

Mr Michael Rayner
 General Manager
 Tweed Shire Council
 PO Box 816
 MURWILLUMBAH NSW 2484

LIBRARY - GENERAL
 TWEED SHIRE COUNCIL
 FILE No. LIBRARY - SUBSIDY
 Doc. No.
 REC'D - 4 OCT 2007
 ASSIGNED TO: CORBETT, G
 HARD COPY IMAGE

WATERS, J

Dear Mr Rayner

Public Libraries Funding Strategy 2007/08

The State Government has allocated \$23.528 million to the provision of public library services in 2007/08.

Under the Public Libraries Funding Strategy 2007/08 Council will receive:

Subsidy @ \$1.85 per capita	\$151,489
Disability and Geographic adjustment	\$70,734 Note: at least 30% of the Disability and Geographic adjustment payment listed above is to be allocated to Local Priority project(s).

LOCAL PRIORITY GRANT PROJECT(S)

All councils to submit this form.

Please find enclosed with this letter the one page Local Priority Grant application form for 2007/08.

APPLICATION FOR SUBSIDY / STATE GOVERNMENT ASSISTANCE

All councils are to submit one of these forms.

Please find enclosed Council's Application for Subsidy or Application for State Government Assistance. The relevant form for your Council is enclosed.

Councils that are signatory to a regional library agreement that does not currently comply with the Library Act are entitled to apply for a State Government Assistance payment. Refer to **Attachment 1** for further information on State Government Assistance payments.

Celebrating 100 years of the Mitchell Library 1910-2010

Macquarie Street Sydney NSW 2000 Australia
 Phone (02) 9273 1414 Facsimile (02) 9273 1255
 TTY (02) 9273 1541 www.sl.nsw.gov.au

STATEMENT OF LIBRARY OPERATIONS

See **Attachment 2** for details of the Statement of Library Operations reporting manual.

All councils are to submit this form.

Council is to provide a statement of library operations for the period July 2006 to June 2007 for the 'provision, control and management of libraries, library and information services in its area'. **Form A – Statement of Library Operations: Councils** is available on the State Library website at: www.sl.nsw.gov.au/pls/forms/

Is Council the Executive/Administering Council of a regional library service?

If Council is the Executive/Administering Council of a regional library service an additional statement of library operations is to be submitted on behalf of the regional library service. **Form B – Statement of Library Operations: Executive/Administering Council of a Regional Library** is available at: www.sl.nsw.gov.au/pls/forms/

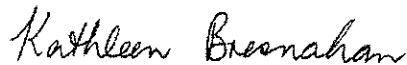
Note: Councils are required to use the State Library versions of forms A & B as available on our website.

SUBMISSION OF FORMS

Please find as **Attachment 3** a checklist of forms to be submitted by Council. Original copies of all relevant forms, with the required signatures, are to be completed and returned by mail to Jan Witcombe, Public Library Services by **Friday 9 November 2007**.

If you have any enquiries about the application forms please contact Kathy Morrison, Grants & Subsidies Clerk (Monday to Thursday) on (02) 9273 1528. Enquiries regarding the funding arrangements can be directed to Cameron Morley, Manager, Funding and Advisory Services, Public Library Services on (02) 9273 1483.

Yours sincerely



Kathleen Bresnahan
Assistant State Library, Public Library Services
27 September 2007

Attachment 1

State Government Assistance 2007/08

In past years State Government funding assistance has been provided to eligible councils by a subsidy under the *Library Act 1939*. Currently a number of councils receive a State Government Assistance payment instead of a subsidy payment. Under this arrangement those councils receive the same amount of State Government assistance that they would have received if a subsidy payment had been made.

This previously notified change in arrangements was required following the review conducted by the State Library in respect of all NSW regional library agreements and the eligibility of all the respective councils for a subsidy payment under the Act.

Legal advice was sought by the State Library to determine whether regional and cooperative library agreements were consistent with sections 11 and 12 of the Library Act. The advice indicated that some agreements did not appear to comply with the Act and that those councils affected could not be recommended to the Minister for the Arts under section 14 of the Act as eligible for a subsidy payment. It was agreed that these councils be paid a grant equivalent to subsidy while steps were taken to revise any agreement that did not comply with the Library Act 1939.

Councils applying for a grant rather than a subsidy payment are not eligible to submit a further application for subsidy if the regional library agreement is amended later in the financial year to reflect the current arrangements under sections 11 and 12 of the Library Act.

Councils are required to adhere to all relevant provisions relating to library service delivery and accountability, whether they receive a subsidy, or a grant payment in lieu of a subsidy payment.

