

**Casey
Cardinia
Libraries**

'Inspiring spaces where everyone is free to discover possibilities'

Budget 2021 - 2022

Endorsed: 24 February, 2021

Updated: 21 April 2021

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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 2021 – 22 budget has been developed in consultation with key staff, Board members, and the local community. A draft version was presented to the Board at the November 2020 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 by the City of Casey, Cardinia Shire Council and the State Government.

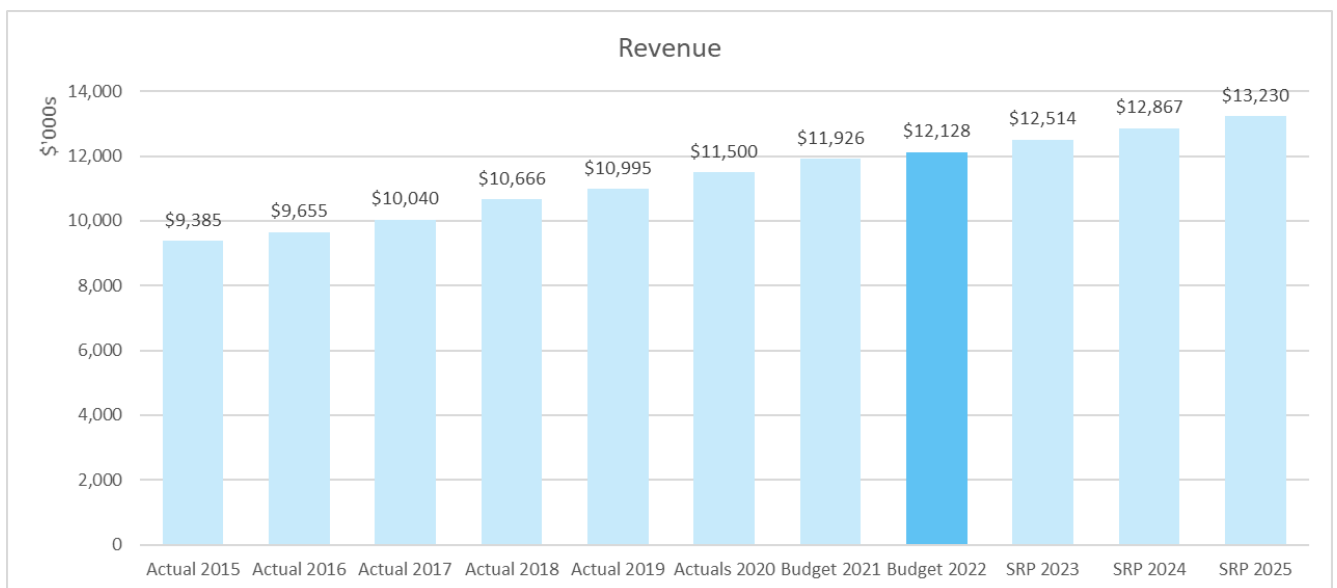
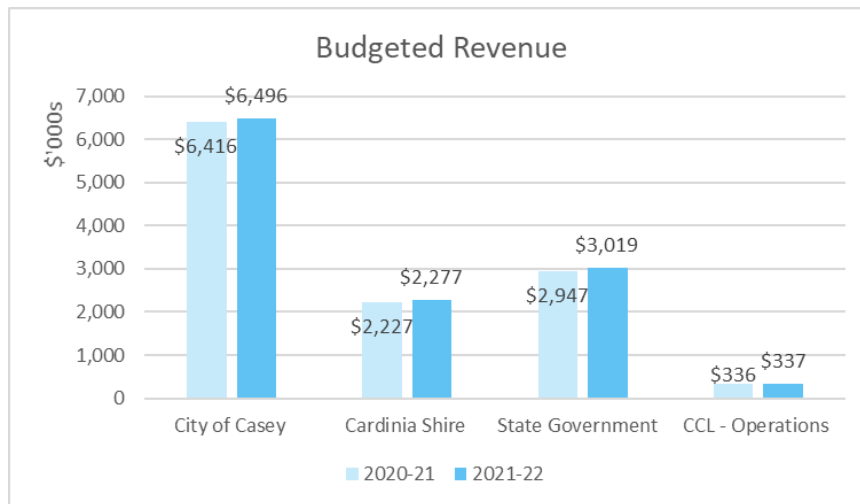
The 2021-22 budget has been based on the assumption that CCL will be able to operate business as usual from 1 July 2021. Further lockdowns due to the COVID-19 pandemic will have an effect on the budgeted figures, but any savings obtained due to branch closures would offset and expected loss of income.

