Public Libraries SA
Children & Youth Services

Meeting Minutes
Friday 9th February 2018
10am – 4pm
Public Library Services
North Terrace, Adelaide

Welcome & Apologies

<u>Present:</u>

Gabbie Notlle, City of Victor Harbor; Karyn Stephens, City of Unley; Michelle Gilleard, City of Tea Tree Gully; Denise East, Town of Walkerville; Josephine Gaskell, City of West Torrens; Brodie Evitts, City of Holdfast Bay; Nemesia Dale-Cully, City of Port Adelaide Enfield; Caroline Munchenberg, City of Burnside; Jo Kaeding, Adelaide Hills Council; Melinda Williams, City of West Torrens; Kerryn McDonald, City of Charles Sturt; Julia ORlowski, City of Charles Sturt; Luke Eygenraam, City of Port Adelaide Enfield; Dylan Swann, Light Regional Council; Simone Wise-Carrig, City of Norwood, Payneham and St Peters; Tamara Boley, City of Marion; Bianca Holler, City of Salisbury; Rachael Dolman, City of Port Adelaide Enfield.

Morning

1. <u>Discussion of Strategic Plan Statements</u>

1.1   Q. **What do we want to do?** (Vision) Discussion about what is represented by this question. Agreed that it encompasses things such as: What should SALCYS achieve? What is our 'end state'? What is best for the community? What difference are we making?

   A. *To engage children, youth and families to increase literacy and learning.*

1.2   Q. **How will we do that?** (Mission) Discussion of elements that will help us to reach our goals. Agreed that this includes: delivering quality programs, collaborating, professionally developing staff, having a quality collection, being confident we are achieving best practice (individual level and team level), having a positive work environment and regularly reviewing practices

       A. *By creating dynamic leaders through collaboration, professional development and best practice.*

2. Discussion of Sub Statements

2.1   **SHARE**. Discussion to brainstorm what might come under this heading. Suggestions included: collaboration, communication, knowledge, forums (OnePlace), SALCYS meetings, state-wide programs.

Actions: Specific actions that work towards the "SHARE" goal:
- Improve structure of SALCYS meetings
- Better utilize OnePlace forums
- Investigate ways to better enable engagement with regional sites (Skype?)
- Bus tour to different library locations

Summary statement: *Share skills, knowledge, learning and literacy.*

2.2   **EDUCATE** Discussion to brainstorm what might come under this heading. Suggestions included: professional development, current trends, info/knowledge from other industries, community promotion.

Actions Specific actions that work towards the "EDUCATE" goal:
- Focus on professional development at two meetings per year
- Formalise process of delegates at meetings reporting back to home site staff
- Send staff to outside workshops, training, etc.
- Forge stronger links between sub-committees

Summary statement: *Continually develop our skills and knowledge through education.*

2.3   **ACHIEVE** Discussion to brainstorm what might come under this heading. Suggestions included: running quality programs, having ongoing measuring of success/failure, staying relevant, having good connections, maintaining a 'fabulous' collection, implementing effective promotion, engaging customers, focusing on inclusion, recognising excellence through annual award(s).

Actions: Specific actions that work towards the 'ACHIEVE' goal:
- Improve cross-over between sites
- Reduce double handling
- Increase engagement with Youth week and so on
- Regular review of best practices and local/national/world trends

Summary Statement: '*Create and participate (in) engaging programs, services and collections*'

2.4   **INSPIRE** Discussion to brainstorm what might come under this heading. Suggestions include: sharing ideas, outreach, involving all stakeholders, inspiring workmates (create positive culture), look to broader market, looking to future of sector.

Actions: Specific actions that work towards the 'INSPIRE' goal:
- Focus on making use of OnePlace and Limelight
- Keep up with market leaders
- Record and celebrate achievements
- Include focus on collections at al SALCYS meetings
- Share as many relevant stats as possible at SALCYS meetings

Summary Statement: *'Inspire ourselves to inspire others'*

Afternoon

Discussion of OnePlace functionality and purpose lead by Jon Bentick and Amelia Beatty

Jon gave a general overview of ONEPLACE page refresh:

- Reminder that some libraries have a generic ONEPLACE login that can be used on the front desk.
- Each ONEPLACE login has access to a OneDrive account they can use as a Dropbox