Councils/ library services are encouraged to contact Cameron Morley, Manager, Funding and Advisory Services for advice on ensuring that agreements comply with the Act. Cameron can be contacted on tel. (02) 9273 1483 or email cmorley@sl.nsw.gov.au

State Library of New South Wales
Public Library Services
27 September 2007

Attachment 2

Financial Reporting Manual & Application Forms

The *Public libraries in New South Wales Financial Reporting* manual defines the information required for the Statements of Library Operations and associated application forms. The manual is available on the State Library website under **Forms** at: <http://www.sl.nsw.gov.au/pls/forms/>

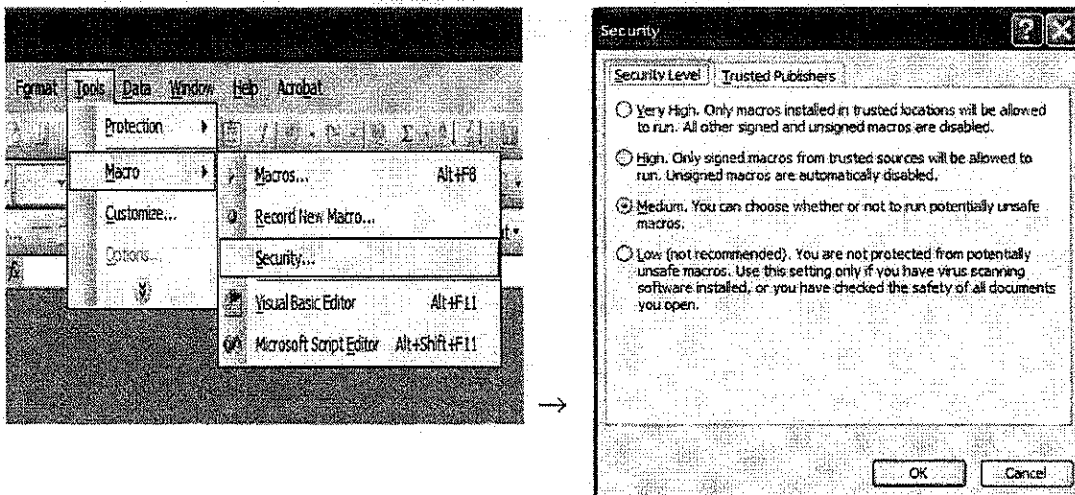
The forms are available as Excel spreadsheets under **Forms** at: <http://www.sl.nsw.gov.au/pls/forms/>

Note: Councils are required to use the State library versions of forms A & B as available on our website.

Spreadsheet security

Note that the Forms (Excel spreadsheets) use custom VBA functions (VBA macros). Depending on the macro security settings, you may be prompted to enable macros when you open the spreadsheets.

In order to use the custom VBA functions, macros must be enabled. If your macro security setting is High, you will not be prompted and macros will be disabled. To change your macro security setting, select Tools - Macro - Security. In the security dialog box, select the Security Level tab and choose your security level (Medium is a good choice).



If you have any enquiries about the manual and application forms please contact Kathy Morrison, Grants & Subsidies Clerk (Monday to Thursday) on (02) 9273 1528.

Public Library Services
State Library of New South Wales
27 September 2007

Attachment 3

CHECKLIST OF FORMS TO BE SUBMITTED TO THE STATE LIBRARY

Checklist of forms to be submitted to the State Library by **Friday 9 November 2007**.

Note: original signed copies of all forms are to be submitted.

- Subsidy/ State Government Assistance application form
To be submitted by all councils
Relevant application form enclosed with this letter
- Local Priority Grant application form
To be submitted by all councils
Application form enclosed with this letter
- (Form A) Statement of Library Operations
To be submitted by all councils
Available at: www.sl.nsw.gov.au/pls/forms/
- (Form B) Statement of Library Operations – Executive/Administering Council of a Regional Library
To be submitted by councils that are the Executive/Administering Council of a regional library service
Available at: www.sl.nsw.gov.au/pls/forms/

Note: Councils are required to use the State library versions of forms A & B as available on our website.

- Council's Narrative Statement – see note below

Note

Council's Narrative Statement, as detailed on page 26 of the *Public Libraries in NSW Financial Reporting Manual*, is to include details of how the State Government funding was applied and the benefits to the local community.

