Australia (ex officio)
- Carolyn Potts – Executive Officer

## Program

*Wednesdays at One* has continued with a series of interesting speakers talking about books in their lives. We thank each of them for so generously giving us their time and sharing parts of their lives and experiences with us.

The speakers for 2012-13 were:

- Leigh McClusky
- Dean Jaensch AO
- Jane Brummitt
- Mal Hyde AO
- James Bruce
- David Sefton

- Peter Rymill
- Samela Harris
- Vicki Jo Russell
- Louisa Rose
- Gilligan Dooley

The speaker at the AGM dinner in November 2012 was media personality Amanda Blair.

Friends events, in addition to *Wednesdays at One* included: Governor and Mrs Scarce speaking on "Books in their Life", visit to Flinders University, visit to the Botanic Gardens Library, recital of Jane Austen's music with Gillian Dooley, Speaking our Lives Oral History, and a talk by Valmai Hankel on Sand Stone and Water, her outback adventures.

## Publications

This year, the Friends published a facsimile edition of Phillip Parker King's *Narrative of a survey of the inter-tropical western coasts of Australia*, which was shortlisted in the Australian Publishers' Association Book Design Awards.

*Stuart's Explorations 1861-62* and *Peron's Voyage of discovery to the Southern Lands Vol II*, were reprinted as soft cover editions.

Our annual journal, *Bibliofile*, focused on interesting and unusual hobbies and passions pursued by a range of South Australians.

## Gifts to the Library

Over the year in review, the Friends purchased items worth over \$16 000 for the State Library collections:

- a special edition of *Narrative of a survey of the inter-tropical and western coasts of Australia* by Phillip Parker King, with a unique fore-edge painting, by Stephen Bowers
- portrait of Sir John Morphett. Signed and dated S. Laurence 1840
- portrait of Elizabeth Morphett (nee Fisher). Signed and dated S. Laurence 1840
- Montefiore Hill panorama from the Duryea albums, dating the photo to 1866-70.

# State Library of South Australia Foundation

The State Library of South Australia Foundation raises funds to support the State Library's collections, services, and programs.

## Board Members

Elected in September 2012, the current Foundation Board Members are:

- Carolyn Pickles – Chair and Member of all Committees
- Mark de Raad – Deputy Chair and Chair, Marketing Committee
- Paul Jorgensen – Treasurer
- Julie Wrobel – Chair, Chair Events Committee
- Alan Smith – Director, State Library of South Australia
- James Bruce – Chairman, Libraries Board
- Tony Scammell
- Theo Maras (retired January 2013)
- Regina Twiss
- Albert Bensimon
- Ron Langman AO (elected April 2013)
- Liz Burge – Friends nominee

Attendees at meetings:

- Beverly Scott – Marketing Manager, State Library of South Australia
- Carolyn Potts – Foundation Manager (until January 2013)
- Sandy Royal – Foundation Manager (appointed April 2013)

## Program

At the Annual General Meeting in September 2012, Mr Paul Jorgensen was elected to the Board and was subsequently elected as Treasurer at its first meeting. Due to business commitments, Mr Theo Maras resigned from the Board in January 2013. Mr Ron Langman, a prominent Adelaide business leader was elected to fill the vacancy. The Board thanks Mr Maras for his service and his ongoing financial commitment to the Foundation.

The Board continued its fundraising for the Film Digitisation Project, which was supported by Scott Hicks. The equipment is now in use in the Library and an event is planned to thank those who contributed to the purchase of the equipment.

Various events were planned for fundraising by the Events Committee, including a successful dinner in October 2012 with actor Jack Thompson as the guest. This was held in conjunction with SA Film Corporation, with all funds raised going to the Foundation. A boardroom lunch was held at the library. Christmas drinks were provided in December 2012 to thank supporters and will be held again in December 2013. A very successful morning tea was organised in May 2013, and other activities are in the process of being organised for the end of the calendar year.

The implementation of improved process and software systems and a continuation of data updates will ensure that better communication with supporters is continued.

The Board is in the process of updating its strategic plan and marketing strategy in order to improve its delivery of service to its members and supporters.

A membership drive and donor engagement drive was commenced during the calendar year and will be part of the ongoing process for the Board.

Assistance, both financial and in kind, is acknowledged by the Foundation Board and the support of library staff has, once, again, proved to be of great assistance.

The Board looks forward to some exciting new challenges in the next financial year and will continue its financial support for the State Library of South Australia

# Corporate report

This section of the Libraries Board Annual Report provides information on corporate functioning and responsibilities, including our staffing arrangements, occupational health, safety and injury management, facilities management. It also provides information necessary to meet government and statutory reporting requirements in relation to such areas as Disability Action Plans, freedom of information and whistleblowers protection.

## Staffing

Our staff are employed in the two agencies responsible to the Libraries Board – the State Library of South Australia and Public Library Services. For the purposes of corporate reporting, staffing arrangements for each business unit are detailed separately for the 2012-13 financial year.

Data is provided by the Department of the Premier and Cabinet's Human Resources division.

### State Library of South Australia staffing

| Total number of employees    |        |
|------------------------------|--------|
| Persons                      | 146    |
| Full-time equivalents (FTEs) | 124.16 |

| Gender | % persons | % FTEs |
|--------|-----------|--------|
| Male   | 32.88     | 35.40  |
| Female | 67.12     | 64.60  |

| Separations and recruitment                               |    |
|---|----|
| Number of persons separated                               | 12 |
| Number of persons recruited                               | 12 |
| Number of person recruited and active / paid at June 2013 | 12 |
| Number of persons on leave without pay at 30 June 2013    | 1  |

| Number of employees by salary bracket |      |        |       |
|---------------------------------------|------|--------|-------|
| Salary bracket                        | Male | Female | Total |
| \$0 – \$53 199                        | 19   | 33     | 52    |
| \$53 200 – \$67 699                   | 19   | 39     | 58    |
| \$67 700 – \$86 599                   | 4    | 20     | 24    |
| \$86 600 – \$109 299                  | 4    | 5      | 9     |
| \$109 300 +                           | 2    | 1      | 3     |
| Total                                 | 48   | 98     | 146   |

| Status of employees in current role – by FTE |         |                     |                    |        |        |
|--|---------|---------------------|--------------------|--------|--------|
| Gender                                       | Ongoing | Short-term contract | Long-term contract | Casual | Total  |
| Male   | 41.70   | 0.00                | 2.00               | 0.25   | 43.95  |
| Female                                       | 72.54   | 6.20                | 0.60               | 0.87   | 80.21  |
| Total  | 114.24  | 6.20                | 2.60               | 1.12   | 124.16 |

| Status of employees in current role – by person |         |                     |                    |        |       |
|---|---------|---------------------|--------------------|--------|-------|
| Gender  | Ongoing | Short-term contract | Long-term contract | Casual | Total |
| Male  | 45      | 0                   | 2                  | 1      | 48    |
| Female  | 86      | 7                   | 1                  | 4      | 98    |
| Total   | 131     | 7                   | 3                  | 5      | 146   |

| Number of executives by status in current role, gender and classification |     |
|---|-----|
| Ongoing   |     |
| Male  | 0   |
| Female  | 0   |
| Term tenured  |     |
| Male  | 0   |
| Female  | 0   |
| Term untenured  |     |
| Male  | 2   |
| Female  | 1   |
| Other (including casual)  |     |
| Male  | 0   |
| Female  | 0   |
| Total executives  |     |
| Male  | 2   |
| % of total executives   | 67% |
| Female  | 1   |
| % of total executives   | 33% |
| Total   | 3   |

| Total leave days taken per FTE |     |
|--------------------------------|-----|
| Sick leave                     | 9.1 |
| Family carer's leave           | 1.2 |
| Miscellaneous special leave    | 0.6 |

| Number of Aboriginal and/or Torres Strait Islander employees |                      |                       |                        |
|--|----------------------|-----------------------|------------------------|
| Salary bracket   | Aboriginal employees | Total SLISA employees | % Aboriginal employees |
| \$0 – \$53 199   | 1                    | 52                    | 1.92                   |
| \$53 200 – \$67 699  | 0                    | 58                    | 0.00                   |
| \$67 700 – \$86 599  | 0                    | 24                    | 0.00                   |
| \$86 600 – \$109 299   | 0                    | 9                     | 0.00                   |
| \$109 300 +  | 0                    | 3                     | 0.00                   |
| Total  | 1                    | 146                   | 0.68                   |

| Number of employees by age bracket by gender |      |        |       |            |
|--|------|--------|-------|------------|
| Age bracket                                  | Male | Female | Total | % of total |
| 15 – 19                                      | 0    | 1      | 1     | 0.68       |
| 20 – 24                                      | 0    | 2      | 2     | 1.37       |
| 25 – 29                                      | 1    | 2      | 3     | 2.05       |
| 30 – 34                                      | 1    | 6      | 7     | 4.79       |
| 35 – 39                                      | 2    | 10     | 12    | 8.22       |
| 40 – 44                                      | 6    | 10     | 16    | 10.96      |
| 45 – 49                                      | 9    | 10     | 19    | 13.01      |
| 50 – 54                                      | 10   | 13     | 23    | 15.75      |
| 55 – 59                                      | 8    | 19     | 27    | 18.49      |
| 60 – 64                                      | 7    | 19     | 26    | 17.81      |
| 65 +   | 4    | 6      | 10    | 6.85       |
| Total  | 48   | 98     | 146   | 100        |

| Cultural and linguistic diversity                                    |      |        |       |             |
|--|------|--------|-------|-------------|
|  | Male | Female | Total | % of agency |
| Number of employees born overseas                                    | 11   | 17     | 18    | 19.18       |
| Number of employees who speak language(s) other than English at home | 3    | 1      | 4     | 2.74        |

| Total number of employees with disabilities (according to Commonwealth DDA definition) |        |       |             |  |
|--|--------|-------|-------------|--|
| Male   | Female | Total | % of agency |  |
| 3  | 4      | 7     | 4.80        |  |

| Types of disability (where specified)     |      |        |       |             |
|---|------|--------|-------|-------------|
| Disability                                | Male | Female | Total | % of agency |
| Disability requiring workplace adaptation | 3    | 4      | 7     | 4.80        |
| Physical                                  | 0    | 0      | 0     | 0           |
| Intellectual                              | 0    | 0      | 0     | 0           |
| Sensory                                   | 0    | 0      | 0     | 0           |
| Psychological/psychiatric                 | 0    | 0      | 0     | 0           |

| Number of employees using voluntary flexible working arrangements |      |        |       |
|---|------|--------|-------|
| Leave type  | Male | Female | Total |
| Purchased leave   | 0    | 0      | 0     |
| Flexitime   | 43   | 80     | 123   |
| Compressed weeks  | 4    | 7      | 11    |
| Part-time   | 9    | 45     | 54    |
| Job share   | 0    | 13     | 13    |
| Working from home   | 0    | 4      | 4     |

| Documents review of individual performance management |        |
|---|--------|
| Reviewed within the last 12 months                    | 82.19% |
| Review older than 12 months                           | 10.96% |
| Not reviewed  | 6.85%  |

| Leadership and management training expenditure |            |                               |
|--|------------|-------------------------------|
| Training and development                       | Total cost | % of total salary expenditure |
| Total training and development expenditure     | \$196 178  | 2.00                          |
| Total leadership and management development    | \$14 332   | 0.10                          |

| Accredited training packages by classification |   |
|--|---|
| ASO4   | 1 |
| PO1  | 1 |
| SAE  | 1 |

## Public Library Services staffing

| Total number of employees    |      |
|------------------------------|------|
| Persons                      | 22   |
| Full-time equivalents (FTEs) | 20.8 |

| Gender | % persons | % FTEs |
|--------|-----------|--------|
| Male   | 27.27     | 28.85  |
| Female | 72.73     | 71.15  |

| Separations and recruitment                               |   |
|---|---|
| Number of persons separated                               | 2 |
| Number of persons recruited                               | 5 |
| Number of person recruited and active / paid at June 2013 | 5 |
| Number of persons on leave without pay at 30 June 2013    | 0 |

| Number of employees by salary bracket |      |        |       |
|---------------------------------------|------|--------|-------|
| Salary bracket                        | Male | Female | Total |
| \$0 – \$53 199                        | 1    | 2      | 3     |
| \$53 200 – \$67 699                   | 2    | 2      | 4     |
| \$67 700 – \$86 599                   | 2    | 8      | 10    |
| \$86 600 – \$109 299                  | 1    | 4      | 5     |
| \$109 300 +                           | 0    | 0      | 0     |
| Total                                 | 6    | 16     | 22    |

| Status of employees in current role – by FTE |         |                     |                    |        |       |
|--|---------|---------------------|--------------------|--------|-------|
| Gender                                       | Ongoing | Short-term contract | Long-term contract | Casual | Total |
| Male   | 6.0     | 0.0                 | 0.0                | 0.0    | 6.0   |
| Female                                       | 8.4     | 2.4                 | 4.0                | 0.0    | 14.8  |
| Total  | 14.4    | 2.4                 | 4.0                | 0.0    | 20.8  |

| Status of employees in current role – by person |         |                     |                    |        |       |
|---|---------|---------------------|--------------------|--------|-------|
| Gender  | Ongoing | Short-term contract | Long-term contract | Casual | Total |
| Male  | 6       | 0                   | 0                  | 0      | 6     |
| Female  | 9       | 3                   | 4                  | 0      | 16    |
| Total   | 15      | 3                   | 4                  | 0      | 22    |

| Number of executives by status in current role, gender and classification |    |
|---|----|
| Ongoing   |    |
| Male  | 0  |
| Female  | 0  |
| Term tenured  |    |
| Male  | 0  |
| Female  | 0  |
| Term untenured  |    |
| Male  | 0  |
| Female  | 0  |
| Other (including casual)  |    |
| Male  | 0  |
| Female  | 0  |
| Total executives  |    |
| Male  | 0  |
| % of total executives   | 0% |
| Female  | 0  |
| % of total executives   | 0% |
| Total   | 0  |

| Total leave days taken per FTE |     |
|--------------------------------|-----|
| Sick leave                     | 5.6 |
| Family carer's leave           | 0.8 |
| Miscellaneous special leave    | 0.1 |

| Number of Aboriginal and/or Torres Strait Islander employees |                      |                     |                        |
|--|----------------------|---------------------|------------------------|
| Salary bracket   | Aboriginal employees | Total PLS employees | % Aboriginal employees |
| \$0 – \$53 199   | 0                    | 3                   | 0                      |
| \$53 200 – \$67 699  | 0                    | 4                   | 0                      |
| \$67 700 – \$86 599  | 0                    | 10                  | 0                      |
| \$86 600 – \$109 299   | 0                    | 5                   | 0                      |
| \$109 300 +  | 0                    | 0                   | 0                      |
| Total  | 0                    | 22                  | 0                      |

| Number of employees by age bracket by gender |      |        |       |            |
|--|------|--------|-------|------------|
| Age bracket                                  | Male | Female | Total | % of total |
| 15 – 19                                      | 0    | 0      | 0     | 0.00       |
| 20 – 24                                      | 0    | 0      | 0     | 0.00       |
| 25 – 29                                      | 1    | 1      | 2     | 9.09       |
| 30 – 34                                      | 1    | 1      | 2     | 9.09       |
| 35 – 39                                      | 1    | 1      | 2     | 9.09       |
| 40 – 44                                      | 1    | 2      | 3     | 13.64      |
| 45 – 49                                      | 0    | 5      | 5     | 22.73      |
| 50 – 54                                      | 1    | 3      | 4     | 18.18      |
| 55 – 59                                      | 0    | 2      | 2     | 9.09       |
| 60 – 64                                      | 1    | 1      | 2     | 9.09       |
| 65 +   | 0    | 0      | 0     | 0          |
| Total  | 6    | 16     | 22    | 100        |

| Cultural and linguistic diversity                                    |      |        |       |             |
|--|------|--------|-------|-------------|
|  | Male | Female | Total | % of agency |
| Number of employees born overseas                                    | 0    | 3      | 3     | 13.64       |
| Number of employees who speak language(s) other than English at home | 0    | 0      | 0     | 0           |

| Total number of employees with disabilities (according to Commonwealth DDA definition) |        |       |             |  |
|--|--------|-------|-------------|--|
| Male   | Female | Total | % of agency |  |
| 0  | 0      | 0     | 0           |  |

| Types of disability (where specified)     |      |        |       |             |
|---|------|--------|-------|-------------|
| Disability                                | Male | Female | Total | % of agency |
| Disability requiring workplace adaptation | 0    | 0      | 0     | 0           |
| Physical                                  | 0    | 0      | 0     | 0           |
| Intellectual                              | 0    | 0      | 0     | 0           |
| Sensory                                   | 0    | 0      | 0     | 0           |
| Psychological/psychiatric                 | 0    | 0      | 0     | 0           |

| Number of employees using voluntary flexible working arrangements |      |        |       |  |
|---|------|--------|-------|--|
| Leave type  | Male | Female | Total |  |
| Purchased leave   | 0    | 0      | 0     |  |
| Flexitime   | 6    | 12     | 18    |  |
| Compressed weeks  | 0    | 2      | 2     |  |
| Part-time   | 0    | 5      | 5     |  |
| Job share   | 0    | 2      | 2     |  |
| Working from home   | 0    | 0      | 0     |  |

| Documents review of individual performance management |        |
|---|--------|
| Reviewed within the last 12 months                    | 54.55% |
| Review older than 12 months                           | 27.27% |
| Not reviewed  | 18.18% |

| Leadership and management training expenditure |            |                               |
|--|------------|-------------------------------|
| Training and development                       | Total cost | % of total salary expenditure |
| Total training and development expenditure     | \$17 529   | 0.20                          |
| Total leadership and management development    | \$0        | 0.00                          |

| Accredited training packages by classification |   |
|--|---|
| ASO2   | 1 |

## Employment opportunity programs

The State Library of South Australia and Public Library Services are committed to developing an inclusive workplace culture. Applications for roles that we advertise are encouraged from Aboriginal and Torres Strait Islander people and from people who contribute to the diversity of our workforce.

## Staff and volunteers

The following people worked for the State Library and Public Library Services during 2012-13.

### **Director**

Alan Smith

### **State Library of SA**

#### Directorate

George Sclauzero

(Manager)

Sarah Hallandal

Sue Scadding

#### Marketing

Beverly Scott (Manager)

Loine Sweeney

Steve Burrows

Josephine Chesher

Michelle Harniman

Jan Jones

#### Corporate Resources

Kath Button (Manager)

Kelly Burrowes

Lorraine Craig

Sharon Fleming

Sally Hedger

Michelle Hill

Emma Hunt

Kylie Meakins

Leanne Noack

Mario Pulvirenti

David Rees

Deni Susanti

Julie Thomas

#### Associate Director, Library

##### Services

Sue Lewis

Geoff Stempel (acting)

#### Collection Development

Tony Leschen (Manager)

Val Balagendadaran

Evelyn Colwell

Tonia Eldridge

Jo Hocking

Merridy Lawlor

Di Markham

Robert McDade

Elizabeth Moulton

Kathryn Parslow

Simon Penhall

Uma Singh

Sue Ward

#### Collection Processing

Suzanne Saunders

(Manager)

Helen Butler

Brenna Cook

Kimberley Dye

Kate Pulford

Robert Finlay

Beverley Jennings

Shaun Kelly

Christine Mason

Vincent Nott

Adrian Reid

Karen Richardson

Mary Ryan

Michael Saunders

Jan Sice

Anne Sinclair

Margaret Southcott

Neil Thomas

Sonia Witzmann

#### Access and Information Services

Tony May (Manager)

Georgia Allan

Joanne Alton

Anna Angelakis

Brian Bingley

Karen Brandwood

Dan Carter

Denise Chapman

Lewis Chapman

Philippa Clancy

Joanne Cook

Linda Czechyra

Tricia Darley

Joanna Day

John D'Onofrio

Maureen Driver

Anthony Duffield

Grant Eldridge

Mary Filsell

Nel Fredericks

Jennifer Gallas

Stamos Ganiaris

Joyce Garlick

Mark Gilbert

Debra Heidik

Sherron Hunter

Anthony Laube

Judy Lewis

Roger Long

Marie Maddocks

Prue McDonald

Annette Mills

Richard Moriarty

Margery O'Gorman

Elizabeth O'Loughlin

John O'Neill

Sue Paul

Chris Read

Alex Rivero

Suzy Russell

Jennifer Scott

Valerie Sitters

Rachel Small

Carolyn Spooner

Sara Stodart

Isabel Story

Dan Sun

Kris Svendsen

Brett Watson

Rose Wilson

Ann Worthington

Monireh Ziaei

### Preservation

Beth Robertson  
(Manager)  
Georgia Allan  
Amalia Alpareanu  
Jeff Beatty  
Lindy Bohrsen  
David Brereton  
Julie Breynard  
James Eccles  
David Ellis  
James Fernandez  
Maxine Furness  
Jennifer Gallas  
Sheila Hood  
Cheryl Hutchens  
Marie Kawalok  
Danielle Kelly  
Peter Kolomitzev  
Beverly Kozel  
Steven Liu

Paul Llewellyn  
Sarah Lloyd  
Janet Mansfield  
Delia McCann  
Silver Moon  
Hoa Nguyen  
Jim Nicoloulis  
Isabel O'Loughlin  
Lee Riva  
David Sage  
Madeline Shalders  
Samantha Smith  
Nicole Spence  
Michael Veitch  
Anna Voukelatos  
Raelene Wauchope  
Emily Wilson  
Alfred Wimmer  
Toby Woolley  
Peter Zajicek

### Metadata

Joyce Searle (Manager)

### Online Projects

Andrew Piper (Manager)  
Katie Hannan

### Online Strategy

Lesley Sharp (Manager)  
Peter Jenkins  
Elvio Pederzoli  
Janet Wilkinson

### ICT Operations

Martin Byrt (Manager)  
Sean Abel  
Meredith Lindner  
Mario Romeo  
Fiona Stuart

## **Public Library Services**

### Associate Director, Public Library Services

Geoff Stempel  
Joanne Freeman (acting)

### Business Development

Marissa King (Manager)  
Anna Cheung  
Tricia Knightly  
Melisa Marinos  
Simone Nicholson  
Penny Richardson  
Brendan Robinson  
Jannah Wilson

### Library Systems and Network Services

Teresa Brook (acting Manager)  
Kathy Haese  
Tanya Hurkmans  
Paul Robinson  
Diana Zaganjori

### ICT Strategic Projects and Services

Lyal Mutton (Manager)  
Leanne Duvnjak  
James Kemperman  
Jo-Anne Rivers

### Change Management

Jo Freeman (Manager)

### Public Library Programs

Veronica Mathews (acting Manager)  
Jon Bentick  
Craig Blumson  
Sharmayne Coso  
Chris Kennedy  
Jane Murphy

## **Volunteers**

### Collection Processing

Roger Andre  
Judy Darwin  
Lynette Lee  
John Love  
Robin Radford  
Jackie Williams

### Metadata Project

Deb Gard

### Collection Development

Ivan Hoffmann  
Allison Murchie

### Content Services

Kay Anson  
Peter Anson  
Jennifer Arger  
Guy Bannister  
Basil Benjamin  
Eamonn Brennan  
Thos Brown  
Helen Davies  
Sally Deslandes  
Jay Douglas  
Marion Dredge  
Kerry Durrant  
David Evans  
Judy Fander  
John Field  
Lyndall Fredericks  
Louise Gallagher  
James Gardsden  
John Green  
Kaye Green  
Judy Hargrave  
Roger Harper  
Rachel Haynes  
Carol Hillman  
Peter Hinic  
Susie Hughes

Katherine Hurley  
Rodger Jessup  
Rosemary Kopli  
Ute Kosfeld  
Pat Lawrence  
Madge Mitton  
Judith Moreland-Mitchell  
Tony Pain  
Gavin Pearce  
Rosemary Radden  
Mary Readman  
Ernest Roe  
Brian Schaefer  
Jonathon Selby  
Jean Seifert  
Rachel Small  
Bev Steed  
Jennifer Storer  
Natacha Tracy  
Ebony Trombley  
Barbara Wall

### Marketing

Lorraine Adams  
Eleanor Bleechmore  
Bob Brady  
Ann Branford  
Bev Burnell  
Kate Calikes  
Margarette Campbell  
Leonie Challans  
Chandima De Silva  
Issy Douvartzidis  
Rae Durham  
Anne Fowlie  
Lucy Fox  
Katie Freeth  
Louise Gallagher  
Chris Higgins  
Peter Hughes  
Katherine Hurley  
Ann Inglis  
Sheree James  
William Jensen

Kira Kudinoff  
Val Laidlaw  
Aileen Liptak  
Jessica Martin  
Marie McDonald  
Joy McInerney  
John McPheat  
Gail Mitchell  
Kate Mitchell  
Janzy Murphy  
Kevin O'Connor  
Sue Park  
Sharon Reardon  
Chrissie Richardson  
Sharyn Russell  
Mary Scott  
Lynne Stephens  
Kathryn Thompson  
Jean Trowbridge  
Patrisha Weston  
Mu Zhang

### Online Projects

Bree Atkins  
Stephen Bills  
Renee Christie  
Kaye Green  
Matt Johns  
Natalie Norton  
Raquel Piles  
Jamie Ritchie  
Catherine Shirlock  
Kate Zwar

### Friends of the State Library

David Sansovini

## Occupational health, safety and injury management

### State Library of South Australia

| Work Health and Safety prosecutions, notices and corrective action taken   |   |
|--|---|
| Number of notifiable occurrences pursuant to WHS Act Part 3  | 0 |
| Number of notices served pursuant to WHS Act Sections 90, 191 and 195 (provisional improvement, improvement and prohibition notices) | 0 |

| Agency gross workers' compensation expenditure for 2012-13 compared with 2011-12 |            |             |              |          |
|--|------------|-------------|--------------|----------|
| Expenditure  | 2012-13    | 2011-12     | Variation    | % change |
| Income maintenance   | \$355.10   | \$5 606.21  | -\$5 251.11  | 93.6%    |
| Lump sum settlements (redemptions – S42)   | 0          | 0           | 0            | 0        |
| Lump sum settlements (permanent disability – S43)                                | 0          | 0           | 0            | 0        |
| Medical / hospital costs combined  | \$6 048.96 | \$12 030.18 | -\$5 981.22  | 49.7%    |
| Other  | 0          | \$7.18      | -\$7.18      | 100%     |
| Total claims expenditure   | \$6 404.06 | \$17 643.57 | -\$11 239.51 | 63.7%    |

| Meeting safety performance targets  |                  |   |                                 |           |                                |
|---|------------------|---|---------------------------------|-----------|--------------------------------|
|   | Base:<br>2009-10 | Performance: 12 months<br>to end of June 2013 |                                 |           | Final<br>target                |
|   | No. or %         | Actual  | Notional<br>quarterly<br>target | Variation | No. or %                       |
| Workplace fatalities  | 0                | 0   | 0                               | 0         | 0                              |
| New workplace injury claims   | 2                | 3   | 2                               | 1         | 2                              |
| New workplace injury claims frequency rate                                  | 0                | 0   | 0                               | 0         | 0                              |
| Lost time injury frequency rate   | 0                | 0   | 0                               | 0         | 0                              |
| New psychological injury claims frequency rate                              | 0                | 0   | 0                               | 0         | 0                              |
| Rehabilitation and return to work:  |                  |   |                                 |           |                                |
| Early assessment within 2 days  | 50%              | 0   | 80%                             | -80%      | 80%                            |
| Early intervention within 5 days  | 0%               | 0   | 0                               | 0         | 90%                            |
| LTI have 10 business days or less lost time                                 | 0%               | 100%  | 60%                             | 0         | 60%                            |
| Claim determination:  |                  |   |                                 |           |                                |
| New claims not yet determined, assessed for provisional liability in 7 days | 0                | 0   | 0                               | 0         | 100%                           |
| Claims determined in 10 business days                                       | 100%             | 100%  | 75%                             | 25%       | 75%                            |
| Claims still to be determined after 3 months                                | 0                | 0   | 3%                              | -3%       | 3%                             |
| Income maintenance payments for recent injuries:                            |                  |   |                                 |           |                                |
| 2011-12 injuries (at 24 months development)                                 | 0                | \$896.95                                      | 0                               | \$896.65  | Below previous 2 years average |
| 2012-13 injuries (at 12 months development)                                 | 0                | \$170.53                                      | 0                               | \$170.53  | Below previous 2 years average |