The City of Casey and Cardinia Shire Council acknowledge that the budgeted deficit of \$318,678 for FY2022 will result in a draw down on reserves, to be partially offset by savings achieved throughout the 2020 and 2021 financial years.



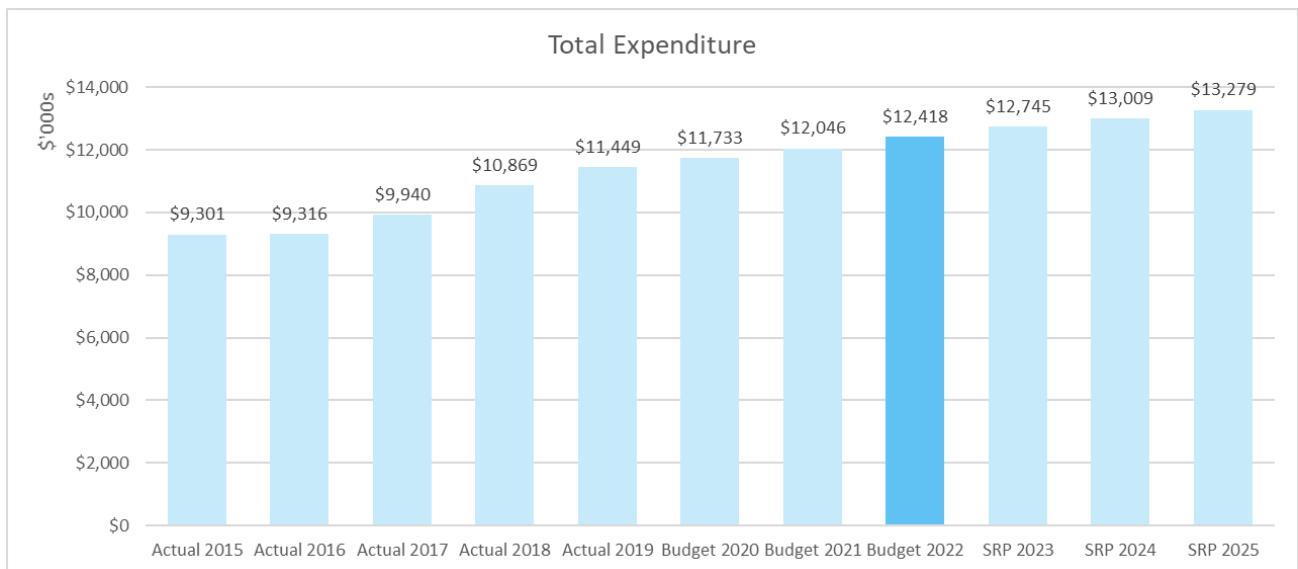
Income

	Actuals	Budget	Budget
	2019-20	2020-21	2021-22
City of Casey	6,198,639	6,415,592	6,495,948
	54.11%	53.79%	53.56%
Cardinia Shire	2,164,866	2,227,264	2,276,551
	18.90%	18.68%	18.77%
State Government	2,883,244	2,947,127	3,019,025
	25.17%	24.71%	24.89%
CCL - Operations	209,830	336,043	336,906
	1.83%	2.82%	2.78%
Total Income	11,456,579	11,926,026	12,128,430



Expenditure

	2019-20	2020-21	2021-22
Employee Costs	8,149,726	8,842,315	9,110,268
IT & Communications	767,693	737,593	752,345
Promotions & Marketing	125,651	135,160	139,766
Administration	432,385	572,967	606,218
Library Materials	1,476,471	1,530,653	1,591,879
Furniture & Equipment	216,672	227,200	217,474
Total Expenditure	11,168,598	12,045,888	12,417,951



