

OFFICIAL



Public Libraries Committee

Terms of Reference

Version: 0.3 – 28 November 2022 by Public Libraries Committee
Lead Stakeholder: Libraries Board of South Australia

OFFICIAL

TABLE OF CONTENTS

BACKGROUND/CONTEXT	3
1. STAKEHOLDERS	3
2. GOVERNANCE.....	4
3. FUNCTION OF THE COMMITTEE	4
4. ROLE OF THE COMMITTEE.....	4
5. ROLE OF INDIVIDUAL WORKING PARTY MEMBERS	4
6. SCOPE OF COMMITTEE'S CONSIDERATION.....	Error! Bookmark not defined.
7. GENERAL.....	5
7.1 APPOINTMENT	5
7.2 MEMBERSHIP.....	5
7.3 MEMBER TERMS	6
7.4 COMMITTEE CHAIR	6
7.5 SECRETARIAL SERVICES.....	7
7.6 AGENDA ITEMS	7
7.8 FREQUENCY OF MEETINGS.....	7
7.9 PROXIES	7
7.10 QUORUM REQUIREMENTS.....	7
7.11 REPORTING.....	8
7.12 FORMATION OF WORKING GROUPS AND SUB-COMMITTEES	8

BACKGROUND/CONTEXT

The Public Libraries Committee (Committee) is a committee of the Libraries Board of South Australia (SA) in accordance with the Local Government Association and Libraries Board of SA Collaboration Agreement 2022 – 2026.

The Libraries Board objectives relating to public libraries include:

- 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 co-operative 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 of South Australia.

The role of the Committee in supporting the objectives of the Board is to:

- Advise the Libraries Board in achieving its objectives with regards to public libraries;
- Formulate policies and guidelines for the provision of public library services;
- Establish, maintain, and expand collections of library materials and include the setting of collection benchmarks;
- Establish, maintain, and expand library services in response to community needs;
- Promote, encourage, and assist in the establishment, operation and expansion of public libraries and public library services by councils and others;
- Investigate and plan for the future needs of the public library network; and
- Explore opportunities to realise efficiencies, build value and encourage collaboration within the public libraries network.

1. STAKEHOLDERS

The key stakeholders are:

- Libraries Board of South Australia – as obligated under the Libraries Act 1982.
- Minister for Arts – leads initiatives and programs that showcase and cherish the state's treasures, culture, and artistic talents.
- Department of the Premier and Cabinet (DPC) – overseeing and reporting to Parliament on South Australian Government boards and committees, including the Libraries Board of SA.
- Local Government Association of SA – representing SA councils for which it is the peak body.
- Department for Education – key funding partner in the School Community Libraries program.

OFFICIAL

- Public Libraries South Australia (PLSA) – professional association for library staff.
- South Australian Councils and Public Libraries – deliver direct library services to their communities.
- Joint Use Librarians Association (JULA) – professional association for school community library staff.
- Public Library Services – business unit of the Libraries Board delivering centralised services to the South Australian Public Library Network.
- South Australian Community – residents of and visitors to South Australia.

2. GOVERNANCE

The governance and reporting relationships are illustrated in Appendix A.

3. FUNCTION OF THE COMMITTEE

The function of the Committee is to provide the Libraries Board of South Australia with expert advice on all matters relating to the strategic direction of the public library network of South Australia.

4. ROLE OF THE COMMITTEE

The role of the Committee is to provide:

- A strategic overview, advice, and recommendations to the Libraries Board of South Australia on matters relating to Public Library Services and the public library network;
- A communication mechanism and conduit for Local Government and public libraries on issues affecting Public Library Services and the public library network;
- Strategic input into the services, directions and policies of Public Library Services and the South Australian Public Library Network (SAPLN);
- Seek opportunities to maximise and progress SAPLN through the identification of value-add initiatives and minimising duplication;
- Monitor the success of the SAPLN; and
- Provide governance oversight of the operations and impact of the One Card Library Management
- System and seeking opportunities to further expand this program for the current and future benefit of the network.

5. ROLE OF INDIVIDUAL MEMBERS

The role of the individual members of the PLS Standing Committee is to:

- Understand the business and strategic objectives of the Libraries Board of South Australia;
- Be actively involved in the delivery of public library services and the outcomes being pursued;
- Provide strategic insight and intent for a sustainable and impactful future for SAPLN;
- Demonstrate a commitment to collaboration and the sharing of state-wide resources;

OFFICIAL

- Be an advocate and champion for public library services;
- Reflecting the interests of the sector which they represent on the PLC Have a strong understanding of SAPLN;
- Be committed to, and actively involved in PLC activities and decision making; and
- Maintain confidentiality in relation to any sensitive material.

