



Casey
Cardinia
Libraries

'Inspiring spaces where everyone is free to discover possibilities'

Budget

2018 – 2019

Amended

June, 2018

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Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Mission

To encourage lifelong learning, increase literacy and build strong, resilient communities across the Casey Cardinia Region.

Our Values

Teamwork

We excel when we all contribute. We are loyal and dedicated to each other. We always do our fair share.

Love of Learning

We love new things. We believe there is an opportunity to learn anywhere and everywhere.

Fairness

We treat all people fairly. We do not let our personal feelings bias our decisions about others. We give everyone a chance.

Creativity

Thinking new ways to do things is crucial to our success. We are never content doing things the conventional way if we believe a better way is available.

Social Intelligence

We are aware of the motives and feelings of other people. We know what to do to fit into different situations and we know what to do to put others at ease.

Humour

We like to laugh, bringing smiles to other people. We try to see the light side of all situations.

Our Approach

- Embrace new thinking
- Quick little steps
- Momentum not perfection
- Encourage people to take calculated risks
- Fail early, fail often
- A culture of collaboration and innovation
- Pay it forward
- Look after the neighbours
- Build confidence and resilience
- Share our story

1.0 Executive Summary

The 2018–19 budget has been developed in consultation with key staff, Board members and Council Officers. A draft version of the budget was presented at the March 2018 Board meeting.

The financial statements have been prepared in accordance with the Local Government Act, maintaining a reporting framework that is consistent with the principles of sound financial management.

Casey Cardinia Libraries (CCL) is funded City of Casey and Cardinia Shire Council, and the State Government. It is funded according to the funding formula specified in the 2017 Casey–Cardinia Library Corporation Agreement. Member Council funding is calculated on population and usage across the region. The State Government funding is primarily based on population.

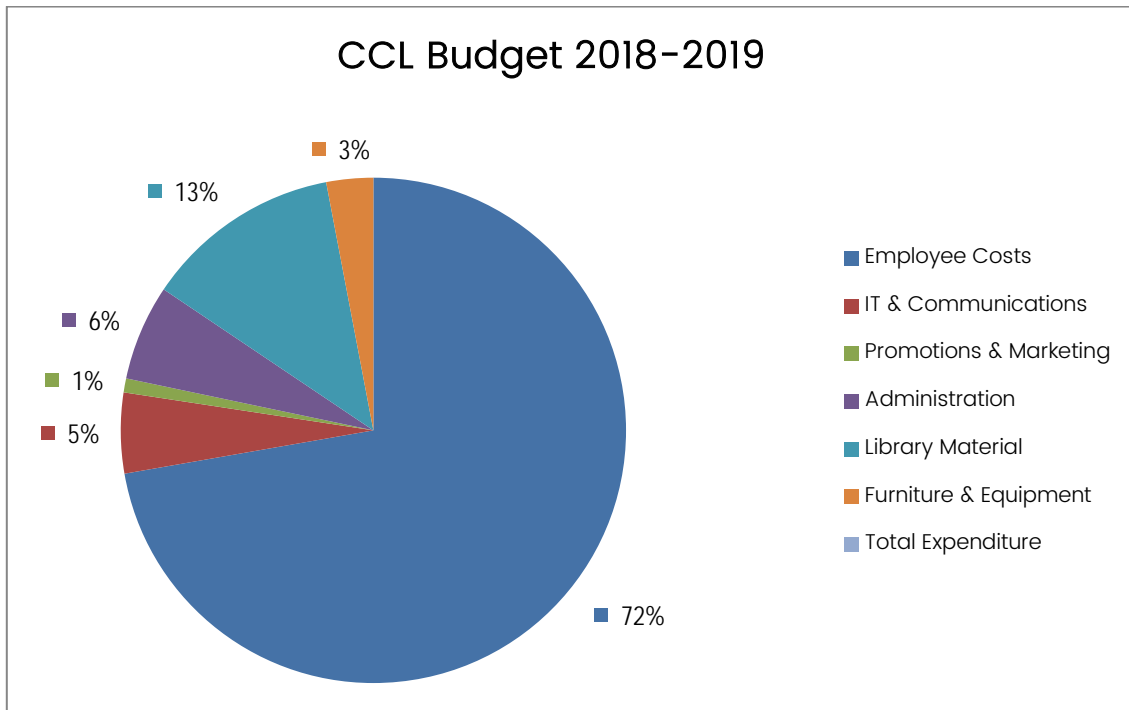
The development of the ICT Road Map will inform investment in a range of new products and platforms.