2.0 Budgeted Financial Statements 2021–2022

Comprehensive Income Statement For the Years ending June 30			
	Note	Budget 2020-21	Budget 2021-22
Revenue			
Council Contributions	1	8,642,856	8,772,499
State Government Grants	2	2,771,127	2,839,505
CFC Grant Funding		176,000	179,520
Interest on Investments		37,500	33,750
Other income	3	298,543	303,156
Total Income		11,926,026	12,128,430
Expenditure			
Employee Costs	4	8,842,315	9,110,268
CFC Expenditure		25,320	18,800
IT & Communications	5	737,593	752,345
Library Materials	6	317,220	382,051
Promotions & Marketing		135,160	139,766
Administration		572,967	606,218
Depreciation		1,430,760	1,456,459
Total Expenditure		12,036,015	12,447,108
Net Gain (loss) disposal of plant & Equipment		0	0
Total comprehensive result		(109,989)	(318,678)



Balance Sheet		
As at June 30		
	Budget	Budget
	2020-21	2021-22
	\$	\$
ASSETS		
Current Assets		
Cash Asset	70,000	70,000
Financial Assets	3,247,058	2,930,387
Receivables	66,482	50,000
Inventories		
	3,383,540	3,050,387
Non-Current Assets		
Fixed Assets	4,207,555	4,178,398
Right-of-use assets	131,755	107,783
TOTAL ASSETS	7,722,849	7,336,567
LIABILITIES		
Current Liabilities		
Payables	526,226	430,495
Lease Liabilities	26,661	26,661
Employee Entitlements	1,590,912	1,638,640
	2,143,800	2,095,796
Non-Current Liabilities		
Employee Entitlements	110,563	113,880
Lease Liabilities	109,477	86,560
TOTAL LIABILITIES	2,363,840	2,296,236
NET ASSETS	5,359,009	5,040,331
EQUITY		
Members Contribution on Formation	2,051,239	2,051,239
Accumulated Surplus	3,307,770	2,989,092
TOTAL EQUITY	5,359,009	5,040,331

Statement of Change in Equity			
As at June 30			
	Total	Accumulated Surplus (deficit)	Member Contribution on Formation
2021			
Bal at the beginning of the financial year	5,468,998	3,417,759	2,051,239
Comprehensive result	(109,989)	(109,989)	
Balance at end of financial year	5,359,009	3,307,770	2,051,239
2022			
Bal at the beginning of the financial year	5,359,009	3,307,770	2,051,239
Comprehensive result	(318,678)	(318,678)	
Balance at end of financial year	5,040,331	2,989,092	2,051,239

Statement of Capital Works		
For the Years ending June 30		
	Budget 2020-21	Budget 2021-22
Capital Expenditure		
Library Materials	1,213,433	1,209,828
Motor Vehicles	38,500	0
Furniture & Equipment **	188,700	217,474
	1,440,633	1,427,302

Statement of Human Resources		
For the years ending June 30		
	Budget 2020-21	Budget 2021-22
Staff Expenditure		
Employee costs - Operating	8,842,315	9,110,268
Total Staff Expenditure	8,842,315	9,110,268
	EFT	EFT
Staff Numbers	98	96
Permanent full time	29	34
Permanent part time	123	128



Statement of Cash Flows		
Year ended June 30, 2021-2025		
	Budget	Budget
	2020-21	2021-22
	\$	\$
Cash Flow from Operating Activities		
Income from:		
Council Contributions	8,642,856	8,772,499
Government Grants	2,947,127	3,019,025
Interest Income	37,500	33,750
Overdue Fines	0	0
Other Income	298,543	303,156
	11,926,026	12,128,430
Payments for:		
Employee Costs	8,842,315	9,110,268
Library Materials	317,220	382,051
Computer Services	737,593	752,345
Other Costs	735,277	773,134
	10,632,405	11,017,799
Net Cash Inflow from Operating Activities	1,293,621	1,110,631
Cash Flow from Investing Activities		
Payments for:		
Proceeds for sale of Plant & Equipment	0	0
Payment for Books, Furniture, Plant & Equipment	(1,440,633)	(1,427,302)
Net Cash (Outflow) from Investing Activities	(1,440,633)	(1,427,302)
Net Increase/Decrease in Cash	(147,011)	(316,671)
Cash at the beginning of the year	3,464,069	3,317,058
Cash Held at End of Year	3,317,058	3,000,387

3.0 Notes to the Budgeted Financial Statements 2021-2022

1 - Council Contributions

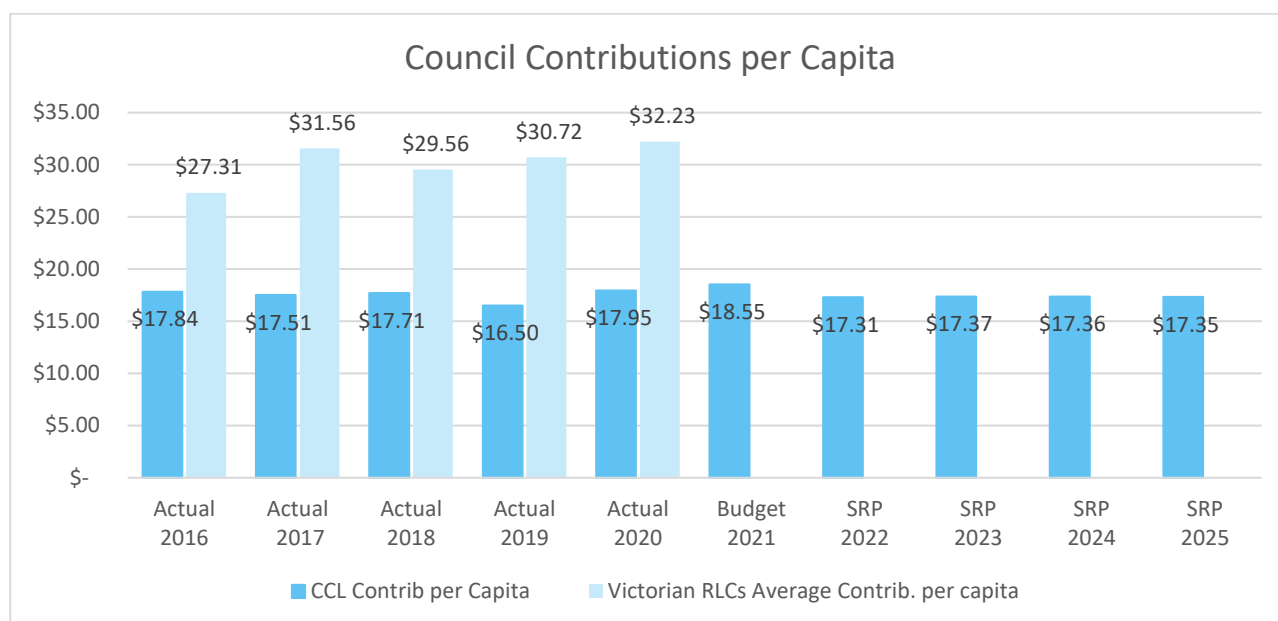
Contributions are calculated based on the funding formula in the 2017 Regional Library Agreement. The latest available ABS Population figures are estimates as at June 2020. (ABS figures released 25 March 2021).

Contribution Allocation	Casey	Cardinia
Population	75.833%	24.167%
Usage	72.265%	27.735%
Average	74.049%	25.951%

Councils Contribution	Budget	Budget
	2020-21	2021-22
Population	466,031	506,715
Councils Contribution	8,642,856	8,772,499
Average Contrib per Capita	\$18.55	\$17.31
2020 Victorian RLCs Average Contribution per capita		\$ 32.23

**Forecast population estimate source <https://forecast.id.com.au>

*Regional Library Corporations include - West Gippsland Regional Library, Eastern Regional Libraries, Geelong Regional Libraries, Whitehorse Manningham Regional Library Corporation and Yarra Plenty Regional Library.



2 - State Government Grants

The State Government establishes a funding agreement with each Library Corporation/Municipality. The current agreement expires June 30, 2021. The state funding is primarily calculated on population and in FY2020 & FY2021 received a 2.5% increase.

State Funding	Budget	Budget
	2020-21	2021-22
Population	466,031	506,715
State Funding	2,947,127	3,019,025
Average Contrib per Capita	\$6.32	\$5.96

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 current Enterprise Agreement is in effect until 24th November 2023 and all employment costs have been calculated to take into account agreed salary increases, Included in the budgeted employments costs are the scheduled increases to the Super Guarantee Percentage, as published by the ATO.

Employee costs in the 2022 budget have been based on CCL being able to operate business as usual from 1 July 2021.

Not included in the 2022 budget is an additional funding call from Vision Super for Defined Benefits. The VBI of 104.5% as at 30 September 2020 satisfies APRA's Superannuation Prudential Standard 160 (SPS 160) and a funding call is not anticipated at this time. The next scheduled actuarial investigation carried out by the Fund Actuary is as at 30 June 2020 and was due to be completed by 31 December 2020. It has not been distributed at this point.

Human Resources	Budget	Budget
	2020-21	2021-22
Employee Costs	8,842,315	9,110,268
Total Staffing EFT	98	96
% of total expenditure	73.41%	73.36%
Population	466,031	506,715
Expenditure per capita	\$18.97	\$17.98
2020 State Average Expenditure per capita		\$26.37

4 - Information & Communications Technology (ICT)

The ICT road map informs investment in new the products and platforms used by CCL over the life of the Library Plan. CCL has aligned the operational and capital expenditure budget to reflect the current operational requirements of the organisation and allow greater flexibility in service delivery.

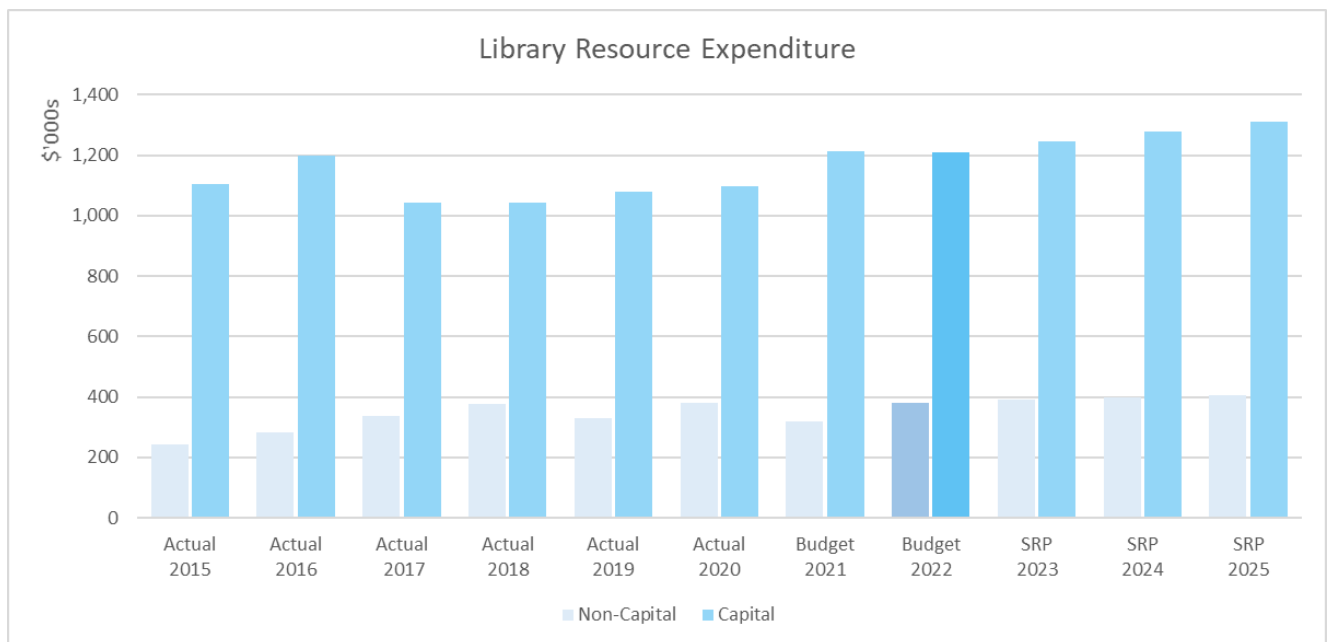
Information & Communications Technology (ICT)	Budget 2020-21	Budget 2021-22
Telecommunications	36,225	36,950
Data Communications	265,200	270,504
ILMS	187,680	191,434
Computer Software & Support	248,488	253,458
Total ICT	737,593	752,345
% of total expenditure	6.94%	6.83%
Population	466,031	506,715
Expenditure per capita	\$1.58	\$1.48



