# SL Annual Report 2015–16

Library Board of Queensland

## Contents

30 August 2016


The Honourable Leeanne Enoch MP
Minister for Innovation, Science and the Digital Economy and Minister for Small
Business
Level 26, 111 George Street
Brisbane QLD 4000


Dear Minister

I am pleased to present the Annual Report 2015–16 and financial statements for the
Library Board of Queensland.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the
  *Financial and Performance Management Standard 2009*, and

- the detailed requirements set out in the *Annual report requirements for
  Queensland Government agencies*.

A checklist outlining the annual reporting requirements can be accessed at
www.slq.qld.gov.au/about-us/corporate/publications/corporate-reporting/annual-
report-2015-16


Yours sincerely
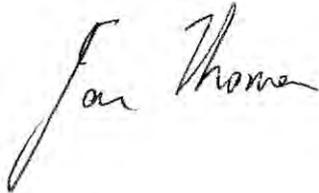
Professor Jan Thomas
Chairperson
Library Board of Queensland

# Part 1: Introduction
# State Library of Queensland

| | |
|---|---|
| **Purpose** | Inspiring Queensland's creativity — *forever* |
| **Enduring values** | • We provide free and equitable access  • We share |
| | • We seek diverse voices  • We belong to the community |

State Library of Queensland (SLQ) is a vital and innovative community resource — a physical and virtual space for sharing, learning, collaborating and creating. This vibrant 21st century library is an inclusive and welcoming place for all, a trusted source for information, a place for intellectual freedom and creativity, and the primary custodian of Queensland's memory. SLQ meets the Library Board of Queensland's legislative priorities of contributing to the cultural, social and intellectual development of all Queenslanders. Its main campus at Brisbane's South Bank incorporates John Oxley Library (JOL), vast repositories of heritage and information collections, Asia Pacific Design Library (APDL), Australian Library of Art, The Corner, The Edge, kuril dhagun, a new Business Studio, exhibition spaces and venues for hire. From its Cannon Hill office, it delivers vital services in public library development and collection preservation, and through its Cairns regional office it delivers services in partnership with Indigenous Knowledge Centres (IKCs). This is complemented by an expanding online offer.

SLQ's services include:

- onsite and online services including information/research services, venue hire, café, Library Shop and fabrication lab
- supporting public library and IKC development through grants, collection services and professional development
- promoting research and understanding of Queensland's unique history, and capturing and documenting the State's story for current and future generations
- managing State collection assets through acquisition, description, preservation, access and discovery

- creative and culturally engaging programs for all Queenslanders including children and families, youth, Aboriginal peoples and Torres Strait Islander peoples, culturally and linguistically diverse communities, and people with disability
- support and advocacy for public library services for all Queenslanders
- centres of engagement with children and young people (The Corner); Aboriginal and Torres Strait Islander peoples (kuril dhagun and IKCs); arts, science and technology (The Edge); design (APDL) and enterprise (Business Studio).

SLQ serves regional Queensland by providing direct funding and support to a network of more than 320 public libraries and IKCs, and statewide electronic access to a range of information resources, including a rapidly growing range of digitised unique Queensland material. Visitation to public libraries is growing, and 45% of Queenslanders are members. SLQ plays a particular leadership role to support the sustainability of small rural and remote libraries and IKCs, including the purchase of bulk collections, shared across the network.

SLQ and Queensland public libraries support the State Government's Advance Queensland policy agenda and the objectives for the community by providing informal education and training options, access to resources to aid lifelong learning, and supporting disadvantaged Queenslanders through a range of free or subsidised services. These institutions provide spaces which help develop safe, caring and connected communities, and through which regional residents can access a world of resources. By providing skills development programs, and services for entrepreneurs, they help increase workforce participation and stimulate economic growth and innovation. SLQ and public libraries help conserve Queensland's documentary heritage and stories, and encourage people to create their own.

As the State's population grows, its cultural heritage and communities become increasingly diverse. SLQ's century-long established role as a trusted collector and preserver of Queensland memory now includes the key strategic challenge of negotiating the risks and opportunities of the ongoing digital revolution. SLQ's services support Queensland's reputation as a thriving arts and cultural centre, and a place for collaboration and innovation. Its Government Research and Information Library (GRAIL) offers cost-effective professional research to government agencies.

# Chairperson's overview 2015–16

This has been another year rich with programming and new thinking at State Library of Queensland, as the organisation continues to examine what it means to be a library in the rapid change of the 21st century.

SLQ is a networking hub in Queensland, creating partnerships across business, government, education providers and community to further our mutual goals. These goals are aligned with State Government initiatives such as the Advance Queensland policy.

Advance Queensland aims to harness innovation to strengthen and diversify the State's economy and create jobs for the future. SLQ supports this with a range of offers from our new Business Studio to our skills programs. The Business Studio provides services, resources and a dedicated space for entrepreneurs and start-up companies, while our skill programs introduce people to computing, science and robotics, and allow them to explore their creativity in those fields. Our work also builds capability and connectivity in the regions, enabling inclusion of more Queenslander's participation in the digital economy by increasing digital literacy skills, and providing resources and professional development to help public libraries support their communities.

SLQ also supports Aboriginal and Torres Strait Islander initiatives through the ever–growing network of Indigenous Knowledge Centres across Queensland. These centres provide access to internet services and digital literacy training, collection material specific to the community, and act as an invaluable community hub for learning and knowledge sharing.

Many of the projects that take place at SLQ are supported by the Queensland Library Foundation, its fabulous members and donors. The Foundation plays an integral role in the work we do, strengthening our ability to acquire important historical collections, and to support some of the ongoing work in the spaces of keeping Queensland's memories alive, and learning from the work of our business pioneers in the Business Leaders Hall of Fame.

This year, Ms Janette Wright's appointment to the role of State Librarian and CEO expired on 26 November 2015 after more than four years in the role. Mrs Sonia Cooper was appointed as an interim State Librarian and CEO on 20 October 2015, while an open merit recruitment process for the State Librarian role was underway. Mrs Cooper has ensured that SLQ continues to deliver its vast and valuable array of services to communities during this time of change, and has been an asset to the team. The recruitment process was completed in June 2016, with the newly appointed State Librarian, Ms Vicki McDonald, to begin in early September 2016.

Thank you to everyone who has supported the important work of SLQ in 2015–16, ensuring we continue as a vital and vibrant resource for the people and communities of Queensland.
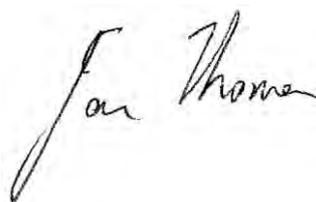
**Professor Jan Thomas**
Chairperson
Library Board of Queensland

# State Librarian's year in review 2015–16

It has been an absolute pleasure and a privilege to be part of the SLQ team in 2015–16, as we provided services to an ever increasing number of onsite and online visitors, and grew and expanded our services to new interest groups.

The *Q ANZAC 100* program delivered the highly successful *Distant Lines* and *Peace and Quiet* exhibitions, A State of War interactive timeline, growth in the Historypin Hub, more than 11,000 Soldier portraits and 25 White Gloves experiences across Queensland.

The First 5 Forever program supported public libraries across Queensland in delivering outreach and programming to support family literacy. Some of the public libraries that have taken part in this initiative previously had no such programming, and their engagement has greatly enriched their offering to the community.

While SLQ is physically situated across three locations, Brisbane's South Bank, in Cairns and in Cannon Hill, our work reaches across Queensland and of course beyond. An increasing proportion of our content and collections can be readily accessed online, with some out-of-copyright collection items available digitally through sites such as Historypin and Flickr.

We also support public libraries to deliver programs to their local communities. The term "public libraries" includes Rural Libraries Queensland (RLQ) libraries (a collaboration of 29 local government areas), Independent libraries and 25 Indigenous Knowledge Centres across Queensland.

SLQ prides itself in working "for, with and by" the community. That ethos reflects an organisational commitment to co-creation, getting the community involved in creating our activities, and in collecting and interpreting Queensland's memories.

It's inspiring to see the projects that have come out of the various fellowships that

SLQ provides over the year: the John Oxley Library Fellowship, the Queensland Business Leaders Hall of Fame Fellowship, Siganto Artist Books Fellowships, black&write! Indigenous Writing Fellowships and *Q ANZAC 100* Fellowships. Along with the recipient of the new Letty Katts Award, the 2016 Fellows will have created new knowledge, stories or artworks by this time next year.

It's not been a year without challenges, but SLQ has consolidated and grown its worth as a cultural institution that reduces barriers to access, builds capability in the regions, enables new enterprise and future-proofs our digital library of Queensland's memory and knowledge.

It's always a challenge to highlight all of the services and activities SLQ provides for the people of Queensland in one publication. Please read our website, blogs, social media and various subscriber enewsletters for the latest information on our ongoing programs, events and workshops, including hosting the Brisbane Writers Festival, providing practical skills workshops at The Edge, and running a national Summer Reading Club program for children.

Thank you so much to all of the very talented and dedicated staff, volunteers, partners and stakeholders who make all of these services and activities possible. Without them, we wouldn't be able to achieve our goal of *Inspiring Queensland's creativity — forever*.

**Sonia Cooper**
State Librarian and CEO
State Library of Queensland

# Part 2: Corporate
# Library Board of Queensland

The Library Board of Queensland (The Board), established in 1943, is the governing body of SLQ and draws its powers from the *Libraries Act 1988* (*Libraries Act*). The object of the *Libraries Act* is to contribute to the cultural, social and intellectual development of all Queenslanders.

The legislated guiding principles for achieving this are:

(a) leadership and excellence should be demonstrated in providing library and information services

(b) there should be responsiveness to the needs of communities in regional and outer metropolitan areas

(c) respect for Aboriginal and Torres Strait Islander cultures should be affirmed

(d) children and young people should be supported in their understanding and use of library and information services

(e) diverse audiences should be developed

(f) capabilities for lifelong learning about library and information services should be developed

(g) opportunities should be developed for international collaboration and for cultural exports, especially to the Asia-Pacific region

(h) content relevant to Queensland should be collected, preserved, promoted and made accessible.

The functions and powers of the Board are listed in Appendix A.

In addition to regular meetings of the Board, members represented SLQ at conferences, library openings and other official functions throughout 2015–16.

One committee and two advisory groups advise and inform the Board on issues that arise within their brief. These bodies also act as important consultative mechanisms with the broader community. The members of the Board committee and advisory groups are listed in Appendix C.

The Board periodically meets outside Brisbane to stay informed about regional issues and to strengthen its relationship with local government and the community.

Under section 7 of the *Libraries Act*, in appointing a Board member, regard must be given to the person's ability to contribute to the Board's performance and the implementation of its strategic and operational plans.

Under section 9 of the *Libraries Act*, a person is not eligible for appointment as a member if the person is not able to manage a corporation because of the *Corporations Act 2001*, Part 2D.6.

**Board members and attendance:**
In 2015–16 there were seven Board meetings. The table on the following page outlines appointment terms and meeting attendance in 2015–16.

All Board members are appointed until 28 February 2017. Biographies of Board members are detailed in Appendix B.

### Observers

The State Librarian attends all meetings of the Board as an observer unless excused or precluded by the Board as per section 15 of the *Libraries Act*.

Janette Wright, State Librarian (until October 2015)
Sonia Cooper, State Librarian (from October 2015)
Mr Andrew Spina, Assistant Director General Digital Productivity and Services Division, (Department of Science, Information Technology and Innovation (DSITI) observer)
Councillor Carolyn Tillman, Western Downs Regional Council (Local Government observer from February 2016)
Members of SLQ's Executive Team:
Prashant Pandey, Director Content Development
Rita McLucas, Director Corporate Services
Jane Cowell, Director Engagement and Partnerships
Ross Duncan, Director Regional Access and Public Libraries (until May 2016)
Louise Denoon, Director Regional Access and Public Libraries (from June 2016)

### Secretariat

Maree Jenner, Executive Advisor (until March 2016)
Vanessa McCormack, Acting Manager Office of State Librarian (from April 2016)

| | Member from: | Member to: | Eligible meetings 2015–16: | Attended meetings 2015–16: |
|---|---|---|---|---|
| Professor Jan Thomas (Chairperson) | March 2014 | — | 7 | 6 |
| Professor Emeritus Roland Sussex OAM (Deputy Chairperson) | November 2009 | — | 7 | 6 |
| Professor Andrew Griffiths | March 2014 | — | 7 | 6 |
| Ms Heather Linaker | March 2014 | — | 7 | 7 |
| Mr Matthew McDonnell | April 2008 | — | 7 | 6 |
| Mr Scott Reid | February 2011 | — | 7 | 6 |
| Associate Professor Grace Sarra | February 2008 | — | 7 | 6 |
| Adjunct Professor Joan Sheldon AM | March 2014 | — | 7 | 6 |

# Queensland Library Foundation

*Queensland Library Foundation (the Foundation) supports SLQ's fundraising endeavours, specifically in the philanthropic and corporate sectors. It was established by the Library Board under the powers as defined by the* Libraries Act 1988.

The Foundation is a not-for-profit company, Limited by Guarantee, registered under the *Corporations Act 2001*. In keeping with the Act, the Foundation produces its own annual report and associated audited financial statements, which are available online at www.slq.qld.gov.au/about-us/queensland-library-foundation/annual-report or from the Foundation office.

Since 2002–03, the Foundation's financial statements have been consolidated into those of the parent entity, the Library Board, in accordance with Australian accounting standards.

Through the generosity of sponsors and donors, the Foundation supported and enabled a range of projects in 2015–16, including:

- introducing a new *Mittelheuser Scholar in Residence and Student Internship Program*, supported by Dr Cathryn Mittelheuser AM (p21)
- establishing the *Letty Katts Award*, supporting the research, documenting and performance of Queensland's music history (p21)
- employing and training two Indigenous *Ideas Box* Coordinators in Mapoon and Kowanyama for a six-month period, thanks to grant funding from the Tim Fairfax Family Foundation. The Coordinators oversaw the programming and delivery of the Libraries without Borders and Puma Trafigura Foundation sponsored *Ideas Box*, providing an alternative to IKCs for these two communities where there is currently no such infrastructure
- *Philip Bacon Regional Touring Exhibitions* afforded 186,688 regional Queenslanders the opportunity to experience SLQ's exhibitions on their doorsteps
- five interviews were added to *The James C Sourris AM Collection,* which captures the voice of contemporary Australian artists for current and future generations
- repairing and digitising four bound albums of original photographs documenting the construction of the

Story Bridge, Brisbane's great infrastructure initiative of the Depression Years, 1936–41, thanks to a donation from the Curavis Fund

- Queensland Business Leaders Hall of Fame, including a series of entrepreneur talks, in partnership with QUT Business School
- Siganto Foundation Artists' Books Fellowships were awarded to Dr Lyn Ashby for *An inquiry into the nature of the stories that can be told with the unique qualities of the artists' book,* and Marian Crawford *for Banaba/Ocean: picturing the island*.

Continuing programs included the very popular Behind the Scenes series for annual donors, through which donors are offered in-depth engagement with selected aspects of SLQ collections and events.

The Sir Leo Hielscher Bequest Program continued, aiming to create a permanent source of income for vital programs that enrich the lives of Queenslanders.

Additionally, the Foundation secured a grant from John T Reid Charitable Trusts for the purchase of a CNC Machine (part of the development of a Fab Lab at The Edge).

The Foundation and SLQ are grateful to all donors for their support during the past financial year.

Foundation Council members 2015–16:

Mr Max Walters OAM (President)

Mr David Little (Vice President) (until May 2016)

Mr Malcolm Grierson AM

Mr Michael Hawkins

Ms Julie Mannion

Mr Neil Summerson AM

Ms Courtney Talbot

Professor Jan Thomas (Chairperson of the Library Board of Queensland)

Ms Janette Wright (State Librarian, SLQ, until October 2015)

Mrs Sonia Cooper (State Librarian, SLQ, from October 2015)

# Organisational structure as at 30 June 2016

Library Board of Queensland Chairperson

Audit and Risk Management Committee

Indigenous Advisory Group

Public Libraries Advisory Group

Queensland Library Foundation President

State Librarian and CEO

Executive Director Queensland Library Foundation

Executive Manager Communications

Director Corporate Services (and QLF Company Secretary)
- Executive Manager Finance, Facilities and Administration
- Executive Manager People and Planning
- Manager Human Resources
- Manager Strategy and Planning
- Director Project Management Office
- Manager Integrity and Risk

Internal Audit (CAA)

SLA with Corporate Administration Agency (CAA)

Director Content Development
- Executive Manager Discovery
- Executive Manager ICT Services
- Executive Manager Queensland Memory
- Manager Web Services
- Project Manager Q ANZAC 100

Manager, Office of the State Librarian

Director Regional Access and Public Libraries
- Executive Manager Literacy and Young People Services
- Executive Manager Public Library Development
- Executive Manager Indigenous Library Services
- Executive Manager Regional Partnerships

Director Engagement and Partnerships
- Executive Manager Community Engagement
- Executive Manager Partnerships
- Executive Manager Service Delivery
- Executive Manager Government Research and Information Library (GRAIL) Service
- Manager Asia Pacific Design Library
- Manager/s The Edge
- Manager kuril dhagun

Note: Dotted lines represent informal reporting structures

# Part 3: Outcomes in 2015–16
# Strategic and Operational Plans

| Purpose | Inspiring Queensland's creativity — *forever* |
|---|---|
| Enduring values | We provide free and equitable access |
| | We share |
| | We seek diverse voices |
| | We belong to the community |

SLQ's *Strategic Plan 2015–19* sets out the critical success factors and key objectives listed below.

The *Operational Plan 2015–16* sets out the activities listed on the right-hand side.

### Critical success factor 1. Enable Access

| Strategic Plan 2015–19 key objectives | Operational Plan 2015–16 activities |
|---|---|
| • Provide life skills and early childhood literacy programs | • Lead statewide family literacy programs, including First5Forever and Dads Read.<br>• Increase awareness of digital literacy, the role librarians play in improving digital literacy, and continue the delivery of digital and design skills programs.<br>• Work with partner agencies to support increased skills in engaging with and delivering to people from Culturally and Linguistically Diverse (CALD) backgrounds and people with a disability. |
| • Increase free access to digital content | • Continue to release open data for transparency and for creative reuse, including the WW1 Hack competition.<br>• Refresh our Content Strategy to reflect a growing emphasis on digital content and seamless access to our content.<br>• Advance our priority digitisation projects.<br>• Create consortia arrangements that expand access for small councils and Rural Libraries Queensland to digital content.<br>• Review expenditure on collections, taking into account trends and community needs, to increase relevance and utilisation of collections to borrowers. |
| • Strengthen Queensland library infrastructure and discovery platforms. | • Develop a Digital Strategy that focuses on a 'cloud first' approach.<br>• Increase the efficiency of our back end systems including ALMA and Rosetta through optimisation of processes and analysis of feedback.<br>• Actively investigate state of the art/emerging discovery platforms to enhance communities' ability to discover/access and locate content.<br>• Review existing practices, processes and standards both at SLQ and between public libraries to increase efficiencies and maximise resources. |

There were no modifications to the Strategic or Operational plans in this financial year. On 16 October 2015, the Minister, under s.23 of the *Libraries Act 1988*, gave a written direction to the Board to help facilitate the independent review of the previous management by the State Library of Queensland of a serious workplace incident.

Find the published plans online:

*State Library of Queensland Strategic Plan 2015–19*:
www.slq.qld.gov.au/about-us/corporate/publications/planning/strategic-plan-2015-19

*State Library of Queensland Operational Plan 2015–16*:
www.slq.qld.gov.au/about-us/corporate/publications/planning/operational-plan-2015-16

## Critical success factor 2. Engage Community

| Strategic Plan 2015–19 key objectives | Operational Plan 2015–16 activities |
|---|---|
| • Grow the State's historical collection of Queensland culture and heritage. | • Support the development of connected collections throughout Queensland's Gallery, Library Archives and Museum (GLAM) sector. <br> • Engage with representative groups across the community to ensure our collections capture the voices and stories of Aboriginal people and Torres Strait Islander people, the CALD community, the disability sector, and regional communities. <br> • Acquire and preserve born digital content. |
| • Engage with communities of interest through dedicated centres of engagement. | • Pilot a new Enterprise Centre to support business, social enterprise and creative industries. <br> • Grow our Government Research and Information (GRAIL) service for other government agencies and investigate new services for businesses. <br> • Support the development of the reading and writing sector through key programs such as the black&write! Indigenous Writing and Editing Program, and the Queensland Literary Awards. <br> • Continue to collaborate and co-create with community and partners through the John Oxley Library, Australian Library of Art, kuril dhagun, The Edge, and Asia Pacific Design Library. |
| • Facilitate the community's use of and interaction with content. | • Lead a broad community of interest to deliver Q ANZAC 100, including major exhibitions and programs, an interactive timeline, supporting local networks, and enabling new research. <br> • Launch a Signature Program in 2016 focused on Identity: The Queensland Conversation. <br> • Develop an online engagement strategy. |

## Critical success factor 3. Build capability

| Strategic Plan 2015–16 key objectives | Operational Plan 2015–16 activities |
|---|---|
| • Build capacity within our communities of interest. | • Deliver *The Next Horizon: VISION 2017 Leadership program and Learning Strategy* to support public library staff throughout Queensland. <br> • Advocate for statewide connectivity and conduct major statewide research into the public value of libraries as creative spaces. <br> • Support the sustainability of Indigenous Knowledge Centres throughout Queensland. <br> • Design and deliver learning programs (e.g for Queensland's heritage sector and design thinking in schools). |
| • Generate new revenue sources. | • Focus Queensland Library Foundation efforts on building the corpus through the Endowment, Presidents 100 Circle and annual giving programs. <br> • Implement recommendations from the Venue Development report and Library Shop review. <br> • Actively seek in kind support and alternate funding options. |
| • Position our workforce for the future. | • Develop a culture of engagement and entrepreneurialism. <br> • Review and update our Strategic Workforce Plan 2011–15. |

# Report on performance

| Service standards performance measure | Note | 2015–16 Target / estimate | 2015–16 actual |
|---|---|---|---|
| Client satisfaction with services and programs | | 95% | 97% |
| Percentage increase in the efficiency of service delivery | 1 | 2.5% | 3.9% |

| Performance measure | Note | 2015–16 Target | 2015–16 actual |
|---|---|---|---|
| Use of digital content | 2 | 14,800,000 | 15,825,958 |
| Visits to public libraries | 3 | 21,500,000 | 22,343,817 |
| Increase in members | 4 | 18% | 33% |
| Increase in self-generated revenue | 5 | 8% | 2% |
| Staff engagement | | 65% | 65% |

Notes

1 This measure reflects improvement in cost per total onsite and online visits. The higher than forecast result is due to strong growth in online visits.