The manual is available at: www.sl.nsw.gov.au/pls/forms/

Public Library Services
State Library of New South Wales
27 September 2007

LIBRARY COUNCIL OF NEW SOUTH WALES

Application for Library Subsidy 2007/08

COUNCIL:

Contact Person (Please Print):

Contact Number:

Voted Expenditure July 2007 - June 2008 (ie. Budget)

- Do not include subsidy, Local Priority Grant or any Library Development Grants in this figure
- Include depreciation

\$ _____

Instructions

Regional Library Services

1. Where the amount voted includes the contribution of another council or councils please clearly indicate and show the individual amounts.
2. A statement of expenditure is required for the regional, co-operative or joint service, together with a statement of expenditure for the individual council.

Declaration

I hereby declare that Council complies with Section 10 of the *Library Act 1939*. See over for Section 10.

.....
General Manager

.....
Date

FOR OFFICE USE ONLY

110/703/6710

Authorisation
Assistant State Librarian, PLS

\$

Date

Library Act 1939, Section 10

- (1) A local authority must comply with and observe the following requirements in relation to the provision, control and management by it of any local library:
 - (a) **Residents and ratepayers entitled to free membership**

Any person who is a resident of the area of the local authority or a ratepayer of the local authority is entitled to membership of the library free of charge.
 - (b) **Free access to certain materials on library premises**

Any person (whether or not a member of the library) is entitled free of charge to access any library material of the library and any information forming part of the information service of the library (other than information excepted from free access by guidelines issued by the Council) for use on the library premises.
 - (c) **Free loans of certain library material to members**

Any person who is a member of the library is entitled to borrow free of charge from the library for use away from the library premises any library material of the library which has been classified by the librarian of the library as being of literary, informative or educational value or as being fiction.
 - (d) **Free delivery to sick or disabled members**

No charge is to be made for the delivery to a member of the library of any library material or information that the member is entitled to borrow free of charge if the member for reasons of ill health or disability cannot reasonably be expected to attend the library in person.
 - (e) **Free basic reference services to members**

Any person who is a member of the library is entitled to be provided free of charge with basic reference services (being any service classified by guidelines issued by the Council as a basic reference service), including assistance in locating information and sources of information.
 - (f) **Restriction on use of the State subsidy**

Any subsidy paid to the local authority under this Act must be expended in providing the services that are required by this section to be provided free of charge.
- (2) An entitlement under this section to borrow library material from a library for use away from the library premises does not apply to any library material that is classified by the librarian of the library as reference material.
- (3) If two or more local authorities have entered into arrangements for conferring reciprocal library entitlements on the residents and ratepayers of their areas, a resident or ratepayer of any of the areas concerned is for the purposes of this section to be considered to be a resident or ratepayer of each of the other areas concerned also.
- (4) In this section:

charge means any charge made directly or indirectly on a person but does not include a prescribed fee for the late return of library material or a charge made for the loss of or damage to library material.
- (5) The Council may issue guidelines to local authorities for the purposes of this section.

Library Council of New South Wales
Local Priority Grant Application Form 2007/08

Local authority:

Name of library service:

Contact person:

Contact number:

Return this form to Jan Witcombe by Friday 9 November 2007

Nominated project

Local Priority Grants are for library projects in one or more of the following categories: technology, collection, building, research and/or promotion. Briefly describe the project(s) that Council is nominating on the back of this form.

Variations to nominated project(s)

Payment is made to Council for the stated project(s) as outlined on the back of this form. Any changes to the nominated project(s) are subject to written approval from the State Library of NSW.

Reporting requirements

Council is required to submit a brief written report describing the outcomes/benefits of the Local Priority Grant to the local community. This information will be used to report to the State Government on the benefits of the Public Library Funding Strategy. Reports are required by **30 June 2008**.

Note that details of expenditure will be sought from 10% of councils, on a random basis, for State Government audit purposes.

Is Council part of a regional library?

If Council is part of a regional library service this application must also be signed by the Regional Library Manager.

For office use only: 110/703/6713 \$

Authorisation: _____

Assistant State Librarian, Public Library Services

Date:2007

Local Priority Grants 2007/08

Nominated Project(s)

Funds allocated to Local Priority Grant project(s)

As set out in the covering letter, **at least 30%** of Council's Disability and Geographic adjustment payment is to be allocated of Local Priority Project(s). Please insert below the total dollars that Council is allocating in 2007/08.

2007/08 Local Priority Grant allocation \$

Project categories

Please circle the appropriate category/categories:

Technology Collection Building Research Promotion

Project description

Briefly describe Council's 2007/08 project(s):

General Manager
Date:

Regional/Library Manager
Date:

