

**Casey  
Cardinia  
Libraries**

*'Inspiring spaces where everyone is free to discover possibilities'*

# **Budget 2020 – 2021**

August, 2020

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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 and Guiding Behaviours

### Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

### Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

### Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

### Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

### Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

### Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

## Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection
- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success

## 1.0 Executive Summary

The 2020–21 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 2019 Board meeting.

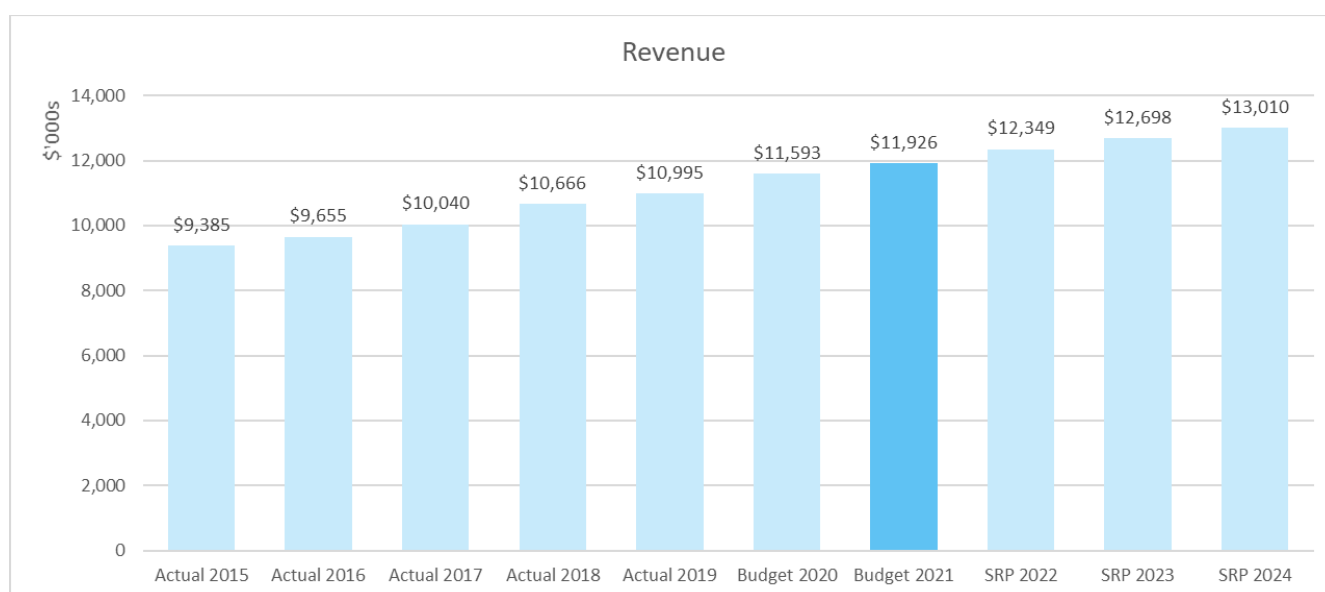
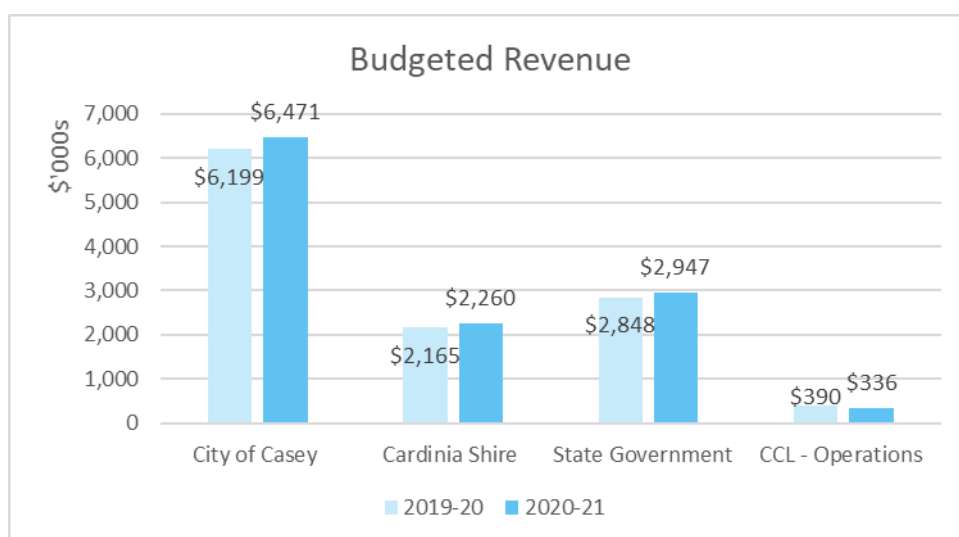
The financial statements have been prepared in accordance with the Local Government Act, maintaining a reporting framework that is consistent with the principles of sound financial management.

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.

The full impact of COVID-19 has yet to be realised. The 2020–21 budget has been based on the assumption that CCL will be able to operate business as usual from 1 July 2020.

## Income

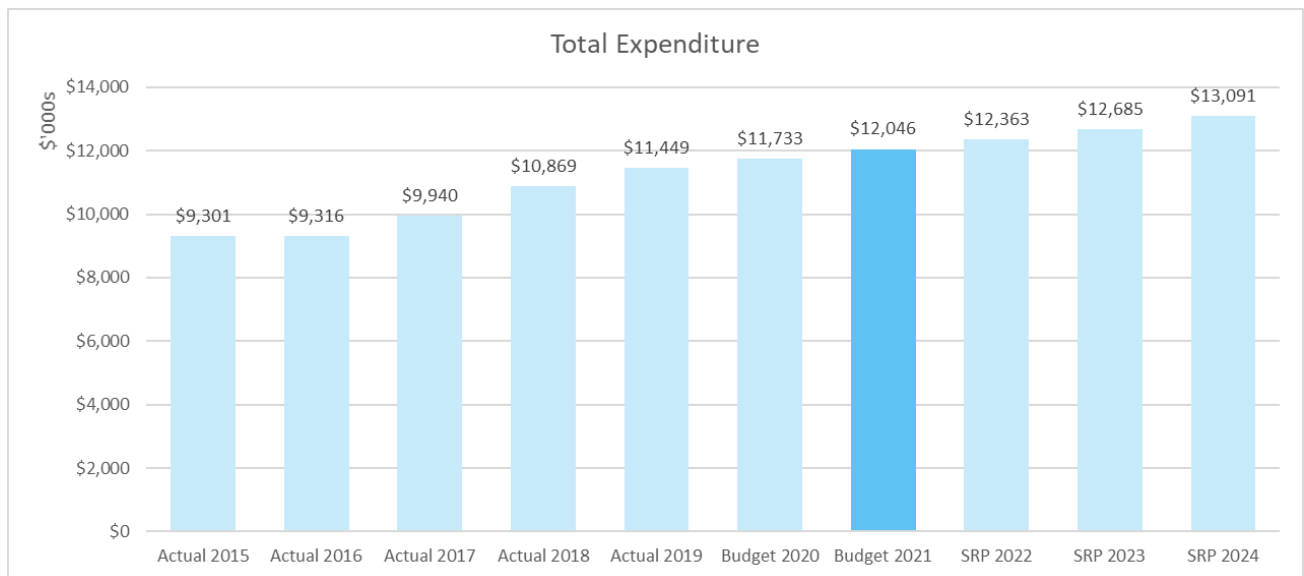
	Budget 2019-20	Budget 2020-21
City of Casey	6,198,639	6,415,592
	53.43%	53.79%
Cardinia Shire	2,164,866	2,227,264
	18.66%	18.68%
State Government	2,847,810	2,947,127
	24.55%	24.71%
CCL - Operations	390,400	336,043
	3.37%	2.82%
<b>Total Income</b>	<b>11,601,716</b>	<b>11,926,026</b>



## Expenditure

	2019-20	2020-21
Employee Costs	8,557,266	8,842,315
IT & Communications	736,700	737,593
Promotions & Marketing	91,500	135,160
Administration	626,851	572,967
Library Materials	1,500,640	1,530,653
Furniture & Equipment	220,000	227,200
<b>Total Expenditure</b>	<b>11,732,957</b>	<b>12,045,888</b>

Total cost of Library Service	Budget 2019-20	Budget 2020-21
Population	466,031	489,773
Cost of Library Service	11,601,716	11,926,026
Average Cost per Capita	\$24.89	\$24.35
State Average Cost Per Capita	\$41.15	



## 2.0 Budgeted Financial Statements 2020–21

Comprehensive Income Statement For the Years ending June 30			
	Note	Budget 2019–20	Budget 2020–21
<b>Revenue</b>			
Council Contributions	1	8,363,505	8,642,856
State Government Grants	2	2,682,570	2,771,127
CFC Grant Funding		165,240	176,000
Interest on Investments		88,000	37,500
Other income	3	293,279	298,543
Total Income		11,592,595	11,926,026
<b>Expenditure</b>			
Employee Costs	4	8,557,266	8,842,315
CFC Expenditure		25,320	18,800
IT & Communications	5	736,700	737,593
Library Materials	6	311,000	317,220
Promotions & Marketing		91,500	135,160
Administration		626,851	572,967
Depreciation		1,518,584	1,430,760
Total Expenditure		11,841,901	12,036,015
Net Gain (loss) disposal of plant & Equipment		9,121	0
Total comprehensive result		(240,185)	(109,989)

Balance Sheet		
As at June 30		
	Budget 2019-20	Budget 2020-21
<b>ASSETS</b>	\$	\$
<b>Current Assets</b>		
Cash Asset	70,000	70,000
Financial Assets	2,674,743	2,730,882
Receivables	50,000	50,000
	2,794,743	2,850,882
<b>Non-Current Assets</b>		
Fixed Assets	4,353,844	4,363,716
<b>TOTAL ASSETS</b>	<b>7,148,587</b>	<b>7,214,598</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	470,879	583,500
Employee Entitlements	1,490,600	1,504,780
	1,961,479	2,088,280
<b>Non-Current Liabilities</b>		
Employee Entitlements	25,800	75,000
<b>TOTAL LIABILITIES</b>	<b>1,987,279</b>	<b>2,163,280</b>
<b>NET ASSETS</b>	<b>5,161,308</b>	<b>5,051,318</b>
<b>EQUITY</b>		
Members Contribution on Formation	2,051,239	2,051,239
Accumulated Surplus	3,110,069	3,000,079
<b>TOTAL EQUITY</b>	<b>5,161,308</b>	<b>5,051,318</b>

### Statement of Change in Equity

As at June 30

	Total	Accumulated Surplus (deficit)	Member Contribution on Formation
<b>2020</b>			
Bal at the beginning of the financial year	5,401,492		2,051,239
Comprehensive result	(240,185)	3,110,068	
<b>Balance at end of financial year</b>	<b>5,161,307</b>	<b>3,110,068</b>	<b>2,051,239</b>
<b>2021</b>			
Bal at the beginning of the financial year	5,161,307		2,051,239
Comprehensive result	(109,989)	3,000,079	
<b>Balance at end of financial year</b>	<b>5,051,318</b>	<b>3,000,079</b>	<b>2,051,239</b>

### Statement of Capital Works

For the Years ending June 30

	Note	Budget 2019-20	Budget 2020-21
<b>Capital Expenditure</b>			
Library Materials	6	1,189,640	1,213,433
Motor Vehicles		35,000	38,500
Furniture & Equipment **		185,000	188,700
		<b>1,409,640</b>	<b>1,440,633</b>

### Statement of Human Resources

For the four years ending June 30

	Budget 2019-20	Budget 2020-21
<b>Staff Expenditure</b>		
Employee costs - Operating	8,557,266	8,842,315
<b>Total Staff Expenditure</b>	<b>8,557,266</b>	<b>8,842,315</b>
	EFT	EFT
Staff Numbers	98	96
Permanent full time	29	34
Permanent part time	123	128

# Statement of Cash Flows

Year ended June 30, 2020-2021

	Budget 2019-20 \$	Budget 2020-21 \$
<b>Cash Flow from Operating Activities</b>		
<b>Income from:</b>		
Council Contributions	8,363,505	8,642,856
Government Grants	2,682,570	2,947,127
Interest Income	88,000	37,500
Overdue Fines	0	0
Other Income	458,520	474,543
	11,592,595	12,102,026
<b>Payments for:</b>		
Employee Costs	8,566,016	8,842,315
Library Materials	311,000	317,220
Computer Services	736,700	737,593
Other Costs	709,600	708,127
	10,323,316	10,605,255
<b>Net Cash Inflow from Operating Activities</b>	1,269,279	1,496,771
<b>Cash Flow from Investing Activities</b>		
<b>Payments for:</b>		
Proceeds for sale of Plant & Equipment	72,300	0
Payment for Books, Furniture, Plant & Equipment	(1,409,640)	(1,440,633)
<b>Net Cash (Outflow) from Investing Activities</b>	(1,337,340)	(1,440,633)
<b>Net Increase/Decrease in Cash</b>	(68,061)	56,139
<b>Cash at the beginning of the year</b>	2,812,804	2,744,743
<b>Cash Held at End of Year</b>	2,744,743	2,800,882

## 3.0 Notes to Budgeted Financial Statements year ending June 2020-2021

### 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 2019. *(ABS figures released 25 March 2020)*

Councils Contribution	Budget 2019-20	Budget 2020-21
Population	466,031	489,773
Councils Contribution	8,363,505	8,642,856
Average Contrib. per Capita	\$17.95	\$17.65
2019 State LCs Average Contribution per capita	\$30.72	

Contribution Allocation	Casey	Cardinia
Population	75.933%	24.067%
Usage	72.527%	27.473%
Average	74.230%	25.770%

### 2 State Government Grants

The State Government establishes a funding agreement with each Library Corporation/municipality. The current funding agreement commenced July 1, 2019 and expires June 30, 2020. The state funding is primarily calculated on population. State Government funding has been budgeted with a 2.5% increase in line with the prior year.

State Funding	Budget 2019-20	Budget 2020-21
Population	466,031	489,773
State Funding	2,847,810	2,947,127
Average Contrib. per Capita	\$6.11	\$6.02

### 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 increases.

The previous Enterprise Agreement expired in November 2019, a new 4 year agreement is awaiting approval by Fair Work before being adopted. Employment costs have been based on the assumption that this will proceed as planned.

Employee costs in the 2021 budget have been based on CCL being able to operate business as usual from July 2020.

Not included in the 2021 budget is an additional funding call from Vision Super for Defined Benefits. The next scheduled actuarial investigation carried out by the Fund Actuary is as at 30 June 2020, due to be completed by 31 December 2020.

Human Resources	Budget 2019-20	Budget 2020-21
Employee Costs	8,557,266	8,842,315
Total Staffing EFT	98	96
% of total expenditure	72.93%	73.41%
Population	466,031	489,773
Expenditure per capita	\$18.36	\$18.05
2019 State Average Expenditure per capita	\$26.94	

### 4 Information & Communications Technology (ICT)

CCL is a member of Libraries Victoria which allows access to an Integrated Library Management System (ILMS) at a reduced cost while sharing the development and implementation costs of new technology.

Information & Communications Technology (ICT)	Budget 2019-20	Budget 2020-21
Telecommunications	31,500	36,225
Data Communications	260,000	265,200
ILMS	220,800	187,680
Computer Software & Support	224,400	248,488
<b>Total ICT</b>	<b>736,700</b>	<b>737,593</b>
% of total expenditure	7.14%	6.95%
Population	466,031	489,773
Expenditure per capita	\$1.58	\$1.51

## 5 Library Resources and Materials

CCL is aligning its collection to balance ongoing demand for traditional library materials, increasing use of electronic resources, data bases and downloadable services in line with community expectations.