## Public Library Services

| Work Health and Safety prosecutions, notices and corrective action taken   |   |
|--|---|
| Number of notifiable occurrences pursuant to WHS Act Part 3  | 0 |
| Number of notices served pursuant to WHS Act Sections 90, 191 and 195 (provisional improvement, improvement and prohibition notices) | 0 |

| Agency gross workers' compensation expenditure for 2012-13 compared with 2011-12 |          |          |           |          |
|--|----------|----------|-----------|----------|
| Expenditure  | 2012-13  | 2011-12  | Variation | % change |
| Income maintenance   | 0        | 0        | 0         | 0        |
| Lump sum settlements (redemptions – \$42)  | 0        | 0        | 0         | 0        |
| Lump sum settlements (permanent disability – \$43)                               | 0        | 0        | 0         | 0        |
| Medical / hospital costs combined  | 0        | 0        | 0         | 0        |
| Other  | 0        | 0        | 0         | 0        |
| <b>Total claims expenditure</b>  | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b> |

| Meeting safety performance targets  |                  |   |                                 |           |                                |
|---|------------------|---|---------------------------------|-----------|--------------------------------|
|   | Base:<br>2009-10 | Performance: 12 months<br>to end of June 2013 |                                 |           | Final<br>target                |
|   | No. or %         | Actual  | Notional<br>quarterly<br>target | Variation | No. or %                       |
| Workplace fatalities  | 0                | 0   | 0                               | 0         | 0                              |
| New workplace injury claims   | 1                | 0   | 1                               | -1        | -1                             |
| New workplace injury claims frequency rate                                  | 0                | 0   | 0                               | 0         | 0                              |
| Lost time injury frequency rate   | 0                | 0   | 0                               | 0         | 0                              |
| New psychological injury claims frequency rate                              | 0                | 0   | 0                               | 0         | 0                              |
| Rehabilitation and return to work:  |                  |   |                                 |           |                                |
| Early assessment within 2 days  | 0                | 0   | 0                               | 0         | 80%                            |
| Early intervention within 5 days  | 0                | 0   | 0                               | 0         | 90%                            |
| LTI have 10 business days or less lost time                                 | 0                | 0   | 0                               | 0         | 60%                            |
| Claim determination:  |                  |   |                                 |           |                                |
| New claims not yet determined, assessed for provisional liability in 7 days | 0                | 0   | 0                               | 0         | 100%                           |
| Claims determined in 10 business days                                       | 100%             | 0   | 0                               | 0         | 75%                            |
| Claims still to be determined after 3 months                                | 0                | 0   | 0                               | 0         | 3%                             |
| Income maintenance payments for recent injuries:                            |                  |   |                                 |           |                                |
| 2010-11 injuries (at 24 months development)                                 | 0                | 0   | 0                               | 0         | Below previous 2 years average |
| 2011-12 injuries (at 12 months development)                                 | 0                | 0   | 0                               | 0         | Below previous 2 years average |

## Facilities management

### **Urban Design Charter**

The State Library and Public Library Services are currently not planning or undertaking any development activities in relation to our buildings.

Any future master planning and development of our North Terrace site will integrate the principle and objectives contained in the Urban Design Charter.

### **Energy Efficiency Action Plan**

We continued with the ongoing management of previously implemented energy initiatives and look for opportunities for further improvement.

### **Greening of Government Operations**

The State Library participates in a cultural precinct program designed to reduce waste to landfill by 25% by 2014 (SASP T3.8).

SLSA's energy efficiency statistics are captured in the DPC Annual Report.

## Disability Action Plans

The State Library of South Australia and Public Library Services are guided by the Department of the Premier and Cabinet's *Disability Access Policy*. We continue to maintain existing services to customers with disabilities and identify opportunities to expand on these.

## Freedom of information statement

The State Library's complete Freedom of Information Statement is available on our internet site at: [www.slsa.sa.gov.au](http://www.slsa.sa.gov.au). No applications were made to the State Library during the 2012-13 financial year.

## Whistleblowers Protection Act

The State Library of South Australia has appointed a responsible officer for the purposes of the *Whistleblowers Protection Act 1993* pursuant to Section 7 of the *Public Sector Act 2009*.

There were no instances of disclosure of public interest information to a responsible officer of the State Library of South Australia under the *Whistleblowers Protection Act 1993* in 2012-13.

# Funding

The Libraries Board commends the financial management of the State Library of South Australia and Public Library Services in meeting their obligations under the Libraries Act.

## State Library of South Australia

In 2012-13, the State Library continued to maintain the provision of core services through prudent use of government funds and other sources of revenue. The State Government provided a recurrent operating grant of \$14.764 million that included one-off additional funding of \$936 000 to assist in relieving cost pressures while the Government considered the findings of an independent financial sustainability review of the State Library's operations. The Library also received a capital grant of \$1.039 million that primarily covered the costs of a security system upgrade and a refurbishment of the Mortlock lift.

The Library generated additional revenue from renting out space to tenants, hiring State Library venues, services provided towards the University of South Australia's Business and Information Systems course, donations and investment income from dividends and distributions.

The Library also generated revenue from the provision of photographic, micrographic and other reproductions of collection items, and from printing, photocopying, book scanning and other activities. Two generous donations were received from the Thyne Reid Foundation and the State Library of South Australia Foundation. Total non-government income received was \$2.175 million.

## Public Library Services

The Libraries Board continued to administer and provide grants to public libraries from within the funds provided by the Minister.

This year the grant was \$18.073 million. Of this, \$5.458 million was provided to libraries to support their operating expenses, \$7.407 million was provided to purchase library materials and \$30 000 was provided for community information grants. The remainder of the grant (\$5.178 million) was applied to centralised functions such as providing free internet access in every library, wireless access in over 120 library sites, providing a statewide courier service which enables free interlibrary loans and support for the One Library Management System.

Public Library Services also supported the statewide projects: The Little Big Book Club and The Big Book Club, Poetry Slam and the redevelopment of [www.libraries.sa.gov.au](http://www.libraries.sa.gov.au).

## Bequest Funds

Funds bequeathed to the Libraries Board are managed in accordance with a Board-approved investment policy.

The performance of investments is reviewed on an ongoing basis. The Board directly invests its funds in major listed investment companies that provide franked dividends, as well as property trusts and fixed interest. Being a State Government agency, the Libraries Board is able to claim back from the Australian Taxation Office the taxed component of dividends as franking credits, which enhances the general performance of its investments. The investments have enabled the Board to build up a pool of invested funds from which it is able to finance projects that otherwise could not be undertaken.

Given the turbulent performance of worldwide equity markets since the commencement of the Global Financial Crisis in 2007-08, a conservative approach is currently being taken towards using bequest funds to finance new projects.

## Fraud

The State Library and Public Library Services have a risk management strategy in place to control and prevent fraud. There were no cases of fraud detected during the year.

## Mortlock Funds

### J.A.T. Mortlock Bequest

Members of the Mortlock family have been generous benefactors. Mrs Dorothy Mortlock presented many rare and valuable items through the Friends of the State Library. After her death in 1979 the residue of the estate of her husband Mr John Andrew Tennant Mortlock was left jointly to the University of Adelaide and the Libraries Board. The Board's share amounted to approximately \$1.8 million. Income from the bequest since 1981 has funded projects to the value of \$9.89 million. In recognition of this generosity, the 1884 building associated with the South Australiana collections was renamed the Mortlock Wing in 2004.

| Project                                       | 2012-13     | 2011-12     | 2010-11     |
|---|-------------|-------------|-------------|
| Friends of the State Library grant            | \$0         | \$28 400    | \$21 749    |
| Mortlock Wing refresh                         | \$0         | \$14 207    | \$4 914     |
| SA Memory – film and video collection         | \$0         | \$4 866     | \$890       |
| SA Memory – high volume digitisation and OCR  | \$0         | \$2 343     | \$8 128     |
| Digital preservation research and development | \$0         | \$0         | \$24 014    |
| Total projects funded during financial year   | \$0         | \$49 816    | 59 695      |
| Total progressive funding to 30 June 2013     | \$9 890 035 | \$9 890 035 | \$9 840 219 |

## Financial Performance Indicators

### Account Payment Performance as at 30 June 2013

| State Library of South Australia               | Number of accounts paid | % of total accounts paid |
|--|-------------------------|--------------------------|
| Paid by due date                               | 2 806                   | 99.7%                    |
| Paid late and paid < 30 days from the due date | 7                       | 0.2%                     |
| Paid late and paid > 30 days from the due date | 2                       | 0.1%                     |
| <b>Total accounts paid</b>                     | <b>2 815</b>            | <b>100.0%</b>            |
| <b>Public Library Services</b>                 |                         |                          |
| Paid by due date                               | 1 652                   | 99.7%                    |
| Paid late and paid < 30 days from the due date | 16                      | 0.3%                     |
| Paid late and paid > 30 days from the due date | 4                       | 0.1%                     |
| <b>Total accounts paid</b>                     | <b>1 672</b>            | <b>100.0%</b>            |

### Payments to consultants

| State Library                  | 2012-13  |               | 2011-12  |               | 2010-11  |              |
|--------------------------------|----------|---------------|----------|---------------|----------|--------------|
|                                | Number   | Value \$      | Number   | Value \$      | Number   | Value \$     |
| Below \$10 000                 | 1        | 150           | 0        | 0             | 1        | 2 200        |
| \$10 000 - \$50 000            | 1        | 20 435        | 0        | 0             | 0        | 0            |
| Greater than \$50 000          | 0        | 0             | 0        | 0             | 0        | 0            |
| <b>Public Library Services</b> |          |               |          |               |          |              |
| Below \$10 000                 | 2        | 3 692         | 1        | 7 800         | 0        | 0            |
| \$10 000 - \$50 000            | 0        | 0             | 0        | 0             | 0        | 0            |
| Greater than \$50 000          | 0        | 0             | 1        | 79 820        | 0        | 0            |
| <b>Total</b>                   | <b>4</b> | <b>24 277</b> | <b>2</b> | <b>87 620</b> | <b>1</b> | <b>2 200</b> |

## Overseas Travel

| 2012-13                 | Number of employees | Destination                      | Reasons for travel   | Total cost to agency \$ |
|-------------------------|---------------------|----------------------------------|--|-------------------------|
| State Library           | 1                   | United Kingdom, Finland, Germany | IFLA 78 <sup>th</sup> World Library and Information Conference in Finland. Visit cultural institutions such as the British Museum, British Library and National Gallery in London, UK. | 11 772                  |
|                         | 1                   | Singapore                        | Research archive film writing equipment, with a view to purchase   | 2 552                   |
| Public Library Services | 2                   | USA                              | Investigate integrated eProcurement solutions to progress Stage 2 of the LMS Project   | 11 044                  |
|                         | 1                   | USA                              | Present paper at LMS User Group International Conference and participate in specialist training  | 1 708                   |
|                         | 1                   | Thailand and Singapore           | Present paper at International Federation of Library Associations and Institutions, and attendance at Libraries for Children and Young Adults event                                    | 1 277                   |
| <b>Total</b>            |                     |                                  |  | <b>28 353</b>           |

# Financial statements

## Certification of the 2012-13 financial statements

We certify that the financial statements of the Libraries Board of South Australia:

- are in accordance with the accounts and records of the Libraries Board of South Australia; and
- comply with relevant Treasurer's Instructions; and
- comply with relevant accounting standards; and
- present a true and fair view of the financial position of the Libraries Board of South Australia at the end of the financial year and the results of its operations and cash flows for the financial year.

Internal controls employed by the Libraries Board of South Australia over its financial reporting and its preparation of the financial statements have been effective throughout the financial year.



## Management representation letter



17 September 2013

Mr M Diegmann  
Principal Audit Manager  
Auditor-General's Department  
9th Floor, State Administration Centre  
200 Victoria Square  
Adelaide SA 5000

North Terrace, Adelaide  
South Australia  
GPO Box 419 Adelaide  
SA 5001 Australia  
Telephone (08) 8207 7200  
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info@slsa.sa.gov.au  
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Dear Mr Diegmann,

**Management representation letter  
Libraries Board of South Australia  
financial statements for the year ended 30 June 2013**

We submit the following representation, provided in connection with your audit of the financial statements of the Libraries Board of South Australia for the year ended 30 June 2013, having made such enquiries as we considered necessary for appropriately informing ourselves and according to the best of our knowledge and belief.

1. We have fulfilled our responsibility for the preparation of financial statements that give a true and fair view in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and the Australian Accounting Standards.
2. We have provided you with:
  - (a) access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - (b) additional information that you have requested from us for the purpose of the audit;
  - (c) unrestricted access to persons within the entity from whom you determine it necessary to obtain audit evidence and
  - (d) information regarding all legal issues and legal opinions which have the capacity to be relevant to the controls environment and the fair presentation of the financial statements.
3. All transactions have been recorded in the accounting records and are reflected in the financial statements.

4. We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud and error. We have established and maintained an adequate internal control structure to facilitate the preparation of reliable financial statements, and adequate financial records have been maintained. We have disclosed to you details of all deficiencies in internal control that we are aware of.
5. We have disclosed to you all information in relation to:
  - fraud or suspected fraud involving:
    - i. management
    - ii. employees who have significant roles in internal control
    - iii. others where the fraud could have a material effect on the financial statements
  - allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators or others.
6. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
7. We have disclosed to you all known or suspected instances of non-compliance with laws and regulations, contracts or agreements, the effects of which should be considered when preparing the financial statements.
8. All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to the auditor and accounted for and disclosed in accordance with the financial reporting framework.
9. We believe the significant assumptions used in making accounting estimates are reasonable.
10. All events occurring subsequent to the date of the financial statements and for which the financial reporting framework requires adjustment or disclosure have been adjusted or disclosed.
11. There have been no changes in accounting policies or application of those policies that would have a material effect on the financial statements, except as disclosed in the financial statements.
12. **Non-current assets**
  - (a) The entity has satisfactory title to all assets (excluding those assets held in the name of the Crown), and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
  - (b) Depreciation on assets has been allocated on a systematic basis over the estimated useful lives of assets. Useful lives and residual values of the assets were reviewed during the reporting period and adjusted where necessary. Any resulting changes were accounted for as a change in accounting estimate.

- (c) We have considered the requirements of AASB 136 Impairment of Assets when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
- (d) We consider the measurement methods, including related assumptions, used to determine fair values relating to assets and liabilities to be appropriate and consistently applied, and appropriately disclosed in the financial statements.

**13. Liabilities**

We have recognised all liabilities in the financial statements.

**14. Contingent liabilities**

All material contingent liabilities have been completely and adequately disclosed in the financial statements.

**15. Commitments**

We have disclosed all material commitments in the financial statements.

**16. Related party transactions**

- (a) We have disclosed to you the identity of all related parties and related party relationships and transactions of which we are aware.
- (b) We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of the financial reporting framework.

**17. Uncorrected misstatements**

We have reviewed the attached summary of uncorrected misstatements and believe the effects of those uncorrected misstatements aggregated by you during the audit are immaterial, both individually and in aggregate, to the financial statements taken as a whole.

Yours faithfully,

Chairman

Dated this, the 17<sup>th</sup> day of September 2013

Director

Dated this, the 17<sup>th</sup> day of September 2013

## Summary of Uncorrected Misstatements

### Uncorrected Misstatements for the Current Period

| Item | Financial Statement Line(s) Affected | Explanation   | Statement of Financial Position |                          |                                  |                          | Statement of Comprehensive Income |                          |
|------|--------------------------------------|---|---------------------------------|--------------------------|----------------------------------|--------------------------|-----------------------------------|--------------------------|
|      |                                      |   | Assets \$                       | Liabilities \$           | Retained earnings beg of year \$ | Other Equity \$          | Income \$                         | Expenses \$              |
|      |                                      |   | Overstated (Understated)        | (Overstated) Understated | (Overstated) Understated         | (Overstated) Understated | (Overstated) Understated          | Overstated (Understated) |
|      | Revenue Retained Earnings            | Revenue received and recognised as revenue in 2012-13 relating to 2011-12 |                                 |                          | 176                              |                          | (176)                             |                          |
|      | Expenses Retained Earnings           | Invoice paid and recognised as an expense in 2012-13 relating to 2011-12  |                                 |                          | (29)                             |                          |                                   | 29                       |
|      | Interest income Receivables          | Investment distribution income declared but not recognised                | (9)                             |                          |                                  |                          | 9                                 |                          |
|      | <b>Total</b>                         |   | <b>(9)</b>                      |                          | <b>147</b>                       |                          | <b>(167)</b>                      | <b>29</b>                |

### Uncorrected Misstatements for the Prior (Comparative) Period

| Item | Financial Statement Line(s) Affected | Explanation   | Statement of Financial Position |                          |                                  |                          | Statement of Comprehensive Income |                          |
|------|--------------------------------------|---|---------------------------------|--------------------------|----------------------------------|--------------------------|-----------------------------------|--------------------------|
|      |                                      |   | Assets \$                       | Liabilities \$           | Retained earnings beg of year \$ | Other Equity \$          | Income \$                         | Expenses \$              |
|      |                                      |   | Overstated (Understated)        | (Overstated) Understated | (Overstated) Understated         | (Overstated) Understated | (Overstated) Understated          | Overstated (Understated) |
|      | Revenue Retained Earnings            | Revenue received and recognised as revenue in 2012-13 relating to 2011-12 | (176)                           |                          |                                  |                          | 176                               |                          |
|      | Expenses Retained Earnings           | Invoice paid and recognised as an expense in 2012-13 relating to 2011-12  |                                 | 29                       |                                  |                          |                                   | (29)                     |
|      | <b>Total</b>                         |   | <b>(176)</b>                    | <b>29</b>                |                                  |                          | <b>176</b>                        | <b>(29)</b>              |

## INDEPENDENT AUDITOR'S REPORT



Government of South Australia

Auditor-General's Department

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### To the Chairman Libraries Board of South Australia

As required by section 31(1)(b) of the *Public Finance and Audit Act 1987* and Section 19(3) of the *Libraries Act 1982*, I have audited the accompanying financial report of the Libraries Board of South Australia for the financial year ended 30 June 2013. The financial report comprises:

- a Statement of Comprehensive Income for the year ended 30 June 2013
- a Statement of Financial Position as at 30 June 2013
- a Statement of Changes in Equity for the year ended 30 June 2013
- a Statement of Cash Flows for the year ended 30 June 2013
- Disaggregated Disclosures - Expenses and Income for the year ended 30 June 2013
- Disaggregated Disclosures - Assets and Liabilities as at 30 June 2013
- notes, comprising a summary of significant accounting policies and other explanatory information
- a Certificate from the Chairman, Libraries Board of South Australia, the Director, State Library of South Australia, the Finance and Directorate Manager, State Library of South Australia and the Manager Business Development, Public Library Services.

### The Member of the Libraries Board of South Australia's Responsibility for the Financial Report

The members of the Libraries Board of South Australia are responsible for the preparation of the financial report that gives a true and fair view in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards, and for such internal control as the members of the Libraries Board of South Australia determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the requirements of the *Public Finance and Audit Act 1987* and Australian Auditing Standards. The auditing standards require that the auditor comply with relevant ethical requirements and that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the members of the Libraries Board of South Australia, as well as the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**Opinion**

In my opinion, the financial report gives a true and fair view of the financial position of the Libraries Board of South Australia as at 30 June 2013, its financial performance and its cash flows for the year then ended in accordance with the Treasurer's Instructions promulgated under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards.



**S O'Neill**  
**AUDITOR-GENERAL**  
24 September 2013

## Statement of comprehensive income

For the year ended 30 June 2013

| Expenses   | Note | 2013<br>\$'000 | 2012<br>\$'000 |
|--|------|----------------|----------------|
| Staff benefits                                   | 4    | 11 695         | 11 812         |
| Supplies and services                            | 6    | 5 976          | 5 786          |
| Accommodation and facilities                     | 7    | 2 547          | 2 348          |
| Depreciation and amortisation                    | 8    | 1 613          | 1 569          |
| Subsidies to public libraries                    |      | 12 654         | 12 263         |
| Net loss from the disposal of non-current assets | 9    | 1              | 2 426          |
| <b>Total expenses</b>                            |      | <b>34 486</b>  | <b>36 204</b>  |

| Income                            |    |              |              |
|-----------------------------------|----|--------------|--------------|
| Fees and charges                  | 10 | 473          | 383          |
| Donations                         |    | 208          | 53           |
| Council contributions             |    | 102          | 114          |
| Rent and facilities hire          | 11 | 393          | 296          |
| Resources received free of charge | 12 | 282          | 242          |
| Interest and investment income    | 13 | 659          | 754          |
| Recoveries                        | 14 | 128          | 647          |
| Other                             | 15 | 168          | 207          |
| <b>Total income</b>               |    | <b>2 413</b> | <b>2 696</b> |

|                                       |               |               |
|---------------------------------------|---------------|---------------|
| <b>Net cost of providing services</b> | <b>32 073</b> | <b>33 508</b> |
|---------------------------------------|---------------|---------------|

| Revenues from SA Government              |  |               |                |
|--|--|---------------|----------------|
| Recurrent operating grant                |  | 32 837        | 30 860         |
| Capital grant                            |  | 1 039         | 138            |
| <b>Total revenues from SA Government</b> |  | <b>33 876</b> | <b>30 998</b>  |
| <b>Net result</b>                        |  | <b>1 803</b>  | <b>(2 510)</b> |

| Other comprehensive income  |    |               |                |
|---|----|---------------|----------------|
| Change in property, plant and equipment asset revaluation surplus | 19 | 16 606        | -              |
| <b>Total other comprehensive income</b>                           |    | <b>16 606</b> | <b>-</b>       |
| <b>Total comprehensive result</b>                                 |    | <b>18 409</b> | <b>(2 510)</b> |

The net result and comprehensive result are attributable to the SA Government as owner.

The above statement should be read in conjunction with the accompanying notes.

## Statement of financial position

As at 30 June 2013

| Current assets                  | Note | 2013<br>\$'000 | 2012<br>\$'000 |
|---------------------------------|------|----------------|----------------|
| Cash                            | 17   | 7 284          | 7 810          |
| Receivables                     | 18   | 927            | 376            |
| <b>Total current assets</b>     |      | <b>8 211</b>   | <b>8 186</b>   |
| <b>Non-current assets</b>       |      |                |                |
| Receivables                     | 18   | 14             | -              |
| Property, plant and equipment   | 19   | 65 453         | 48 628         |
| Intangible assets               | 20   | 17             | 23             |
| Research & heritage collections | 21   | 111 035        | 110 486        |
| Investments                     | 22   | 7 086          | 5 805          |
| <b>Total non-current assets</b> |      | <b>183 605</b> | <b>164 942</b> |
| <b>Total assets</b>             |      | <b>191 816</b> | <b>173 128</b> |

|                                  |    |              |              |
|----------------------------------|----|--------------|--------------|
| <b>Current liabilities</b>       |    |              |              |
| Payables                         | 23 | 1 179        | 866          |
| Staff benefits                   | 24 | 1 059        | 1 135        |
| Provisions                       | 25 | 30           | 29           |
| <b>Total current liabilities</b> |    | <b>2 268</b> | <b>2 030</b> |

|                                      |    |              |              |
|--------------------------------------|----|--------------|--------------|
| <b>Non-current liabilities</b>       |    |              |              |
| Payables                             | 23 | 228          | 226          |
| Staff benefits                       | 24 | 2 472        | 2 432        |
| Provisions                           | 25 | 119          | 120          |
| Other                                | 26 | 10           | 10           |
| <b>Total non-current liabilities</b> |    | <b>2 829</b> | <b>2 788</b> |
| <b>Total liabilities</b>             |    | <b>5 097</b> | <b>4 818</b> |

|                   |  |                |                |
|-------------------|--|----------------|----------------|
| <b>Net assets</b> |  | <b>186 719</b> | <b>168 310</b> |
|-------------------|--|----------------|----------------|

|                           |  |                |                |
|---------------------------|--|----------------|----------------|
| <b>Equity</b>             |  |                |                |
| Retained earnings         |  | 90 016         | 88 213         |
| Asset revaluation surplus |  | 96 703         | 80 097         |
| <b>Total equity</b>       |  | <b>186 719</b> | <b>168 310</b> |

The total equity is attributable to the SA Government as owner.

|                                      |    |
|--------------------------------------|----|
| Unrecognised contractual commitments | 27 |
| Contingent assets and liabilities    | 28 |

The above statement should be read in conjunction with the accompanying notes.

## Statement of changes in equity

For the year ended 30 June 2013

|   | Asset<br>revaluation<br>surplus<br>\$'000 | Retained<br>earnings<br>\$'000 | Total<br>\$'000 |
|---|---|--------------------------------|-----------------|
| Balance at 30 June 2011                         | 80 947                                    | 90 022                         | 170 969         |
| Prior period adjustment to equity               | -   | ( 149)                         | ( 149)          |
| Restated balance at 30 June 2011                | 80 947                                    | 89 873                         | 170 820         |
| Net result for 2011-12                          | -   | (2 448)                        | (2 448)         |
| Prior period adjustment to equity               | -   | ( 62)                          | ( 62)           |
| Total comprehensive result for 2011-12          | -   | (2 510)                        | (2 510)         |
| Balance at 30 June 2012                         | 80 097                                    | 88 213                         | 168 310         |
| Net result for 2012-13                          | -   | 1 803                          | 1 803           |
| Loss on revaluation of land during 2012-13      | (2 350)                                   | -                              | (2 350)         |
| Gain on revaluation of buildings during 2012-13 | 18 956                                    | -                              | 18 956          |
| Total comprehensive result for 2012-13          | 16 606                                    | 1 803                          | 18 409          |
| Balance at 30 June 2013                         | 96 703                                    | 90 016                         | 186 719         |

## Statement of cash flows

For the year ended 30 June 2013

| Cash flows from operating activities                | Note | 2012     | 2011     |
|---|------|----------|----------|
|   |      | \$'000   | \$'000   |
| <b>Cash outflows</b>                                |      |          |          |
| Staff benefits                                      |      | (11 720) | (11 762) |
| Supplies and services                               |      | (5 766)  | (5 392)  |
| Accommodation and facilities                        |      | (2 547)  | (2 286)  |
| Subsidies to public libraries                       |      | (12 527) | (12 263) |
| Cash used in operations                             |      | (32 560) | (31 703) |
| <b>Cash inflows</b>                                 |      |          |          |
| Fees and charges                                    |      | 429      | 470      |
| Bequests and donations                              |      | 189      | 10       |
| Council contributions                               |      | 107      | 114      |
| Rent and facilities hire                            |      | 364      | 296      |
| Interest and investment income                      |      | 691      | 754      |
| Recoveries  |      | 120      | 647      |
| Other   |      | 163      | 207      |
| Cash generated from operations                      |      | 2 063    | 2 498    |
| <b>Cash flows from SA Government</b>                |      |          |          |
| Recurrent operating grant                           |      | 32 548   | 30 860   |
| Capital grant                                       |      | 1 039    | 138      |
| Cash generated from SA Government                   |      | 33 587   | 30 998   |
| Net cash provided by operating activities           | 29   | 3 090    | 1 793    |
| <b>Cash flows from investing activities</b>         |      |          |          |
| <b>Cash outflows</b>                                |      |          |          |
| Purchase of heritage collections                    |      | (582)    | (440)    |
| Purchase of investments                             |      | (1 682)  | (1 000)  |
| Purchase of property, plant and equipment           |      | (1 654)  | (144)    |
| Purchase of land and buildings                      |      | (98)     | (167)    |
| Cash used in investing activities                   |      | (4 016)  | (1 751)  |
| <b>Cash inflows</b>                                 |      |          |          |
| Proceeds from the sale of / maturity of investments |      | 400      | 1 390    |
| Cash generated from investing activities            |      | 400      | 1 390    |
| Net cash used in investing activities               |      | (3 616)  | (361)    |
| Net increase in cash                                |      | (526)    | 1 432    |
| Cash at the beginning of the financial year         |      | 7 810    | 6 378    |
| Cash at the end of the financial year               | 29   | 7 284    | 7 810    |

The above statement should be read in conjunction with the accompanying notes.