2 The higher than targeted result is due to continued growing use of digital content, including e-resources that are available statewide (e.g. online journals, newspapers, magazines, training courses, family history resources).

3 Both the 2015–16 Target / estimate and the 2015–16 actual for this measure are for 2014–15. This is because the source of data for the measure, the annual Queensland Public Libraries Statistical Bulletin lags a year. The latest available edition is for 2014–15.

4 This measure reports the growth in new members across the state. The high result represents the success of a number of strategies to grow membership this year, including more communication of membership benefits.

5 The calculation uses the forecasted result for 2014–15 as the baseline, not the actual result (which is not available until after the Operational Plan is finalised). The lower than targeted increase in self-generated revenue is principally due to the Federal Government's decision to cease funding under the Remote Indigenous Public Internet Access program, the need for new funding sources to achieve the aspirational target not realised, and the increasingly challenging philanthropic climate.

# Enable access

*One of SLQ's enduring values is to make services accessible to people of diverse language, ability and location. To do this, SLQ must promote literacy and learning, digitise content for online access, and strengthen public libraries throughout the State.*

**Life skills and literacy programs**

SLQ leads statewide family literacy programs such as the First 5 Forever initiative, which supports parents and primary caregivers in their important roles as educators for children under five. The $20 million, four-year program is delivered by public libraries in partnership with community agencies. In 2015–16, it has delivered professional development sessions across Queensland for councils and community organisations. Preliminary reporting from public libraries across the state indicates a 339% increase in outreach and a 28% increase in programming for 0–5s and their caregivers between February and November 2015.

Dads Read is an early childhood literacy initiative which raises awareness of the importance and benefits of fathers and families reading with their children in their early developmental years. In August 2015, Dalby Library hosted a Dads Read Family Fun Day to promote the message to the community. Resources and information can be found at dadsread.org.au.

Improving library access to digital literacy resources has been a major focus for SLQ in 2015–16.

The *Tech Savvy Seniors Queensland* (TSSQ) program, launched in August 2015, encourages older people to embrace information technology. The Queensland Government (through SLQ) and Telstra jointly funded $580,000 of grants, supporting 38 councils to deliver free tech training for up to 15,000 seniors across Queensland. Participants can learn how to use a tablet or smart phone, navigate social media, shop online and access government services. SLQ also allocated $50,000 from the 2015–16 OPAL (Online Public Access in Libraries) budget to develop 10 tablet training kits, each with five iPads and five Android tablets, to help libraries without these resources to deliver tablet training sessions. In its first quarter, January to March 2016, 21 councils had already started to deliver the TSSQ program. Seniors participated in 335 sessions in 59 library branches. The oldest participant was a 93-year-old man from Rockhampton. At least half of the 21 councils reported that training

sessions were booked out, demonstrating a real need for this program across Queensland.

The 12-month Everyone Online Pilot Project began in November 2015, in partnership with Bundaberg and Livingstone councils. This initiative, believed to be an Australian first, demonstrated the role libraries can play in the digital age, and put new technologies in the hands of people who hadn't previously had access. Through this project, libraries lend devices (iPads with 3G data allowances and Wi-Fi hotspots) to community members who have low digital literacy skills, are socio-economically disadvantaged, are socially isolated or who have no internet connection at home. They are offered learning opportunities, skills development, social connection and internet access to improve economic participation. The project also engages small to medium size business owners interested in adopting digital solutions for their businesses for the first time.

As robotics becomes a more affordable educational activity, SLQ has helped communities to access coding and robotics resources through their public libraries. In October 2015, 26 public libraries and IKCs received a kit of Ozobots robots after responding to an SLQ coding and robotics survey. This was supplemented by mini-grants of $800 to fund staffing for school holiday programs using the Ozobot kits. Kits were also provided to many IKCs, and are available to public libraries as a loan item. This initiative improves library staff's capability to engage with new technologies and raise awareness of and access to coding and robotics activities in their communities.

In May 2016, Minister for Innovation, Science and the Digital Economy the Honourable Leeanne Enoch MP announced the recipients of a statewide grants program to support public libraries to implement public programs in coding and robotics. The $300,000 program supported 33 councils with grants of up to $10,000 each. Recipients included Fraser Coast Regional Council, which will foster digital inclusion by developing programs unique to its community's needs, and Central Highlands, which will host programs for people with disabilities and

competitions in robotics between communities. Longreach will develop self-contained, transportable kits enabling collaboration between school students, teachers and local libraries to deliver digital literacy sessions in the remote towns of Isisford and Ilfracombe. Further information on VISION 2017 grants and other grants SLQ provides to public libraries can be found at plconnect.slq.qld.gov.au/manage/funding-and-grants.

SLQ's partner agencies are helping the organisation to engage with and deliver to people from Culturally and Linguistically Diverse (CALD) backgrounds and people with a disability. For instance, long-term partner Autism Queensland runs Studio G, a post-school transition program for 16–25 year-olds with Autism Spectrum Disorder. Participants engage with computer gaming and technology to become proficient in technical and creative skills. Each week, participants meet at The Edge to use the spaces and facilities, and tap into SLQ's network of skilled mentors and facilitators. With one mentor between four participants, they can learn and grow at their own pace.

Another of SLQ's long-term partners is The Romero Centre, an organisation providing community-based support for refugees on temporary visas. In 2015–16, SLQ worked with The Romero Centre to host an array of events engaging the community and raising awareness about asylum seekers and refugees, including an International Women's Day fashion parade and forum. The Centre also provided expertise from the refugee community to help create SLQ's A Taste of Belonging event (p19).

**Increase free access to digital content**
SLQ shares data in digital form on the Australian and Queensland Government Open Data portal, for use in a range of applications, including the annual GovHack competition. Over 46 hours, teams of digital creatives, data analysts, storytellers, entrepreneurs and civic society enthusiasts use open government data in new and creative ways. GovHack 2015 delivered interesting and innovative applications using Open Data from national, state and local government organisations, including libraries and museums. Queensland GovHack events took place in Brisbane, Toowoomba, Gold Coast and Sunshine Coast. The winning entry of *Uncovering Queensland's Untold Stories*, sponsored by Department of Science, Information

Technology and Innovation (DSITI), used soldier portraits from SLQ with records from National Archives of Australia to create a solider profile. SLQ also collaborated with National and State Libraries Australasia (NSLA) libraries and National Archives of Australia to offer a bounty for best use of First World War data, resulting in 24 entries. SLQ contributed new data sets focused on First World War content to support the GovHack WW1 weekend in Sydney.

With so much significant material to choose from, SLQ has developed a Digitisation Plan as a framework for making reformatted content available online. The plan outlines SLQ's goals to select and digitise significant Queensland heritage materials in order to provide materials online for improved access. SLQ asked Queensland communities to nominate their publications for digitisation to build the digitally available documentary heritage of Queensland. A Kirtas scanner will be used to digitise publications which relate substantially to Queensland's history, and to its cultural, social, economic, political or scientific development.

In 2015–16, SLQ's Content Strategy Revision Project gathered data and connected with stakeholders and the public to develop a comprehensive strategic framework for SLQ's content-related activities. The focus was on content development as a means to enable access and engagement. SLQ engaged consultants Incling to undertake qualitative research with the Queensland public, leading to insights into community needs and how people use the available resources. The Content Development Strategy informs SLQ's priorities for collecting new content within its limited budget and internal capacity. It helps identify content gaps and themes with the potential to grow engagement and attract new visitors. The strategy allows transparent and informed decision making based on community needs and SLQ's strategic direction.

In 2015–16, SLQ increased access to digital content in LOTE (languages other than English) by purchasing LOTE content on 10 Kindles and making them available to public libraries for their clients to loan. Ebooks were purchased in a number of languages for use by members of Queensland Regional Overdrive Consortium (QROC) libraries. The QROC consortium includes all RLQ libraries and IKCs, and 10 independent libraries.

**Infrastructure and discovery**

SLQ's internet service was upgraded in late 2015, adding a 200Mbps link to the existing 160Mbps link. This has allowed an increase in user bandwidth limits to ensure better bandwidth for all services. It also ensures new services such as the Business Studio (p16) have the required bandwidth. With both connections always active, traffic is automatically redirected to the other link in the event of an outage. The upgraded service includes capacity for growth, and allows SLQ to further investigate cloud-based services with significant internet requirements.

SLQ commenced a VMware Infrastructure Upgrade project, to provide a stable and reliable virtual platform on which to run the majority of SLQ's computer-based services. VMware will also allow SLQ services, including Rosetta, to be run in a cloud environment. The upgrade will increase service reliability and provide redundancy to the virtual environment, while improving compatibility with cloud-based services. It should also reduce required maintenance downtime, reduce after-hours support calls, and provide scope for future growth.

SLQ also completed a Digital Preservation Proof of Concept pilot project to identify and articulate its digital preservation roles. This determined the suitability of the Rosetta product to address SLQ's digital collecting, preservation and access needs. Rosetta will replace current Digital Asset Management System, DigiTool.

SLQ continued the adoption of the Alma library management system, which was implemented in early 2015. This cloud-based system offers scope for continuous improvement through monthly releases, and SLQ is working with provider Ex Libris to ensure the functionality meets the needs of the organisation. Decommissioning of the previous system, Voyager, was completed on 30 April 2016.

In June 2016, a contractor was engaged to coordinate the development of an SLQ Digital Strategy. The strategy will guide how SLQ plans, makes decisions and allocates resources to enable smart use of technology to future-proof the Digital Library. At 30 June 2016 the project was in scoping stage.

In early 2016, SLQ improved efficiency by automating the labour-intensive process of adding handles (permanent URLs) of digitised original material items to the relevant collection finding aid. This is particularly important as SLQ's collection becomes increasingly digitised, and acquisition of born digital materials grows. This successful application has since been expanded to other aspects of finding aid creation, including for those without digital content. In conjunction with using one of the Alma Application Programming Interfaces to pull data from Alma, this has eliminated almost all manual data conversion processes required to create a finding aid, resulting in a more efficient process and improving workplace health and safety.

SLQ successfully trialled digitising pre-1890 publications on a Kirtas scanner housed in the Infozone. These digitisation activities have since been expanded to contemporary publications, with the launch of a service to enable authors of in-copyright works to have their publications digitised if they provide sufficient copyright permission. This has the potential to significantly increase the amount of published, in-copyright, Queensland content available online to SLQ users.

SLQ continues to explore external platforms to enable greater reach for its content and diverse engagement. SLQ's success in using discovery platform Historypin has seen it expand in 2015–16 to allow community-created projects to be developed on SLQ-created infrastructure. It has been evaluating a new platform, the Atlas of Living Australia, which is a transcription platform used by organisations such as CSIRO and the Australian Museum. In late 2016, SLQ will become the first humanities institution to use the Atlas of Living Australia.

In the spirit of continual improvement, a review of Online Public Access in Libraries (OPAL) and VISION 2017 grant methodology for Queensland public libraries has begun, to be completed in the next reporting period. A review of SLQ's Standards and Guidelines was suspended as SLQ awaits the outcomes of current national research on standards and guidelines by NSLA and the Australian Library and Information Association (ALIA). These standards and guidelines assist Queensland public library staff and local governments in planning and developing their library services.

Visitor feedback led to the John Oxley Library Reading Room on level 4 being reconfigured. Spaces have been clearly differentiated into research spaces for visitors using Heritage Collections and non-Heritage Collections, to improve access to collections while maintaining their security and providing increased quiet study spaces.

# Engage community

*Working with communities of interest and the general public, SLQ aims to engage people with its content to promote its use and ensure it reflects Queensland's rich culture and heritage.*

**Queensland's culture and heritage**

SLQ is working with collecting institutions and community organisations to develop Connected Collections, a network of institutions which share information with communities of interest. A Connected Collections project in partnership with Palm Island Aboriginal Shire Council, through its IKC, achieved significant outcomes for the Palm Island community. More than 1,000 relevant images, from the collections of SLQ and other institutions, were added to the Palm Island IKC's collection for easier local access. Five community magazine titles were provided in a digital format, and an innovative accessing and preservation system was created to allow easy access to the newly acquired digital collection material. Plans are underway and funding is being sought for a similar project in partnership with Torres Strait Islands Regional Council, Torres Shire Council and Torres Strait Regional Authority.

SLQ also commissioned digital stories and photographs from across the state to capture contemporary stories of Queensland's people and places. Subjects have included Wujal Wujal, Anzac centenary celebrations, Queensland railways and the Shorncliffe pier.

SLQ acquired a significant collection of work by three photographers (Joanne Driessens, Michael Aird and Juno Gemes) documenting social protest movements and Aboriginal communities in Queensland from 1970s to 2000. These digital and physical works, featured in the landmark *Up Close* exhibition at Newstead's Fireworks Gallery in December 2015, capture key events in Queensland's contemporary history.

The *Tradition Now* exhibition was launched at SLQ in June 2016, exploring family origins and connections to Queensland. The stories of 12 people from diverse backgrounds are told through objects, photographs, artwork and memories. The exhibition examines how many Queenslanders 'arrive' to this land, how this affects their connections to family and tradition, and the impact on contemporary family life. Visitors can also create and share their own family story. This exhibition will remain in the Philip Bacon Heritage Gallery until November 2016.

In 2016, SLQ acquired a collection of materials from the Queensland Disability Housing Coalition (QDHC). Established in 1987 in the International Year of Shelter for the Homeless, QDHC provided a voice for people with disability and mental health issues. This collection provides a snapshot of advocacy for and stories by the disability sector in Queensland over a 25-year period.

Born digital items are being sourced through the legal deposit program, with 2,283 items added in 2015–16, and Pandora web archiving activities.

Some of the challenges surrounding collecting born digital content are being addressed by the procurement of Rosetta software (p15). As part of the NSLA Digital Preservation project, one SLQ staff member was awarded a research grant to attend the International Digital Curation Conference in Europe and gather information about digital preservation techniques at various collecting institutions. Data gathered will help inform planning to improve preservation techniques for digital collections.

**Engage with communities of interest**

SLQ's Business Studio was officially launched in November 2015. There are now 263 members, who can book powered single workstations or group stations for 2–4 people in the studio, access exclusive Business Studio wi-fi, borrow resources, and attend special workshops and mentoring sessions. Membership is free for individuals, but for $2,000 a six-month Business Studio Platinum Membership provides a wider range of benefits, including six hours of priority research assistance from SLQ staff.

A series of monthly Lunch Box Forums have been held to help inspire and educate potential start-ups and entrepreneurs while encouraging Business Studio membership. Sessions have featured successful entrepreneurs and business people, social media specialists and representatives from the Australian Bureau of Statistics.

SLQ partnered with the Queensland Writers Centre to record their *Business Basics for Creatives* workshops throughout 2016. Webcasts of these events are available to Business Studio members through the

Business Studio Online Hub, which gives them free access to quality professional development material.

The Government Research and Information Library (GRAIL), which supplies research services to nine government agencies including the Department of the Premier and Cabinet and Queensland Treasury, is now based in the Business Studio. It provides research assistance to Platinum Business Studio members as part of an expanded role. For every $1 spent on resources, GRAIL clients receive $18 in value, with qualified researchers accessing accredited information sources to help government and business make informed decisions.

As part of its commitment to fostering Queensland writing, SLQ manages the Queensland Literary Awards in collaboration with sponsors, industry partners and the writing community. The 2015 awards were expanded to include a $25,000 Queensland Premier's Award for a Work of State Significance, recognising writing with a Queensland focus, and two Queensland Premier's Young Publishers and Writers Awards for Queensland writers aged 18–30. Three Queensland Writers Fellowships were also awarded in 2015 to support development of new works by mid-career Queensland authors. Entries for the next awards, which closed in June, saw a marked increase. They will be awarded in October 2016.

In December 2015, SLQ signed a two-year partnership agreement with major publisher Hachette Australia. This partnership will see the publication of two black&write! Fellowship winning manuscripts annually in 2017 and 2018, and will provide the opportunity for the Indigenous editing interns and writers to work closely with a large commercial publisher with international reach. It follows an amicable conclusion to the partnership with Magabala Books, a foundation partner of black&write! Magabala published 11 books from black&write! Fellows between 2011 and 2015, launching or furthering the careers of talented Indigenous writers.

Two 2016 Fellows for the black&write! Indigenous Writing Fellowships were announced in May: "Terra Nullius" by Claire Coleman (WA) and "Clear Water White Death" by Dr Dylan Coleman (SA). The 2015 Fellow, Alison Whittaker, received critical acclaim for her poetry collection *Lemons in the Chicken Wire*, the manuscript she developed as part of the black&write! program. Alison singled out her editor Grace

Lucas-Pennington, one of the trainee Indigenous editors for black&write!, for her influence on the manuscript.

SLQ collaborates and co-creates with community and partners to create events for specific target audiences.

Asia Pacific Design Library (APDL) hosted the inaugural Asia Pacific Architecture Forum (APAF), in partnership with Architecture Media, 1 to 14 March 2016. SLQ received sponsorship for the event from Inspiring Australia, Queensland Government Department of Infrastructure, Local Government and Planning through the State Government Architect Malcolm Middleton, and QMI Solutions. A dedicated website, www.aparchitectureforum.com, featured 26 events and exhibitions, 14 of which were hosted and delivered at SLQ. These included the Sherman Contemporary Art Foundation Vo Trong Nghia Architects' Green Ladder Pavilion in the SLQ forecourt from 1 March to 15 May 2016, the ArchitectureAP Symposium which brought speakers from across Asia Pacific to SLQ, and Design Minds Lumifold Workshops for children. Media coverage extended as far as India, Singapore, Egypt and Vietnam. APAF and its founders were awarded a Queensland President's Prize at the Australian Institute of Architects Government and Industry Networking Event. Architecture Media is keen to continue this partnership to produce APAF annually.

*Black Velvet: your label (*March to May 2016) was an exhibition by kuril dhagun's inaugural Artist-in-Residence, Boneta-Marie Mabo. During her research at SLQ, she uncovered many images of Aboriginal and Torres Strait Islander women who were given demeaning descriptors instead of names, including "Black Velvet". The artworks explored the identity of proud contemporary Indigenous women, and how in the past these same women would have been stripped of their voices and names.

In November, the Queensland Library Foundation thanked the Siganto Foundation for its support of the Australian Library of Art, and particularly the Artists' Book collection. In a partnership that began in 2012, annual sponsorship by the Siganto Foundation has enabled SLQ to run events such as the Artists' Book Lecture series, Artists' Book workshops and masterclasses, drawing artists from across the state and the world to participate and share their expertise with Queenslanders. It also allows a number of Creative and Research Fellowships to be

awarded every year, with one creative fellowship and one research fellowship awarded in the 2015–16 period. The Siganto Foundation was presented with a hand-crafted retrospective of the works produced or purchased as a result of the partnership. Two copies of the book were produced — the second will be held in SLQ's collections.

Julie Hornibrook, granddaughter of Queensland building industry pioneer Sir Manuel Hornibrook, was the recipient of the $15,000 Queensland Business Leaders Hall of Fame Fellowship for 2015. During a six-month residency in the John Oxley Library, she brought together original materials from JOL and her personal family collection of photographs, mementos and letters to explore the legacy of her grandfather in *Sir Manuel Hornibrook: Father of the Australian Building Industry*. The Fellowship is an initiative of the Queensland Business Leaders Hall of Fame, a partnership between SLQ, Queensland Library Foundation and QUT Business School.

The Edge continues to be one of SLQ's most innovative areas, making arts, science, technology and information more accessible to the community through its local and outreach programs. The Edge provides the equipment and expertise to help visitors learn skills for business and hobbies. A computer lab with the latest creative software and business tools, a recording studio and a Technology Lab equipped with manufacturing equipment like sewing machines and 3D printers, are all available for community use. It also partners with business, including the AUXILIARY Design School, an independent product design educational agency. Through this partnership, students used The Edge's state of the art facilities to draft and create design projects over 14-weeks. Program graduates took out three of the five awards The Australian Good Design Awards' Young Australian Design Awards category.