Amelia gave an overview of SALCYS working group:

- Please email Amelia if your name is not on our team contacts list or if someone should no longer be on the list
- Upload documents as PDF to SALCYS meeting documents
- Share editable documents by putting them in zip folder and upload them. Libraries will have to download them to manipulate them
- Contact details can be added to the document in collaboration documents
- Resource documents- they are set so we can all add to them to share resources and ideas. Add any documents, programs, templates etc you think are helpful
- Discussions- try to reply to discussions rather than starting a new one. Anyone is welcome to start a discussion and can set it to a question that notifies everyone that you are looking for responses
- We need to create a purpose for SALCYS to post in our 'about' page on the SALCYS forum.
- **Decision** was made by the group to open the SALCYS page to all staff. Open sharing will be monitored and reviewed if it seems to be being misused or overwhelming.
- Admin for SALCYS forum will be a shared role between Charles Sturt and Tea Tree Gully until Amelia returns.
- Any questions email Amelia Beatty or Jon Bentick
- We will review the effectiveness and terms of the forum in approximately a year (will add this to the strategic plan)

Sharing:
- Little Bang Discovery Club- already running successfully at other libraries. This is the sort of info that would be helpful to post on SALCYS forum. What is working, what isn't, how are going about it, helpful resources. Upload evaluation forms or just positive feedback received to show success and outcomes to convince management teams. Discussion based around success and strategies in sessions already run. We don't need to be experts- turn questions back on them and encourage investigation to be brought to next session
- Book week- can we share resources if we find an author we would like to bring to SA? Discussion to be started on ONEPLACE. Observation made that schools are starting to drop off. Sessions out of school hours designed for family events have proven popular.

- Summer Reading Club- some libraries have found that loads went out and few came back. Some libraries modified booklet to include not only book log but also other activities- redesign a book cover, scavenger hunt in the library, book review, book bingo etc. After some activities completed they get an incentive prize, then complete to enter draw for proper prize. Key to return was continual engagement- how are you going, continued promotion etc
- Charles Sturt are subscribing to Beans which will be more of a digital engagement than paper return. Tracks engagement for adults & children. Look for the link on a SALCYS discussion to follow soon.
- Desire expressed for discussion about Summer Reading Club at next meeting to determine who is doing what
- Little Big Book Club training being hosted in March at Norwood, Payneham & St Peters. Not everyone is getting the bags- list is on website about where they can be collected.
- Charles Sturt discussed Paint the Westside Read initiative to get low socio-economic kids reading. Collective impact project to promote literacy that starts with an egg that visits different places and gets bigger as it is read to. Program doesn't belong to the library but instead the collective impact. Egg hatches at the end of the program at a ceremony. Hatched into Charles Sturt reading mascot Lizzie the Literacy Lizard. Port Adelaide Enfield is successfully running the same program with Parker the Reading Pelican. Large scale community engagement. Link will be posted on forum about how to apply.
- George the Farmer books, cds and app tie in to performance and interest is for an event around Adelaide ShowTime to tie in. It is high cost but collaboration could make it possible. Costs can be reduced through negotiation. Burnside are looking at organising, so contact them for more details
- Library in the Park was a successful event last year. Family event with author talk, face painting etc. This year refreshments will be supplied and has been a learning curve. Resources for catering companies would be a useful thing to put up on SALCYS forum. Look for contractor database and add this into the relevant tab
- Discussion around what is done at other libraries to cater for younger than school age children during school holidays
- Discussion around what councils are doing to approach photo permission. Generic signs work for large scale events. Individual children need photo permission slips. Suggest was made to only seek permission for great

photos that are actually going to be used. Pick the photos that are worth pursuing.

- Juliet the Vet has put in a proposal looking for funding
- Sensory story time is running at Port Adelaide Enfield and Adelaide Hills council
- STEAM event held at West Torrens was a massive event that had 50% of attendees from outside their council area so demand is high for these events. This one was held during January in school holidays.
- Drop in sessions for school holidays. Drop in disco, movies, games etc. little staff commitment & resources but still receive stats.

Meeting concluded at 4:00pm

Next meeting is Tuesday May 15th at Tea Tree Gully Library

Thank you to those who attended and to PLS for hosting.