## Disaggregated disclosures – expenses and income

For the year ended 30 June 2013

|  | Provision of State Library Services |                | Support of Public Library Services |                | Total          |                |
|--|-------------------------------------|----------------|------------------------------------|----------------|----------------|----------------|
|  | 2013<br>\$'000                      | 2012<br>\$'000 | 2013<br>\$'000                     | 2012<br>\$'000 | 2013<br>\$'000 | 2012<br>\$'000 |
| Expenses   |                                     |                |                                    |                |                |                |
| Staff benefits                                   | 9 597                               | 9 384          | 2 098                              | 2 428          | 11 695         | 11 812         |
| Supplies and services                            | 2 568                               | 2 332          | 3 408                              | 3 454          | 5 976          | 5 786          |
| Accommodation and facilities                     | 2 537                               | 2 310          | 10                                 | 38             | 2 547          | 2 348          |
| Depreciation and amortisation                    | 1 593                               | 1 545          | 20                                 | 24             | 1 613          | 1 569          |
| Subsidies to public libraries                    | -                                   | -              | 12 654                             | 12 263         | 12 654         | 12 263         |
| Net loss from the disposal of non-current assets | 1                                   | 180            | -                                  | 2 246          | 1              | 2 426          |
| <b>Total expenses</b>                            | <b>16 296</b>                       | <b>15 751</b>  | <b>18 190</b>                      | <b>20 453</b>  | <b>34 486</b>  | <b>36 204</b>  |

| Income                            |              |              |            |            |              |              |
|-----------------------------------|--------------|--------------|------------|------------|--------------|--------------|
| Fees and charges                  | 473          | 373          | -          | 10         | 473          | 383          |
| Bequests and donations            | 208          | 53           | -          | -          | 208          | 53           |
| Council contributions             | -            | -            | 102        | 114        | 102          | 114          |
| Rent and facilities hire          | 393          | 296          | -          | -          | 393          | 296          |
| Resources received free of charge | 280          | 240          | 2          | 2          | 282          | 242          |
| Interest and investment income    | 552          | 602          | 107        | 152        | 659          | 754          |
| Recoveries                        | 104          | 87           | 24         | 560        | 128          | 647          |
| Other                             | 165          | 133          | 3          | 74         | 168          | 207          |
| <b>Total income</b>               | <b>2 175</b> | <b>1 784</b> | <b>238</b> | <b>912</b> | <b>2 413</b> | <b>2 696</b> |

|                                       |               |               |               |               |               |               |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Net cost of providing services</b> | <b>14 121</b> | <b>13 967</b> | <b>17 952</b> | <b>19 541</b> | <b>32 073</b> | <b>33 508</b> |
|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|

| Revenues from SA Government              |               |               |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Recurrent operating grant                | 14 764        | 13 203        | 18 073        | 17 657        | 32 837        | 30 860        |
| Capital grant                            | 1 039         | 138           | -             | -             | 1 039         | 138           |
| <b>Total revenues from SA Government</b> | <b>15 803</b> | <b>13 341</b> | <b>18 073</b> | <b>17 657</b> | <b>33 876</b> | <b>30 998</b> |

|                   |              |              |            |                |              |                |
|-------------------|--------------|--------------|------------|----------------|--------------|----------------|
| <b>Net result</b> | <b>1 682</b> | <b>(626)</b> | <b>121</b> | <b>(1 884)</b> | <b>1 803</b> | <b>(2 510)</b> |
|-------------------|--------------|--------------|------------|----------------|--------------|----------------|

## Disaggregated disclosures – assets and liabilities

**As at 30 June 2013**

|              | Provision of State Library Services |                | Support of Public Library Services |                | Total          |                |
|--------------|-------------------------------------|----------------|------------------------------------|----------------|----------------|----------------|
|              | 2013<br>\$'000                      | 2012<br>\$'000 | 2013<br>\$'000                     | 2012<br>\$'000 | 2013<br>\$'000 | 2012<br>\$'000 |
| Assets       | 188 364                             | 169 858        | 3 452                              | 3 270          | 191 816        | 173 128        |
| Total assets | 188 364                             | 169 858        | 3 452                              | 3 270          | 191 816        | 173 128        |

| Liabilities       |                |                |                |                |                |                |
|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                   | 2013<br>\$'000 | 2012<br>\$'000 | 2013<br>\$'000 | 2012<br>\$'000 | 2013<br>\$'000 | 2012<br>\$'000 |
| Liabilities       | 4 211          | 4 030          | 886            | 788            | 5 097          | 4 818          |
| Total Liabilities | 4 211          | 4 030          | 886            | 788            | 5 097          | 4 818          |

# Notes to and forming part of the financial statements – Libraries Board of South Australia

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## **Note 1. Objectives of the Libraries Board of South Australia**

The Libraries Board of South Australia (the Board) is constituted pursuant to section 8 of the *Libraries Act 1982* (the Act). The Board is charged with the management of the State Library of South Australia and the Public Library Services under the Act.

The functions of the Board as prescribed under the Act are as follows:

- Formulate policies and guidelines for the provision of public library services;
- Establish, maintain and expand collections of library materials;
- Administer the State Library; and
- Promote, encourage and assist in the establishment, operation and expansion of public libraries and public library services by councils and others.

## **Note 2. Summary of significant accounting policies**

### 2.1 Statement of compliance

The Board has prepared these financial statements in compliance with section 23 of the *Public Finance and Audit Act 1987*.

The financial statements are general purpose financial statements. The accounts have been prepared in accordance with relevant Australian Accounting Standards and comply with Treasurer's Instructions and Accounting Policy Statements promulgated under the provisions of the *Public Finance and Audit Act 1987*.

The Board has applied Australian Accounting Standards that are applicable to not-for-profit entities, as the Board is a not-for-profit entity.

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Board for the reporting period ending 30 June 2013. The Board has assessed the impact of the new and amended Standards and Interpretations and considers there will be no impact on the accounting policies or the financial statements of the Board.

### 2.2 Basis of preparation

The preparation of the financial statements requires:

- the use of certain accounting estimates and requires management to exercise its judgment in the process of applying the Board's accounting policies. The areas involving a higher degree of judgment or where assumptions and estimates are significant to the financial statements, are outlined in the applicable Notes;
- the selection and application of accounting policies in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events are reported; and
- compliance with Accounting Policy Statements issued pursuant to section 41 of the *Public Finance and Audit Act 1987*. In the interest of public accountability and transparency the Accounting Policy Statements require the following Note disclosures, which have been included in the financial statements:
  - a) income, expenses, financial assets and liabilities where the counterparty/transaction is with an entity within the SA Government as at reporting date, classified according

to their nature. A threshold of \$100,000 for separate identification of these items applies;

- b) expenses incurred as a result of engaging consultants (as reported in the Statement of Comprehensive Income);
- c) staff targeted voluntary separation package information;
- d) staff whose normal remuneration is equal to or greater than the base executive remuneration level (within \$10,000 bandwidths) and the aggregate of the remuneration paid or payable or otherwise made available, directly or indirectly, by the entity to those staff; and
- e) board/committee member and remuneration information, where a board/committee member is entitled to receive income from membership other than a direct out-of-pocket reimbursement.

The Board's Statement of Comprehensive Income, Statement of Financial Position and Statement of Changes in Equity have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets that were valued in accordance with the valuation policy applicable.

The Statement of Cash Flows has been prepared on a cash basis.

The financial statements have been prepared based on a 12 month operating cycle and are presented in Australian currency.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2013 and comparative information presented for the year ended 30 June 2012.

### 2.3 Source of Funds

The Board's principal source of funds consists of grants from the State Government. In addition, the Board also receives monies from sales, rent, venue hire, investments, donations, bequests and other receipts, and uses the monies for the achievement of its objectives.

### 2.4 Income and expenses

Income and expenses are recognised in the Board's Statement of Comprehensive Income when and only when it is probable that the flow of economic benefits to or from the entity will occur and can be reliably measured. Income and expenses have been classified according to their nature and have not been offset unless required or permitted by a specific Accounting Standard, or where offsetting reflects the substance of the transaction or other event.

Income from fees and charges is derived from the provision of goods and services to other government agencies and to the public. This income is recognised upon the delivery of the goods or services to customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Dividend income is recognised when the right to receive a dividend has been established. Donations, bequests, grants and sponsorships are recognised as income in the period in which the Board obtains control over the income. Government grants and Council contributions are recognised as income in the period in which the Board obtains control over the grants and the contributions.

### *Subsidies to Public Libraries*

Public Library Services receives contributions from Councils to purchase additional materials through the centralised purchasing system. The expenditure for these materials is recorded under Subsidies to Public Libraries in the Statement of Comprehensive Income. The total amount received from councils for the year was \$102,000 (2012: \$114,000).

### *Resources received free of charge*

Resources received free of charge are recorded as income and expenditure in the Statement of Comprehensive Income at their fair value.

Under an arrangement with Arts SA and Artlab Australia, divisions of the Department of the Premier and Cabinet, Artlab Australia receives SA Government appropriation to perform conservation services on the Board's Research and Heritage Collections. The value of this work performed is recognised as resources received free of charge in income (Note 12) and a corresponding amount included as conservation work expenditure in supplies and services (Note 6).

Under an arrangement with the Services Division of the Department of the Premier and Cabinet, financial services and human resources are provided free of charge to the Board. The value of these services is recognised as resources received free of charge in income (Note 12) and a corresponding amount included as a business services charge in supplies and services (Note 6).

### 2.5 Current and non-current classification

Assets and liabilities are characterised as either current or non-current in nature. The Board has a clearly identifiable operating cycle of 12 months. Therefore assets and liabilities that will be realised as part of the normal operating cycle will be classified as current assets or current liabilities. All other assets and liabilities are classified as non-current.

### 2.6 Cash

Cash in the Statement of Financial Position includes cash at bank and on hand.

For the purposes of the Statement of Cash Flows, cash is defined as above.

Cash is measured at nominal value.

### *Trust Accounts*

Public Library Services hold subsidy payments in trust for the Outback Communities Authority and Aboriginal Lands (Anangu Pitjantjatjara, Maralinga Tjarutja, Nepabunna, Gerard and Yalata). These funds are controlled by the Board and are recorded in the cash balance as at 30 June 2013. The total of these trust accounts is \$34,000 (2012: \$232,000).

### 2.7 Receivables

Receivables include amounts receivable from trade debtors, prepayments and other accruals.

Trade receivables arise in the normal course of selling goods and services to the public and other government agencies. Trade receivables are generally settled within 30 days after the

issue of an invoice, or the goods/services have been provided under a contractual arrangement.

Collectability of receivables is reviewed on an ongoing basis. An allowance for doubtful debts is raised when there is objective evidence that the Board will not be able to collect the debt. Bad debts are written off when identified.

## 2.8 Investments

Investments are brought to account at cost in accordance with Accounting Policy Framework IV *Financial Asset and Liability Framework* APS 2.1.

## 2.9 Non-current asset acquisition and recognition

The cost method of accounting is used for the initial recording of all acquisitions of assets. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. Assets donated during the year have been brought to account at fair value.

All non-current tangible assets with a value of \$10,000 or greater are capitalised.

Componentisation of complex assets is only performed when the complex asset's fair value at the time of acquisition is greater than \$5 million for infrastructure assets and \$1 million for other assets.

## 2.10 Valuation of non-current assets

### *Revaluation of non-current assets*

All non-current assets are valued at written down current cost (a proxy for fair value) and a revaluation of non-current assets or a group of assets is only performed when its fair value at the time of acquisition is greater than \$1 million and estimated useful life is greater than three years.

Land and buildings and heritage collections are revalued every five years. However, if at any time management considers the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. Non-current assets that are acquired between revaluations are held at cost until the next valuation, where they are then revalued to fair value.

Any revaluation increment is credited to the asset revaluation surplus except to the extent that it reverses a revaluation decrement of the same asset class previously recognised as an expense in the Statement of Comprehensive Income, in which case the decrease is debited directly to the asset revaluation surplus to the extent of the credit balance existing in the revaluation surplus for that asset class.

Any revaluation decrement is recognised as an expense in the Statement of Comprehensive Income, except to the extent that it offsets a previous revaluation increase for the same asset class, in which case the decrease is debited directly to the asset revaluation surplus to the extent of the credit balance existing in the revaluation surplus for that asset class.

Upon revaluation, the accumulated depreciation has been restated proportionately with the change in gross carrying amount of the asset so that the carrying amount, after revaluation, equals its revalued amount.

Upon disposal or de-recognition, any revaluation surplus relating to that asset is transferred to retained earnings.

#### *Revaluation of Land and buildings*

An independent valuation of the land and buildings was conducted as at 30 June 2013 by Valcorp Australia Pty Ltd. The valuation of land and buildings as at 30 June 2013 was prepared on a fair value basis in accordance with AASB 116 Property, Plant and Equipment.

Buildings were valued at written down current cost determined by its depreciated reproduction cost based on a modern equivalent replacement.

Land was valued at market selling rate for land with similar zoning restrictions.

#### *Plant and equipment*

Plant and equipment, including computer equipment and compactus and shelving, on acquisition has been deemed to be held at fair value.

#### *Public Library Services collections*

The Film collection is valued at zero value on the basis that this collection is not being added to, is rarely used and may not be disposed under the terms of its original acquisition.

#### *Research and heritage collections*

The Board's research and heritage collections were revalued as at 30 June 2011 using the valuation methodology outlined below.

The State Library of South Australia appointed Ty Noble, Director General Valuations, Plant and Equipment, of the Australian Valuation Office (AVO) to undertake the valuation of all of the Library's collections as at 30 June 2011. All valuations were carried out by specialists employed by the AVO.

Collections were valued by applying a fair value average price based on a sampling of items and then applying this value to the number of items held.

Significant and unique objects were valued individually. Other collections were valued using the linear method of valuation. This method is based on an average cost per volume applied to the size of the collection. Sampling techniques were used to value other less significant elements of the heritage collection.

The fair value applied is represented by the quoted market price in an active and liquid market, where available, or is estimated by reference to the best available market evidence of the price such as current market prices for assets that are similar in use, type and condition or the price of the most recent transaction for the same or a similar asset. Where no market exists or market prices materially differ, the fair value is determined with reference to the asset's market buying price indicated by the replacement cost of the asset's remaining future economic benefits.

Valuations were carried out by the following recognised industry experts:

- Rare Books J Burdon
- Framed Works D Hyles
- Published and archival collections K Adam
- Miscellaneous I & M Armstrong
- Archival collections (record groups) J Thompson

Collections which have been valued are: Rare and Special collections, private records and artworks; The General Collections - reference monographs, children's literature, maps, serials, newspapers, parliamentary publications, Australian Bureau of Statistics, Electoral Rolls, Patents and Named Collections; Published Heritage collections - monographs, newspapers, serials, ephemera, audio visual, maps; Archival Collections - manuscript items, photographic collections, record group and oral history.