In 2015–16, The Edge delivered more than 100 subsidised short courses and workshops in Brisbane, and provided National Science Week kits to regional libraries, enabling them to host their own National Science week activities. It also released four MAKEIT workshops plans online, allowing communities and libraries across Australia to stage their own 45-minute workshops on film editing, mechanics and soft circuits. Its focus on the creative arts has led The Edge to develop a partnership with the National Portrait Gallery, hosting the winner of the

2015 Digital Portraiture Award, Isabelle de Kleine, for a six-week arts residency.

The Edge is widely regarded as a model for a new type of library-based service, and has inspired similar programs across the country. It has been central to shaping thinking and action in SLQ as it moves beyond the traditional library model.

**Facilitate interaction with content**
SLQ is coordinating the *Q ANZAC 100: Memories for a New Generation* project (see www.qanzac100.slq.qld.gov.au), commemorating the centenary of the First World War and building a digital legacy for Queensland public and beyond. *Q ANZAC 100* is leading a broad community of interest to deliver a range of exhibitions and programs across the state. The project also aims to make First World War information more accessible through platforms such as the *Q ANZAC 100* Historypin hub, A State of War interactive timeline and by digitising thousands of soldier portraits from *The Queenslander* magazine. Each year four research fellowships, valued at $15,000, are awarded to projects relating to Queensland's role and experience at home and abroad.

The *Distant Lines: Queensland voices of the First World War* exhibition at SLQ closed in November 2015 with visitation of 50,196 for the eight-month period. *Distant Lines* explored the front line and home front experiences of Queenslanders. Related educational resources supported teachers and their students visiting the exhibition.

An interactive Apple iBook on conscription, *Yes or No?,* was released in October 2015. This free resource, available from the iTunes store (itunes.apple.com/au/book/yes-or-no/id1041907877), uses materials from SLQ collections and is aimed at upper-primary and lower-secondary aged students and their teachers. An interactive online portal to First World War stories and images, A State of War (www.astateofwar.org.au), was launched in November 2015. This wealth of information is also accessible through a touch screen interface in SLQ's Knowledge Walk.

Symposia in this reporting year included How We Remember in October 2015 and On the Home Front in May 2016. These events brought experts and community members from across Queensland together to explore interpretations of information and discuss how to bring that to life in their communities.

Regional communities across Queensland had the opportunity to get up close and

personal with WWI treasures from SLQ's collections in White Gloves sessions, and seek expert advice on conserving their memorabilia. Locations in 2015–16 included Charleville, Cunnamulla, Emerald, Gladstone, Hughenden and Winton.

SLQ also contributed to the Queensland leg of the Spirit of Anzac Centenary Experience tour, developed by the Australian War Memorial and the Department of Veterans Affairs. It coordinated the exhibition's Local Community Zones, where communities were invited to display their WWI content curated by the *Q ANZAC 100* regional exhibition team. Toowoomba was the first location in the country to be booked out prior to opening, with strong interest seen in the other venues of Brisbane, Mackay, Cairns and Townsville.

The *Peace and Quiet* exhibition opened in December 2015, bringing together a range of community groups and individuals to explore personal, social and political ideas of peace. It included a collection of peace placards and banners sourced from the peace movement, and hundreds of peaceful landscape artworks contributed by the community to symbolically cover the large First World War landscapes that featured in *Distant Lines*. This exhibition bridged the gap between SLQ's 2015 theme of *Q ANZAC 100* and the 2016 theme of Belonging.

The 2016 annual Signature Program theme of Belonging was launched on 16 January 2016 with the first Big Day of Belonging, drawing more than 500 people. Each Big Day of Belonging is a free, multicultural event for all ages, featuring an array of live community music, dance, exhibitions, hands-on activities and food. A second event was held in June.

SLQ's overarching theme influences programming and activities and involves the community onsite, online and regionally. It seeks to address questions such as "Is there a distinctive Queensland character forged by our landscape, climate and traditions? Or are we a diverse people with a global world view and our own vibrant stories?" The Belonging

theme has continued with a number of exhibitions and events such as Queensland Faces and A Taste of Belonging.

The *Queensland Faces* exhibition displayed a sample of the varied, unique portraits in SLQ's photographic collections to uncover the stories and lives of Queenslanders. Subjects ranged from famous (or infamous) to ordinary people. Visitors were asked to reflect on what it means to be a Queenslander, examine our connection to place, and discover how our diverse cultural traditions contribute to Queensland's growing identity. Visitors added their own image to Instagram and Twitter, or left their responses in the exhibition space.

A Taste of Belonging was a three-course, sit-down dinner in SLQ's Queensland Terrace. Members of Brisbane's migrant communities shared recipes with local chefs to create an eclectic mix of cuisines including Chinese, Iranian, Venezuelan and Sri Lankan. Guests heard firsthand how these recipes reflect the cultures, beliefs and experiences of the individuals who inspired each dish.

Events will continue under the banner of Belonging until December 2016.

SLQ is increasingly active in online spaces, engaging people across multiple platforms including blogs, Flickr and Historypin. While a formal online engagement strategy was not developed in 2015–16, key performance measures and indicators have been developed to more accurately count and evaluate online engagement with SLQ content.

SLQ's Historypin presence grew over the year with the addition of 50 new collections within the SLQ hub. These collections were viewed more than 16,000 times over the 12 months. Blog posts across all SLQ blogs received more than 261,000 views, more than a third of which were to the John Oxley Library Blog. Visitors were very happy with the ability to download high-resolution images from SLQ's collections, with a total of 28,552 downloads in 2015–16.

# Build capability

*SLQ strives to build capability within the organisation, its government clients and in its communities of interest. It aims to be economically sustainable while delivering high-quality services in partnership with public and private organisations.*

**Build capability in communities of interest**

SLQ delivers professional development training for public library staff across Queensland. The VISION 2017 Learning Strategy identified leadership, innovation and library business management as the top priorities.

The *Future Libraries professional development* workshop was held at SLQ in April 2016 in partnership with the Queensland Public Libraries Association. It included sessions on public library standards and guidelines, digital shifts, community engagement and consultation on support from SLQ to public libraries. A *Rural Libraries Queensland professional development* workshop was held in conjunction with this training, as was Lego robotics grant training to help grant recipients design and deliver programs. Travel bursaries of $500 per applicant were made available to regional public library staff to help them to participate in the week of professional development sessions, with 10 councils taking up the offer.

SLQ was a principal sponsor of the fifth Broadband for the Bush Forum, *Digital Journeys*, and the associated Indigenous Focus Day in June 2016. This is part of SLQ's focus on advocating for statewide connectivity to help bridge the digital divide.

SLQ engaged QUT to conduct research into the value and community impact of public libraries as creative spaces. Pilot sites in Burdekin, Gold Coast, Maranoa and Redlands embedded creative spaces and associated programs into their libraries, which evidently resulted in a positive impact on the community and its engagement with the library involved. Through this work, an Impact Framework evaluation tool was developed, with eight criteria to help public libraries self-evaluate their own creative spaces and programs. The report and tool will be launched in the second half of 2016.

Two new IKCs joined Queensland's IKC network in 2015–16. Napranum IKC, operated by the Napranum Aboriginal Shire Council and co-located in the newly refurbished Civic Centre, was officially opened in July 2015 by the Premier. The Yarrabah community celebrated the opening

of its $1.9 million IKC in November 2015. Wujal Wujal Aboriginal Shire Council refurbished its IKC with support from SLQ. SLQ provides support and professional development to IKCs, much of it based from the Cairns regional office.

SLQ designed and delivered learning programs in collaboration with various interest groups across Queensland. For instance, The Edge worked with Brisbane Catholic Education to develop and deliver library resource kits around Science, Technology, Engineering and Mathematics (STEM) learning. The kits focus on robotics, electronics and coding, and will be made available to educators through the Brisbane Catholic Education Resource Centre.

Queensland heritage workers and volunteers converged on SLQ in May 2016 for a free two-day program of workshops to explore capabilities in researching, interpreting and sharing First World War collections and content. Talks and workshops at the Heritage Leaders Forum included curating First World War digital collections, sharing material and collections, storytelling and engaging the community with First World War material. This workshop ties in with the *Q ANZAC 100: Memories for a New Generation* and was developed in partnership with Museums & Galleries Queensland.

*K8 Children's Symposium* was a two-day workshop for teachers and educators, providing an introduction to the Design Minds model as part of the Out of the Box festival in June 2016. Design Minds uses design thinking to develop the capabilities of successful and creative 21st century citizens within existing education and learning benchmarks. Participants observed Year 3 students working together under Design Minds principles to address global challenges impacting large cities and in response, create a model of Brisbane in 2036. While children are guided by Cooper-Hewitt Fellow Les Hooper and other design experts to create a blueprint for their future Brisbane, teachers gained valuable insights into how the Design Minds model can be applied directly to curriculum. This professional development program is designed and

facilitated by John Paul College's Head of Year 9 and 2015 Cooper-Hewitt Fellow, Dawn Boland.

**Generate new revenue sources**
Queensland Library Foundation has continued to support SLQ's activities by exploring ways to raise funds through a number of established programs.

The Foundation's donor engagement functions allow donors a taste of some of the projects they support. For instance in November 2015 annual donors had the chance to explore family and local history in *Expect the unexpected: find your family history.* Members of the President's 100 Circle were treated to a special white-gloves function featuring guest speaker Bill Kitson, former Senior Curator of the Museum of Lands Mapping and Surveying. He is writing a history on the Hydrographic Survey of the Queensland Coast 1860–1914, which includes information on Edward Parker Bedwell RN, who was the first man to chart in detail Point Danger to Mackay. Guests viewed an 1849 sextant presented to Bedwell by Greenwich Hospital School, along with SLQ's Bedwell papers. The President's 100 Circle helps SLQ create a source of income by growing our capital base through supporter donations of $1,000 annually for three years.

The newly introduced Letty Katts Award was funded by an endowment from Dr Stanton Mellick OAM ED and his daughter, Professor Jill Mellick, in honour of Dr Mellick's late wife Violet Mellick, whose stage name was Letty Katts. The award supports the research, documenting and performance of Queensland's music history. The inaugural recipient is respected academic and musician John Willsteed, for his project *Street Life: posters and their role in the Brisbane music scene 1975–1995*.

A new Mittelheuser Scholar in Residence and Student Internship Program was established with the support of long-term donor Dr Cathryn Mittelheuser AM. The residency aims to attract leading thinkers to contribute new research to the GLAM sector. It was awarded to ABC Classic FM presenter and producer Dr Martin Buzacott for research towards an ebook commemorating Queensland Symphony Orchestra's 70th anniversary. The student internship program offers high school students the opportunity to be mentored by SLQ staff in a range of professional activities, including research, curation, conservation and arts management. In 2016, successful interns Eliza Woods and Caitlin Trout from Brisbane Girls Grammar School also had

professional career counselling and resume development assistance to help ready them for careers in the cultural sector.

SLQ is constantly exploring new ways to supplement funding for operations and community programming. For instance SLQ's portal to design thinking education resources, Design Minds, is building its capability in providing fee-for-service external community learning programs for pre-service and in-service teachers across Queensland as part of the StepUp project. StepUp, a partnership of Queensland universities led by QUT, seeks to transform the nature and delivery of mathematics and science pre-service secondary teacher education in Queensland. The team facilitated workshops exploring how teachers might develop collaboration between learning areas to promote STEAM (Science, Technology, Engineering, Arts and Mathematics) through creative thinking and learning. Focus groups/surveys were conducted with participants at the end of the workshop to find areas for improvement

Partnerships also help to provide support, in-kind and monetary, to some of SLQ's more ambitious programs. For instance SLQ expanded its partnership with QPAC's Out of the Box Festival, presented from 21 to 28 June 2016. As part of the partnership, SLQ presented activities featuring Australian Children's Laureate Leigh Hobbs, while the Library shop was secured as the official festival bookseller. Associated events included the K8 Children's Symposium, and an exhibition of works from the Dr Barbara Piscitelli artwork collection. Through a coordinated approach across SLQ, the quality of partnership with QPAC was strengthened to optimise strategic returns across programming, marketing, content development and service delivery.

A number of improvements have been made to venues across SLQ in the 2015–16 period, including an upgrade of the Innovation Lab at The Edge. This space houses equipment such as 3D printers and CNC routers (computer controlled cutting machines) which can be booked for use by Edge members who have completed a safety induction.

SLQ Auditorium 1 has been upgraded with improved audio, projection, lighting and stage systems, as well as permanent multimedia equipment to allow easy access to facilities such as live web streaming. The Heritage Collections Learning Room was reconfigured to create a more flexible space to maximise potential event use, and the River Decks

space has been expanded to provide extra event space and add a new lighting feature. The APDL lounge was extended and a glass-fronted exhibition space created. The Parlour on level 1 has been modified, improving access to the adjoining balcony for event use. These upgrades will make SLQ spaces more appealing for external clients looking for a venue, potentially increasing revenue.

Outcomes of an external review conducted in 2015 included a list of recommendations to improve fit out, inventory and profitability of the Library Shop. A detailed implementation plan was developed, and a number of zero-cost recommendations relating to reporting, training and inventory were implemented in 2015–16. Further recommendations will be reviewed and costed in 2016–17.

**Position our workforce for the future**
SLQ aims to develop a culture of engagement and entrepreneurialism in its workforce to best serve the needs of the people of Queensland. Since 2013, the organisation has participated in the annual Working for Queensland Employee Opinion Survey, coordinated by the Public Service Commission. In 2015, survey results showed 66% of staff felt engaged with the agency (an increase of 6% on the previous year) and 84% experienced high job engagement and satisfaction. In May 2016, 85% of SLQ staff participated in the survey, an increase from 2015 and more than double the statewide response rate. Results will be available in the second half of 2016.

In 2015–16, SLQ leadership training has focused on developing mindful leadership across the organisation. Executive and Senior Managers gained insight into their leadership style and impact on individuals and the culture of the organisation through 360-degree feedback using the Human Synergistics Circumplex and coaching. Team Leaders participated in a practical leadership program and all staff had the opportunity to participate in Leading Mindfully from Within, which provided practical mindfulness techniques and the theory behind their use. This program aimed to build resilience in managers and staff operating in an environment of change.

Staff also have access to the Big Picture program, which uses a whole person approach to give a supportive framework for staff to look at their future in a holistic way, considering career alongside other priorities such as family, financial wellbeing and emotional wellbeing. The program aims to provide staff greater opportunity to influence their careers, thereby increasing their engagement while creating greater flexibility in SLQ's workforce. Big Picture evolved from the *Encore* program, which was an initiative outlined in the Strategic Workforce Plan 2012–15 to support the mature workforce in an engaging, supportive and flexible way. Feedback received from the 2015 Staff Survey highlighted that the program would benefit all staff, regardless of age. The program has now opened to all temporary and permanent staff at SLQ, and been renamed to reflect this change in focus.

A Project Management Office (PMO) was established in November 2015 to centralise reporting and support for project management in SLQ and roll out the Prince2 project management methodology. This has helped to support governance of and reporting on all SLQ projects, and grow SLQ's project management maturity and culture. The PMO mentors and supports project managers to perform appropriate and consistent levels of management. To improve consistency and transparency of decision making across the organisation, SLQ adopted the RACIE decision making tool. This tool clarifies who is Responsible, Accountable, Consulted, Informed and who will Endorse. Combined with the work of the PMO and use of Prince2, the processes for bringing a new idea to fruition are more clearly defined.

SLQ's Strategic Workforce Plan 2016–20 is close to completion. The purpose is to understand the nexus between our current workforce profile and future service demands, and develop strategies to address any gaps between the two. In early 2016, an environmental scan and analysis of workforce data was developed, which formed the basis of 10 staff focus groups to discuss changes in services and staff skills required in the future. As of 30 June 2016, the draft plan was in the final round of consultation, for approval in the second half of 2016. Once adopted, the new Strategic Workforce Plan will guide workforce development for the next five years.

# Governance

**Human resources**

As at 30 June 2016, SLQ's workforce consisted of 287.02 full-time equivalent staff. The permanent separation rate was 5.8%, including permanent employees transferring elsewhere in the Queensland Public Service.

In 2015–16, SLQ has been undertaking a comprehensive Strategic Workforce Planning process (p22). This is complemented by a Disability Workforce Strategy, to make SLQ a more accessible and welcoming place for people with a disability, and a Multicultural Workforce Strategy to increase participation of a culturally diverse workforce to better reflect visitors to SLQ.

SLQ aims to develop a future workforce that is flexible, diverse, technologically adept and client oriented. Key strategies include:

- employing a mix of temporary, casual and contract staff as a critical component of a flexible and agile workforce
- an ongoing commitment to flexible work initiatives as a critical attraction and retention strategy. This is demonstrated by an employment status profile comprising more than 24% part-time employees
- ongoing leadership training for all staff.

SLQ's on-boarding program is designed to welcome and integrate new starters into the organisation during their first three months, to prepare them to succeed at their job and to become fully engaged, productive employees.

Each staff member is encouraged to take part in an annual Personal Performance Planning process, which aligns the work and development of individual staff to the SLQ strategic and operational plans. Exceptional work is recognised through the Most Valuable Contribution Awards, with teams or individuals nominated by their peers for excellence in demonstrating SLQ's Guiding Behaviours of customers first, ideas into action, be courageous and empower people. Staff are also formally recognised for long service to SLQ at ten year intervals.

SLQ has a strong tradition of offering flexible working arrangements to employees, and has developed a Life Balance policy outlining this commitment. Life Balance arrangements include employees returning from parental leave, workers requesting part-time employment prior to retirement, flexible hours for employees undertaking study and job-share arrangements in addition to part-time

employment options and teleworking. SLQ South Bank provides an onsite carer's facility to help employees to care for a dependent person, and for the use of nursing mothers.

SLQ has a collaborative approach to employee relations and meets regularly with members of the Agency Consultative Committee to discuss a broad range of topics, including workplace change.

SLQ HR policies and procedures are reviewed regularly, with an aim to not duplicate existing Queensland Government Directives or Guidelines.

The *2015 Working for Queensland* employee opinion survey revealed a level of concern among SLQ staff regarding the fairness and equity of recruitment and promotion decisions. As a result, recruitment practices within SLQ were reviewed with a particular focus on expressions of interest. The recruitment review was completed in consultation with SLQ staff and managers, and the approved recommendations have been implemented to improve process consistency.

SLQ's *Workplace Health, Wellbeing and Safety Plan (2014–2017)* aims to create and maintain a workplace that is free from harm, encourages safety and promotes wellness for all our people. As part of this, the SLQ Wellness Team was established in March 2015 with self-nominated members from across SLQ. The team has since devised a Health & Wellbeing program based on staff needs identified through a brief survey. Activities have included an eight-week free fitness program run by TAFE Southbank for SLQ staff, Tai Chi classes in conjunction with our Cultural Precinct partners and monthly roving massages at South Bank. To encourage staff to get into the habit of being more active, SLQ participated in the 10,000 Steps Challenge, with 74 participants clocking up more than 32 million steps over 10 weeks.

In 2015, SLQ secured a $14,625 WorkCover Queensland grant to help implement the *Happy Body at Work* wellbeing program developed by ABC Commercial. The eight-week program focused on sitting less, moving more, recognising physical responses to stress and improving sleep. The program has been designed for primarily desk-based organisations, and its online delivery allowed all three SLQ locations to participate when it was rolled out in early 2016. Respondents to

the program's exit survey overwhelmingly reported an improvement in energy levels and the way they coped with stress, with 88% reporting they were sitting less, and 91% moving more.

During 2015–16, more than 150 volunteers worked on an extensive range of projects and activities. Volunteer roles include behind-the-scenes projects such as transcription and digitisation, and contributing to front-of-house such as exhibition guides. Visitor Guides have helped on SLQ's major audience research project, collecting data from more than 1,000 visitors over 12 months to provide insights into SLQ's visitors that inform its strategies and programming. School Orientation Guides engage the younger audience by delivering tours to groups of visiting students. People can also contribute offsite through our digital volunteering program, *Pitch In*, which includes volunteers tagging photos and transcribing text from significant historical documents.

**Inclusion and diversity**
The Anti-Discrimination Commission showcased SLQ in Human Rights Month (October 2015) as a best practice example of diversity and inclusion workplace strategies and a workforce that reflects the community. The 2014 Public Sector *Inclusion and Diversity Report* indicated that the SLQ staffing cohort is a good reflection of the community it serves.

SLQ's Work & Welcome program, run in partnership with the Multicultural Development Association, offers new Australians short-term paid work to gain local experience and develop the skills and confidence to find sustainable employment. SLQ's third Work & Welcome participant began in October 2015 working with the Facilities team. In Pakistan he had studied a Bachelor in Political Science and English Literature, and since arriving in Australia seeking asylum had volunteered for organisations such as Greening Australia and was completing a Certificate III in Warehousing. While working with SLQ, he found permanent employment in the field. Placements are made possible through the generosity of SLQ staff, who make fortnightly wage or one-off donations.