Library Resources	Budget 2019-20	Budget 2020-21
Non-Capital	311,000	317,220
Capital	1,189,640	1,213,433
<b>Total Library Resources</b>	<b>1,500,640</b>	<b>1,530,653</b>
% of total expenditure	14.54%	14.33%
Population	466,031	489,773
Expenditure per capita	\$3.22	\$3.13
2019 State Average Expenditure per Capita	\$5.86	

## 4.0 Member Council Contributions 2020-21

	2019-20			2020-21		
Contribution Allocation	Total	Casey	Cardinia	Total	Casey	Cardinia
Contribution Split		74.724%	25.276%		74.230%	25.770%
<b>Income</b>						
Operations Income	302,400	225,965	76,436	298,543	221,609	76,935
Interest on Investments	88,000	65,757	22,243	37,500	27,836	9,664
CFC funding	165,240	123,473	41,767	176,000	130,645	45,355
Sub Total	555,640	415,195	140,446	512,043	380,090	131,954
<b>State Government Funding</b>						
Premiers Reading Challenge	58,140	43,444	14,696	60,000	44,538	15,462
State Subsidy	2,492,333	1,862,361	629,972	2,575,571	1,911,846	663,725
Local Priorities	132,097	98,707	33,389	135,556	100,623	34,933
Total State Funding	2,682,570	2,004,513	678,057	2,771,127	2,057,008	714,119
<b>Expenditure</b>						
Employee Costs	8,557,266	6,394,298	2,162,968	8,842,315	6,563,650	2,278,665
New Library New works	0	0	0	0	0	0
New Library (core service)	0	0	0	0	0	0
IT & Communications	736,700	550,489	186,211	737,593	547,515	190,078
Library Materials	311,000	232,390	78,610	317,220	235,472	81,748
Programs & Marketing	91,500	68,372	23,128	135,160	100,329	34,831
Administration	626,851	468,406	158,445	572,967	425,313	147,654
	10,323,317	7,713,955	2,609,362	10,605,255	7,872,281	2,732,974
<b>Capital Expenditure</b>						
Asset Replacement						
Library Material	1,189,640	888,942	300,698	1,213,433	900,731	312,702
Motor Vehicles	35,000	26,153	8,847	38,500	28,579	9,921
Furniture & Equipment	185,000	138,239	46,761	188,700	140,072	48,628
	1,409,640	1,053,334	356,306	1,440,633	1,069,382	371,251
Total Expenses Core Library Service	11,732,957	8,767,289	2,965,668	12,045,888	8,941,662	3,104,225
Population (ABS 24 Apr 2018)	416,064	316,233	99,831	489,773	369,214	120,559
Council Cont Prev Yr	7,786,160	5,818,105	1,968,055	8,363,505	6,198,639	2,164,866
<b>Council Cont</b>	<b>8,363,505</b>	<b>6,198,639</b>	<b>2,164,866</b>	<b>8,642,856</b>	<b>6,415,592</b>	<b>2,227,264</b>
Council Contribution increase on prior year	7.42%	6.54%	10.00%	3.34%	3.50%	2.88%

## 5.0 Schedule of Fees and Charges: 2020-21

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. **Libraries Victoria Lost or damaged processing: \$5.00** processing fee to cover the administration costs associated with lost/damaged items belonging to other libraries.
5. **Computers and Electronic Resources:** Access to information via library computers, ie. the Internet, databases or CD-Roms is free.
6. **Photocopying and printing:**

Black & White Photocopying	Colour Photocopying	Scanning
<b>A4 20¢</b> ( <i>per single sided page</i> )	<b>A4 \$1.00</b> ( <i>per single sided page</i> )	<b>All sizes and colours</b>
<b>A3 30¢</b> ( <i>per single sided page</i> )	<b>A3 \$1.50</b> ( <i>per single sided page</i> )	<b>Free per page</b>

7. **Inter Library Loans:**  
 Tertiary/ Special and other charging libraries **\$16.50**  
 Victorian Public Libraries and other non-charging public libraries **\$5.00**  
 Libraries Victoria Items are free
8. **Other Charges:**

Library Bags (New member Free), Replacement Bags	<b>\$2.00</b>
Ear Buds	<b>\$2.00</b>
USB Sticks	<b>\$10.00</b>
Book clubs (per annum)	<b>\$100.00</b>
9. **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

10. 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
<b>A4 20¢</b> <i>(per single sided page)</i>	<b>A4 \$1.00</b> <i>(per single sided page)</i>	<b>Hi Resolution \$11.00</b>
<b>A3 30¢</b> <i>(per single sided page)</i>	<b>A3 \$1.50</b> <i>(per single sided page)</i>	<b>Low Resolution \$5.50</b>

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