### 2.11 Impairment of assets

All non-current tangible and intangible assets are tested for indications of impairment at each reporting date. Where there is an indication of impairment, the recoverable amount is estimated. An amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

For revalued assets, an impairment loss is offset against the asset revaluation surplus.

### 2.12 Depreciation and Amortisation of non-current assets

All non-current assets, having a limited useful life, are systematically depreciated over their useful lives in a manner that reflects the consumption of their service potential. Assets' residual values, useful lives and depreciation methods are reviewed and adjusted if appropriate, on an annual basis. Land and heritage collections are not depreciated. Depreciation is calculated on a straight line basis over the estimated useful life of the following classes of assets as follows:

| Class of Asset                 | Useful Life (years) |
|--------------------------------|---------------------|
| Property, plant and equipment: |                     |
| Buildings and improvements     | 20 to 100           |
| Plant and Equipment            | 5 to 20             |
| Computer Equipment             | 3 to 5              |
| Compactus and Lifts            | 30                  |
| Intangibles                    | 5                   |

The Research and Heritage collections are kept under special conditions to minimise deterioration and are anticipated to have very long and indeterminate useful lives. No amount for depreciation has been recognised, as their service potential has not, in any material sense, been consumed during the reporting period.

### 2.13 Payables

Payables include creditors, accrued expenses and staff on-costs.

Creditors and accrued expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period. All payables are

measured at their nominal amount and are normally settled within 30 days from the date of the invoice or date the invoice is first received.

Staff on-costs include superannuation contributions and payroll tax with respect to outstanding liabilities for salaries and wages, long service leave, annual leave and skills and experience retention leave.

#### 2.14 Staff benefits

These benefits accrue for staff as a result of services provided up to the reporting date that remain unpaid. Long-term staff benefits are measured at present value and short-term benefits are measured at nominal amounts.

No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by staff is estimated to be less than the annual entitlement of sick leave.

#### *Salaries, wages, annual leave and skills and experience retention leave.*

Liabilities for salaries, wages, annual leave and skills and experience retention leave have been recognised as the amount unpaid at the reporting date at current remuneration rates. The annual leave liability is expected to be payable within 12 months and is measured at the undiscounted amount expected to be paid.

The Public Sector Skills and Experience Retention leave entitlement applies as from 1 July 2012 to public sector employees who have completed 15 or more years of effective service who are employed under the Public Sector Act 2009.

The skills and experience retention leave entitlement provides eligible employees up to two working days transitional entitlement for 2011-12, and up to 2 working days entitlement for 2012-13. Eligible employees are able to apply for and take the leave on or after 1 July 2013.

#### *Long Service Leave*

The liability for long service leave is measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method.

The estimated liability for long service leave is based on actuarial assumptions over expected future salary and wage levels, experience of employee departures and periods of service. These assumptions are based on employee data over SA government entities. Expected future payments are discounted using market yields at the end of the reporting period on government bonds with durations that match, as closely as possible, the estimated future cash outflows.

#### *On-costs*

Staff benefit on-costs (payroll tax, worker's compensation and superannuation) are recognised separately under payables.

#### *Superannuation*

Contributions are made by the Board to several superannuation schemes operated by the State Government and private sector. These contributions are treated as an expense when

they occur. There is no liability for payments to beneficiaries as they have been assumed by the superannuation schemes. The Department of Treasury and Finance centrally recognises the superannuation liability, for the schemes operated by the State Government, in the whole-of-government financial statements.

#### 2.15 Workers compensation provision

The workers compensation provision is an actuarial estimate of the outstanding liability as at 30 June 2013 provided by a consulting actuary engaged through the Public Sector Workforce Relations Division of the Department of the Premier and Cabinet. The provision is for the estimated cost of ongoing payments to employees as required under current legislation.

#### 2.16 Leases

The Board has entered into a number of operating lease agreements for accommodation and vehicles where the lessors effectively retain all of the risks and benefits incidental to ownership of the items held under the operating leases. Operating lease payments are representative of the pattern of benefits derived from the leased assets and accordingly are charged to the Statement of Comprehensive Income in the periods in which they are incurred.

#### 2.17 Comparative information

The presentation and classification of items in the financial statements are consistent with prior periods except where specific Accounting Standards and/or Accounting Policy Statements have required a change.

Where presentation or classification of items in the financial statements have been amended, comparative figures have been adjusted to conform to changes in presentation or classification in these financial statements unless impracticable to do so.

The restated comparative amounts do not replace the original financial statements for the preceding period.

#### 2.18 Taxation

The Board is not subject to income tax. The Board is liable for payroll tax, fringe benefits tax, goods and services tax (GST) and emergency services levy.

Income, expenses and assets are recognised net of the amount of GST except where the amount of GST incurred by the Board as a purchaser is not recoverable from the Australian Taxation Office (ATO), in which case the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

The net GST receivable/payable to the ATO is not recognised as a receivable/payable in the Statement of Financial Position as the Board is a member of an approved GST group of which Arts SA, a division of the Department of the Premier and Cabinet, is responsible for the remittance and collection of GST. As such, there are no cash flows relating to GST transactions with the ATO in the Statement of Cash Flows.

### 2.19 State Government funding

The financial statements are presented under the assumption of ongoing financial support being provided to the Board by the State Government.

### 2.20 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

### 2.21 Insurance

The Board has arranged, through SAICORP, a division of the South Australian Government Financing Authority, insurance cover that insures all major risks of the Board. The excess payable is fixed under this arrangement.

### 2.22 Unrecognised contractual commitments and contingent assets and liabilities

Commitments include operating, capital and outsourcing commitments arising from contractual or statutory sources and are disclosed at their nominal value.

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed by way of a note and, if quantifiable, are measured at nominal value.

Unrecognised contractual commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to the ATO. If GST is not payable to, or recoverable from the ATO, the commitments and contingencies are disclosed on a gross basis.

## **Note 3. Activities of the Libraries Board**

The identity and purpose of each major activity undertaken by the Board during the year ended 30 June 2013 is summarised below (refer to the Disaggregated Disclosures Schedules – Expenses and Income and Assets and Liabilities).

### Activity 1 - Provision of State Library Services

To provide, through the State Library of South Australia, a comprehensive library and information service for the economic, educational, cultural and social benefit of South Australia and its citizens.

### Activity 2 – Support of Public Library Services (PLS)

To provide through PLS and the distribution of State subsidies, an equitable and responsible provision of resources, support and services to public libraries and community information agencies.

#### Note 4. Staff benefits

| Staff benefits               | 2013<br>\$'000 | 2012<br>\$'000 |
|------------------------------|----------------|----------------|
| Salaries and wages           | 9 379          | 9 198          |
| Annual leave                 | 48             | 2              |
| Board fees                   | 100            | 110            |
| Superannuation               | 1 079          | 1 097          |
| Long service leave           | 183            | 505            |
| Payroll tax                  | 631            | 540            |
| TVSP Payments (refer below)  | -              | 385            |
| Other staff related expenses | 275            | ( 25)          |
| <b>Total staff benefits</b>  | <b>11 695</b>  | <b>11 812</b>  |

| Remuneration of staff<br>The number of staff whose remuneration received or receivable falls within the following bands: |          | 2012<br>Number |
|--|----------|----------------|
| \$148 000 to \$157 999   | -        | 1              |
| \$158 000 to \$167 999   | 1        | -              |
| \$178 000 to \$187 999   | 1        | 1              |
| \$198 000 to \$207 999   | 1        | 1              |
| <b>Total number of staff</b>   | <b>3</b> | <b>3</b>       |

The table includes all staff who received remuneration equal to or greater than the base executive remuneration level during the year. Remuneration of staff reflects all costs of employment including salaries and wages, superannuation contributions, fringe benefits tax and any other salary sacrifice benefits. The total remuneration received by these staff for the year was \$537,000 (2012: \$534,000).

| Targeted voluntary separation packages (TVSPs)<br>Amount paid to these staff: | 2013<br>\$'000 | 2012<br>\$'000 |
|---|----------------|----------------|
| TVSPs   | -              | 385            |
| Annual leave and long service leave paid for the period                       | -              | 159            |
| <b>Total</b>  | <b>-</b>       | <b>544</b>     |
| Recovery from the Department of Treasury and Finance                          | -              | 533            |
| <b>Net cost to the Libraries Board</b>  | <b>-</b>       | <b>11</b>      |

| Targeted voluntary separation packages (TVSPs)<br>Number of staff who were paid TVSPs during the reporting period: | 2013 | 2012 |
|--|------|------|
| Number of staff  | Nil  | 3    |

#### Note 5. Remuneration of board members

Members that were entitled to receive remuneration for membership during the 2012-13 financial year were:

##### Libraries Board

Mr J Bruce (Chairman)

Mrs F Adler

Ms V Ciccarello

Ms H Nichols

Mr A Luckhurst-Smith

Mrs A Short

Ms L Spurling

Ms J Wisdom

| The number of board members whose remuneration received or receivable falls within the following bands: |   | 2012<br>Number |
|---|---|----------------|
| \$0 - \$9 999   | - | 8              |
| \$10 000 - \$19 999   | 8 | 4              |
| \$20 000 - \$29 999   | - | 1              |
| Total number of board members   | 8 | 13             |

Remuneration of board members reflects all costs of performing board member duties including sitting fees, superannuation contributions, fringe benefits tax and any other salary sacrifice arrangements. The total remuneration received by the board members for the year was \$109,000 (2012: \$118,000).

Amounts paid to superannuation plans for board members were \$9,000 (2012: \$8,000).

Unless otherwise disclosed, transactions between board members and/or their related entities, are on conditions, no more favourable than those that it is reasonable to expect the Board would have adopted if dealing with the related party at arm's length, in the same circumstances.

## Note 6. Supplies and services

| Supplies and services                 | 2013<br>\$'000 | 2012<br>\$'000 |
|---------------------------------------|----------------|----------------|
| Business services charge              | 165            | 144            |
| Cataloguing and end processing        | 511            | 439            |
| Communications                        | 926            | 1 075          |
| Consultants' fees                     | 22             | 88             |
| Contractors                           | 319            | 277            |
| Electronic resources                  | 315            | 384            |
| Freight, courier, postage             | 693            | 402            |
| Information technology                | 1 285          | 1 422          |
| Insurance and risk management         | 171            | 147            |
| Maintenance                           | 183            | 161            |
| Marketing and promotion               | 140            | 155            |
| Minor equipment purchases and leasing | 318            | 193            |
| Preservation activities               | 195            | 179            |
| Travel and accommodation              | 165            | 96             |
| Other                                 | 568            | 624            |
| <b>Total supplies and services</b>    | <b>5 976</b>   | <b>5 786</b>   |

| Supplies and services provided by entities within the SA Government | 2013<br>\$'000 | 2012<br>\$'000 |
|---|----------------|----------------|
| Business services charge  | 165            | 144            |
| Cataloguing and end processing                                      | -              | 2              |
| Communications  | 154            | 201            |
| Information technology  | 47             | 2              |
| Insurance and risk management                                       | 171            | 147            |
| Maintenance   | 122            | 114            |
| Marketing and promotion   | 6              | 2              |
| Minor equipment purchases and leasing                               | 23             | 1              |
| Preservation activities   | 117            | 98             |
| Travel and accommodation  | 2              | -              |
| Other   | 129            | 98             |
| <b>Total supplies and services - SA Government entities</b>         | <b>936</b>     | <b>809</b>     |

| Payments to consultants  | 2013<br>Number | 2013<br>\$'000 | 2012<br>Number | 2012<br>\$'000 |
|--|----------------|----------------|----------------|----------------|
| The number and dollar amount of consultancies paid / payable that fell within the following bands: |                |                |                |                |
| Below \$10 000   | 2              | 1              | 2              | 18             |
| Between \$10 000 and \$50 000  | 1              | 21             | -              | -              |
| Greater than \$50 000  | -              | -              | 1              | 70             |
| <b>Total paid / payable to the consultants engaged</b>   | <b>3</b>       | <b>22</b>      | <b>3</b>       | <b>88</b>      |

**Note 7. Accommodation and facilities**

| Accommodation and facilities       | 2013<br>\$'000 | 2012<br>\$'000 |
|------------------------------------|----------------|----------------|
| Accommodation                      | 1 204          | 1 021          |
| Facilities                         | 899            | 897            |
| Security                           | 444            | 430            |
| Total accommodation and facilities | 2 547          | 2 348          |

| Accommodation and facilities provided by entities within the SA Government | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Accommodation  | 410            | 402            |
| Facilities   | 451            | 479            |
| Security   | 1              | 1              |
| Total accommodation and facilities – SA Government entities                | 862            | 882            |

**Note 8. Depreciation and amortisation**

| Depreciation and amortisation       | 2013<br>\$'000 | 2012<br>\$'000 |
|-------------------------------------|----------------|----------------|
| Buildings and improvements          | 1 369          | 1 359          |
| Compactus and lifts                 | 77             | 76             |
| Computer equipment                  | 42             | 22             |
| Intangibles                         | 6              | 6              |
| Plant and equipment                 | 119            | 106            |
| Total depreciation and amortisation | 1 613          | 1569           |

**Note 9. Net loss from the disposal of non-current assets**

| Land and buildings   | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Proceeds from land and buildings                                     | -              | -              |
| Less: Net book value of land and buildings disposed of <sup>20</sup> | -              | (2 250)        |
| Net (loss) from sale of land and buildings                           | -              | (2 250)        |

| Investments                           |       |         |
|---------------------------------------|-------|---------|
| Proceeds from the sale of investments | 400   | 1 390   |
| Less: Net book value of investments   | (401) | (1 566) |
| Net (loss) from sale of investments   | (1)   | (176)   |

| Total assets                                     |       |         |
|--|-------|---------|
| Total proceeds from disposal                     | 400   | 1 390   |
| Less: Total net book value of assets disposed of | (401) | (3 816) |
| Total (loss) from disposal of non-current assets | (1)   | (2 426) |

**Note 10. Fees and charges**

| Fees and charges       | 2013<br>\$'000 | 2012<br>\$'000 |
|------------------------|----------------|----------------|
| Fees for services      | 81             | 148            |
| Lecturing services     | 191            | 66             |
| Microfilming services  | 72             | 16             |
| Photocopying services  | 65             | 72             |
| Other fees and charges | 64             | 81             |
| Total fees and charges | 473            | 383            |

| Fees and charges received / receivable from entities within the SA Government |    |     |
|---|----|-----|
| Fees for services   | 38 | 112 |
| Other fees and charges  | 7  | 8   |
| Total fees and charges – SA Government entities                               | 45 | 120 |

**Note 11. Rent and facilities hire**

| Rent and facilities hire                           | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Rent and facilities hire SA Government             | 176            | 131            |
| Rent and facilities hire external to SA Government | 217            | 165            |
| Total rent and facilities hire                     | 393            | 296            |

<sup>20</sup> The Libraries Board on 18 July 2011 approved the transfer of the Hindmarsh land and buildings to the Minister for Arts.