As part of the implementation of the SLQ Disability Action Plan, SLQ entered into a partnership with the National Disability Recruitment Coordinator (NDRC), an Australian Government-funded service for employers to help the organisation become an employer of choice for people with a disability. After conducting the initial audit of SLQ's practices, the Coordinator praised the organisation for the success of its disability and diversity practices, and its efforts to extend job opportunities to candidates with a disability.

**Public sector ethics**
SLQ's administrative procedures and management practices are developed and conducted with regard to the ethics principles set out in the *Public Sector Ethics Act 1994* and the Code of Conduct. These principles underpin the strategic planning processes and development of the *State Library of Queensland Strategic Plan 2016–20* and the accompanying *Operational Plan 2016–17*.

The Board, the State Librarian and all staff are bound by the *Code of Conduct for the Queensland Public Service* under the *Public Sector Ethics Act 1994*. Code of Conduct training is incorporated into corporate induction training for new staff, and all continuing staff members are required to complete annual online refresher training. Workshops and training sessions are run for managers and supervisors throughout the year to ensure they understand the ethics principles and how to apply them, especially in relation to human resource policies and procedures. Compulsory training in Code of Conduct, Workplace Bullying and Workplace Health and Safety has been rolled out to all staff on an online learning platform. Online learning is an efficient method for delivering training in an organisation with multiple sites and a large spread of work hours as it allows staff to complete the training at a time which best fits their work schedule.

**Governance, accountability and risk**
SLQ takes a structured approach to assessing and evaluating the effectiveness and efficiency of its financial and operational systems and activities.

Every four years, senior management develops an overarching Strategic Audit Plan, and reviews it annually. This forms the basis for the yearly Internal Audit Plan, designed to focus internal audit on the areas of potential operational and financial risk to SLQ.

Strategic and Annual Audit Plans are reviewed and endorsed by the Audit and Risk Management Committee (ARMC — see Appendix C). In preparing these audit plans, consideration is given to:
• significant changes to the organisation, systems and activities

- new legislative requirements
- risks identified as part of the agency's risk management process
- results of assessments of internal controls
- previously identified issues.

In 2015–16, internal audit reports considered by the ARMC covered issues such as building and staff security, workplace health and safety, contract management, financial management and governance in IKCs, and collection purchasing and cataloguing. All audits issues raised were rated as low or medium risk.

The internal audit function is under the supervision of the ARMC. It is independent of management and the external auditors, and is carried out on SLQ's behalf by the Corporate Administration Agency's (CAA) Internal Audit team.

The role of the internal audit function is to:
(a) appraise SLQ's financial administration and its effectiveness having regard to the functions and duties imposed upon the statutory body under section 61 of the *Financial Accountability Act 2009*
(b) provide value-added audit services and advice to the statutory body, the ARMC and SLQ's management on the effectiveness, efficiency, appropriateness, legality and probity of SLQ's operations. In particular, this responsibility includes advice on measures taken to establish and maintain a reliable and effective system of internal control.

The internal audit function operates under a charter consistent with relevant audit and ethical standards and approved by the ARMC. The internal audit function has due regard to the *Financial and Performance Management Standard 2009*.

SLQ uses reviews, audits and surveys to identify areas of improvement and address risks. All agreed recommendations by the External and Internal Audit are assigned to management for action within agreed timeframes. SLQ took action on all recommendations from audits in 2015–16.

In the latter part of 2015, Ms Rachel Hunter was commissioned by the Minister, in consultation with the Board, to undertake an independent review into the management of a serious workplace matter identified in late 2012. The Board endorsed an action plan to implement the subsequent recommendations in full, which was supported and published by the Minister on 21 December 2015. This comprehensive action plan focused on staff

training, integrity, organisational accountabilities, governance structures and procedures and protocols. An external project manager, experienced in integrity and legal services, was provided by the DSITI to manage the implementation.

As part of this process, after seeking offers, Clayton Utz legal firm was engaged to deliver formal Integrity Training to all SLQ staff, with three levels of training tailored to suit the levels of responsibility in the organisation. This training outlined the policies and procedures that govern officers at SLQ, the role of the integrity agencies and the safeguards for staff when making a Public Interest Disclosure. These training sessions were delivered in collaboration with the Crime and Corruption Commission, the Queensland Ombudsman, the Integrity Commissioner, the Anti-Discrimination Commission Queensland and the Public Service Commission.

A Manager of Integrity and Risk was appointed to facilitate ongoing annual training and act as a contact for information, complaints and Public Interest Disclosures related to inappropriate conduct. SLQ clarified relationships and accountabilities for managing integrity matters and revised its policies and procedures to incorporate expert advice from Workplace Health and Safety Queensland.

SLQ also engaged external consultants to conduct a Review of Governance Arrangements, and implemented updated information, communication and operating protocols. The review led to a charter of responsibilities, updated delegations and Board governance manual. As an outcome of the action plan, the Board adopted a new position with regard to Board Officer roles and the role of the Departmental Observer on the Board. The State Librarian managed a comprehensive process to listen to and address the concerns of staff affected and potentially affected by this incident and its management.

Lessons learned and future improvements were documented, with advice from Workplace Health and Safety Queensland, WorkCover and the Office of Industrial Relations. This process will provide greater transparency, strengthen processes at SLQ, and continue to provide a safe and supportive environment for staff and visitors.

The ARMC also oversees risk management. A Risk Management Policy consistent with the statutory requirements of section 28 of the *Financial and Performance Management*

*Standard 2009* and the *International Standard on Risk Management* (ISO 31000:2009) is in place.

Risk is identified at the strategic and operational levels against the following categories: collections, service delivery, reputation, governance, funding, capability and culture, contracts and agreements, information and communications technology services, and business continuity. As part of this strategy, a Risk Register has been established which is reviewed by the ARMC and the Board on an annual basis, with quarterly reports to the ARMC and the Board on actions being taken to mitigate and manage identified risks or to update the risk register with newly identified risks. SLQ also has a Risk Management Strategy for child-related duties, which aims to protect children from harm and to promote their wellbeing through the creation of child-safe service environments.

SLQ's crisis management arrangements include a detailed business continuity plan, the General Security Policy, Emergency Response Plan and Pandemic Plan. The Business Continuity Plan is reviewed and updated annually to reflect changes in organisational needs. SLQ is a member of the Cultural Centre Disaster Management Group, which provides precinct-wide disaster planning, preparedness and recovery. It is also a member of the DSITI Resilience Team, which provides a coordinated emergency response at a state level.

SLQ is coordinating a Disaster Cooperative of seven key cultural agencies in Greater Brisbane. It will result in a centralised resource being available for lending equipment, consumables and conservation expertise, and create a network of contacts across key cultural agencies for activation in times of disaster.

**Recordkeeping**
SLQ complies with the provisions of the *Public Records Act 2002*, *Information Standard 40: Recordkeeping* (ISO 40) and *Information Standard 31: Retention and Disposal of Public Records* (IS 31). All records across the organisation are captured in ISO 40 compliant databases through Recfind V6 electronic document and record

management system (eDRMS). Since implementing the Recfind eDRMS in November 2010, there has been a consistent 17% increase of the capture of electronic records each year. The system has currently captured more than 60,000 electronic records. All SLQ staff have received training on the eDRMS. Regular refresher sessions in recordkeeping are also open to all staff, while all new staff receive records training as part of induction. An extra 38 staff attended training in 2015–16.

The Manager Finance is responsible for the management and disposal of all records in a variety of formats in line with Queensland State Archives' *General Retention and Disposal Schedule* for administrative documents. There have been no reported breaches of information security or loss of records in 2015–16.

**Disclosure of additional information**
SLQ publishes the following information reporting requirements on the Queensland Government's Open Data website (qld.gov.au/data):
- Consultancies
- Overseas travel

Information about the remuneration of Board and committee members is available on SLQ's website at www.slq.qld.gov.au/about-us/corporate/publications/corporate-reporting/annual-report-2015-16.

**Key policies informing the strategic plan**
- *Advance Queensland*
- *Department of Science, Information Technology, Innovation Strategic Plan 2015–19*
- *The Next Horizon: VISION 2017 for Queensland Public Libraries*
- As a member of NSLA, SLQ influences and supports NSLA's *Leading Collaboration: Strategic Plan 2015–17*, as well as supporting the ALIA and International Federation of Library Associations policies
- The Commonwealth Government's *The People of Australia: Australia's Multicultural Policy*
- Council of Australian Governments *Closing the Gap* strategy.

# Part 4: Strategic Plan 2016–20

| | |
|---|---|
| **Purpose** | Inspiring Queensland's creativity — *forever* |
| **Enduring values** | We provide free and equitable access |
| | We share |
| | We seek diverse voices |
| | We belong to the community |

**Our key strategies**

- Reducing barriers to access
- Building capability in the regions
- Enabling new enterprise
- Future-proofing the digital library

**Critical success factors**

## 1. Enable Access

- Provide life skills and early childhood literacy programs
- Increase free access to digital content
- Strengthen Queensland library infrastructure and discovery platforms

## 2. Engage Community

- Grow the State's historical collection of Queensland culture and heritage
- Engage with communities of interest through dedicated centres of engagement
- Facilitate the community's use of and interaction with content

## 3. Build Capacity

- Build capacity within our communities of interest
- Generate new revenue sources
- Position our workforce for the future

**Performance Measures**

- Increased use of digital content
- Increased membership throughout Queensland
- Increase in public libraries visitation
- Increase in self-generated revenue
- Staff engagement
- SDS (Effectiveness) — Client Satisfaction
- SDS (Efficiency) — Increase in efficiency (Onsite + Online visitation/Budget)

**Our guiding behaviours**

- Customers first
- Ideas into action
- Unleash potential
- Be courageous
- Empower people

Find the published plan online:
www.slq.qld.gov.au/about-us/corporate/publications/planning/strategic-plan-2016-20

# Part 5: Financial report
# Financial summary

The Library Board of Queensland's (the Library Board's) performance is reported as the Parent Entity (the Library Board only) and the Economic Entity [the Library Board and the Queensland Library Foundation (the Foundation), its controlled entity].

The Statement of Comprehensive Income from Continuing Operations shows a $2.461M surplus for the Economic Entity. Of this, $2.275M is the Library Board's operating result and $0.186M is the Foundation's operating result. The total comprehensive income for the Economic Income of $1.808M is principally the result of a decrease of $0.653M in the asset revaluation surplus due to the revaluation of the Library Board's Heritage Collections based on 1.4% decline in value as advised by an independent professional valuer.

### Revenue 2015–16 (Economic Entity)
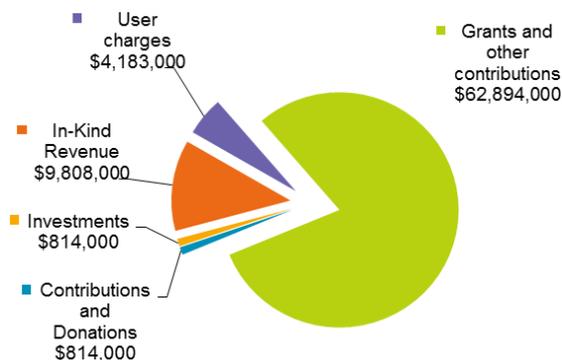


Factors contributing to the Library Board's operating result include: the application of government funding to the purchase of collections (a capital cost), the recognition in full of grant and donation funding for specific projects which have not yet been completed, donations and the recognition of donated services as revenue which have been applied to collection assets . These donated services include digitisation of Queensland newspapers by the National Library, legal deposit collection donations and work done by volunteers to digitise heritage collections.

Financial performance is monitored internally on a monthly basis and reported to the Library Board at their regular meetings. The Library Board's financial performance is monitored externally by the Queensland

Audit Office and in 2015–16 this was through its appointment of William Buck who performed the audit of the financial statements.

The Library Board's Audit and Risk Management Committee assists the Library Board in meeting its legislative responsibilities under the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2009* and the *Libraries Act 1988*.

The 2015–16 Library Board financial statements reveal the organisation to be in a sound financial position. The Economic Entity Statement of Financial Position as at 30 June 2016 reveals net assets of $128.777M, of which $5.601M relates to the Foundation. This is an increase of 1.4% over the 2014–15 position.

### Expenditure 2015–16 (Economic Entity)
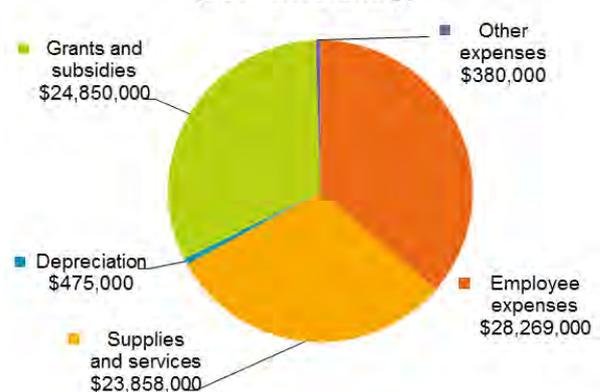


### Non-Current Assets 2015–16 (Economic Entity)
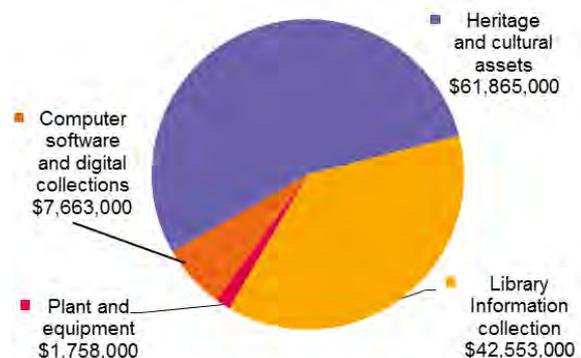
# Library Board of Queensland and controlled entities

## Financial Statements
## for the financial year ended 30 June 2016

### Contents

**Chief Finance Officer (CFO) statement**
The CFO has acknowledged responsibilities under the *Financial Accountability Act 2009* (FAA) and full undertakings have been given to both the Audit and Risk Management Committee and the Library Board of Queensland, including undertakings that financial internal controls of SLQ are operating efficiently, effectively and economically in accordance with section 57 of the *Financial and Performance Management Standard 2009*. The financial statements were reviewed by the Library Board's Audit and Risk Management Committee prior to presentation to the Library Board.

***Library Board of Queensland and controlled entities***
**STATEMENTS OF COMPREHENSIVE INCOME**
**For the year ended 30 June 2016**

| | | Economic Entity | | Parent Entity | |
| | | 2016 | 2015 | 2016 | 2015 |
| | Notes | $'000 | $'000 | $'000 | $'000 |
|---|---|---|---|---|---|
| **Income from Continuing Operations** | | | | | |
| *Revenue* | | | | | |
| User charges | B1 | 4,183 | 3,361 | 4,183 | 3,361 |
| Grants and other contributions | B1 | 75,236 | 75,450 | 75,450 | 75,427 |
| Interest | | 903 | 892 | 740 | 721 |
| **Total Income from Continuing Operations** | | 80,322 | 79,703 | 80,373 | 79,509 |
| | | | | | |
| **Expenses from Continuing Operations** | | | | | |
| Employee expenses | B2 | 28,269 | 26,836 | 28,269 | 26,836 |
| Supplies and services | B2 | 23,887 | 22,122 | 23,884 | 22,125 |
| Grants and subsidies | B2 | 24,850 | 23,900 | 25,100 | 24,165 |
| Depreciation and amortisation | | 475 | 494 | 475 | 494 |
| Other expenses | B2 | 380 | 284 | 370 | 274 |
| **Total Expenses from Continuing Operations** | | 77,861 | 73,636 | 78,098 | 73,894 |
| **Operating Result from Continuing Operations** | | 2,461 | 6,067 | 2,275 | 5,615 |
| | | | | | |
| **Other Comprehensive Income** | | | | | |
| Items that will not be reclassified to Operating Result: | | | | | |
| Decrease in asset revaluation surplus | C7 | (653) | (1,886) | (653) | (1,886) |
| **Total Other Comprehensive Income** | | (653) | (1,886) | (653) | (1,886) |
| **Total Comprehensive Income** | | 1,808 | 4,181 | 1,622 | 3,729 |

*The accompanying notes form part of these statements.*

***Library Board of Queensland and controlled entities***
**STATEMENTS OF FINANCIAL POSITION**
**As at 30 June 2016**

| | Notes | Economic Entity 2016 $'000 | Economic Entity 2015 $'000 | Parent Entity 2016 $'000 | Parent Entity 2015 $'000 |
|---|---|---|---|---|---|
| **Current Assets** | | | | | |
| Cash and cash equivalents | C1 | 16,920 | 18,000 | 11,217 | 12,476 |
| Receivables | C2 | 1,524 | 849 | 1,620 | 955 |
| Inventories | | 303 | 248 | 303 | 248 |
| Prepayments | | 943 | 749 | 943 | 749 |
| **Total Current Assets** | | 19,690 | 19,846 | 14,083 | 14,428 |
| | | | | | |
| **Non-Current Assets** | | | | | |
| Intangible assets | C3 | 7,663 | 5,521 | 7,663 | 5,521 |
| Property, plant and equipment | C4 | 106,176 | 105,697 | 106,176 | 105,697 |
| **Total Non-Current Assets** | | 113,839 | 111,218 | 113,839 | 111,218 |
| **Total Assets** | | 133,529 | 131,064 | 127,922 | 125,646 |
| | | | | | |
| **Current Liabilities** | | | | | |
| Payables | C5 | 1,681 | 1,376 | 1,675 | 1,373 |
| Accrued employee benefits | C6 | 2,758 | 2,524 | 2,758 | 2,524 |
| Unearned revenue | | 313 | 195 | 313 | 195 |
| **Total Current Liabilities** | | 4,752 | 4,095 | 4,746 | 4,092 |
| **Total Liabilities** | | 4,752 | 4,095 | 4,746 | 4,092 |
| **Net Assets** | | 128,777 | 126,969 | 123,176 | 121,554 |
| | | | | | |
| **Equity** | | | | | |
| Contributed equity | | 1,465 | 1,465 | 1,465 | 1,465 |
| Accumulated surplus | | 72,606 | 70,145 | 67,005 | 64,730 |
| Asset revaluation surplus | C7 | 54,706 | 55,359 | 54,706 | 55,359 |
| **Total Equity** | | 128,777 | 126,969 | 123,176 | 121,554 |

*The accompanying notes form part of these statements.*

**Library Board of Queensland and controlled entities**
**STATEMENTS OF CHANGES IN EQUITY**
**For the year ended 30 June 2016**

| | Accumulated Surplus | | Asset Revaluation Surplus (Note C7-1) | | Contributed equity | | TOTAL | |
|---|---|---|---|---|---|---|---|---|
| | Economic Entity 2015 $'000 | Parent Entity 2015 $'000 | Economic Entity 2015 $'000 | Parent Entity 2015 $'000 | Economic Entity 2015 $'000 | Parent Entity 2015 $'000 | Economic Entity 2015 $'000 | Parent Entity 2015 $'000 |
| **Balance 1 July 2014** | 64,078 | 59,115 | 57,245 | 57,245 | 1,465 | 1,465 | 122,788 | 117,825 |
| Operating Result from Continuing Operations | 6,067 | 5,615 | | | - | - | 6,067 | 5,615 |
| *Total Other Comprehensive Income* | | | | | | | | |
| Decrease in Asset Revaluation Surplus | - | - | (1,886) | (1,886) | - | - | (1,886) | (1,886) |
| **Balance 30 June 2015** | 70,145 | 64,730 | 55,359 | 55,359 | 1,465 | 1,465 | 126,969 | 121,554 |

| | Accumulated Surplus | | Asset Revaluation Surplus (Note C7-1) | | Contributed equity | | TOTAL | |
|---|---|---|---|---|---|---|---|---|
| | Economic Entity 2016 $'000 | Parent Entity 2016 $'000 | Economic Entity 2016 $'000 | Parent Entity 2016 $'000 | Economic Entity 2016 $'000 | Parent Entity 2016 $'000 | Economic Entity 2016 $'000 | Parent Entity 2016 $'000 |
| **Balance 1 July 2015** | 70,145 | 64,730 | 55,359 | 55,359 | 1,465 | 1,465 | 126,969 | 121,554 |
| Operating Result from Continuing Operations | 2,461 | 2,275 | | | - | - | 2,461 | 2,275 |
| *Total Other Comprehensive Income* | | | | | | | | |
| Decrease in Asset Revaluation Surplus | - | - | (653) | (653) | - | - | (653) | (653) |
| **Balance 30 June 2016** | 72,606 | 67,005 | 54,706 | 54,706 | 1,465 | 1,465 | 128,777 | 123,176 |

