Title of meeting:	Culture Leisure and Sport Decision Meeting
Date of meeting:	20 July 2018
Subject:	Annual Libraries and Archive Update Reports 2018-19
Report by:	Director of Culture and City Development
Wards affected:	All
Key decision:	No
Full Council decision:	No

1.   Purpose of report

1.1   To update and inform the Cabinet Member for Culture, Leisure and Sport of the work carried out by the Portsmouth Library and Archive Services in the last twelve months, i.e. 2017/18 as identified in the Libraries and Archive Annual Update Report 2017.

1.2   To make recommendations for additional actions to be undertaken in Portsmouth Libraries and Archives in line with the Business Plan and city council priorities for the period 2018/19

2.   Recommendations

2.1   **That the updates to the agreed actions from the Portsmouth Libraries and Archives Annual Update Report 201718, shown at 3 be noted.**

2.2   **That the following actions be delivered by Libraries and Archives in 2018/19:**

2.2.1   **Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000**

2.2.2   **Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and Archives. This is a two year project to the value of £140,000**

2.2.3   **Delivery of the "No Fines and Reservation Fees" three year pilot study.**

2.2.4   **Development and launch of the independent Public Libraries, School Library service and Archive Service website**

1

2.2.5 **Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge to hard to reach groups and all that do not currently use a library.**

2.2.6 **Delivery of Universal Credit, to be rolled out across the city from September 2018**

2.2.7 **Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10**

2.2.8 **Development of the Archive Outreach Policy**

2.2.9 **Explore alternative library management systems for the School Library service and its clients**

2.2.10 **Deliver annual budget saving as required**

3. **Background**

3.1 Public Libraries and the Archive Service are both statutory services. The Schools Library Services is not statutory and operates as a Traded Service which is self-funding via service level agreements with local schools to provide lending collections and reader development support.

3.2 To ensure the consistency and quality of the public library offer across the UK, the Society of Chief Librarians (SCL) has reconstituted itself as Libraries Connected, a sector support organisation with Arts Council England funding. It is currently reviewing the 6 universal offers and two promises, which inform the work of all public libraries in the UK. The Universal Offers are:

- Reading
- Information
- Digital
- Health and Wellbeing
- Learning
- Cultural

The two promises embed levels of support and expectation in the following areas:

- Children's Promise
- Six Steps (Vision Impairment)

3.3 In respect of the Archive Service, the requirements, priorities and aims identified by National Archives, are access to records for all, and security and conservation of the collections.

3.4   These offers, priorities and promises sit alongside the Portsmouth City Council priorities and Culture and City Development Business Plan in determining the Libraries and Archives operational priorities and actions.

3.5   Below, are brief update reports on the works completed during the last twelve months and an identification of the works that are still outstanding or requiring further action.

3.5.1   **Deliver annual budget savings (2017/18)**
        Update: These were achieved

3.5.2   **Increase volunteer hours with the Library and Archive Services by 5% annually**
        Update: in 2017/18 292 volunteers delivered 18,941.75 hours for the Library and Archive Service. This was a 9% increase in the hours volunteered and over 5% target. This equates to 9.8 FTE.

3.5.3   **Develop and agree a policy for the identification, safe storage and management of "Born Digital" archive for Portsmouth.**
        Update: This work is ongoing and is collaboration between the Historic Archive, Modern Records and IT Services. The archive services are mainly concerned with the means used to save existing files while IT is considering the set up required for future use.

3.5.4   **Continue to develop the health and wellbeing library offer including library engagement with Macmillan Cancer Support, development of dementia collections, vision impaired services and Books on Prescription.**
        Update: This project concluded in September 2017 as Macmillan Cancer Support funding came to an end the Central Library Wellbeing Hub was launched. Health and wellbeing support continues to be a priority for the library service through the provision of books and information services. In March 2018 the Libraries Wellbeing Project was successful in a bit to the Public Health Transformation fund. This project is now being rolled out see 2.2.1

3.5.5   **Exploration of a separate Archive Photographic Store**
        Update: This work has not been undertaken as it has not been possible to identify a site and budget for these works.