Operating hours at Doveton and Pakenham were expanded during day light savings on a trial basis. Doveton will open on Wednesdays from 1.30pm until 8.00pm and Pakenham will extend opening hours on Fridays to 8.00pm. After the trial period, an analysis was undertaken to determine whether the additional hours were viable to continue or not. Doveton Library will continue to open to the community on Wednesday's 1.30pm –8.00pm after a successful trial and community usage.

Income

	Total Budget 2017-18	Budget 2018-19
City of Casey	5,741,275	5,818,105
	53.99%	53.31%
Cardinia Shire	1,873,625	1,968,055
	17.62%	18.03%
State Government	2,487,785	2,580,490
	23.40%	23.64%
CCL - Operations	530,600	547,200
	4.99%	5.01%
Total Income	10,633,285	10,913,850

Expenditure



2.0 Budgeted Financial Statements 2018–19

Comprehensive Income Statement			
For the Years ending June 2018–2019			
	Note	Total Budget 2017-18	Budget 2018-19
Revenue			
Council Contributions	1	7,614,900	7,786,160
State Government Grants	2	2,482,785	2,580,490
CFC Grant Funding		146,670	162,000
Interest on Investments		105,000	105,000
Other income		283,930	280,200
Total Income		10,633,285	10,913,850
Expenditure			
Employee Costs	3	7,715,835	8,078,703
CFC Expenditure		19,170	25,320
IT & Communications	4	697,700	575,800
Library Materials	5	246,150	311,000
Promotions & Marketing		100,000	100,000
Administration		636,800	655,500
Depreciation		1,408,360	1,450,500
Total Expenditure		10,824,015	11,196,823
Net Gain(loss) disposal of plant & Equipment		0	0
Total comprehensive result		-190,730	-282,973

Balance Sheet			
As at June 2018-2019			
	Note	Total Budget 2017-18 \$	Budget 2018-19 \$
ASSETS			
Current Assets			
Cash Asset		76,800	80,000
Financial Assets		2,811,412	2,732,804
Receivables		0	11,000
		2,888,212	2,823,804
Non-Current Assets			
Fixed Assets		4,705,924	4,462,788
			7,286,592
TOTAL ASSETS		7,594,136	2
LIABILITIES			
Current Liabilities			
Payables		450,500	450,500
Employee Entitlements		1,319,500	1,410,200
		1,770,000	1,860,700
Non-Current Liabilities			
Employee Entitlements		25,500	24,400
TOTAL LIABILITIES		1,795,500	1,885,100
NET ASSETS		5,798,636	5,401,492
EQUITY			
Members Contribution on Formation		2,051,239	2,051,239
Accumulated Surplus		3,747,397	3,350,253
TOTAL EQUITY		5,798,636	5,401,492

Statement of Change in Equity

As at June 2018- 2019

	Total	Accumulated Surplus (deficit)	Member Contribution on Formation
2018			
Bal at the beginning of the financial year	5,989,366		2,051,239
Comprehensive result	-190,730	3,747,397	
Balance at end of financial year	5,798,636	3,747,397	2,051,239
2019			
Bal at the beginning of the financial year	5,798,636		2,051,239
Comprehensive result	-282,973	3,464,424	
Balance at end of financial year	5,515,663	3,464,424	2,051,239

Statement of Capital Works

For the Years ending June 2018-2019

	Note	Total Budget 2017-18	Budget 2018-19
Capital Expenditure			
Library Material	5	1,133,260	1,096,000
Motor Vehicles		0	0
Furniture & Equipment		285,000	335,000
		1,418,260	1,431,000