*The accompanying notes form part of these statements.*

*Library Board of Queensland and controlled entities*
**STATEMENTS OF CASH FLOWS**
**For the year ended 30 June 2016**

| | | Economic Entity | | Parent Entity | |
| --- | --- | --- | --- | --- | --- |
| | | 2016 | 2015 | 2016 | 2015 |
| | **Notes** | **$'000** | **$'000** | **$'000** | **$'000** |
| **Cash flows from operating activities** | | | | | |
| *Inflows:* | | | | | |
| User charges | | 3,379 | 3,295 | 3,401 | 3,257 |
| Grants and other contributions | | 65,522 | 67,502 | 65,721 | 67,459 |
| GST collected from customers | | 501 | 444 | 471 | 412 |
| GST input tax credits from ATO | | 1,682 | 1,424 | 1,672 | 1,424 |
| Interest receipts | | 814 | 936 | 651 | 752 |
| Other | | 89 | 5 | 89 | 5 |
| *Outflows:* | | | | | |
| Employee expenses | | (27,969) | (26,725) | (27,969) | (26,725) |
| Supplies and services | | (15,898) | (15,307) | (15,898) | (15,320) |
| Grants and subsidies | | (24,850) | (23,900) | (25,100) | (24,165) |
| GST paid to suppliers | | (1,624) | (1,532) | (1,612) | (1,531) |
| GST remitted to ATO | | (500) | (449) | (469) | (422) |
| Other | | (368) | (247) | (358) | (237) |
| **Net cash provided by operating activities** | **CF-1** | 778 | 5,446 | 599 | 4,909 |
| **Cash flows from investing activities** | | | | | |
| *Outflows:* | | | | | |
| Payments for valuables | | (298) | (372) | (298) | (372) |
| Payments for library collection | | (261) | (351) | (261) | (351) |
| Payments for property, plant and equipment | | (590) | (414) | (590) | (414) |
| Payments for intangibles | | (709) | (523) | (709) | (523) |
| **Net cash used in investing activities** | | (1,858) | (1,660) | (1,858) | (1,660) |
| Net increase/(decrease) in cash and cash equivalents | | (1,080) | 3,786 | (1,259) | 3,249 |
| Cash and cash equivalents at beginning of financial year | | 18,000 | 14,214 | 12,476 | 9,227 |
| **Cash and cash equivalents at end of financial year** | **C1** | 16,920 | 18,000 | 11,217 | 12,476 |

*The accompanying notes form part of these statements.*

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

## Notes to the Statements of Cash Flows

**CF-1 Reconciliation of operating result to net cash provided by operating activities**

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | **2016**<br>**$'000** | **2015**<br>**$'000** | **2016**<br>**$'000** | **2015**<br>**$'000** |
| Operating Result from Continuing Operations | 2,461 | 6,067 | 2,275 | 5,615 |
| Depreciation and amortisation expense | 475 | 494 | 475 | 494 |
| Donation of intangibles | (1,433) | (2,406) | (1,433) | (2,406) |
| Donation of valuables | (470) | (464) | (470) | (464) |
| Loss on disposal of assets | 12 | 37 | 12 | 37 |
| *Changes in assets and liabilities* | | | | |
| (Increase)/decrease in GST input tax credits receivable | 60 | (108) | 60 | (108) |
| Decrease in LSL reimbursement receivable | 66 | 13 | 66 | 13 |
| (Increase)/decrease in Interest receivable | - | 49 | - | 36 |
| (Increase)/decrease in other receivables | (800) | 1,894 | (793) | 1,836 |
| (Increase) in inventories | (55) | (13) | (55) | (13) |
| (Increase) in prepayments | (194) | (144) | (194) | (144) |
| Increase/(decrease) in accounts payable | 305 | (247) | 302 | (257) |
| Increase/(decrease) in unearned revenue | 118 | 181 | 118 | 181 |
| Increase in accrued employee benefits | 234 | 98 | 234 | 98 |
| Increase/(decrease) in GST payable | (1) | (5) | 2 | (9) |
| **Net cash provided by operating activities** | 778 | 5,446 | 599 | 4,909 |

*Library Board of Queensland and controlled entities*
**For the year ended 30 June 2016**

**Section 6:  Other information**

F1 Key management personnel disclosures (continued)

*F1-1 Details of Key Management Personnel*

*F1-2 KMP remuneration expense*

*F1-3 Library Board remuneration*

F2 First year application of new accounting standards or change in policy

F3 Taxation

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*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

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**A1 Objectives and Principal Activities of the Library Board of Queensland**

The Library Board of Queensland's (the Library Board) legislated role is to collect and preserve Queensland's cultural heritage and ensure the intellectual and historical record is preserved for the future. The Library Board oversees the activities of State Library of Queensland (State Library).

State Library contributes to the cultural, social and intellectual development of Queenslanders. With a multidisciplinary remit, we support a broad government agenda across education, science, innovation, IT and enterprise. Our objectives are to enable access, engage community and build capability.

The Library Board is predominantly funded for the outputs it delivers by Parliamentary appropriation.

In 2015–16 it also received revenue from sources including:

• building rentals
• consultancy and training services
• donations
• history research services
• interest on invested funds
• network and internet services
• preservation and reproduction services
• the Library Shop
• ticket sales
• venue hire.

**A2 Basis of Financial Preparation**

**General Information**
This report covers the Library Board of Queensland and its controlled entity, the Queensland Library Foundation.

The Library Board of Queensland is a Queensland Government Statutory Body established under the *Libraries Act 1988 (Qld)*.

The agency is controlled by the State of Queensland which is the ultimate parent.

The head office and principal place of business of the agency is:
Stanley Place
South Brisbane Qld 4101

A description of the nature of the agency's operations and its principal activities is included in note A1.

For information in relation to the agency's financial report please call the Finance team on (07) 3842 9052, email finance@slq.qld.gov.au or visit State

Library of Queensland's internet site: www.slq.qld.gov.au.

**Statement of Compliance**
The Library Board has prepared these financial statements in compliance with section 43 of the *Financial and Performance Management Standard 2009.*

These financial statements are general purpose financial statements, and have been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with Queensland Treasury's Financial Reporting Requirements for the year ending 30 June 2016, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, the Library Board has applied those requirements applicable to not-for-profit entities, as the Library Board is a not-for-profit statutory body.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**The Reporting Entity**
In the financial statements, the term Parent Entity refers to the Library Board, the term Economic Entity refers to the Library Board together with the Queensland Library Foundation (the Foundation) as a controlled entity (Refer note A3). The Library Board has adopted the principles outlined in Australian Accounting Standard *AASB 10 Consolidated Financial Statements* and *AASB 12 Disclosure of Interests in Other Entities*. This approach is considered appropriate as it reflects the relationship between the Library Board's core business activities and those of the Foundation.

In the process of consolidating into a single economic entity, all transactions between the Library Board and the Foundation have been eliminated in full.

**Measurement**
The historical cost convention is used unless fair value is stated as the measurement basis. New accounting standards early adopted and/or applied for the first time in these financial statements are outlined in Note F2.

**Presentation matters**
*Currency and Rounding*
Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest $1,000 or, where that amount is $500 or less, to zero, unless disclosure of the full amount is specifically required.

*Comparatives*
In 2015–16, State Library has recognised the fair value provided of the operating lease rental from Arts Queensland for the first time. Based on advice received from the State Valuation Service, there has been no movement between 2014–15 to 2015–16 (see notes B1-2 and B2-2). Other than this, there have been no changes to comparative information in 2015–16.

*Current/Non-Current Classification*
Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes.

Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or State Library does not have an unconditional right to defer settlement to beyond 12 months after the reporting date.

All other assets and liabilities are classified as non-current.

**Accounting estimates and judgements**
The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions, and management judgements that have potential to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year. Such estimates, judgements and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Estimates and assumptions with the most significant effect on the financial statements are outlined in the following notes:
Valuation of Property, Plant and Equipment — Note C4.

**Authorisation of financial statements for issue**
The financial statements are authorised for issue by the Chairperson of the Library Board, the State Librarian and CEO and the Director Corporate Services at the date of signing the Management Certificate.

The Library Board controls the Queensland Library Foundation (the Foundation) with the Library Board being the sole member of the Foundation and having the power to appoint all members of the Foundation Council.

*Purpose and Principal Activities*
The Foundation's purposes is to act as an agent of the Library Board of Queensland (State Library) to assist State Library in the performance of its functions as set out in section 20 of the Libraries Act 1988 (Qld) by:

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

## A3 Controlled entities (continued)

(1) raising funds through gifts, grants and other forms of financial assistance, property and benefits for State Library, including for buildings, infrastructure, library materials, facilities, programs and projects;

(2) increasing public support and interest in State Library; and

(3) building the number of financial supporters of State Library.

State Library provides all administrative support services (including salaries for staff) to the Foundation on a cost recovery basis.

The Foundation transfers funds to the State Library to cover the cost of a range of approved projects. There are no significant restrictions on State Library's ability to access the Foundation's assets or settle its liabilities.

The Queensland Audit Office audits the Foundation. Total external audit fees relating to the 2015–16 financial statements are estimated to be $6,000 (2015: $5,900). There are no non-audit services included in this amount.

*Audited Financial Transactions and Balances*

| Name of Controlled Entity | Total Assets $'000 | | Total Liabilities $'000 | | Total Revenue $'000 | | Operating Result | |
|---|---|---|---|---|---|---|---|---|
| | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 | 2016 | 2015 |
| Queensland Library Foundation | 5,728 | 5,525 | 124 | 110 | 1,261 | 1,467 | 188 | 454 |

## B1 Revenue

### B1-1 User Charges
*Accounting policy — user charges*

User charges controlled by the Library Board are recognised as revenue when invoices for the related services are issued or when services have been provided. User charges are controlled by the Library Board where they can be deployed for the achievement of the Library Board's objectives.

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 |
| The Library Shop | 672 | 643 | 672 | 643 |
| Building rentals | 323 | 258 | 323 | 258 |
| History research service | 1,220 | 1,188 | 1,220 | 1,188 |
| Network and internet services | 301 | 67 | 301 | 67 |
| First 5 Forever sales | 424 | - | 424 | - |
| Preservation services | 69 | 133 | 69 | 133 |
| Reproduction services | 57 | 60 | 57 | 60 |
| Ticket sales | 83 | 101 | 83 | 101 |
| Venue hire | 717 | 674 | 717 | 674 |
| Other | 317 | 237 | 317 | 237 |
| **Total** | 4,183 | 3,361 | 4,183 | 3,361 |

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**B1 Revenue (continued)**

**B1-2 Grants and contributions**
*Accounting policy — grants and contributions*

Grants, contributions, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the Library Board obtains control over them. Where grants are received that are reciprocal in nature, revenue is recognised over the term of the funding arrangements.

Contributed assets are recognised at fair value. Contributions of services are recognised when a fair value can be determined reliably and the services would be purchased if not donated.

| | Economic Entity | | Parent Entity | |
| --- | --- | --- | --- | --- |
| | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 |
| Recurrent grants | 62,740 | 61,088 | 62,740 | 61,088 |
| Commonwealth grants | 65 | 435 | 65 | 435 |
| Queensland Library Foundation projects | - | - | 1,057 | 1,008 |
| Endowments | 50 | 250 | - | - |
| Donations and industry contributions | 2,545 | 3,397 | 1,752 | 2,616 |
| Goods received below fair value | 2,617 | 3,061 | 2,617 | 3,061 |
| Operating lease rental — received below fair value* | 7,219 | 7,219 | 7,219 | 7,219 |
| *2014–15 restated — see note A2* | | | | |
| **Total** | 75,236 | 75,450 | 75,450 | 75,427 |

**B2 Expenses**

**B2-1 Employee benefits expense**
*Accounting policy — Employee benefits*

Employer superannuation contributions and long service leave levies are regarded as employee benefits.

Payroll tax and workers' compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee-related expenses.

*Accounting policy — Wages, Salaries, Recreation Leave and Sick leave*
Wages, salaries and recreation leave due but unpaid at reporting date are recognised in the Statements of Financial Position at the current salary rates.

For unpaid entitlements expected to be paid within 12 months, the liabilities are recognised at their undiscounted values. Entitlements not expected to be paid within 12 months are also classified as current liabilities and recognised at their present value.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

*Accounting policy — Long Service Leave*

Under the Queensland Government's long service leave scheme, a levy is made on the Library Board to cover the cost of employees' long service leave. The levies are expensed in the period in which they are payable. Amounts paid to employees for long service leave are claimed from the scheme quarterly in arrears.

No provision for long service leave is recognised in the Library Board's financial statements, the liability being held on a whole-of-Government basis and reported in those financial statements pursuant to *AASB 1049 Whole of Government and General Government Sector Financial Reporting.*

***Library Board of Queensland and controlled entities***
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**B2 Expenses (continued)**

**B2-1 Employee benefits expense (continued)**
*Accounting policy — Superannuation (continued)*

Employer superannuation contributions are paid to QSuper, the superannuation plan for Queensland Government employees, at rates determined by the Treasurer on the advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable. The Library Board's obligation is limited to its contribution to QSuper.

The QSuper scheme has defined benefit and defined contribution categories. The liability for defined benefits is held on a whole-of-government basis and reported in those financial statements pursuant to *AASB 1049 Whole of Government and General Government Sector Financial Reporting*.

*Accounting policy — Key Executive Management Personnel*
Key Management Personnel and remuneration disclosures detailed in Note F1.

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 |
| **Employee Benefits** | | | | |
| Wages and salaries | 20,690 | 19,703 | 20,690 | 19,703 |
| Employer superannuation contributions | 2,732 | 2,640 | 2,732 | 2,640 |
| Long service leave levy | 482 | 469 | 482 | 469 |
| Annual leave expenses | 2,080 | 2,062 | 2,080 | 2,062 |
| **Employee Related Expenses** | | | | |
| Payroll Tax | 1,261 | 1,203 | 1,261 | 1,203 |
| Other employee expenses | 1,024 | 759 | 1,024 | 759 |
| **Total** | 28,269 | 26,836 | 28,269 | 26,836 |

The number of employees including both full-time employees and part-time employees measured on a full-time equivalent basis is:

| | | |
|---|---|---|
| Number of Employees: | 288 | 287 |

**B2-2 Supplies and services**
*Accounting policy — Leases*

A distinction is made in the financial statements between finance leases that effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership, and cancellable operating leases under which the lessor effectively retains substantially all risks and benefits. The existing lease of the South Bank site is cancellable and has been classified as an operating lease.

*Accounting policy — Services rendered free of charge or for nominal value*
Contributions of services are recognised only if the services would have been purchased if they had not been donated and their fair value can be measured reliably. Where this is the case, an equal amount is recognised as a revenue and an expense.

Arts Queensland, through the Department of Premier and Cabinet, own and maintain the State Library building. Rental is based on a market rental appraised by the State Valuation Service.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**B2 Expenses (continued)**

**B2-2 Supplies and services (continued)**
*Accounting policy — Services rendered free of charge or for nominal value (continued)*

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | 2016 | 2015 | 2016 | 2015 |
| | $'000 | $'000 | $'000 | $'000 |
| Advertising and graphic design | 226 | 206 | 226 | 206 |
| Bookshop and merchandising | 474 | 418 | 474 | 418 |
| Communications | 460 | 447 | 460 | 447 |
| Consultants and contractors | 2,207 | 1,377 | 2,207 | 1,377 |
| Corporate service charges | 1,122 | 1,137 | 1,122 | 1,137 |
| Electronic subscriptions | 1,672 | 1,641 | 1,672 | 1,641 |
| Exhibits and materials | 102 | 78 | 102 | 78 |
| Freight and postage | 485 | 424 | 485 | 424 |
| Furniture and equipment | 587 | 551 | 587 | 551 |
| Goods provided below fair value | 715 | 191 | 715 | 191 |
| Operating lease rentals — provided below fair value* | 7,219 | 7,219 | 7,219 | 7,219 |
| Operating lease rentals | 471 | 441 | 471 | 441 |
| Information technology | 827 | 934 | 827 | 934 |
| Library collections — new and existing | 1,254 | 1,624 | 1,254 | 1,624 |
| Materials and equipment | 547 | 433 | 547 | 433 |
| Motor vehicle costs | 50 | 60 | 50 | 60 |
| Printing, stationery and office supplies | 595 | 365 | 595 | 365 |
| Property services | 2,793 | 2,667 | 2,793 | 2,667 |
| Repairs and maintenance | 286 | 171 | 286 | 171 |
| Subscriptions and memberships | 334 | 302 | 334 | 302 |
| Sundries | 1,020 | 866 | 1,017 | 869 |
| Travel | 441 | 570 | 441 | 570 |
| *\*2014–15 restated — see note A2* | | | | |
| **Total** | 23,887 | 22,122 | 23,884 | 22,125 |

**B2-3 Grants and subsidies**

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | 2016 | 2015 | 2016 | 2015 |
| | $'000 | $'000 | $'000 | $'000 |
| Resources for Independent Libraries | 23,451 | 22,975 | 23,451 | 22,975 |
| Queensland Library Foundation subsidy | - | - | 250 | 265 |
| Regional Libraries Queensland equipment | 40 | 42 | 40 | 42 |
| Grants and subsidies paid to public libraries | 1,359 | 883 | 1,359 | 883 |
| **Total** | 24,850 | 23,900 | 25,100 | 24,165 |

***Library Board of Queensland and controlled entities***
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**B2-4 Other expenses**
*Accounting policy — Insurance*

The Library Board's non-current physical assets and other risks are insured through the Queensland Government Insurance Fund with premiums being paid on a risk assessment basis. In addition, the Library Board pays premiums to WorkCover Queensland in respect of its obligations for employee compensation and Directors and Officers insurance on behalf of Library Board members and staff.

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | **2016** | **2015** | **2016** | **2015** |
| | **$'000** | **$'000** | **$'000** | **$'000** |
| External audit fees | 47 | 45 | 41 | 40 |
| Internal audit fees | 55 | 53 | 55 | 53 |
| Insurance premiums | 75 | 71 | 75 | 71 |
| Bad and doubtful debts | 14 | 6 | 14 | 6 |
| Board fees and expenses | 34 | 33 | 34 | 33 |
| Loss on disposal of assets | 12 | 37 | 12 | 37 |
| Special payments: | | | | |
|     Ex Gratia payments | 90 | - | 90 | - |
|     Section 831 payment to previous employee | 14 | - | 14 | - |
| Other | 39 | 39 | 35 | 34 |
| **Total** | 380 | 284 | 370 | 274 |

Total external audit fees for the economic entity relating to the 2015–16 financial year are estimated to be $46,500 (2015: $45,400). These fees, paid to the Queensland Audit Office, relate to the audit of the financial statements only.

Special payments during 2015–16 below $5,000 include the following:

As part of the settlement offer to finalise negotiations for the State Government Entities Certified Agreement 2015, an undertaking was made that a Section 831 one-off payment of $1,300 (or pro-rata) would be extended to those employees who resigned, retired or otherwise moved to other employment arrangements after 1 April 2016, but before the agreement was certified on 1 June 2016. These payments attracted applicable salary oncosts.

Ex Gratia payments includes negotiated settlements to former employees.

***Library Board of Queensland and controlled entities***
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**C1 Cash and equivalents**

*Accounting policy*

For the purposes of the Statements of Financial Position and the Statements of Cash Flows, cash assets include all cash and cheques receipted but not banked at 30 June as well as deposits at call with financial institutions.

| | Economic Entity | | Parent Entity | |
| --- | --- | --- | --- | --- |
| | **2016**<br>**$'000** | **2015**<br>**$'000** | **2016**<br>**$'000** | **2015**<br>**$'000** |
| Imprest accounts | 6 | 8 | 6 | 8 |
| Cash at bank and on hand | 59 | 38 | 44 | 36 |
| Cash deposit accounts | 16,855 | 17,954 | 11,167 | 12,432 |
| **Total** | 16,920 | 18,000 | 11,217 | 12,476 |

Funds are held in a Queensland Treasury Corporation 'at call' account as well as short-term term deposits with financial institutions.

**C2 Receivables**

*Accounting policy*

Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically with allowance being made for impairment.

| | | | | |
| --- | --- | --- | --- | --- |
| Trade debtors | 1,272 | 454 | 1,250 | 454 |
| Less: Allowance for impairment loss | (22) | (8) | (22) | (8) |
| | 1,250 | 446 | 1,228 | 446 |
| | | | | |
| GST receivable | 199 | 259 | 199 | 259 |
| GST payable | (41) | (42) | (40) | (38) |
| | 158 | 217 | 159 | 221 |
| | | | | |
| Long service leave reimbursements | 114 | 180 | 114 | 180 |
| Queensland Library Foundation Receivables | - | - | 117 | 102 |
| Other | 2 | 6 | 2 | 6 |
| **Total** | 1,524 | 849 | 1,620 | 955 |

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**C3 Intangibles**

### C3-1 Accounting policies

Software with a value greater than $100,000 is recognised in the financial statements. Software with a lesser value is expensed.

*Digital Collections*
In line with Queensland Treasury's *Non-Current Asset Accounting Policy — Accounting for Library Collections* (NCAP 7), the Library Board has recognised collections with a cost or other value greater than $5,000 stored in electronic format and made accessible to the public (e.g. digitised physical collections, oral histories, digital stories and digital photographs) as intangible assets with indefinite useful lives, subject to annual review.

For in-house developed digital collection items (e.g. digitised physical collections, oral histories, digital stories and digital photographs), direct costs associated with developing, creating and making accessible the items constitutes the cost of the items.

*Amortisation of Intangibles*
Costs associated with the development of digital collections have been capitalised. Following a review of conditions and circumstances under which digital collections are stored and maintained, it is considered that there is a sufficiently high standard to retain indefinite life status. Under *AASB 138 Intangible Assets*, these assets are not amortised.

The standard amortisation rate for software is 14%. All current software assets are fully amortised down to their residual value, but are still in use. These are in the process of being replaced by subscription based systems.

