

Casey
Cardinia
Libraries

'Inspiring spaces where everyone is free to discover possibilities'

Budget

2019 – 2020

Adopted: June, 2019

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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 2019–20 budget has been developed in consultation with key staff, Board members and Council Officers. A draft version of the budget was presented at the November 2018 Board meeting.

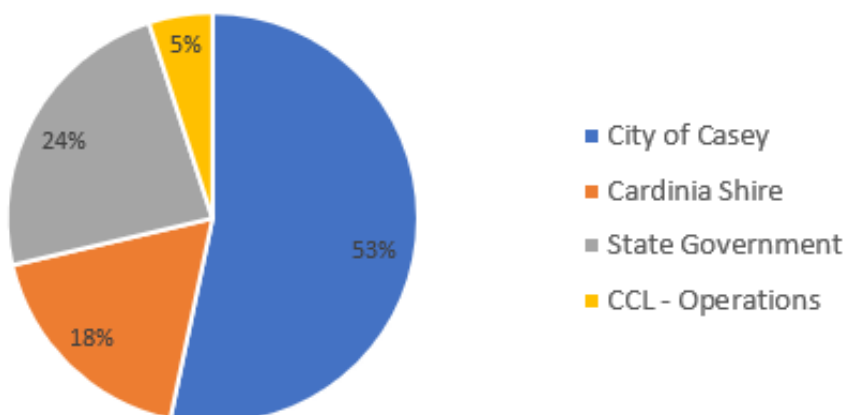
The financial statements have been prepared in accordance with the Local Government Act, maintaining a reporting framework that is consistent with the principles of sound financial management.

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 Regional Library Agreement. Member Council funding is calculated on population and usage across the region. The State Government funding is primarily based on population.

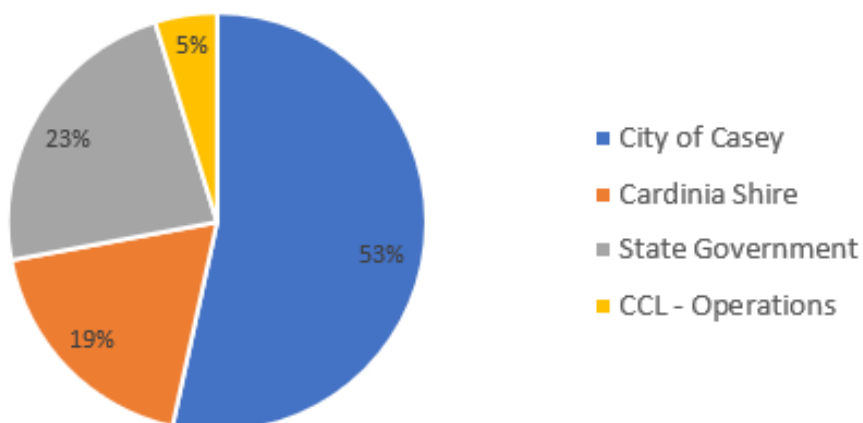
Income

	Budget 2018-19	Budget 2019-20
City of Casey	5,818,100 <i>53.31%</i>	6,198,639 <i>53.43%</i>
Cardinia Shire	1,968,060 <i>18.03%</i>	2,164,866 <i>18.66%</i>
State Government	2,580,490 <i>23.64%</i>	2,682,570 <i>23.12%</i>
CCL - Operations	547,200 <i>5.01%</i>	555,640 <i>4.79%</i>
Total Income	10,913,850	11,601,716