3.5.6   **Explore the refurbishment of the Dickens Room and provision of space for the local author collections.**
        Update: The Portsmouth Writers Room has been created, extending the Dickens Room back to the secure area of the Portsmouth History Centre. This has created space for the existing Portsmouth Writers Collection to be on open access, providing opportunities for project work within the "City of Stories" project. CCTV for the space will be funded from revenue from the FindMyPast project and will enable more valuable stock to be housed in the room. The building work for the conversion was provided by the Culture reserve

3.5.7 Continue to develop and support the Friends Group programme at libraries across the city.
Update: The Friends Group Programme has continued with successful projects at Beddow and Southsea Libraries. Although the service has promoted the scheme at other libraries, we have not been successful in recruiting other groups in the city to come together as cohesive units.

3.5.8 Explore the delivery of current archive photographic records, on-line to improve public access.
Update: This project awaits the successful completion of an independent website to give a "front face" to this project offer and the migration of the archive to Spydus 10.

3.5.9 Upgrade the library Management System from Spydus 8 to Spydus 10
Update: This was achieved in March 2018, providing new fixes to existing applications. However some of these including the Events Booking Module, Volunteer Module and API have caused some short term difficulties which have proved a pressure on staff time and caused some front-line difficulties. In May 2018, the update enabled the anonymization of over 12,000 outdated library membership records in line with GDPR.

3.5.10 Delivery of digital archives project with procured external provider.
Update: This project will conclude by the end of June 2018 when all the targeted resources will have been digitised by FindMyPast. The indexing of these records will continue for most of the year with schedule launches currently planned for Crew Lists, Rate Books Quarter Session Papers and Electoral Rolls. This project is described in a separate paper to Portfolio at this time. .

3.5.11 Development of staff training days with embedded use of "Learning Pool" modules developed by SCL.
Update: Staff training days were delivered for weekday and weekend staff implementing the Learning Pool modules. These have also been used for staff induction training and for volunteer induction and support. A volunteer reader development module has been added which is proving beneficial.

3.5.12 Explore funding bids to develop subject "sites" in information stock
Update: the decision was taken not to pursue this in 2017/18 as staff time and planning was directed towards the two funding bids which have been successful, i.e. City of Stories" and Health and Wellbeing"

3.5.13 Move the key communication model, with library members to email, with charges at cost for postal communication from April 2017
Update: This has been delayed awaiting the implementation of the Spydus 10 update. It will be implemented in 2018/19

3.5.14 Continue the delivery and development of the following annual events:

- **BookFest Book Festival**
- **Portsmouth History Fair/Archives Week event**
- **Summer Reading Challenge**
- **Portsmouth Book Awards for Picture Books, Shorter Novel and Longer Novel**
- **Portsmouth Literature Quizzes**

Update: All have been successfully delivered in 2017/18 and are the subject of their own information reports to the Portfolio Holder. Due to very poor weather in March 2018, BookFest suffered some poor attendance and two cancelled events but this was offset by some good attendance early in the programme. The summer reading challenge continues to attract high levels of sign up but with approximately half failing to complete the challenge. This will be the subject of some targeted work in the year ahead. The numbers for the Book Awards and Literature Quizzes continue to be informed by the school numbers and continue to receive excellent feedback from schools and certainly support the decision of many schools to sign up to the SLS SLA.. The History Centre continues to make progress with outreach initiatives and will be developing its outreach strategy as an action for 2018/19

4. Reasons for recommendations

4.1 Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000
This is recommended in order to meet our commitment to the Public Health Transformation Fund, to support and improve the health and wellbeing of residents and to deliver the Libraries universal offer to support health and wellbeing

4.2 Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and archives. This is a two year project to the value of £140,000
To meet our commitment to Arts Council England, to support literacy, access to the archive and develop the tradition of Portsmouth as a home of great writers and writing.