### C3-3 Intangible assets — Balances and reconciliations of carrying amount

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 |
| **Intangible Assets** | | | | |
| Heritage digital collection | 7,659 | 5,517 | 7,659 | 5,517 |
| Computer software | | | | |
| At cost | 4 | 36 | 4 | 36 |
| Less: Accumulated amortisation | - | (32) | - | (32) |
| **Total** | **7,663** | **5,521** | **7,663** | **5,521** |
| | | | | |
| *Intangibles reconciliation* | | | | |
| **Computer software** | | | | |
| Carrying amount at 1 July | 4 | 36 | 4 | 36 |
| Amortisation | - | (32) | - | (32) |
| **Computer software carrying amount as at 30 June** | **4** | **4** | **4** | **4** |
| | | | | |
| **Heritage digital collections** | | | | |
| Carrying amount at 1 July | 5,446 | 2,439 | 5,446 | 2,439 |
| Acquisitions/ internally developed items | 683 | 602 | 683 | 602 |
| Donations | 1,433 | 2,406 | 1,433 | 2,406 |
| **Heritage digital collections total** | **7,563** | **5,447** | **7,563** | **5,447** |
| | | | | |
| **Heritage digital collections — Work in progress** | | | | |
| Carrying amount at 1 July | 70 | 149 | 70 | 149 |
| Movement in work in progress* | 26 | (79) | 26 | (79) |
| **Heritage digital collections WIP as at 30 June** | **96** | **70** | **96** | **70** |
| | | | | |
| **Heritage digital collections carrying amount as at 30 June** | **7,659** | **5,517** | **7,659** | **5,517** |
| | | | | |
| **Total Carrying amount at 30 June** | **7,663** | **5,521** | **7,663** | **5,521** |

*Work in Progress represents purchases made not yet catalogued

*Library Board of Queensland and controlled entities*
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2016

### C4-1 Accounting policies

*Recognition Thresholds*
Items of property, plant and equipment, with the exception of the collections, with a cost or other value in excess of $5,000 are recognised for financial reporting purposes in the year of acquisition. As per the *Non-Current Asset Accounting Policies for the Queensland Public Sector* (NCAPs), an asset recognition threshold of $1,000,000 is applied to the reference collection (Information Collection) and a threshold of $5,000 applies to the heritage and cultural collections (John Oxley Library (JOL) and Australian Library of Art (ALA)).

Items with a lesser value are expensed in the year of acquisition.

*Collections*
Capital expenditure on the State Library Information Collection is recorded as an addition to the collection. Purchases of common use collections are expensed on purchase.

*Heritage and Cultural Assets (Valuables)*
Capital expenditure on the JOL and ALA collections is recorded as an addition to Valuables. Due to the nature of these items, they are not depreciated in accordance with *NCAP 7.* Digital collections held within the JOL and ALA Collections have been treated as intangible assets since 2012–13. For further information regarding intangibles, please refer to Note C3.

*Acquisitions of Assets*
Actual cost is used for the initial recording of all non-current physical and intangible asset acquisitions. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use. However, any training costs are expensed as incurred.

Assets acquired at no cost or for nominal consideration, other than from an involuntary transfer from another Queensland Government entity, are recognised at their fair value at date of acquisition in accordance with *AASB 116 Property, Plant and Equipment*.

*Measurement of property plant and equipment using fair value*
Heritage and cultural assets are measured at fair value as required by NCAPs. These assets are reported at their revalued amounts, being the fair value at the date of valuation, less any subsequent accumulated depreciation and subsequent accumulated impairment losses where applicable (refer also to an explanation later in this note regarding the impact of different methods of accounting for accumulated depreciation and accumulated impairment losses in conjunction with revaluations).

The cost of items acquired during the financial year has been judged by management to materially represent their fair value at the end of the reporting period. For further information regarding fair value measurement, please refer to Note C4-4.

The JOL and ALA collections measured at fair value are comprehensively revalued at least once every five years. In the intervening years and where applicable, their previous valuations are materially kept up-to-date via the application of relevant indices. The application of such indices results in a valid estimation of the assets' fair values at reporting date. However, if a particular asset class experiences significant and volatile changes in fair value since the previous reporting period, that class is subject to specific appraisal in the reporting period, where practicable, regardless of the timing of the last specific appraisal.

Advice was sought from Australian Valuation Solutions as to any index that should be applied since the comprehensive independent revaluation in 2012. The advice received was that a -1.4% index (2015: zero %) was to be applied in the 2015–16 financial year.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**C4-1 Accounting policies (continued)**

*Measurement of property plant and equipment using fair value (continued)*
Fair value for the Information Collection is determined using average replacement cost based on the average cost of purchases over the last five years. This cost is applied to all titles in the collection at year end in line with *NCAP 7*. The fair values reported are based on appropriate valuation techniques that maximise the use of available and relevant observable inputs and minimise the use of unobservable inputs.

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus of the appropriate class, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense, to the extent it exceeds the balance, if any, in the revaluation surplus relating to that class.

All other non-current assets are measured at cost in accordance with *NCAPs 1–7*.

*Measurement of property plant and equipment using cost*
Plant and equipment, (that is not classified as major plant and equipment) is measured at cost in accordance with the NCAPs. The carrying amounts for such plant and equipment at cost is not materially different from their fair value.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

*Depreciation of Property, Plant and Equipment*
Property, plant and equipment is depreciated using the straight line method so as to allocate the net cost or revalued amount of each asset, less its estimated residual value, progressively over the estimated useful life to the entity.

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the entity.

For each class of depreciable assets, the following depreciation rates were used:

| Class | Rate |
|---|---|
| **Plant and equipment** | |
| Computers (>$5,000) | 20% |
| Servers and switches | 20% |
| Audio equipment | 20% |
| Air conditioning | 11% |
| Furniture (grand piano) | 2% |
| Leasehold improvements | 10% |
| Office equipment | 20% |

*Depreciation of collections*
Depreciation is not applied to the reference collection based on the characteristics of the collection in accordance with *NCAP 7*. The useful life of the collection is sufficiently long that the resultant depreciation expense would be immaterial in amount.

*Impairment of Non-Current Assets*
All non-current physical and intangible assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, management determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

An impairment loss is recognised immediately in the Statements of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**C4-1 Accounting policies (continued)**

*Depreciation of Property, Plant and Equipment (continued)*

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

When an asset is revalued using either a market or income valuation approach, any accumulated impairment losses at that date are eliminated against the gross amount of the asset prior to restating for the revaluation.

**C4-2 Property, plant and equipment — Cost**

| | Economic Entity | | Parent Entity | |
| --- | ---: | ---: | ---: | ---: |
| | **2016** | **2015** | **2016** | **2015** |
| | **$'000** | **$'000** | **$'000** | **$'000** |
| **Property, plant and equipment** | | | | |
| Heritage and Cultural Assets (Valuables): | | | | |
| At cost | 298 | 372 | 299 | 372 |
| At valuation | 61,567 | 61,250 | 61,566 | 61,250 |
| | 61,865 | 61,622 | 61,865 | 61,622 |
| | | | | |
| Library Collections | | | | |
| At cost | 262 | 351 | 262 | 351 |
| At valuation | 42,291 | 42,069 | 42,291 | 42,069 |
| | 42,553 | 42,420 | 42,553 | 42,420 |
| | | | | |
| Plant and equipment: | | | | |
| At cost | 4,192 | 3,929 | 4,192 | 3,929 |
| Less: Accumulated depreciation | (2,434) | (2,274) | (2,434) | (2,274) |
| | 1,758 | 1,655 | 1,758 | 1,655 |
| **Total** | 106,176 | 105,697 | 106,176 | 105,697 |

The library has property, plant and equipment with an original cost of $1.383M that has been written down to a residual value of $0.026M still being used in the provision of services. Included in this is collection related software assets with an original cost of $0.716M and a residual value of $0.004M.

The insured value of the expensed common use library collection is $10.771m (2015: $9.805m).

*Library Board of Queensland and controlled entities*
**STATEMENTS OF CHANGES IN EQUITY**
**For the year ended 30 June 2016**

C4 Property, plant and equipment (continued)

**C4-3 Property, plant and equipment — Balances and reconciliations of carrying amount**

| | Heritage and Cultural Assets (Valuables) Economic entity | | Library Collections Economic entity | | Plant and Equipment Economic entity | | Total Economic entity | |
|---|---|---|---|---|---|---|---|---|
| | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 |
| Carrying amount at 1 July — at cost | 372 | 318 | 351 | 376 | 1,655 | 1,740 | 2,378 | 2,434 |
| Carrying amount at 1 July — at valuation | 61,250 | 60,468 | 42,069 | 43,579 | - | - | 103,319 | 104,047 |
| Acquisitions | 298 | 372 | 261 | 351 | 590 | 414 | 1,149 | 1,137 |
| Donations received | 470 | 464 | - | - | - | - | 470 | 464 |
| Disposals | - | - | - | - | (44) | (37) | (44) | (37) |
| Transfers between asset classes | 342 | - | (342) | - | - | - | - | - |
| Net revaluation increments/(decrements) | (867) | - | 214 | (1,886) | - | - | (653) | (1,886) |
| Depreciation expense | - | - | - | - | (443) | (462) | (443) | (462) |
| **Carrying amount at 30 June 2016** | **61,865** | **61,622** | **42,553** | **42,420** | **1,758** | **1,655** | **106,176** | **105,697** |

**Library Board of Queensland and controlled entities**
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**C4-4 Fair value measurement**

*Accounting policies and basis for Fair Value Measurement*
Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date under current market conditions (i.e. an exit price) regardless of whether that price is directly derived from observable inputs or estimated using another valuation technique.

Observable inputs are publicly available data that is relevant to the characteristics of the assets/liabilities being valued.

Unobservable inputs are data, assumptions and judgements that are not available publicly, but are relevant to the characteristics of the assets/liabilities being valued. Significant unobservable inputs used by State Library include, but are not limited to, subjective adjustments made to observable data to take account of the characteristics of the Library Board's assets/liabilities and assessments of physical condition and remaining useful lives. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

*Fair measurement hierarchy*
All assets and liabilities of the Library Board for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy, based on the data and assumptions used in the most recent specific appraisals:
• level 1 — represents fair value measurements that reflect unadjusted quoted market prices in active markets for identical assets and liabilities
• level 2 — represents fair value measurements that are substantially derived from inputs (other than quoted prices included within level 1) that are observable, either directly or indirectly
• level 3 — represents fair value measurements that are substantially derived from unobservable inputs.

None of the Library Board's valuations of assets or liabilities are eligible for categorisation into level 1 or level 2 of the fair value hierarchy. There were no transfers of non-financial assets between fair value hierarchy levels during the period.

More specific fair value information about the Library Board's Property, Plant and Equipment is outlined in Note C4-1.

*Heritage and Cultural Assets*
Heritage and cultural assets were subject to specific appraisal by the Australian Valuation Office (AVO) in 2011–12 with indices applied in 2013–14 (as advised by the AVO). The AVO has since ceased operations. An index of -1.4% has been applied in 2014–15 as advised by Australian Valuation Solutions who are experienced in the valuation of Heritage and Cultural assets. As there is no active market for the Library's heritage assets, their fair value is determined by subjective comparisons of items with similar assets with observable inputs such as published sales information and assessments of the physical condition, storage and preservation techniques applied to collection items and remaining "useful life" of collection items. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

*Library Collections*
Library Collections are valued on an annual basis by management in line with Queensland Treasury and Trade's *Non-Current Asset Accounting Policies for the Queensland Public Sector*. State Library uses acquisition records for the previous 5 years in calculating average purchase prices which are then applied to titles within the Library Collection.

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**C5 Payables**

**Accounting policy — Payables**

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the nominal amount i.e. agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | **2016**<br>**$'000** | **2015**<br>**$'000** | **2016**<br>**$'000** | **2015**<br>**$'000** |
| **Payables** | | | | |
| Trade creditors | 705 | 579 | 705 | 579 |
| Accrued expenses | 976 | 797 | 970 | 794 |
| **Total** | 1,681 | 1,376 | 1,675 | 1,373 |

**C6 Accrued employee benefits**

| | | | | |
|---|---|---|---|---|
| Recreation leave | 2,287 | 2,239 | 2,287 | 2,239 |
| Parental Leave | 1 | 8 | 1 | 8 |
| Long service leave levy payable | 134 | 114 | 134 | 114 |
| Wages outstanding | 310 | 152 | 310 | 152 |
| Superannuation payable | 26 | 11 | 26 | 11 |
| **Total** | 2,758 | 2,524 | 2,758 | 2,524 |

**C7 Equity**

Non-reciprocal transfers of assets and liabilities between wholly-owned Queensland public sector entities as a result of machinery-of-Government changes are adjusted to Contributed Equity in accordance with *Interpretation 1038 Contributions by Owners Made to Wholly Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

The balance of Contributed Equity of $1.465m represents the transfer (and later adjustments) of the former Provision for Long Service Leave to Queensland Treasury upon establishment of the centralised Long Service Levy Scheme in 2000.

**C7-1 Asset revaluation surplus by class**

| **Asset revaluation surplus by class** | Economic and Parent Entity | | |
|---|---|---|---|
| | **Library Collections**<br>**2015**<br>**$'000** | **Heritage and Cultural Assets**<br>**2015**<br>**$'000** | **Total**<br>**2015**<br>**$'000** |
| **Balance 1 July 2014** | 4,876 | 52,369 | 57,245 |
| Revaluation increment/(decrement) | (1,886) | - | (1,886) |
| **Balance 30 June 2015** | 2,990 | 52,369 | 55,359 |

| | **Library Collections**<br>**2016**<br>**$'000** | **Heritage and Cultural Assets**<br>**2016**<br>**$'000** | **Total**<br>**2016**<br>**$'000** |
|---|---|---|---|
| **Balance 1 July 2015** | 2,990 | 52,369 | 55,359 |
| Revaluation increment/(decrement) | 214 | (867) | (653) |
| **Balance 30 June 2016** | 3,204 | 51,502 | 54,706 |

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**D1-1 Accounting policy**

*Recognition*
Financial assets and financial liabilities are recognised in the Statement of Financial Position when State Library becomes party to the contractual provisions of the financial instrument.

*Classification*
Financial instruments are classified and measured as follows:

- Receivables — held at amortised cost
- Payables — held at amortised cost.
- Cash and cash equivalents — fair value through profit and loss.

State Library does not enter into transactions for speculative purposes, nor for hedging.

All other disclosures relating to the measurement and financial risk management of financial instruments held by State Library are included in this Note.

**D1-2 Financial instrument categories**

The Library Board has the following categories of financial assets and financial liabilities:

| Category | Note | Economic Entity 2016 $'000 | 2015 $'000 | Parent Entity 2016 $'000 | 2015 $'000 |
|---|---|---|---|---|---|
| **Financial Assets** | | | | | |
| Cash and cash equivalents | **C1** | 16,920 | 18,000 | 11,217 | 12,476 |
| Receivables | **C2** | 1,524 | 849 | 1,620 | 955 |
| **Total** | | **18,444** | **18,849** | **12,837** | **13,431** |
| **Financial Liabilities** | | | | | |
| Payables | **C5** | 1,681 | 1,376 | 1,675 | 1,373 |
| **Total** | | **1,681** | **1,376** | **1,675** | **1,373** |

*Library Board of Queensland and controlled entities*
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**D1 Financial Risk Disclosures (continued)**

**D1-3 Financial risk management**

*Risk exposure*
The Library Board's activities expose it to a variety of financial risks — interest rate risk, credit risk and liquidity risk. These are set out in the table below.

Financial risk management is implemented pursuant to Government and Library Board policy. These policies focus on the unpredictability of financial markets and seek to minimise potential adverse effects on the financial performance of the Library Board.

All financial risk is managed by Executive Management under policies approved by the Library Board. The Library Board provides written principles for overall risk management, as well as policies covering specific areas.

| Risk Exposure | Definition | Exposure |
|---|---|---|
| Credit Risk | Credit risk exposure refers to the situation where the Library Board may incur financial loss as a result of another party to a financial instrument failing to discharge their obligation. | State Library is exposed to credit risk in respect of its receivables (Note C2). |
| Liquidity Risk | Liquidity risk refers to the situation where the Library Board may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. | State Library is exposed to liquidity risk in respect of its payables (Note C5). |
| Interest Rate Risk | Interest risk refers to the situation where State Library may have reduced revenue due to the reduction of interest rates for invested funds. | State Library is exposed to Interest Risk in respect of its investments (Note C1). |

*Risk measurement and management strategies*
The Library Board measures risk exposure using a variety of methods as follows:

| Risk Exposure | Measurement method | Risk management strategies |
|---|---|---|
| Credit Risk | Ageing analysis. | State Library aims to reduce the exposure to credit risk through the monitoring of outstanding amounts on a regular basis. |
| Liquidity Risk | Government revenue is received in advance. Other revenues and expenses closely monitored. | This strategy aims to reduce the exposure to liquidity risk by ensuring State Library has sufficient funds available to meet employee and supplier obligations as they fall due. |
| Interest Rate Risk | Interest rate sensitivity analysis. | State Library aims to reduce this exposure though the monitoring of interest rates available from various financial institutions. |

*Measurement — Fair value*
The carrying value of trade receivables, less any allowance for impairment plus payables is assumed to approximate fair value.

***Library Board of Queensland and controlled entities***
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**D2 Contingencies**

Matters outstanding from the prior year were resolved during 2015–16 except for one case under consideration by Workcover Queensland which has been resolved since balance date with no material outcome to the Library Board.

**D3 Commitments**

| | Economic Entity | | Parent Entity | |
|---|---|---|---|---|
| | 2016 $'000 | 2015 $'000 | 2016 $'000 | 2015 $'000 |
| **Commitments for Expenditure** | | | | |
| ***Non-cancellable operating lease commitments*** | | | | |
| Commitments under operating leases at reporting date are inclusive of non-recoverable GST only and are payable as follows: | | | | |
| Not later than one year | 252 | 479 | 252 | 479 |
| Later than one year and not later than five years | 195 | 256 | 195 | 256 |
| | 447 | 735 | 447 | 735 |

Operating leases are entered into as a means of acquiring access to office accommodation necessary for effective operations. Lease payments are generally fixed, but with escalation clauses on which contingent rentals are determined.

No renewal or purchase options exist in relation to operating leases and no operating leases contain restrictions on financing or other leasing activities.

***Expenditure Commitments***

| Payable | | | | |
|---|---|---|---|---|
| Not later than one year* | 3,157 | 2,161 | 2,781 | 1,883 |
| Later than one year and not later than five years* | 1,602 | 4,202 | 1,602 | 4,202 |
| | 4,759 | 6,363 | 4,383 | 6,085 |

*Includes *Q ANZAC 100* Project funding

**D4 Events after the balance date**

There were no significant events occurring after the balance date.

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**D5 Future impact of accounting standards not yet effective**

At the date of authorisation of the financial report, the expected impacts of new or amended Australian Accounting Standards issued but with future commencement dates are set out below:

*AASB 124 - Related Party Disclosures*
From reporting periods beginning on or after 1 July 2016, State Library will need to comply with the requirements of *AASB 124 Related Party Disclosures*. That accounting standard requires a range of disclosures about the remuneration of key management personnel, transactions with related parties/entities, and relationships between parent and controlled entities. State Library already discloses information about the remuneration expenses for key management personnel (refer to Note F1) in compliance with requirements from Queensland Treasury. Therefore, the most significant implications of AASB 124 for State Library's financial statements will be the disclosures to be made about transactions with related parties, including transactions with key management personnel or close members of their families.

*AASB 15 Revenue from Contracts with Customers*
This Standard will become effective from reporting periods beginning on or after 1 January 2018 and contains much more detailed requirements for the accounting for certain types of revenue from customers. Depending on the specific contractual terms, the new requirements may potentially result in a change to the timing of revenue from sales of State Library's goods and services, such that some revenue may need to be deferred to a later reporting period to the extent that State Library has received cash but has not met its associated obligations (such amounts would be reported as a liability (unearned revenue) in the meantime). State Library is yet to complete its analysis of current arrangements for sale of its goods and services, but at this stage does not expect a significant impact on its present accounting practices.

*AASB 9 Financial Instruments and AASB 2014-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2014)*

These Standards will become effective from reporting periods beginning on or after 1 January 2018. The main impacts of these standards on State Library are that they will change the requirements for the classification, measurement, impairment and disclosures associated with State Library's financial assets. AASB 9 will introduce different criteria for whether financial assets can be measured at amortised cost or fair value.

At this stage, and assuming no change in the types of transactions the agency enters into, all of the agency's receivables are expected to remain at amortised cost.

Another impact of AASB 9 relates to calculating impairment losses for State Library's receivables. Assuming no substantial change in the nature of State Library's receivables, as they don't include a significant financing component, impairment losses will be determined according to the amount of lifetime expected credit losses.

On initial adoption of AASB 9, State Library will need to determine the expected credit losses for its receivables by comparing the credit risk at that time to the credit risk that existed when those receivables were initially recognised.

The agency will not need to restate comparative figures for financial instruments on adopting AASB 9 as from 2018–19. However, changed disclosure requirements will apply from that time. A number of one-off disclosures will be required in the 2018–19 financial statements to explain the impact of adopting AASB 9. Assuming no change in the types of financial instruments that the agency enters into, the most likely ongoing disclosure impacts are expected to relate to the credit risk of financial assets subject to impairment, and investments in unquoted equity instruments measured at fair value through other comprehensive income and derecognition of these items. All other Australian accounting standards and interpretations with future commencement dates are either not applicable to the agency's activities, or have no material impact on the agency.