**Note 12. Resources received free of charge**

| Resources received free of charge from entities within the SA Government | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Conservation services  | 117            | 98             |
| Business services  | 165            | 144            |
| Total resources received free of charge                                  | 282            | 242            |

**Note 13. Interest and investment income**

| Interest and investment income   | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Interest from entities within the SA Government                            | 220            | 349            |
| Interest and investment income from entities external to the SA Government | 439            | 405            |
| Total interest and investment income                                       | 659            | 754            |

**Note 14. Recoveries revenue**

| Recoveries revenue   | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Recoveries revenue from entities within the SA Government      | 34             | 567            |
| Recoveries revenue from entities external to the SA Government | 94             | 80             |
| Total recoveries revenue                                       | 128            | 647            |

**Note 15. Other income**

| Other income       | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------|----------------|----------------|
| Salary recoups     | 44             | 95             |
| Other receipts     | 124            | 112            |
| Total other income | 168            | 207            |

| Other income received / receivable from entities within the SA Government |    |     |
|---|----|-----|
| Salary recoups  | 27 | 91  |
| Other receipts  | 42 | 56  |
| Total other income – SA Government entities                               | 69 | 147 |

#### Note 16. Auditor's remuneration

| Auditor's remuneration  | 2013<br>\$'000 | 2012<br>\$'000 |
|---|----------------|----------------|
| Audit fees paid/payable to the Auditor-General's Department for auditing the financial statements | 45             | 39             |
| Total Audit fees  | 45             | 39             |

#### *Other services*

No other services were provided to the Board by the Auditor-General's Department.

#### Note 17. Cash

| Cash                        | 2013<br>\$'000 | 2012<br>\$'000 |
|-----------------------------|----------------|----------------|
| Deposits with the Treasurer | 7 276          | 7 802          |
| Cash on hand                | 8              | 8              |
| Total cash                  | 7 284          | 7 810          |

#### Deposits with Treasurer

Deposits with the Treasurer are funds held in the "*Libraries Board of South Australia Account*", an account held with the Treasurer of South Australia pursuant to section 21 of the *Public Finance and Audit Act 1987*, and funds held in the Premier and Cabinet Operating Account, an account held with the Treasurer of South Australia pursuant to section 8 of the *Public Finance and Audit Act 1987*.

#### Cash on hand

Cash on hand includes petty cash, floats, change machines and an advance account.

#### Interest rate risk

Cash is recorded at nominal value. Interest is calculated based on the average daily balances of the interest bearing funds. The interest bearing funds of the Board are held in a section 21 interest bearing account titled the "*Libraries Board of South Australia Account*". In 2012-13 Deposits with the Treasurer were bearing a floating interest rate between 2.79% and 3.36% (2012: 3.93% and 4.6%).

## Note 18. Receivables

| Current                       | 2013<br>\$'000 | 2012<br>\$'000 |
|-------------------------------|----------------|----------------|
| Prepayments                   | 350            | 123            |
| Receivables                   | 160            | 93             |
| Accrued income                | 417            | 160            |
| Total receivables             | 927            | 376            |
| Non-current                   | 2013<br>\$'000 | 2012<br>\$'000 |
| Prepayments                   | 11             | -              |
| Receivables                   | 3              | -              |
| Total non-current receivables | 14             | -              |
| Total receivables             | 941            | 376            |

| Receivables from SA Government entities    | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Prepayments                                | -              | 20             |
| Receivables                                | 54             | 23             |
| Accrued income                             | 307            | 25             |
| Total receivables – SA Government entities | 361            | 68             |

### Interest rate and credit risk

Receivables are raised for all goods and services provided for which payment has not been received. Receivables are normally settled within 30 days. Receivables and accrued income are non-interest bearing.

It is not anticipated that counterparties will fail to discharge their obligations. The carrying amount of receivables approximates net fair value due to being receivable on demand. There is no concentration of credit risk.

- (a) Maturity analysis of receivables - refer to Note 30.
- (b) Categorisation of financial instruments and risk exposure information - refer to Note 30.

## Note 19. Property, plant and equipment

|   |               |               |
|---|---------------|---------------|
| Land, buildings and improvements                | 2013          | 2012          |
|   | \$'000        | \$'000        |
| Land at valuation                               | 4 150         | 6 500         |
| Buildings and improvements at valuation         | 111 479       | 67 342        |
| Accumulated depreciation                        | (53 612)      | (27 361)      |
| Total land, buildings and improvements          | 62 017        | 46 481        |
| <b>Work in progress</b>                         |               |               |
| Work in progress at cost                        | 967           | -             |
| Total work in progress                          | 967           | -             |
| <b>Compactus and lifts</b>                      |               |               |
| Compactus and lifts at cost (deemed fair value) | 2 411         | 2 384         |
| Accumulated depreciation                        | (772)         | ( 696)        |
| Total compactus and lifts                       | 1 639         | 1 688         |
| <b>Plant and equipment</b>                      |               |               |
| Plant and equipment at cost (deemed fair value) | 2 072         | 1 658         |
| Accumulated depreciation                        | (1 439)       | (1 320)       |
| Total plant and equipment                       | 633           | 338           |
| <b>Computer equipment</b>                       |               |               |
| Computer equipment at cost (deemed fair value)  | 768           | 667           |
| Accumulated depreciation                        | (571)         | ( 546)        |
| Total computer equipment                        | 197           | 121           |
| <b>Total property, plant and equipment</b>      | <b>65 453</b> | <b>48 628</b> |

### Valuation of non-current assets

The valuation of land and buildings was conducted as at 30 June 2013 by Valcorp Australia Pty Ltd. The valuation of land and buildings at 30 June 2013 was prepared on a fair value basis in accordance with AASB 116 Property, Plant and Equipment.

All other non-current assets have been deemed to be held at fair value.

### Impairment

There were no indications of impairment of property, plant and equipment as at 30 June 2013.

Reconciliation of property, plant and equipment – 2012-13

|  | Land    | Buildings and improvements | Work in progress | Compactus and Lifts | Plant and equipment | Computer equipment | Total Tangible Assets | Computer Software | Total Intangible Assets |
|--|---------|----------------------------|------------------|---------------------|---------------------|--------------------|-----------------------|-------------------|-------------------------|
|  | \$'000  | \$'000                     | \$'000           | \$'000              | \$'000              | \$'000             | \$'000                | \$'000            | \$'000                  |
| Carrying amount at the beginning of the period | 6 500   | 39 981                     | -                | 1 688               | 338                 | 121                | 48 628                | 23                | 23                      |
| Additions                                      | -       | 126                        | 1 140            | 28                  | 414                 | 118                | 1 826                 | -                 | -                       |
| Depreciation and amortisation                  | -       | (1 369)                    | -                | (77)                | (119)               | (42)               | (1 607)               | (6)               | (6)                     |
| Disposals                                      | -       | -                          | -                | -                   | -                   | -                  | -                     | -                 | -                       |
| Transfers from capital work in progress        | -       | 173                        | (173)            | -                   | -                   | -                  | -                     | -                 | -                       |
| Revaluation increment/ (decrement)             | (2 350) | 18 956                     | -                | -                   | -                   | -                  | 16 606                | -                 | -                       |
| Carrying amount at the end of the period       | 4 150   | 57 867                     | 967              | 1 639               | 633                 | 197                | 65 453                | 17                | 17                      |

Reconciliation of property, plant and equipment – 2012-13

|  | Land    | Buildings and improvements | Work in progress | Compactus and Lifts | Plant and equipment | Computer equipment | Total Tangible Assets | Computer Software | Total Intangible Assets |
|--|---------|----------------------------|------------------|---------------------|---------------------|--------------------|-----------------------|-------------------|-------------------------|
|  | \$'000  | \$'000                     | \$'000           | \$'000              | \$'000              | \$'000             | \$'000                | \$'000            | \$'000                  |
| Carrying amount at the beginning of the period | 7 900   | 42 019                     | -                | 1 759               | 365                 | 33                 | 52 076                | 29                | 29                      |
| Additions                                      | -       | 167                        | -                | 5                   | 83                  | 110                | 365                   | -                 | -                       |
| Depreciation and amortisation                  | -       | (1 359)                    | -                | (76)                | (106)               | (22)               | (1 563)               | (6)               | (6)                     |
| Disposals                                      | (1 400) | (846)                      | -                | -                   | (4)                 | -                  | (2 250)               | -                 | -                       |
| Carrying amount at the end of the period       | 6 500   | 39 981                     | -                | 1 688               | 338                 | 121                | 48 628                | 23                | 23                      |

**Note 20. Intangible assets**

| Intangibles                    | 2013<br>\$'000 | 2012<br>\$'000 |
|--------------------------------|----------------|----------------|
| Computer software              | 44             | 44             |
| Less: accumulated amortisation | (27)           | (21)           |
| Total intangibles              | 17             | 23             |

**Note 21. Research and heritage collections**

|   | 2013                   |                        |                        | 2012                   |                   | Total<br>\$'000 |
|---|------------------------|------------------------|------------------------|------------------------|-------------------|-----------------|
|   | At valuation<br>\$'000 | At valuation<br>\$'000 | At valuation<br>\$'000 | At valuation<br>\$'000 | At cost<br>\$'000 |                 |
| Family history collection               | -                      | 2                      | 2                      | -                      | 1                 | 1               |
| Maps                                    | 760                    | 9                      | 769                    | 760                    | 7                 | 767             |
| Microfilm serials                       | 1 584                  | 57                     | 1 641                  | 1 584                  | 43                | 1 627           |
| Monographs                              | 14 258                 | 281                    | 14 539                 | 14 258                 | 101               | 14 359          |
| Mortlock audio-visual                   | 2 135                  | 29                     | 2 164                  | 2 135                  | 23                | 2 158           |
| Mortlock use collections                | 2 141                  | 47                     | 2 188                  | 2 141                  | 21                | 2 162           |
| Newspapers purchased                    | 281                    | 168                    | 449                    | 281                    | 90                | 371             |
| Periodicals                             | 2 995                  | 265                    | 3 260                  | 2 995                  | 144               | 3 139           |
| Private Archives                        | 65 301                 | 57                     | 65 358                 | 65 301                 | 26                | 65 327          |
| Purchased Databases                     | -                      | 100                    | 100                    | -                      | 27                | 27              |
| Rare books and named collections        | 20 529                 | 36                     | 20 565                 | 20 529                 | 19                | 20 548          |
| Total research and heritage collections | 109 984                | 1 051                  | 111 035                | 109 984                | 502               | 110 486         |

The valuation of the research and heritage collections was performed by the Australian Valuation Office as at 30 June 2011.

| Reconciliation of carrying amounts<br>of research and heritage<br>collections | 2013                        |                     | 2012                         |                             | Revaluation<br>increment /<br>(decrement)<br>\$'000 | Balance<br>30 June<br>\$'000 |                     |
|---|-----------------------------|---------------------|------------------------------|-----------------------------|---|------------------------------|---------------------|
|   | Balance<br>1 July<br>\$'000 | Additions<br>\$'000 | Balance<br>30 June<br>\$'000 | Balance<br>1 July<br>\$'000 |   |                              | Additions<br>\$'000 |
|   | Family history collection   | 1                   | 1                            | 2                           |   |                              | -                   |
| Maps  | 767                         | 2                   | 769                          | 760                         | 7   | -                            | 767                 |
| Microfilm serials   | 1 627                       | 14                  | 1 641                        | 1 584                       | 43  | -                            | 1 627               |
| Monographs  | 14 359                      | 180                 | 14 539                       | 14 258                      | 101   | -                            | 14 359              |
| Mortlock audio-visual   | 2 158                       | 6                   | 2 164                        | 2 135                       | 23  | -                            | 2 158               |
| Mortlock use collections  | 2 162                       | 26                  | 2 188                        | 2 141                       | 21  | -                            | 2 162               |
| Newspapers purchased  | 371                         | 78                  | 449                          | 281                         | 90  | -                            | 371                 |
| Periodicals   | 3 139                       | 121                 | 3 260                        | 2 995                       | 144   | -                            | 3 139               |
| Private Archives  | 65 327                      | 31                  | 65 358                       | 65 301                      | 26  | -                            | 65 327              |
| Purchased Databases   | 27                          | 73                  | 100                          | 19                          | 8   | -                            | 27                  |
| Rare books and named collections  | 20 548                      | 17                  | 20 565                       | 20 529                      | 19  | -                            | 20 548              |
| Total research and heritage<br>collections carrying amounts                   | 110 486                     | 549                 | 111 035                      | 110 003                     | 483   | -                            | 110 486             |

## Note 22. Investments

| Non-current                                      | 2013   | 2012   |
|--|--------|--------|
|  | \$'000 | \$'000 |
| Shares and other direct investments in companies | 7 086  | 5 805  |
| Unit Trusts                                      | -      | -      |
| Total non-current investments                    | 7 086  | 5 805  |
| Total investments                                | 7 086  | 5 805  |

The market value of investments as at 30 June 2013 is \$7.4 million (2012: \$5.3 million).

## Note 23. Payables

| Current                | 2013   | 2012   |
|------------------------|--------|--------|
|                        | \$'000 | \$'000 |
| Creditors and accruals | 1 038  | 724    |
| Staff on-costs         | 141    | 142    |
| Total current payables | 1 179  | 866    |

| Non-current                |       |       |
|----------------------------|-------|-------|
| Staff on-costs             | 228   | 226   |
| Total non-current payables | 228   | 226   |
| Total payables             | 1 407 | 1 092 |

| Payables to SA Government entities      |     |     |
|---|-----|-----|
| Creditors and accruals                  | 297 | 292 |
| Staff on-costs                          | 184 | 177 |
| Total payables – SA Government entities | 481 | 469 |

As a result of an actuarial assessment performed by the Department of Treasury and Finance, the percentage of the proportion of long service leave taken as leave has remained at the 2012 rate of 40 %, and the average factor for the calculation of employer superannuation on-cost is 10.2% (2012: 10.3%). These rates are used in the employment on-cost calculation.