4.3 Delivery of the "No Fines and Reservation Fees" three year pilot study.
To deliver the requirements of an earlier report to the portfolio and increase access to library services and library stock for all residents and members.

4.4 Development and launch of the independent Public Libraries, School Library Service and Archive Service website
To provide better access to the offers of all three services, to support the SLS traded service model, to promote and extend the range and visibility of all virtual services and extend the promotional and outreach offers of all three.

4.5   Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge
To support literacy, emotional intelligence, empathy and a love of reading in children and young people. This is in line with City priorities and the universal offer to support reading.

4.6   Delivery of Universal Credit, to be rolled out across the city from September 2018
To support vulnerable adults and those lacking digital skills to access the new benefit

4.7   Work with Civica/Spydus develop the work to migrate the Archive catalogue to Spydus 10
To make the archive catalogue more accessible digitally which will extend the reach within the UK and internationally. Also to enable opportunities for the selling of images from the archive to support income generation.

4.8   Development of the Archive Outreach Policy
In line with the requirements of National Archive accreditation, the service seeks to extend its reach to those who do not traditionally use the archive and provide residents with a sense of ownership for the resource that tells the stories of their city.

4.9   Explore alternative library management systems for the School Library service and its clients
To standardise the management model, reduce costs and improve the quality and constancy of services to client schools.

4.10   Deliver annual budget saving as required
To meet the budget requirements of the city council.

5.   Equality impact assessment

5.1   There is no requirement for an EIA for the overall report, however the following actions need to be noted for specific recommendations:

5.2   **Delivery of the Libraries Health and Wellbeing Project funded by the Public Health Transformation fund. This is a four year project to the value of £174,000.**
A full EIA is being worked on for this project

5.3   **Delivery of the City of Stories Project funded by Arts Council England. This project is shared equally by The Conan Doyle Project and Libraries and Archives. This is a two year project to the value of £140,000**
A full EIA is being worked on for this project

5.4   **Delivery of the "No Fines and Reservation Fees" three year pilot study.**
A preliminary EIA was completed to accompany the report accepted at the Culture, Leisure and Sport Decision Meeting 16 March 2018

5.5   **Development and launch of the independent Public Libraries, School Library service and Archive Service website.**
This action is at an early stage and an EIA will be completed when the specifications and requirements for the website are identified.

5.6   **Delivery and evaluation of innovative projects to extend the reach of the annual Summer Reading Challenge to hard to reach groups and all that do not currently use a library.**
An EIA assessment will be undertaken to accompany a separate report on this work, due September 2018.

5.7   **Delivery of Universal Credit, to be rolled out across the city from September 2018**
The library activity and support will form part of a wider package of measures by PCC departments and external agencies. A separate EIA will assess this work collectively

5.8   **Work with Civica/Spydus to develop the work to migrate the Archive catalogue to Spydus 10**
The Civica/Spydus management system has previously been assessed in an EIA. The work proposed for the Archive will only extend these services to a new area of resources.

5.9   **Development of the Archive Outreach Policy**
When developed this policy will be the subject of a separate Decision Report to the Culture, Leisure and Sport Portfolio along with an EIA assessment.

5.10   **Explore alternative library management systems for the School Library service and its clients**
This systems led activity for SLS will not require an EIA

5.11   **Deliver annual budget saving as required**
Budget savings proposals will be subject to EIA assessment when identified and agreed later in the year.

6.   **Legal implications**

6.1   There are no legal implications arising out of the recommendations contained in this report.

7. **Director of Finance's comments**

The recommendations contained in this report will be implemented within the existing approved budget resources of the Library Service.

…………………………………………………
Signed by:
Stephen Baily
Director of Culture and City Development

Appendices:

None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ………………………………… on …………………………………

…………………………………………………
Signed by:
Cabinet Member for Culture, Leisure and Sport