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*AASB 16 Leases*
This Standard will become effective for reporting periods beginning on or after 1 January 2019. When applied, the standard supersedes *AASB 117 Leases*, *AASB Interpretation 4 Determining whether an Arrangement contains a Lease*, *AASB Interpretation 115 Operating Leases — Incentives and AASB Interpretation 127 Evaluating the Substance of Transactions Involving the Legal Form of a Lease*.

*Impact for Lessees*
Unlike *AASB 117 Leases*, AASB 16 introduces a single lease accounting model for lessees. Lessees will be required to recognise a right-of-use asset (representing rights to use the underlying leased asset) and a liability (representing the obligation to make lease payments) for all leases with a term of more than 12 months, unless the underlying assets are of low value. In effect, the majority of operating leases (as defined by the current AASB 117) will be reported on the statement of financial position under AASB 16. The impact on the reported assets and liabilities would be largely in proportion to the scale of the agency's leasing activities.

The right-of-use asset will be initially recognised at cost, consisting of the initial amount of the associated lease liability, plus any lease payments made to the lessor at or before the commencement date, less any lease incentive received, the initial estimate of restoration costs and any initial direct costs incurred by the lessee. The right-of-use asset will give rise to depreciation expense.

The lease liability will be initially recognised at an amount equal to the present value of the lease payments during the lease term that are not yet paid. Current operating lease rental payments will no longer be expensed in the Statement of Comprehensive Income. They will be apportioned between a reduction in the recognised lease liability and the implicit finance charge (the effective rate of interest) in the lease. The finance cost will also be recognised as an expense. AASB 16 allows a 'cumulative approach' rather than full retrospective application to recognising existing operating leases. If a lessee chooses to apply the 'cumulative approach', it does not need to restate comparative information. Instead, the cumulative effect of applying the standard is recognised as an adjustment to the opening balance of accumulated surplus(or other component of equity, as appropriate) at the date of initial application. State Library will await further guidance from Queensland Treasury on the transitional accounting method to be applied.

State Library has not yet quantified the impact on the Statement of Comprehensive Income or the Statement of Financial Position of applying AASB 16 to its current operating leases, including the extent of additional disclosure required.

**D6   Non-cash financing and investing activities**

Assets and liabilities donated to/transferred by State Library and recognised as revenues and expenses (where applicable for the current year) are set out in Notes B1-2 and B2-2 respectively.

**E1   Budgetary reporting disclosures**

This section discloses the agency's original published budgeted figures for 2015–16 compared to actual results, with explanations of major variances, in respect of the agency's Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flows.

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**NOTES TO THE FINANCIAL STATEMENTS**
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E2  Budget to actual comparison — Statement of comprehensive income

NB. A budget vs actual comparison, and explanations for major variances, has not been included for the Statement of Changes in Equity, as major variances relating to that statement have been addressed in explanations of major variances for other statements.

| | Variance notes | Original Budget 2016 $'000 | Actual 2016 $'000 | Variance $'000 | Variance % of Budget |
|---|---|---|---|---|---|
| **Income from continuing operations** | | | | | |
| *Revenue* | | | | | |
| User charges | 1 | 3,579 | 4,183 | 604 | 17% |
| Grants and other contributions | 2 | 64,016 | 75,236 | 11,220 | 18% |
| Interest | | 800 | 903 | 103 | 13% |
| **Total income from continuing operations** | | **68,395** | **80,322** | **11,927** | **17%** |
| | | | | | |
| **Expenses from continuing operations** | | | | | |
| Employee expenses | 2 | 27,276 | 28,269 | (993) | (4%) |
| Supplies and services | 3 | 15,816 | 23,887 | (8,071) | (51%) |
| Grants and subsidies | | 24,457 | 24,850 | (393) | (2%) |
| Depreciation and amortisation | | 537 | 475 | 62 | 12% |
| Other expenses | | 195 | 368 | (173) | (89%) |
| Loss on sale/revaluation of assets | | 37 | 12 | 25 | 68% |
| **Total expenses from continuing operations** | | **68,318** | **77,861** | **(9,543)** | **(14%)** |
| **Operating result from continuing operations** | | **77** | **2,461** | **(2,384)** | **(3096%)** |
| | | | | | |
| **Other comprehensive income** | | | | | |
| *Items that will not be reclassified to operating result:* | | | | | |
| Increase (decrease) in asset revaluation surplus | 4 | - | (653) | (653) | 100% |
| Total items that will not be reclassified subsequently to operating result | | - | (653) | (653) | 100% |
| **Total comprehensive income** | | **77** | **1,808** | **1,731** | **2248%** |

Heading above table columns: **Economic Entity**

### E2-1  Explanation of major variances — Comprehensive income

1. The increase in the actual user charges compared to the original budget is principally due to the $424,000 charged on a cost recovery basis for First 5 Forever training kits.

2. The actual figure is higher than the original budget largely because of the recognition of 'goods received below fair value' revenue ($8.8M) for the value of operating lease rentals received from Arts Queensland, legal deposit collections and the value of digitisation of Queensland newspapers for the Trove catalogue by the National Library of Australia as well as the receipt of additional funding for enterprise bargaining and one-off 'Section 831' employee payments.

3. The actual figure is higher than the original budget largely because of the recognition of the operating lease rentals expense ($7.2M) received in kind from Arts Queensland.

4. The actual revaluation decrement is due to a -1.4% revaluation index that was applied to the heritage collection based on advice from an independent professional, when none had been anticipated.

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E3 Budget to actual comparison — Statement of financial position

| | Variance notes | Economic Entity Original Budget 2016 $'000 | Actual 2016 $'000 | Variance $'000 | Variance % of Budget |
|---|---|---|---|---|---|
| **Current Assets** | | | | | |
| Cash and cash equivalents | 1 | 11,817 | 16,920 | 5,103 | 43% |
| Receivables | 1 | 2,739 | 1,524 | (1,215) | (44%) |
| Inventories | | 235 | 303 | 68 | 29% |
| Other | | 605 | 943 | 338 | 56% |
| **Total Current Assets** | | **15,396** | **19,690** | **4,294** | **28%** |
| | | | | | |
| **Non Current Assets** | | | | | |
| Intangible assets | 2 | 3,314 | 7,663 | 4,349 | 131% |
| Property, plant and equipment | 2 | 110,484 | 106,176 | (4,308) | (4%) |
| **Total Non Current Assets** | | **113,798** | **113,839** | **41** | **0%** |
| **Total Assets** | | **129,194** | **133,529** | **4,335** | **3%** |
| | | | | | |
| **Current Liabilities** | | | | | |
| Payables | | 1,688 | 1,681 | 7 | 0% |
| Accrued employee benefits | 3 | 1,884 | 2,758 | (874) | (46%) |
| Other | | 14 | 313 | (299) | (2,136%) |
| **Total Current Liabilities** | | **3,586** | **4,752** | **(1,166)** | **(33%)** |
| | | | | | |
| **Non Current Liabilities** | | | | | |
| Accrued employee benefits | 3 | 543 | - | 543 | 100% |
| **Total Non-Current Liabilities** | | **543** | **-** | **543** | **100%** |
| | | | | | |
| **Net Assets** | | **125,065** | **128,777** | **3,712** | **3%** |
| | | | | | |
| **Total Equity** | 4 | **125,065** | **128,777** | **3,713** | **3%** |

**E3-1 Explanation of Major Variances — Statement of financial position**

1. The variance between the cash budget and the actual is due to the opening cash balance being $4.6M lower than budget. In addition receivables were lower than expected, resulting in higher cash.

2. The variances between the original budget and the actual for both intangibles and property plant and equipment is due to an incorrect split between the intangible collection and the physical collection budget.

3. The variance between the employee benefits compared with the budget is due to the incorrect budget allocation across current and non-current benefits when employee benefits are now all categorised as current.

4. The higher actual equity compared to the budget is due to the higher than expected surpluses for the 2014–15 and 2015–16 financial years when the original budget was developed well before the end of the 2014–15 financial year. The Q ANZAC grant funding received in advance contributed to these surpluses.

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**E4  Budget to actual comparison — Statement of cash flows**

| Statement of Cash Flows | Variance notes | Economic Entity | | | |
|---|---|---|---|---|---|
| | | Original Budget 2016 $'000 | Actual 2016 $'000 | Variance $'000 | Variance % of Budget |
| **Cash flows from operating activities** | | | | | |
| *Inflows:* | | | | | |
| User charges | | 4,002 | 3,379 | (623) | (16%) |
| Grants and other contributions | | 64,016 | 65,522 | 1,506 | 2% |
| GST collected from customers | | - | 501 | 501 | 100% |
| GST input tax credits from ATO | | - | 1,682 | 1,682 | 100% |
| Interest receipts | | 800 | 814 | 14 | 2% |
| Other | | 311 | 89 | (222) | (71%) |
| *Outflows:* | | | | | |
| Employee expenses | | (27,276) | (27,969) | (693) | (3%) |
| Supplies and services | | (15,816) | (15,898) | (82) | (1%) |
| Grants and subsidies | | (24,457) | (24,850) | (393) | (2%) |
| GST paid to suppliers | | - | (1,624) | (1,624) | (100%) |
| GST remitted to ATO | | - | (500) | (500) | (100%) |
| Other | | (929) | (368) | 561 | 60% |
| **Net cash provided used by operating activities** | | **651** | **778** | **127** | **20%** |
| | | | | | |
| **Cash flows from investing activities** | | | | | |
| *Inflows:* | | | | | |
| Sales of  property, plant and equipment | | (37) | - | 37 | 100% |
| *Outflows:* | | | | | |
| Payments for non financial assets | | (2,167) | - | 2,167 | 100% |
| Payments for valuables | 1 | - | (298) | (298) | (100%) |
| Payments for library collection | 1 | - | (261) | (261) | (100%) |
| Payments for property, plant and equipment | 1 | - | (590) | (590) | (100%) |
| Payments for intangibles | 1 | - | (709) | (709) | (100%) |
| **Net cash provided by (used in) investing activities** | | **(2,204)** | **(1,858)** | **344** | **(16%)** |
| | | | | | |
| Net increase/(decrease) in cash and cash equivalents | | (1,553) | (1,080) | 472 | 30% |
| Cash and cash equivalents at beginning of financial year | | 13,370 | 18,000 | 4,630 | 35% |
| **Cash and cash equivalents at end of financial year** | | **11,817** | **16,920** | **5,102** | **43%** |

**E4-1  Explanation of Major Variances — Statement of cash flows**

1. The original budget does not include a breakdown across the asset categories and therefore variances to actual are overstated within each category. Overall, the original budget is higher than the actual for investing activities mainly due to delays to property plant and equipment replacement.

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### F1-1  Details of key management personnel

State Library executives employed by the Library Board are paid at rates set by Government for Senior Executives and Senior Officers. These executives are engaged as employees under the *Libraries Act 1988 (Qld)* or as executives under the *Public Service Act 2008* on renewable contracts as tenured senior officers.

The following details for Key Management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the agency during 2015–16. Further information on these positions can be found in the body of the Annual Report under the section relating to Executive Management.

**State Librarian**

The State Librarian is responsible for the proper and sound management of State Library, under the authority of the Library Board of Queensland.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | CEO, appointment by the Governor in Council on the recommendation of the Library Board (Board Employee) | 27 November 2015 | |
| | CEO (Acting) appointment by the Library Board (Board Employee) | 20 October 2015 | 26 November 2015 |
| Former | CEO 6.2, appointed by the Governor in Council on the recommendation of the Library Board (Board Employee) | 27 February 2012 | 26 November 2015 |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent was on approved leave. | n/a | n/a |

**Director, Corporate services**

The Director, Corporate Services is responsible for providing a range of organisational services that underpin and support State Library's activities.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | SES 2 (equivalent), appointed by State Librarian under the Libraries Act (Board employee) | 13 January 2014 | |

**Director, Content Development**

The Director, Content Development is responsible for providing clients of State Library with physical and virtual access to the State's diverse collections and services.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | SES 2 (equivalent), appointed by State Librarian under the Libraries Act (Board employee) | 8 October 2013 | |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent was on approved leave. | n/a | n/a |

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F1  Key management personnel disclosures (continued)

**F1-1  Details of key management personnel (continued)**

**Director, Regional Access and Public Libraries**

The Director, Regional Access and Public Libraries is responsible for providing support for Local Government and communities to deliver library services in over 340 library and Indigenous Knowledge Centre (IKC) service points in Queensland.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | S122, public service appointment under the Public Service Act | 6 June 2016 | |
| Former | SES2 (equivalent) appointed by State Librarian under the Libraries Act (Board employee) for a period of 11 months<br>S122, public service appointment under the Public Service Act for a period of 3 months | 10 March 2015 | 13 May 2016 |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent was on approved leave. | n/a | n/a |

**Director, Engagement and Partnerships#**

The Director Engagement and Partnerships is responsible for driving SLQ's emphasis on innovative, cohesive and collaborative programs and service delivery, bringing together visitor and information services, and engagement with specific audiences.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | SES 2, appointed by State Librarian under the Libraries Act (Board employee) | Originally appointed: 13 April 2010. Appointed to current position: 10 March 2015 | |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent is on approved leave. | n/a | n/a |

# The Director, Engagement and Partnerships held the position of Director, Regional Access and Public Libraries until 10 March 2015.

**Executive Manager, Communication**

The Executive Manager Communications develops and delivers a long term marketing vision for the organisation, leading and directing State Library's marketing, communications and web services staff in support of the Strategic Plan and Operational Plan.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | A08, permanent public service appointment under the Public Service Act | 1 December 2015 | |
| Former | A08, permanent public service appointment under the Public Service Act | 10 August 2015 | 20 November 2015 |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent is on approved leave. | n/a | n/a |

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

F1  Key management personnel disclosures (continued)

**F1-1  Details of key management personnel (continued)**

**Executive Manager, People and Planning**

The Executive Manager, People and Planning supports the State Librarian and Executive Group in shaping and setting State Library's strategic agendas by driving an integrated approach to strategic, operational and business planning across the Library.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | SO2, permanent public service appointment under the Public Service Act | 16 June 2012 | |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent was on approved leave or seconded to another role. | n/a | n/a |

**Executive Manager, Queensland Library Foundation**

The Director, Queensland Library Foundation is responsible for developing and delivering the fundraising and sponsorship arrangements to support the many activities and programs of State Library.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Current | AO8, temporary public service appointment under the Public Service Act | 24 August 2015 | |
| Temporary relieving | Existing employees have been required to temporarily relieve in this position when the incumbent was on approved leave. | n/a | n/a |

**Executive Adviser**

The Executive advisor oversees the Office of the State Librarian and manages a team of specialists including Communications and Marketing, the Queensland Library Foundation Office as well as managing Government and Library Board Liaison and Research.

| Incumbent | Contract classification and appointment authority | Date of initial appointment | Date of resignation or cessation |
|---|---|---|---|
| Former | SO1, permanent public service appointment under the Public Service Act | 18 May 2015 | 11 March 2016 |

This position has not been filled since the resignation of the previous incumbent.

***Library Board of Queensland and controlled entities***
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

F1  Key management personnel disclosures (continued)

**Accounting policy — remuneration**

Remuneration policy for the agency's Key Management personnel is set by the Queensland Public Service Commission as provided for under the *Public Service Act 2008.* The remuneration and other terms of employment for the Key Management personnel are specified in employment contracts. The contracts provide for other benefits including motor vehicles.

For the 2015–16 year, remuneration of Key Management personnel increased by 2.5% in accordance with government policy.

Remuneration packages for Key Management personnel comprise the following components:
- Short term employee benefits which include:
  o **Monetary Expenses** — consisting of base salary, allowances and leave entitlements paid and provided for the entire year or for that part of the year during which the employee occupied the specified position. Amounts disclosed equal the amount expensed in the Statement of Comprehensive Income.
  o **Non-monetary benefits** — consisting of provision of vehicle together with fringe benefits tax applicable to the benefit.
- Long term employee benefits include long service leave accrued and annual leave not expected to be settled within 12 months.
- Post employment benefits include superannuation contributions.
- Redundancy payments are not provided for within individual contracts of employment. Contracts of employment provide only for notice periods or payment in lieu of notice on termination, regardless of the reason for termination.

Total fixed remuneration is calculated on a 'total cost' basis and includes the base and non-monetary benefits, long term employee benefits and post employment benefits.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

F1  Key management personnel disclosures (continued)

**F1-2  Key management personnel remuneration expense**

**1 July 2015 – 30 June 2016**

| Position (date resigned if applicable) | Short Term Employee Expenses | | Long Term Employee Expenses | Post Employment Expenses | Termination Benefits | Total Expenses |
|---|---|---|---|---|---|---|
| | Monetary Expenses $'000 | Non-Monetary Benefits $'000 | $'000 | $'000 | $'000 | $'000 |
| *State Librarian*** | | | | | | |
| Current (acting from 20/10/15 to 24/11/15; appointed from 27/11/15) | 197 | - | 4 | 20 | - | 221 |
| Former | 154 | - | 2 | 11 | 16 | 183 |
| Temporary Relieving | 26 | - | 1 | 2 | - | 29 |
| *Director, Corporate Services* | 188 | - | 4 | 18 | - | 210 |
| *Director, Content Development* | | | | | | |
| Current | 171 | - | 4 | 18 | - | 193 |
| Temporary Relieving | 14 | - | 0 | 1 | - | 15 |
| *Director, Regional Access and Public Libraries* | | | | | | |
| Current | 10 | - | 0 | 1 | - | 11 |
| Former | 153 | - | 3 | 16 | 7 | 179 |
| Temporary Relieving | 10 | - | 0 | 1 | - | 11 |
| *Director, Engagement and Partnerships* | | | | | | |
| Current | 152 | - | 3 | 16 | - | 171 |
| Temporary Relieving | 6 | - | 0 | 1 | - | 7 |
| *Executive Manager, Communications* | | | | | | |
| Current | 73 | - | 2 | 8 | - | 83 |
| Former | 45 | - | 1 | 4 | 16 | 66 |
| Temporary Relieving | 16 | - | 0 | 2 | - | 18 |
| *Executive Manager, People and Planning* | | | | | | |
| Current | 121 | - | 2 | 15 | - | 138 |
| Temporary Relieving | 85 | - | 2 | 8 | - | 95 |
| *Executive Director, Queensland Library Foundation* | | | | | | |
| Current | 98 | - | 2 | 12 | - | 112 |
| Temporary Relieving | 19 | - | 0 | 2 | - | 21 |
| *Executive Adviser* | 89 | - | 2 | 11 | 27 | 129 |
| **Total Remuneration** | **1,627** | **-** | **32** | **167** | **66** | **1,891** |

**The remuneration paid is higher due to the contract completion of the former State Librarian as well as overlaps during paid leave absence.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**F1  Key management personnel disclosures (continued)**

**F1-2  Key management personnel remuneration expense (continued)**

**1 July 2014 – 30 June 2015**

| Position (date resigned if applicable) | Short Term Employee Expenses | | Long Term Employee Expenses | Post Employment Expenses | Termination Benefits | Total Expenses |
|---|---|---|---|---|---|---|
| | Monetary Expenses | Non-Monetary Benefits | | | | |
| | $'000 | $'000 | $'000 | $'000 | $'000 | $'000 |
| State Librarian | 250 | 1 | 5 | 26 | - | 282 |
| Director, Corporate Services | 178 | - | 4 | 18 | - | 200 |
| Director, Content Development | 170 | - | 4 | 18 | - | 192 |
| Director, Regional Access and Public Libraries | 67 | - | 1 | 7 | - | 75 |
| Director, Engagement and Partnerships | 94 | - | 2 | 10 | 25 | 131 |
| Director, Regional Access and Public Libraries# | 103 | - | 2 | 10 | - | 115 |
| Director, Engagement and Partnerships# | 63 | - | 1 | 7 | - | 71 |
| Executive Manager, Communications* | 101 | - | 9 | 13 | 32 | 155 |
| Executive Manager, People and Planning* | 124 | - | 3 | 15 | - | 142 |
| Executive Director, Queensland Library Foundation* | 83 | - | 2 | 8 | 1 | 94 |
| Executive Adviser | 15 | - | - | 2 | - | 17 |
| **Total Remuneration** | **1,248** | **1** | **33** | **134** | **58** | **1,474** |

#The Director of Engagements and Partnerships held the position of Director, Regional Access and Public Libraries until 10 March 2015.

*During 2014–15, Executive Managers Communications and People & Planning, and Executive Director Queensland Library Foundation ceased being members of the Executive Team but were re-instated during 2015–16.

***Library Board of Queensland and controlled entities***
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**F1-3  Library board remuneration**

Library Board Fees, including both sitting fees and special assignment fees totalled $33,091 (2015: $33,000). Other fees such as fringe benefits tax, payroll tax, travel, catering and printing totalled $28,628 (2015: $28,284). The total cost of Library Board operations was therefore $61,719 (2015: $61,284).

Fees paid to members of the Library Board are in accordance with the guidelines provided for the *Remuneration Procedures for Part-time Chairs and Members of Queensland Government Bodies*. These amounts exclude expenses associated with the hosting and transport to meetings.