The financial effect of the change in superannuation on-cost on employment on-costs and employee benefit expense is immaterial.

### Interest rate and credit risk

Creditors and accruals are raised for all amounts billed but unpaid. Sundry creditors are normally settled within 30 days. Staff on-costs are settled when the respective staff benefit that they relate to is discharged. All payables are non-interest bearing. The carrying amount of payables approximates net fair value due to the amounts being payable on demand.

(a) Maturity analysis of payables - refer to Note 30.

(b) Categorisation of financial instruments and risk exposure information - refer to Note 30.

#### Note 24. Staff benefits

| Current                               | 2013<br>\$'000 | 2012<br>\$'000 |
|---------------------------------------|----------------|----------------|
| Annual leave                          | 584            | 547            |
| Long service leave                    | 382            | 588            |
| Skills and experience retention leave | 93             | -              |
| Total current staff benefits          | 1 059          | 1 135          |
| Non-current                           |                |                |
| Long service leave                    | 2 472          | 2 432          |
| Total non-current staff benefits      | 2 472          | 2 432          |
| Total staff benefits                  | 3 531          | 3 567          |

AASB 119 Employee Benefits contains the calculation methodology for long service leave liability. This year, an actuarial assessment performed by the Department of Treasury and Finance was used to calculate the liability rather than using a shorthand measurement technique for calculating the liability.

AASB 119 requires the use of the yield on long term Commonwealth Government bonds as the discount rate in the measurement of the long service leave liability. The yield on long term Commonwealth Government bonds has increased from 2012 (3.0%) to 2013 (3.75%).

This increase in the bond yield, which is used as the rate to discount future long service leave cash flows, results in a decrease in the reported long service leave liability.

The net financial effect of the changes in methodology and actuarial assumptions in the current financial year is an decrease in the long service leave liability of \$194,000, staff benefit expense of \$194,000. The impact on future periods is impracticable to estimate as the long service leave liability is calculated using a number of factors and assumptions – a key assumption being the long-term discount rate.

The salary inflation rate applied to annual leave remains constant at 4.0%. As a result, there is no net financial effect resulting from changes in the salary inflation rate.

#### Note 25. Provisions

| Current                            | 2013<br>\$'000 | 2012<br>\$'000 |
|------------------------------------|----------------|----------------|
| Provision for workers compensation | 30             | 29             |
| Total current provisions           | 30             | 29             |
| Non-current                        |                |                |
| Provision for workers compensation | 119            | 120            |
| Total non-current provisions       | 119            | 120            |
| Total provisions                   | 149            | 149            |

|  |     |       |
|--|-----|-------|
| Carrying amount at the beginning of the period | 149 | 304   |
| Increase / (decrease) in provision recognised  | -   | (155) |
| Carrying amount at the end of the period       | 149 | 149   |

## Note 26. Other liabilities

| Non-current                         | 2013<br>\$'000 | 2012<br>\$'000 |
|-------------------------------------|----------------|----------------|
| Contractual security deposit        | 10             | 10             |
| Total non-current other liabilities | 10             | 10             |
| Total other liabilities             | 10             | 10             |

## Note 27. Unrecognised contractual commitments

| Operating leave commitments  | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Commitments under non-cancellable operating leases at the reporting date not recognised as liabilities in the financial statements are payable as follows: |                |                |
| Not later than one year  | 24             | 29             |
| Later than one year and not later than five years  | 11             | 16             |
| Total operating lease commitments  | 35             | 45             |

The operating lease commitments comprise:

- a non-cancellable property lease with rental payable monthly in advance. A contingent rental provision within the lease agreement requires the minimum lease payment to be increased by the Consumer Price Index; and
- non-cancellable motor vehicle leases, with rentals payable monthly in arrears. No contingent rental provisions exist within the lease agreements and no options exist to renew the leases at the end of their terms.

| Public libraries commitments   | 2013<br>\$'000 | 2012<br>\$'000 |
|--|----------------|----------------|
| Committed orders placed by public libraries through PLS for libraries materials at the reporting date not recognised as liabilities in the financial statements, are payable as follows: |                |                |
| Not later than one year  | 1 416          | 1 387          |
| Total public libraries commitments   | 1 146          | 1 387          |

| Remuneration commitments  |     |       |
|---|-----|-------|
| Commitments for the payment of salaries and other remuneration under fixed-term employment contracts in existence at the reporting date but not recognised as liabilities are payable as follows: |     |       |
| Not later than one year   | 387 | 778   |
| Later than one year and not later than five years   | 192 | 1 038 |
| Total remuneration commitments  | 579 | 1 816 |

Amounts disclosed include commitments arising from executive and other service contracts. The Board does not offer remuneration contracts greater than five years.

| Other commitments   |       |       |
|---|-------|-------|
| The Board's other commitments are for contracts for security, cleaning and other. |       |       |
| Not later than one year   | 1 736 | 1 858 |
| Later than one year and not later than five years                                 | 1 507 | 1 381 |
| Total other commitments   | 3 243 | 3 239 |

**Note 28. Contingent assets and liabilities**

The Board is not aware of any contingent assets and liabilities as at 30 June 2013.

**Note 29. Cash flow reconciliation**

| Reconciliation of cash at the end of the reporting period | 2013<br>\$'000 | 2012<br>\$'000 |
|---|----------------|----------------|
| Cash as disclosed in the Statement of Financial Position  | 7 284          | 7 810          |
| Balance as per the Statement of Cash Flows                | 7 284          | 7 810          |

| Reconciliation of net cash provided by operating activities to net cost of providing services |          |          |
|---|----------|----------|
| Net cash provided by operating activities   | 3 090    | 1 793    |
| Less revenues from SA Government  | (33 876) | (30 998) |
| Add / (less) non-cash items:  |          |          |
| Amortisation of intangibles   | (6)      | (6)      |
| Depreciation of property, plant and equipment   | (1 607)  | (1 563)  |
| Donations of heritage assets  | 20       | 43       |
| Net loss from the disposal of investments   | (1)      | (175)    |
| Net loss from the disposal of plant and equipment   | -        | (2 251)  |
| Changes in assets and liabilities   |          |          |
| (Decrease) / increase in receivables  | 460      | (181)    |
| (Increase) / decrease in payables   | (189)    | (152)    |
| (Increase) / decrease in staff benefits   | 36       | (174)    |
| (Increase) / decrease in provisions   | -        | 155      |
| (Increase) / decrease in other liabilities  | -        | 1        |
| Net cost of providing services  | (32 073) | (33 508) |

**Note 30. Financial instruments / financial risk management***Table 30.1 Categorisation of financial instruments*

Details of the significant accounting policies and methods adopted including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 2 Summary of Significant Accounting Policies.

| Category of financial asset and financial liability | Statement of Financial Position line item | Note no. | 2013                      |                      | 2012                      |                      |
|---|---|----------|---------------------------|----------------------|---------------------------|----------------------|
|   |   |          | Carrying amount<br>\$'000 | Fair value<br>\$'000 | Carrying amount<br>\$'000 | Fair value<br>\$'000 |
| <b>Financial assets</b>                             |   |          |                           |                      |                           |                      |
| Cash and cash equivalents                           | Cash                                      | 17       | 7 284                     | 7 284                | 7 810                     | 7 810                |
| Loans and receivables                               | Receivables (1) (2)                       | 18       | 580                       | 580                  | 253                       | 253                  |
| Available for sale financial assets                 | Investments                               | 22       | 7 086                     | 7 408                | 5 805                     | 5 292                |
| <b>Financial liabilities</b>                        |   |          |                           |                      |                           |                      |
| Financial liabilities (at cost)                     | Payables (1)                              | 23       | 993                       | 993                  | 685                       | 685                  |
| Other   | Other                                     | 26       | 10                        | 10                   | 10                        | 10                   |

- (1) Receivable and payable amounts disclosed here exclude amounts relating to statutory receivables and payables. In government, certain rights to receive or pay cash may not be contractual and therefore in these situations, the requirements will not apply. Where rights or obligations have their source in legislation such as levy receivables/payables, tax equivalents, Commonwealth tax, audit receivables/payables etc they would be excluded from the disclosure. The standard defines contract as enforceable by law. All amounts recorded are carried at cost (not materially different from amortised cost) except for staff on-costs, which are determined via reference to the staff benefit liability to which they relate.
- (2) Receivables amount disclosed here excludes prepayments. Prepayments are presented in Note 18 as trade and other receivables in accordance with paragraph 78(b) of AASB 101. However, prepayments are not financial assets as defined in AASB 132 as the future economic benefits of these assets is in the receipt of goods and services rather than the right to receive cash or another financial asset.

#### Foreign currency risk

Foreign currency risk arises from changes in the value of assets and liabilities denominated in foreign currency as exchange rates fluctuate.

The Board is exposed to currency risk on purchases of books and materials made, in currencies other than Australian dollars. The Board does not hedge any future foreign currency purchases when contracted.

#### Credit risk

Credit risk arises when there is the possibility of the Board's debtors defaulting on their contractual obligations resulting in financial loss to the Board. The Board measures credit risk on a fair value basis and monitors risk on a regular basis.

The carrying amount of financial assets as detailed in table 30.1 represents the Board's maximum exposure to credit risk.

The Board has minimal concentration of credit risk. The Board has policies and procedures in place to ensure that transactions occur with customers with appropriate credit history. The Board does not engage in high risk hedging for its financial assets.

Allowances for impairment of financial assets are calculated on past experience and current and expected changes in client credit rating. Currently the Board does not hold any collateral as security for any of its financial assets. There is no evidence to indicate that the financial assets are impaired.

The following table discloses the ageing of financial assets past due.

Table 30.2 Ageing analysis of financial assets

|                             | Overdue for<br>< 30 days<br>\$'000 | Past due by<br>Overdue 30<br>to 60 days<br>\$'000 | Overdue for<br>> 60 days<br>\$'000 | Total<br>\$'000 |
|-----------------------------|------------------------------------|---|------------------------------------|-----------------|
| 2013                        |                                    |   |                                    |                 |
| Not impaired<br>Receivables | 1                                  | 1   | 3                                  | 5               |
| 2012                        |                                    |   |                                    |                 |
| Not impaired<br>Receivables | 4                                  | 7   | 6                                  | 17              |

The following table discloses the maturity analysis of financial assets and financial liabilities.

Table 30.3 Maturity analysis of financial assets and financial liabilities

| Financial statements item          | Carrying<br>amount<br>\$'000 | Contractual maturities |                     |                     |
|------------------------------------|------------------------------|------------------------|---------------------|---------------------|
|                                    |                              | < 1 year<br>\$'000     | 1-5 years<br>\$'000 | > 5 years<br>\$'000 |
| 2013                               |                              |                        |                     |                     |
| Financial assets                   |                              |                        |                     |                     |
| Cash                               | 7 284                        | 7 284                  | -                   | -                   |
| Receivables                        | 580                          | 577                    | 3                   | -                   |
| Investments                        | 7 086                        | -                      | -                   | 7 086               |
| <b>Total financial assets</b>      | <b>14 950</b>                | <b>7 861</b>           | <b>3</b>            | <b>7 086</b>        |
| Financial liabilities              |                              |                        |                     |                     |
| Payables                           | 993                          | 993                    | -                   | -                   |
| Other                              | 10                           | -                      | 10                  | -                   |
| <b>Total financial liabilities</b> | <b>1 003</b>                 | <b>993</b>             | <b>10</b>           | <b>-</b>            |
| 2012                               |                              |                        |                     |                     |
| Financial assets                   |                              |                        |                     |                     |
| Cash                               | 7 810                        | 7 810                  | -                   | -                   |
| Receivables                        | 253                          | 253                    | -                   | -                   |
| Investments                        | 5 805                        | -                      | -                   | 5 805               |
| <b>Total financial assets</b>      | <b>13 868</b>                | <b>8 063</b>           | <b>-</b>            | <b>5 805</b>        |
| Financial liabilities              |                              |                        |                     |                     |
| Payables                           | 685                          | 685                    | -                   | -                   |
| Other                              | 10                           | -                      | 10                  | -                   |
| <b>Total financial liabilities</b> | <b>695</b>                   | <b>685</b>             | <b>-</b>            | <b>-</b>            |

#### Liquidity risk

Liquidity risk arises where the Board is unable to meet its financial obligations as they are due to be settled. The Board is funded principally from grants from the South Australian Government. The Board works with the Department of Treasury and Finance to determine the cash flows associated with its Government approved program of work and to ensure funding is provided through SA Government budgetary processes to meet the expected cash flows. The Board settles undisputed accounts within 30 days from the date of the

invoice or date the invoice is first received. In the event of a dispute, payment is made 30 days from resolution.

The Board exposure to liquidity risk is insignificant based on past experience and current assessment of risk.

The carrying amount of financial liabilities recorded in Table 29.1 represent the Board's maximum exposure to financial liabilities.

**Note 31. Events after the reporting period**

There has not arisen in the interval between the end of the financial year and the date of this report, any other item, transaction or event of a material and unusual nature likely, in the opinion of the members of the Board, to affect significantly the operations of the Board, the results of those operations, or the state of affairs of the Board in subsequent financial years.

# Glossary

|            |   |
|------------|---|
| AACR2      | Anglo-American Cataloguing Rules, second edition  |
| BIM/LIM    | Business and Information Management / Library and Information Management  |
| CALD       | Culturally and linguistically diverse   |
| CLRC       | Children's Literature Research Collection   |
| DOSS       | Digital object storage system   |
| DPC        | Department of the Premier and Cabinet   |
| FTE        | Full time equivalent  |
| IELTS      | International English Language Testing System   |
| NLA        | National Library of Australia   |
| NSLA       | National and State Libraries Australia  |
| OAI-PMH    | Open Archives Initiative Protocol for Metadata Harvesting   |
| PANDORA    | Preserving and Accessing Networked Documentary Resources of Australia<br><a href="http://www.pandora.nla.gov.au">www.pandora.nla.gov.au</a> |
| PLS        | Public Library Services   |
| RDA        | Resource description and access   |
| RefTracker | Reference request management system   |
| RFID       | Radio frequency identification  |
| SCL        | School Community Libraries  |
| Trove      | An online repository of Australian material<br><a href="http://www.trove.nla.gov.au">www.trove.nla.gov.au</a>                               |
| WHS        | Work health and safety  |