Budget 2018-19

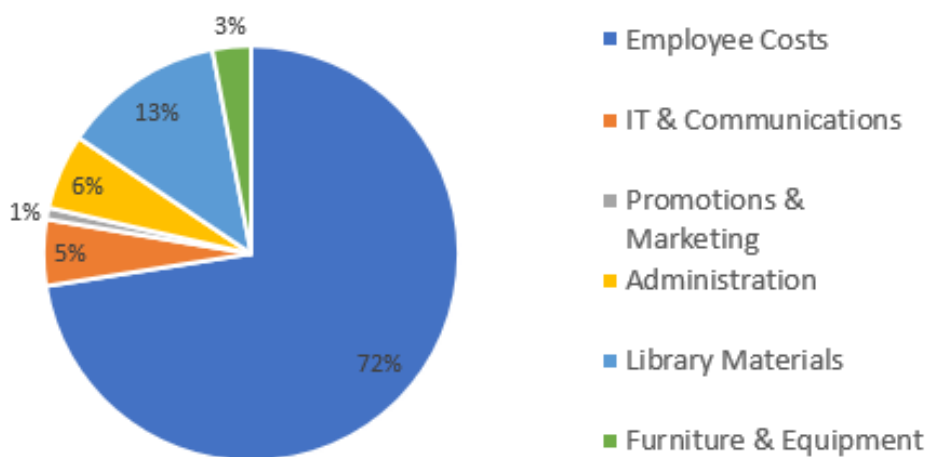


Budget 2019-20

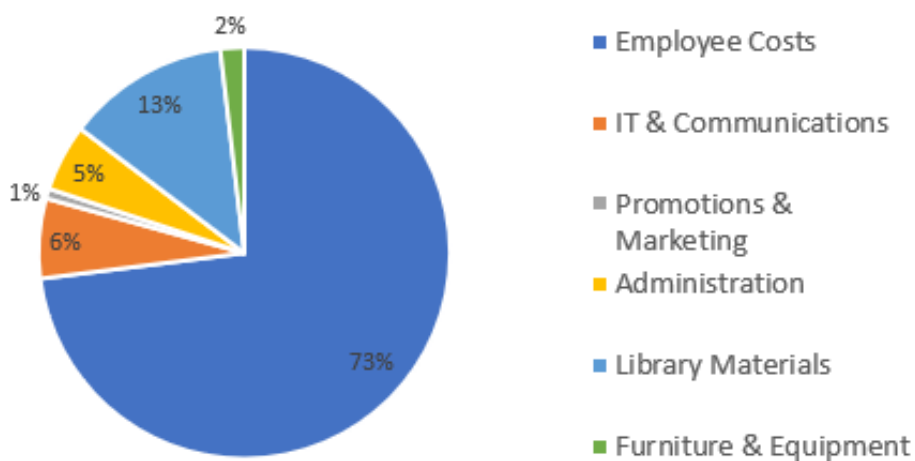


Expenditure

Budget 2019-20



Budget 2019-20



2.0 Budgeted Financial Statements 2019–20

Comprehensive Income Statement For the Years ending June 2019–2023		
	Budget 2018–19	Budget 2019–20
Revenue		
Council Contributions	7,786,160	8,363,505
State Government Grants	2,580,490	2,682,570
CFC Grant Funding	162,000	165,240
Interest on Investments	105,000	88,000
Other income	280,200	293,280
Total Income	10,913,850	11,592,595
Expenditure		
Employee Costs	8,104,023	8,566,016
IT & Communications	575,800	736,700
Library Materials	311,000	311,000
Promotions & Marketing	100,000	91,500
Administration	655,500	618,100
Depreciation	1,450,500	1,518,584
Total Expenditure	11,196,823	11,841,900
Net Gain (loss) disposal of plant & Equipment	0	9,121
Total comprehensive result	-282,973	-240,184

Balance Sheet As at June 2019-2023		
	Budget 2018-19	Budget 2019-20
ASSETS	\$	\$
Current Assets		
Cash Asset	80,000	70,000
Financial Assets	2,732,804	2,674,743
Receivables	11,000	50,000
	2,823,804	2,794,743
Non-Current Assets		
Fixed Assets	4,462,788	4,353,844
TOTAL ASSETS	7,286,592	7,148,587
LIABILITIES		
Current Liabilities		
Payables	450,500	470,879
Employee Entitlements	1,410,200	1,490,600
	1,860,700	1,961,479
Non-Current Liabilities		
Employee Entitlements	24,400	25,800
TOTAL LIABILITIES	1,885,100	1,987,279
NET ASSETS	5,401,492	5,161,308
EQUITY		
Members Contribution on Formation	2,051,239	2,051,239
Accumulated Surplus	3,350,253	3,110,069
TOTAL EQUITY	5,401,492	5,161,308