In practice, this means they:

- Understand the strategic objectives of SAPLN;
- Ensure the needs of all stakeholders including individual councils and libraries are considered when making decisions;
- Help balance conflicting priorities and resources;
- Provide support and advice to the Libraries Board on all matters pertaining to the delivery of public library services;
- Actively explore opportunities to realise greater social benefits and Return on Investment (ROI);
- Give due consideration to ideas and issues raised; and
- Review trends and identify ways to take advantage of emerging opportunities.

7 GENERAL

7.1 *Appointment*

Members are appointed to the Public Libraries Committee by the Libraries Board. In the interests of achieving a balanced and well-credentialed Committee, the stakeholders who have places on the Committee will nominate two or more people for each position that they have on the Committee. The Libraries Board will consider the balance of skills and experience required and make an appointment to the committee from these nominees.

It is noted that the Libraries Board Chair may attend any meetings held by the Public Libraries Committee, at any time without due notice.

7.2 *Membership*

The membership of the Committee will consist of not more than 9 members:

- Two members of the Libraries Board including a Committee Chair be nominated by the Libraries Board;
- Two representatives nominated by the Local Government Association;
- President of Public Libraries South Australia (or their nominee);
- Two additional representatives nominated by Public Libraries South Australia;
- Associate Director Public Library Services;

OFFICIAL

The Director, State Library and PLS Managers will attend meetings as necessary but are not considered members of the Committee.

The membership of the Committee brings a range of skills and perspectives to the Committee's deliberations. Skills and experience required for consideration for membership by the Libraries Board include:

- Hold senior leadership position in a council;
- Proven experience in strategic thinking and delivery;
- Proven ability to provide ideas and advice on issues, services, strategies, and priorities relating to library services;
- Analytical and problem-solving skills;
- High level information technology skills; and
- Knowledge of state and local governments.

7.3 Member Terms

Members will ordinarily be appointed for a three-year fixed term with the option for the Board to renew a member's appointment for a further two 3-year periods i.e., for a period of up to 9 years. These are voluntary positions and there is no sitting fee provision. The occupant of the position of Associate Director is a permanent member of the Committee.

Committee members will cease to be a member of the Committee if they:

- Resign from the committee;
- Fail to attend 3 consecutive meetings without providing apologies to the Committee Chair;
- Resign from their employment; and/or
- Breach confidentiality.

Any vacant positions will be filled on a casual basis until the term of office has expired.

7.4 Committee Chair

The Committee Chair, a member of the Libraries Board of SA, will convene the Committee meetings.

If the designated Committee Chair is not available, the other Libraries Board member will be responsible for convening and conducting that meeting. The Acting Chair is responsible for informing the Committee Chair as to the salient points/decisions raised or agreed to at that meeting.

7.5 *Secretarial Services*

Secretarial services are provided by the Executive Officer, Libraries Board of South Australia.

7.6 *Agenda Items*

All Committee agenda items must be forwarded to the secretariat ten (10) working days prior to the next scheduled meeting.

Any member of the Committee can submit a report.

The Committee agenda, with attached meeting papers, will be distributed at least seven (7) working days prior to the next scheduled meeting unless otherwise advised.

The Committee Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

7.7 *Minutes and Meeting Papers*

The format of the Committee minutes will be in the format used by the Libraries Board.

The minutes of each Committee meeting will be prepared by the Executive Officer.

By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

The minutes of each Committee meeting will be monitored and maintained by the Executive Officer and stored as a complete record as required under provisions of the State Records Act 1997.

7.8 *Frequency of Meetings*

Meetings are generally held monthly prior to the meeting of the Libraries Board. This is to facilitate the inclusion of reports to the Libraries Board which have been considered and ratified by the Committee. A total of ten (10) meetings will be held each year, unless there are no papers for discussion, in which the scheduled meeting will be cancelled. Electronic communication and teleconferences may be used to enable country members to participate as decided by the Committee Chair. A special or extraordinary meeting may be called by the Committee Chair as required.

7.9 *Proxies*

Members of the Public Library Committee will not nominate a proxy to attend a meeting if the member is unable to attend.