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 2020-21	Budget 2021-22
Non-Capital	317,220	382,051
Capital	1,213,433	1,209,828
Total Library Resources	1,530,653	1,591,879
% of total expenditure	14.40%	14.45%
Population	466,031	506,715
Expenditure per capita	\$3.28	\$3.14
2020 State Average Expenditure per Capita		\$6.06



4.0 Member Council Contributions 2021-2022

Contribution Allocation	2020-21			2021-22		
	Total	Casey	Cardinia	Total	Casey	Cardinia
Contribution Split		74.230%	25.770%		74.049%	25.951%
Income						
Operations Income	298,543	221,609	76,935	303,156	224,484	78,672
Interest on Investments	37,500	27,836	9,664	33,750	24,992	8,758
CFC funding	176,000	130,645	45,355	179,520	132,933	46,587
Sub Total	512,043	380,090	131,954	516,426	382,408	134,018
State Government Funding						
Premiers Reading Challenge	60,000	44,538	15,462	60,600	44,874	15,726
State Subsidy	2,575,571	1,911,846	663,725	2,639,960	1,954,864	685,096
Local Priorities	135,556	100,623	34,933	138,945	102,888	36,058
Total State Funding	2,771,127	2,057,008	714,119	2,839,505	2,102,625	736,880
Expenditure						
Employee Costs	8,842,315	6,563,650	2,278,665	9,110,268	6,746,063	2,364,206
IT & Communications	737,593	547,515	190,078	752,345	557,104	195,241
Library Materials	317,220	235,472	81,748	382,051	282,905	99,146
Programs & Marketing	135,160	100,329	34,831	139,766	103,496	36,271
Administration	572,967	425,313	147,654	606,218	448,898	157,320
	10,605,255	7,872,281	2,732,974	10,990,649	8,138,465	2,852,183
Capital Expenditure						
Library Material	1,213,433	900,731	312,702	1,209,828	895,866	313,962
Motor Vehicles	38,500	28,579	9,921	0	0	0
Furniture & Equipment	188,700	140,072	48,628	217,474	161,037	56,437
	1,440,633	1,069,382	371,251	1,427,302	1,056,903	370,399
Total Expenses Core Library Service	12,045,888	8,941,662	3,104,225	12,417,951	9,195,368	3,222,582
Population	416,064	316,233	99,831	506,715	380,531	126,184
Council Cont Prev Yr	8,363,505	6,198,639	2,164,866	8,642,856	6,415,592	2,227,264
Council Cont	8,642,856	6,415,592	2,227,264	8,772,499	6,495,948	2,276,551
Council Contrib. increase on prior year	3.34%	3.50%	2.88%	1.50%	1.25%	2.21%

5.0 Non-Financial Resources

Library buildings and the mobile library are owned and maintained by individual Councils.

There are five service points in the City of Casey:

- Bunjil Place Library
- Cranbourne Library
- Doveton Library
- Endeavour Hills Library
- Hampton Park Library

There are three service points operating in Cardinia Shire:

- Pakenham Library
- Emerald Library
- Cardinia Mobile Library



6.0 Schedule of Fees and Charges: 2021-2022

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
A4 20¢ (per single sided page)	A4 \$1.00 (per single sided page)	All sizes and colours
A3 30¢ (per single sided page)	A3 \$1.50 (per single sided page)	Free per page

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	\$2.00
Ear Buds	\$2.00
USB Sticks	\$10.00
Book clubs (per annum)	\$100.00

9. **Library Meeting Room Hire:**
General Rate: **\$30.00 per hour**
Community Rate: **\$5.00 booking fee**
(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
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

Casey Cardinia Libraries
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ccl.vic.gov.au

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