Statement of Change in Equity
As at June 2019 – 2023

	Total	Accumulated Surplus (deficit)	Member Contribution on Formation
2019			
Bal at the beginning of the financial year	5,684,465		2,051,239
Comprehensive result	-282,973	3,350,253	
Balance at end of financial year	5,401,492	3,350,253	2,051,239
2020			
Bal at the beginning of the financial year	5,401,492		2,051,239
Comprehensive result	-240,184	3,110,069	
Balance at end of financial year	5,161,308	3,110,069	2,051,239

Statement of Capital Works
For the Years ending June 2019–2023

	Note	Budget 2018–19	Budget 2019–20
Capital Expenditure			
Library Materials	5	1,096,000	1,189,640
Motor Vehicles		0	35,000
Furniture & Equipment		335,000	185,000
		1,431,000	1,409,640

Statement of Human Resources
For the four years ending June 2023

	Budget 2018–19	Budget 2019–20
Staff Expenditure		
Employee costs – Operating	8,104,023	8,566,016
Total Staff Expenditure	8,104,023	8,566,016
	<u>EFT</u>	<u>EFT</u>
Staff Numbers	90	98.22
Permanent full time	29	36
Permanent part time	123	127

Statement of Cash Flows Year ended June 30, 2019-2023		
	Budget 2018-19 \$	Budget 2019-20 \$
Cash Flow from Operating Activities		
Income from:		
Council Contributions	7,786,160	8,363,505
Government Grants	2,580,490	2,682,570
Interest Income	105,000	88,000
Overdue Fines	50,000	0
Other Income	335,200	458,520
	10,856,850	11,592,595
Payments for:		
Employee Costs	8,078,703	8,566,016
Library Materials	311,000	311,000
Computer Services	575,800	736,700
Other Costs	780,820	709,600
	9,746,323	10,323,116
Net Cash Inflow from Operating Activities	1,110,527	1,219,479
Cash Flow from Investing Activities		
Payments for:		
Proceeds for sale of Plant & Equipment	0	72,300
Payment for Books, Furniture, Plant & Equipment	-1,431,000	-1,409,840
Net Cash (Outflow) from Investing Activities	-1,431,000	-1,337,540
Net Increase/Decrease in Cash	-320,473	-68,061
Cash at the beginning of the year	3,133,277	2,812,804
Cash Held at End of Year	2,812,804	2,744,743

3.0 Notes to Budgeted Financial Statements year ending June 2019–2020

1 Council Contributions

Contributions are calculated based on the funding formula in the 2017 Casey Cardinia Regional Library Agreement. The Population figures are based on the ABS estimates as at June 2017. *(ABS figures released 2 May 2018)*

Councils Contribution	Budget 2018–19	Budget 2019–20
Population	416,064	429,245
Councils Contribution	7,786,160	8,363,505
Average Contribution per Capita	\$18.71	\$19.48
2018 State Average Contribution per capita	\$32.00	

Contribution Allocation	Casey	Cardinia
Population	76.14%	23.86%
Usage	72.09%	27.91%
Average	74.115%	25.885%

2 State Government Grants

The State Government establishes a funding agreement with each Library Corporation/municipality. The current funding agreement commenced July 1, 2018 and expires June 30, 2019. The state funding is primarily calculated on population. State Government funding has been budgeted with a 4% increase.

State Funding	Budget 2018–19	Budget 2019–20
Population	416,064	429,245
State Funding	2,580,490	2,682,570
Average Contribution per Capita	\$6.20	\$6.25



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 2018-19	Budget 2019-20
Employee Costs	8,104,023	8,566,016
Total Staffing EFT	90	98.22
% of total expenditure	72.50%	73.01%
Population	416,064	429,245
Expenditure per capita	\$19.48	\$19.96
2018 State Average Expenditure per capita	\$26.43	

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 increase in operational expenditure is due to the requirement for more robust and adaptable security, this increase is offset by decrease in capital expenditure.