Statement of Cash Flows			
Year ended June 30, 2018-2019			
	Note	Total Budget 2017-18 \$	Budget 2018-19 \$
Cash Flow from Operating Activities			
Income from:			
Council Contributions		7,614,900	7,786,160
Government Grants		2,482,785	2,580,490
Interest Income		110,262	105,000
Overdue Fines		106,330	50,000
Other Income		324,270	335,200
		10,638,547	10,856,850
Payments for:			
Employee Costs		7,732,248	8,078,703
Library Materials		246,150	311,000
Computer Services		697,700	575,800
Other Costs		789,254	780,820
		9,465,352	9,746,323
Net Cash Inflow from Operating Activities		1,173,195	1,110,527
Cash Flow from Investing Activities			
Payments for:			
Proceeds for sale of Plant & Equipment		0	0
Payment for Books, Furniture, Plant & Equipment		-1,418,260	-1,431,000
Net Cash (Outflow) from Investing Activities		-1,418,260	-1,431,000
Net Increase/Decrease in Cash		-245,065	-320,473
Cash at the beginning of the year		3,133,277	3,133,277
Cash Held at End of Year		2,888,212	2,812,804

**Statement of Human Resources
For the Years ending June 2018-2019**

	Budget 2017-18	Budget 2018-19
Staff Expenditure		
Employee costs - Operating	7,715,835	8,078,703
Total Staff Expenditure	7,715,835	8,078,703
		3
Staff Numbers	EFT 77.89	EFT 90.00
Permanent full time	31	29
Permanent part time	114	123

3.0 Notes to Budgeted Financial Statements year ending June 2018–2019

1 Council Contributions

Contributions are calculated based on the funding formula in the 2017 Regional Library Agreement. The Population figures are based on the ABS estimates as at June 2016. (ABS figures released 30 March 2017)

Councils Contribution	Budget 2017–18	Budget 2018–19
Population	400,063	416,064
Councils Contribution	7,614,900	7,786,160
Average Contrib per Capita	\$19.03	\$18.71

2 State Government Grants

The State Government establishes a funding agreement with each Library Corporation/municipality. The current funding agreement commenced July 1, 2017 and expires July 31, 2018. The state funding is primarily calculated on population. State Government funding has been budgeted with a 4% increase.

State Funding	Budget 2017–18	Budget 2018–19
Population	400,063	416,064
State Funding	2,482,785	2,580,490
Average Contrib per Capita	\$6.21	\$6.20

3 Staff Resources

Employee costs includes salaries and wages, overtime, travel cost, staff training and development, and on-costs. Increases allow for banding adjustments and scheduled Enterprise Agreement increases.

Human Resources	Budget 2017-18	Budget 2018-19
Employee Costs	7,715,835	8,078,703
Total Staffing EFT	87	90
% of total expenditure	82.44%	82.86%
Population	400,063	416,064
Expenditure per capita	\$19.29	\$19.42

4 Information & Communications Technology (ICT)

CCL is a member of the Swift Library Consortium which allows access to an Integrated Library Management System (ILMS) at a reduced cost while sharing the development and implementation costs of new technology. The ILMS is up for tender mid-2018.

The ICT road map currently in development will inform the range of products and platforms used by CCL.

Information & Communications Technology (ICT)	Budget 2017-18	Budget 2018-19
Telecommunications	32,700	32,300
Data Communications	249,500	240,000
ILMS	218,000	220,000
Computer Software & Support	197,500	83,500
Total ICT	697,700	575,800
% of total expenditure	7.32%	5.91%
Population	400,063	416,064
Expenditure per capita	\$1.74	\$1.38

5 Library Resources and Materials

CCL is re-aligning its collection as it balances ongoing demand for traditional library materials, increasing use of electronic resources, data bases and downloadable services.

Library Resources	Budget 2017-18	Budget 2018-19
Non-Capital	246,150	311,000
Capital	1,133,260	1,096,000
Total Library Resources	1,379,410	1,407,000
% of total expenditure	14.46%	14.43%
Population	400,063	416,064
Expenditure per capita	\$3.45	\$3.38