Remuneration of the Board was as follows:

| Name | Appointment date | 2016 | 2015 |
|---|---|---|---|
| Jan Thomas (Chairperson)* | 6 March 2014 | - | - |
| Roland Sussex OAM (Deputy Chairperson) | 5 November 2009 | $5,000 | $5,000 |
| Andrew Griffiths | 6 March 2014 | $4,000 | $4,000 |
| Heather Linaker | 6 March 2014 | $5,000 | $5,000 |
| Joan Sheldon | 6 March 2014 | $4,091 | $4,000 |
| Matthew McDonnell | 24 April 2008 | $6,000 | $6,000 |
| Scott Reid | 8 February 2011 | $5,000 | $5,000 |
| Grace Sarra | 8 February 2008 | $4,000 | $4,000 |
| **Total** | | **$33,091** | **$33,000** |

* Jan Thomas has opted not to receive payment for her work on the Board.

Max Walters (Library Foundation Chair) was added as a non Board member of the Audit and Risk Management Committee and earned $1,000 for attendance.

*Library Board of Queensland and controlled entities*
**NOTES TO THE FINANCIAL STATEMENTS**
**For the year ended 30 June 2016**

**F2  First year application of new accounting standards or change in policy**

**Changes in Accounting Policy**

State Library did not voluntarily change any accounting policies during the financial year but in 2015–16 has recognised the fair value of the operating lease rental provided by Arts Queensland for the first time. Comparatives have been amended to include this disclosure refer to notes B1-2 and B2-2.

**Accounting Standards Early Adopted for 2015–16**

Two Australian Accounting Standards have been early adopted for the 2015–16 year as required by Queensland Treasury. These are:

*AASB 2015-2    Amendments to Australian Accounting Standards — Disclosure Initiative: Amendments to AASB 101 [AASB 7, AASB 101, AASB 134 & AASB 1049]*

The amendments arising from this standard seek to improve financial reporting by providing flexibility as to the ordering of notes, the identification and location of significant accounting policies and the presentation of sub-totals, and provides clarity on aggregating line items.  It also emphasises only including material disclosures in the notes.  The library has applied this flexibility in preparing the 2015–16 financial statements, including co-locating significant accounting policies with the related breakdowns of financial statement figures in the notes.

*AASB 2015-7    Amendments to Australian Accounting Standards — Fair Value Disclosures of Not-for-Profit Public Sector Entities [AASB 13]*

This standard amends AASB 13 Fair Value Measurement and provides relief to not-for-profit public sector entities from certain disclosures about property, plant and equipment that is primarily held for its current service potential rather than to generate future net cash inflows. The relief applies to assets under  *AASB 116 Property, Plant and Equipment* which are measured at fair value and categorised within Level 3 of the fair value hierarchy (refer to Note C4-4).

As a result, the following disclosures are no longer required for those assets.  In early adopting the amendments, the following disclosures have been removed from the 2015–16 financial statements:
- disaggregation of certain gains/losses on assets reflected in the operating result;
- quantitative information about the significant unobservable inputs used in the fair value measurement; and
- a description of the sensitivity of the fair value measurement to changes in the unobservable inputs .

**Accounting Standards Applied for the First Time in 2015–16**

No other Australian Accounting Standards effective for the first time in 2015–16 had any material impact on this financial report.

**F3  Taxation**

The Library Board is a State body as defined under the Income Tax Assessment Act 1936 and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). FBT and GST are the only Commonwealth taxes accounted for by the Library Board. The Library Board is a Deductible Gift Recipient for taxation purposes.

# Certificate of The Library Board Of Queensland

These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009* (the Act), relevant sections of the *Financial and Performance Management Standard 2009* and other prescribed requirements.  In accordance with section 62(1)(b) of the Act we certify that in our opinion:

(a)   the prescribed requirements for the establishment and keeping the accounts have been complied with in all material respects; and

(b)   the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Library Board and the consolidated entity for the financial year ended 30 June 2016, and of the financial position of the entity at the end of that year.

(c)   these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.
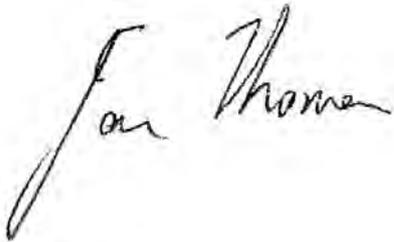

**Professor Jan Thomas**

Chairperson
Library Board of Queensland

Date: 23 August 2016

**Sonia Cooper**

State Librarian and CEO
State Library of Queensland
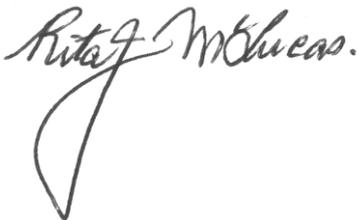
Date: 23 August 2016


**Rita McLucas**
Director, Corporate Services
State Library of Queensland

Date: 23 August 2016

# Independent Audit Report

To the Board of the Library Board of Queensland

**Report on the Financial Report**

I have audited the accompanying financial report of Library Board of Queensland, which comprises the statements of financial position as at 30 June 2016, the statements of comprehensive income, statements of changes in equity and statements of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Chairperson, State Librarian and Director of Corporate Services of the entity and the consolidated entity comprising the Library Board of Queensland and the entities it controlled at the year's end or from time to time during the financial year.

*The Board's Responsibility for the Financial Report*

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of the financial report that gives a true and fair view and 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 *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed 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, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements approved by the Treasurer for application in Queensland.

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

*Independence*

The Auditor-General Act 2009 promotes the independence of the Auditor General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

*Opinion*

In accordance with s.40 of the *Auditor-General Act 2009* —

(a) I have received all the information and explanations which I have required; and

(b) in my opinion —

(i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and

(ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the transactions of Library Board of Queensland and the consolidated entity for the financial year 1 July 2014 to 30 June 2015 and of the financial position as at the end of that year.

*Other Matters — Electronic Presentation of the Audited Financial Report*

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

J WELSH FCPA
(as Delegate of the Auditor-General of Queensland)

Queensland Audit Office
Brisbane

QUEENSLAND
2 6 AUG 2016
AUDIT OFFICE

# Part 6: Appendices
# Appendix A: Functions of the Library Board

The functions of the Library Board, as set out in Section 20(1) of the *Libraries Act 1988*, are:

(a) to promote the advancement and effective operation and coordination of public libraries of all descriptions throughout the State

(b) to encourage and facilitate the use of public libraries of all descriptions throughout the State

(c) to promote mutual cooperation among persons and bodies in Queensland responsible for libraries of all descriptions and between such persons and bodies in Queensland and outside Queensland to enhance library and archival collections generally and to encourage their proper use

(d) to control, maintain and manage State Library, to enhance, arrange and preserve the library, archival and other resources held by it and to exercise administrative control over access to the resources

(e) to control, manage and maintain all lands, premises and other property vested in or placed under the control of the Board

(f) to supervise in their duties all persons –

   (i) performing work for the Board under a work performance arrangement

   (ii) appointed or employed under this Act

(g) to collect, arrange, preserve and provide access to a comprehensive collection of library, archival and other resources relating to Queensland or produced by Queensland authors

*Paragraph (h) is intentionally omitted*

(i) to provide advice, advisory services and other assistance concerning matters connected with libraries to local governments or other public authorities

(j) to perform the functions given to the Board under another Act

(k) to perform functions that are incidental, complementary or helpful to, or likely to enhance the effective and efficient performance of, the functions mentioned in paragraphs (a) to (j)

(l) to perform functions of the type to which paragraph (k) applies and which are given to the Board in writing by the Minister.

The general powers of the Library Board are set out in section 22 of the *Libraries Act* as follows:

(1) For performing its functions, the Board has all the powers of an individual and may, for example —

   (a) enter into arrangements, agreements, contracts and deeds; and

   (b) acquire, hold, deal with and dispose of property; and

   (c) engage consultants; and

   (d) appoint agents and attorneys; and

   (e) charge, and fix terms, for goods, services, facilities and information supplied by it; and

   (f) do anything else necessary or desirable to be done in performing its functions.

(2) Without limiting subsection (1), the Board has the powers given to it under this or another Act.

(3) The board may exercise its powers inside and outside Queensland, including outside Australia.

(4) In this section — *power* includes legal capacity.

# Appendix B: Library Board member biographies

**Chairperson**
**Professor Jan Thomas**

Professor Jan Thomas is the Vice Chancellor and President of the University of Southern Queensland.

Before taking up this position in January 2012, Professor Thomas was Deputy Vice Chancellor at Murdoch University from 2003 until 2010 and the Deputy Vice Chancellor at the University of Notre Dame Australia from 2010. She has a PhD in Veterinary Science from Murdoch University and is a Fellow of the Australian Institute for Company Directors and a Fellow of the Australia Institute of Management.

Professor Thomas currently holds the position of Chair for the Managing Council of the Association of Commonwealth Universities. She is also the Chair for the Regional Universities Network. She is a strong advocate for the transformative role of education, both as a mechanism for social justice and as a key driver for national productivity and innovation.

**Deputy Chairperson**
**Professor Emeritus Roland Sussex** OAM

Roland (Roly) Sussex is Professor Emeritus of the University of Queensland's School of Languages and Cultures, as well as Research Professor at the Institute for Teaching and Learning Innovation.

Professor Sussex received a Medal of the Order of Australia (OAM) in 2012 for his services to the development and understanding of languages in Australia. His academic work involves research and teaching on languages, the social and cultural context of languages, and the development of technology in language learning and communication, and in the communication of pain.

Professor Sussex is a weekly contributor to language talkback radio with the ABC, and he writes a Saturday column on language in *The Courier-Mail*. He is an Australia Day Ambassador.

**Members**
**Professor Andrew Griffiths**

Professor Andrew Griffiths is the Dean and Head of School at UQ Business School. He completed his PhD in September 2000 and

currently holds the Chair in Business Sustainability and Strategy.

Professor Griffiths is an internationally recognised scholar with his works published in *The Academy of Management Review* and the *Journal of Management Studies*. His areas of research include: the management of corporate change and innovation, strategic issues relating to the pursuit of corporate sustainability, and innovation. He has published four books, *The Sustainable Corporation* (1998), *Sustainability* (2000), *Corporate Sustainability and Innovation* (2004) and *Organisational Change for Sustainability* (2006) (with Dexter Dunphy and Sue Benn).

**Ms Heather Linaker**

Heather Linaker is the Queensland State Director and an executive coach and mentor for the Stephenson Mansell Group, one of Australia's leadership development firms, which specialises in enhancing the leadership effectiveness of senior executives in larger listed, private and government organisations.

Prior to moving into the leadership development profession, Heather worked in the publishing industry for more than 25 years, principally for the local operations of global publisher John Wiley & Sons. She held roles across a wide range of areas for Wiley, including sales, marketing, project management and technology leadership, before her final two years as Managing Director for Australia.

Ms Linaker has an MA from the University of Cambridge and an MBA from Deakin University and is a Fellow of The CEO Institute.

**Mr Matthew McDonnell**

Matthew McDonnell holds a Bachelor of Economics from Macquarie University, is an Associate Member of Chartered Accountants Australia and New Zealand, a Fellow of the Financial Services Institute of Australasia and a registered company auditor.

Mr McDonnell is a chartered accountant and has 22 years of experience in the accounting profession. He is currently a Partner at KPMG providing audit, accounting and advisory services to clients in the private and government sectors. In this role, he has also been responsible for the deployment of key

project management initiatives including IT software and various regulatory requirements.

Mr McDonnell also chairs the Audit and Risk Management Committee at SLQ.

### Mr Scott Reid

Scott Reid is Regional Manager for Cisco Systems, responsible for its operations in Queensland, the Northern Territory and Papua New Guinea.

With more than 22 years of experience in the ICT industry in Queensland, Mr Reid has held management roles with national and international companies such as Dell Computer Systems and Volante. He previously owned and operated a large local ICT firm, Silicon Data.

Mr Reid is dedicated to ensuring the ICT industry's participation in social responsibility initiatives. He is a member of the Australian Information Industry Association and head of its Infrastructure Sub-Committee, a member of the Infrastructure Advisory Committee to the Lord Mayor and a committee member of the Smart Connected Transportation Centre of Excellence.

### Associate Professor Grace Sarra

Associate Professor Grace Sarra is an academic and researcher within the Education Faculty and the YuMi Deadly Centre at Queensland University of Technology (QUT).

Associate Professor Sarra is of Aboriginal and Torres Strait Islander heritage and has experience in teaching and leadership roles in schools and universities for more than 25 years. She completed a Doctor of Creative Industries at QUT. Her interest in Indigenous education focuses on school change and leadership, social justice and inclusive education.

Associate Professor Sarra is the Chair of SLQ's Indigenous Advisory Group, a member of the State Archives Public Records Review Committee, a member of the Indigenous Advisory Committee for the Australian Council for Educational Research, and a member of the Queensland Aboriginal and Torres Strait Islander Foundation Board of Advice.

### Adjunct Professor Joan Sheldon AM

Adjunct Professor Joan Sheldon ran her own physiotherapy practice and was actively involved in advancement of the profession before becoming a Member of Parliament in 1990. In that role she held a range of senior positions, including Deputy Premier, Treasurer, and Minister for the Arts. Other portfolios included Tourism, Consumer Affairs, Women's Policy, Trade, Employment, Training, Industrial Relations, Economic Development, Health, Family Services, and Aboriginal and Islander Affairs.

She is the Ethics Advisor of the Local Government Association of Queensland, an Adjunct Professor at the University of the Sunshine Coast, and former Chair of the Board of the Queensland Ballet and of St Leo's College within the University of Queensland.

### Observer: State Librarian
#### Mrs Sonia Cooper

Mrs Cooper was appointed as State Librarian and Chief Executive Officer for State Library of Queensland in late October 2015, providing strategic and organisational leadership pending an ongoing appointment to the role.

Prior to this, she held the role of Deputy Commissioner, Workforce Strategy and Performance and Chief Operating Officer with the Public Service Commission.

During her 26 year career in both the public and private sectors, Mrs Cooper developed capabilities and experience in organisational performance and development, change management, business and operational strategy, strategic human resources and service delivery.

She holds a Bachelor of Arts from the University of Queensland and a Bachelor of Business from Queensland University of Technology, majoring in organisational psychology, industrial relations and human resources. Mrs Cooper is a graduate of the Australian Institute of Company Directors and a certified member of the Australian Human Resources Institute.

# Appendix C: Library Board committee and advisory groups

**Audit and Risk Management Committee**
The Audit and Risk Management Committee (ARMC) Charter has been approved by the Library Board of Queensland. The purpose of the Charter is to outline the role, responsibilities, composition and operating guidelines of the ARMC. The Committee has observed the terms of this Charter and has due regard to Queensland Treasury's *Audit Committee Guidelines*. The Committee meets at least three to four times per year and members may be remunerated for their role on this Committee in accordance with the guidelines for the *Remuneration of part-time chairs and members of government boards, committees and statutory authorities*. For more information on the role and achievements of the ARMC, see Governance, accountability and risk (p24).

**Members**
**Mr Matthew McDonnell (Committee Chairperson)** — Member, Library Board of Queensland
**Ms Heather Linaker** — Member, Library Board of Queensland
**Mr Scott Reid** — Member, Library Board of Queensland
**Professor Emeritus Roland Sussex** OAM — Deputy Chairperson, Library Board of Queensland
**Mr Max Walters** OAM — President Queensland Library Foundation (from August 2015)

**Secretariat**
**Ms Rita McLucas (Executive Officer to the Committee)** — Director Corporate Services, SLQ
**Ms Val Johnston (Assistant Executive Officer to the Committee)** — Executive Manager Finance, Facilities and Administration, SLQ

**Public Libraries Advisory Group**
The objectives of the Public Libraries Advisory Group (PLAG) are to:
- provide advice to the Library Board on policy and strategy matters concerning public libraries
- represent the views of public librarians, local government and relevant stakeholders to the Library Board through formal community engagement processes.

PLAG members are not paid for sitting on the group; however, they will be reimbursed for reasonable expenses associated with meeting attendance on presentation of documentary evidence of the expense.

**Members**
**Professor Andrew Griffiths (Chairperson)** — Member, Library Board of Queensland
**Ms Janette Wright** — State Librarian, SLQ (until October 2015)
**Mrs Sonia Cooper** — State Librarian, SLQ (from October 2015)
**Mr Ross Duncan** — Director Regional Access and Public Libraries, SLQ (until May 2016)
**Ms Louise Denoon** — Director Regional Access and Public Libraries, SLQ (from June 2016)
**Mr Stephan Bohnen** — Principal Advisor Intergovernmental Relations, Local Government Association of Queensland
**Mr David Burges** — Chief Executive Officer, Quilpie Shire Council (from September 2015)
**Ms Susan Coker** — Executive Manager Library Services, Townsville City Council
**Ms Sharan Harvey** — Manager Library Services, Brisbane City Council
**Ms Marian Morgan-Bindon** — President, Queensland Public Libraries Association
**Ms Carolyn Tillman** — Councillor, Western Downs Regional Council

**Secretariat**
**Mrs Sharon Churcher** — Senior Executive Assistant, Executive Support, SLQ

**Indigenous Advisory Group**

The objectives of the Indigenous Advisory Group (IAG) are to provide:

- advice to the Library Board on policy, projects and strategic matters concerning library and information service provision for Aboriginal peoples and Torres Strait Islander peoples
- a forum for discussing Aboriginal and Torres Strait Islander issues impacting on library and information services in Queensland
- a formal mechanism for ongoing liaison between the Library Board and Aboriginal and Torres Strait Islander peoples.

IAG members are not paid for sitting on the group; however, they will be reimbursed for reasonable expenses associated with meeting attendance on presentation of documentary evidence of the expense.

**Members**

**Associate Professor Grace Sarra (Chairperson)** — Member, Library Board of Queensland, Senior Lecturer and Researcher YuMi Deadly Centre, QUT

**Ms Janette Wright** — State Librarian, SLQ (until October 2015)

**Mrs Sonia Cooper** — State Librarian, SLQ (from October 2015)

**Mr Getanno Bann** — Community representative

**Ms Geraldine Carter** — Community representative

**Ms Kerry Charlton** — Consultant, educator and facilitator

**Ms Janeese Henaway** — CityLibraries Townsville

**Ms Tracey Pickwick** — Senior Indigenous Relations Officer, Arrow Energy

**Ms Angela Ruska** — Community representative

**Ms Joann Schmider** — Consultant, ComUnity ACETS Pty Ltd

**Mr Ron Weatherall** — Department of Aboriginal and Torres Strait Islander Partnerships

**Ms Mabelene Whap** — Seisia IKC

**Observers**

**Ms Elena Wangurra** — A/Manager kuril dhagun (until March 2016)

**Ms Amanda Hayman** — Manager kuril dhagun, SLQ (from March 2016)

**Ms Cynthia Rowan** — Executive Manager, Indigenous Library Development, SLQ

**Secretariat**

**Mrs Sharon Churcher** — Senior Executive Assistant, Executive Support, SLQ (from November 2015)

# Glossary

| Term | Meaning | Further information |
| --- | --- | --- |
| ALIA | Australian Library and Information Association | |
| APAF | Asia Pacific Architecture Forum | |
| APDL | Asia Pacific Design Library | A place to explore design resources, engage in design dialogue and participate in design programs |
| ARMC | Audit and Risk Management Committee | |
| CAA | Corporate Administration Agency | A shared service agency providing services for SLQ |
| CALD | Culturally and Linguistically Diverse | |
| DSITI | Department of Science, Information Technology and Innovation | |
| eDRMS | Electronic document and record management system | |
| IAG | Indigenous Advisory Group | |
| ICT | Information and Communications Technology | Includes any communication device or application, though often used to refer to digital communications |
| IKC | Indigenous Knowledge Centre | A communal hub operated in partnership with Aboriginal and Torres Strait Island Councils that combines traditional library services and internet access with lifelong learning opportunities, and provides a keeping place for recording, accessing and celebrating the unique Indigenous cultures of Queensland |
| JOL | John Oxley Library | SLQ's repository of Queensland memory |
| LOTE | Languages Other Than English | |
| NSLA | National and State Libraries Australasia | Australia and New Zealand's national and state libraries working together |
| OPAL | Online Public Access in Libraries | A grants program for public libraries, funded by the Queensland Government and managed by SLQ |
| PANDORA | Preserving and Accessing Networked Documentary Resources of Australia | Australia's Web Archive established by the National Library of Australia in 1996 and now built in collaboration with nine other Australian libraries and cultural collecting organisations |
| PLAG | Public Libraries Advisory Group | |
| PMO | Project Management Office | |
| *Q ANZAC 100* | | A five-year project of legacy initiatives supported by the Queensland Government to commemorate the centenary of the First World War and Anzac history |
| QDHC | Queensland Disability Housing Coalition | |
| QROC | Queensland Regional Overdrive Consortium | |
| QUT | Queensland University of Technology | |
| RLQ | Rural Libraries Queensland | |
| SDS | Service Delivery Statements | |
| SLQ | State Library of Queensland | |
| STEM | Science, Technology, Engineering and Mathematics | Also STEAM — Science, Technology, Engineering, Arts and Mathematics |
| TSSQ | Tech Savvy Seniors Queensland | A partnership with Telstra which helps public libraries across Queensland deliver technology training to older people |

*Cover image by Roger Phillips*