Information & Communications Technology (ICT)	Budget 2018-19	Budget 2019-20
Telecommunications	31,500	31,500
Data Communications	240,000	260,000
ILMS	220,800	220,800
Computer Software & Support	83,500	224,400
Total ICT	575,800	736,700
% of total expenditure	5.91%	7.10%
Population	416,064	429,245
Expenditure per capita	\$1.38	\$1.72

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 2018-19	Budget 2019-20
Non-Capital	311,000	311,000
Capital	1,096,000	1,189,640
Total Library Resources	1,407,000	1,500,640
% of total expenditure	14.44%	14.47%
Population	416,064	429,245
Expenditure per capita	\$3.38	\$3.50
2018 State Average Expenditure per capita	\$5.42	

4.0 Member Council Contributions 2019-20

Contribution Allocation	2018-19			2019-20		
	Total	Casey	Cardinia	Total	Casey	Cardinia
Contribution Split		74.724%	25.276%		74.115%	25.885%
Income						
Capital Replacement Reserves	285,000	212,962	72,038	290,000	214,934	75,066
Operations Income	280,200	209,376	70,824	302,400	224,125	78,275
Interest on Investments	105,000	78,460	26,540	88,000	65,221	22,779
CFC funding	162,000	121,052	40,948	165,240	122,468	42,772
Sub Total	832,200	621,850	210,350	845,640	626,749	218,891
State Government Funding						
Premiers Reading Challenge	57,000	42,592	14,408	58,140	43,091	15,049
State Subsidy	2,396,474	1,790,732	605,742	2,492,333	1,847,201	645,132
Local Priorities	127,016	94,911	32,105	132,097	97,904	34,193
Total State Funding	2,580,490	1,928,235	652,255	2,682,570	1,988,195	694,374
Expenditure						
Employee Costs	8,104,023	6,055,619	2,048,404	8,566,016	6,348,731	2,217,285
IT & Communications	575,800	430,259	145,541	736,700	546,008	190,692
Library Materials	311,000	232,390	78,610	311,000	230,499	80,501
Programs & Marketing	100,000	74,724	25,276	91,500	67,816	23,684
Administration	655,500	489,813	165,687	618,100	458,107	159,993
	9,746,323	7,282,805	2,463,518	10,323,316	7,651,159	2,672,156
Capital Expenditure						
Asset Replacement						
Library Material	1,096,000	818,971	277,029	1,189,640	881,706	307,934
Motor Vehicles	0	0	0	35,000	25,940	9,060
Furniture & Equipment	335,000	250,324	84,676	185,000	137,113	47,887
	1,431,000	1,069,295	361,705	1,409,640	1,044,759	364,881
Total Expenses Core Library Service	11,177,323	8,352,100	2,825,224	11,732,956	8,695,919	3,037,037
Population (ABS 24 Apr 2018)	416,064	316,233	99,831	429,245	326,820	102,425
Council Contribution Previous Year	7,614,900	5,741,275	1,873,625	7,786,160	5,818,100	1,968,060
Council Contribution	7,786,160	5,818,100	1,968,060	8,363,505	6,198,639	2,164,866
Council Contribution increase on prior year	2.25%	1.34%	5.04%	7.42%	6.54%	10.00%

5.0 Schedule of Fees and Charges: 2019–20

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. Minor damage incurs a charge of \$3.30.
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¢ (<i>per single sided page</i>)	A4 \$1.00 (<i>per single sided page</i>)	All sizes and colours
A3 30¢ (<i>per single sided page</i>)	A3 \$1.50 (<i>per single sided page</i>)	Free per page

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¢ <i>(per single sided page)</i>	A4 \$1.00 <i>(per single sided page)</i>	Hi Resolution \$11.00
A3 30¢ <i>(per single sided page)</i>	A3 \$1.50 <i>(per single sided page)</i>	Low Resolution \$5.50

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