4.0 Member Council Contributions 2018-19

Contribution Allocation	Total	Casey	Cardinia	Total	Casey	Cardinia
Income	2017-18			2018-19		
Capital Replacement Reserves	250,630	177,700	72,930	285,000	209,350	75,650
Operations Income	283,930	208,550	75,380	385,200	282,950	102,250
Interest on Investments	105,000	77,125	27,875	105,000	77,125	27,875
CFC funding	146,670	73,500	73,170	148,735	74,785	73,950
Sub Total	1,248,925	999,570	249,355	923,935	644,210	279,725
State Government Funding						
Premiers Reading Challenge	56,200	41,280	14,920	57,000	41,870	15,130
State Subsidy	2,305,260	1,693,220	612,040	2,453,475	1,920,820	532,655
Local Priorities	121,325	89,115	32,210	127,015	93,295	33,720
Total State Funding	2,482,785	1,823,615	659,170	2,637,490	2,055,985	581,505
Expenditure						
Employee Costs	7,175,640	5,280,075	1,895,565	7,517,058	5,579,845	1,937,213
IT & Communications	697,700	512,465	185,235	575,800	422,930	152,870
Library Materials	246,150	187,090	59,060	311,000	236,380	74,620
Promotions & Marketing	100,000	76,010	23,990	100,000	76,010	23,990
Berwick Mechanics Institute	1,800	1,800	0	2,000	2,000	0
Administration	635,000	466,410	168,590	524,222	366,620	157,602
	9,465,655	7,060,045	2,405,610	9,562,415	7,066,750	2,495,665
Capital Expenditure						
Library Material	1,133,260	832,385	300,875	1,096,000	805,015	290,985
Motor Vehicles	0	0	0	0	0	0
Furniture & Equipment	285,000	209,335	75,665	335,000	246,060	88,940
	1,418,260	1,041,720	376,540	1,431,000	1,051,075	379,925
Total Expenses Core Library Service	10,883,915	8,101,765	2,782,150	10,993,415	8,117,825	2,875,590
Annual CCL Operating Budget						
Population (ABS June 2016)	400,063	304,071	95,992	416,064	316,233	99,831
Core Council Contribution	7,152,205	5,278,580	1,873,625	7,431,990	5,417,630	2,014,360
Bunjil Library	462,695	462,695	0	494,515	397,920	96,595
	7,614,900	5,741,275	1,873,625	7,926,505	5,815,550	2,110,955
Council Cont Prev Yr	7,005,100	5,179,175	1,825,925	7,614,900	5,741,275	1,873,625
Council Cont	7,152,205	5,278,580	1,873,625	7,926,505	5,815,550	2,110,955
Council Contribution	2.10%	1.92%	2.61%	4.09%	1.29%	12.67%

5.0 Schedule of Fees and Charges: 2018–19

1. **Replacement membership cards: \$3.30** to replace a lost card.
2. **Replacement single disks (from sets):** A standard **\$17.00** per CD is made for the replacement of each individual damaged or lost CD from any talking book set.
3. **Lost or damaged items:** A charge is made to replace the item, based on the retail price. (*GST inclusive*). Applications for refund for items valued at more than \$10.00 must be accompanied by the receipt.
4. **Computers and Electronic Resources:** Access to information via library computers, ie. the Internet, databases or CD-Roms is free.
5. **Photocopying and printing:**

Black & White Photocopying		Colour Photocopying		Scanning
A4	20¢	A4	\$1.00	All sizes and colours Free per page
A3	30¢	A3	\$1.50	

6. **Inter Library Loans:**
 Tertiary/ Special and other charging libraries **\$16.50**
 Victorian Public Libraries and other non-charging public libraries **\$5.00**
 Swift Items are free

7. **Other Charges:**
 Library Bags (New member Free), Replacement Bags **\$ 2.00**
 Ear Buds **\$ 2.00**
 USB Sticks **\$ 10.00**
 Book clubs (per annum) **\$100.00**

8. **Library Meeting Room Hire:**
 General Rate: **\$30.00 per hour**
 Community Rate: **\$15.00 per hour**
 (Conditions apply – refer to the Bookings Policy)

Creative Rate: **\$15.00 per hour**

Definition – a special rate for artists who are running workshops for members of the community eg theatre groups, painting classes etc

9. **Local History Reproduction Fees:**
 Contact: Local History Officer
 At Cranbourne Library (03) 5990 0150

Local History Schedule of Reproduction Fees

As the custodian of the Casey–Cardinia Local History Archive, CCL charges a fee for the reproduction of material held in the Local History Archive. **This fee is not a copyright fee.** CCL does not hold the copyright for all material in the collection. It is the responsibility of the user to obtain permission from the copyright owner. The fees stated below are for the publication of ONE item for ONE specified purpose. If another use is required, a new application must be made. A consent form outlining the exact purpose of the copied material and acknowledgment of the source must be completed.

All prices are per copy:

Black & White Photocopying		Colour Photocopying		Digital Image	
A4	20¢	A4	\$1.00	Hi Resolution	\$11.00
A3	30¢	A3	\$1.50	Low Resolution	\$5.50

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