7.10 *Quorum Requirements*

A minimum of 50% plus one of members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

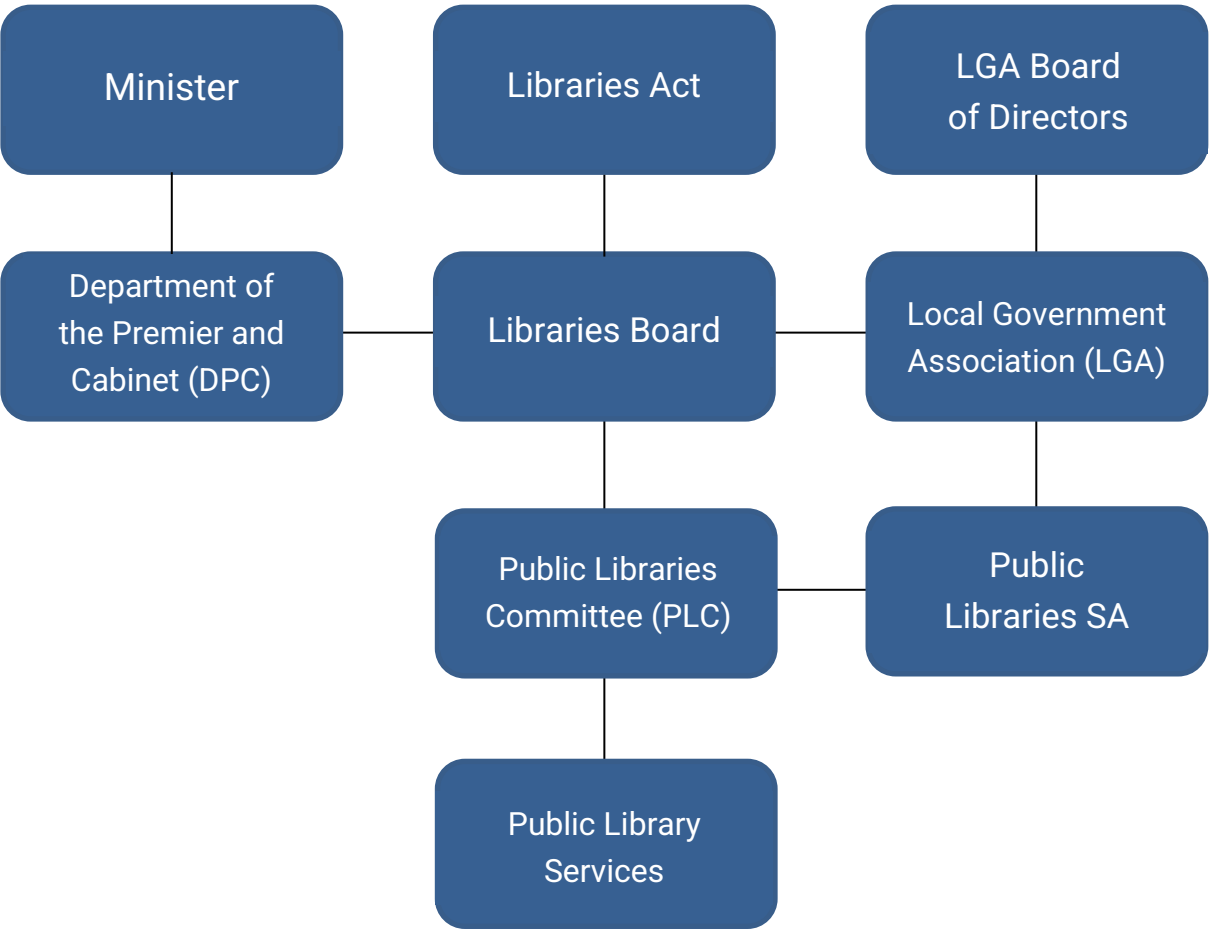
7.11 Reporting

The Committee will provide written reports to the Libraries Board for inclusion in its agenda papers for each meeting. PLSA and LGA nominees to provide a formal annual report to PLSA and the LGA respectively.

7.12 Formation of working groups and sub-committees

The Public Libraries Committee may from time-to-time form working groups or sub-committees to undertake specific work on behalf of the Committee.

Appendix A – Governance and Reporting Relationships



OFFICIAL

DOCUMENT CONTROL

Change History

Revision	Revision Description	Date
0.1	First Draft	8 January 2019
0.2	Second Draft	7 May 2019
0.3	Third Revision	29 November 2022

Review List

Reviewed By	Comments	Date
Public Library Committee (PLC)	Endorsed at PLC Meeting held on Tuesday, 29 November 2022	29 November 2022
Libraries Board of South Australia	Endorsed at Libraries Board Meeting held on Monday 12 December 2022	22 December 2022

Contact for Enquiries and Proposed Changes:

Name: Hanlie Erasmus

Title: Associate Director, Public Library and Corporate Services

Phone: 08 7424 6102

Email: hanlie.erasmus@sa.gov.au