

# CONNECTED LIBRARIES

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Ignite your imagination

## **Budget 2023-2024**

Endorsed: 26 April 2023

Updated: 29 June 2023

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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 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 2023–2024 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 2022 Board meeting.

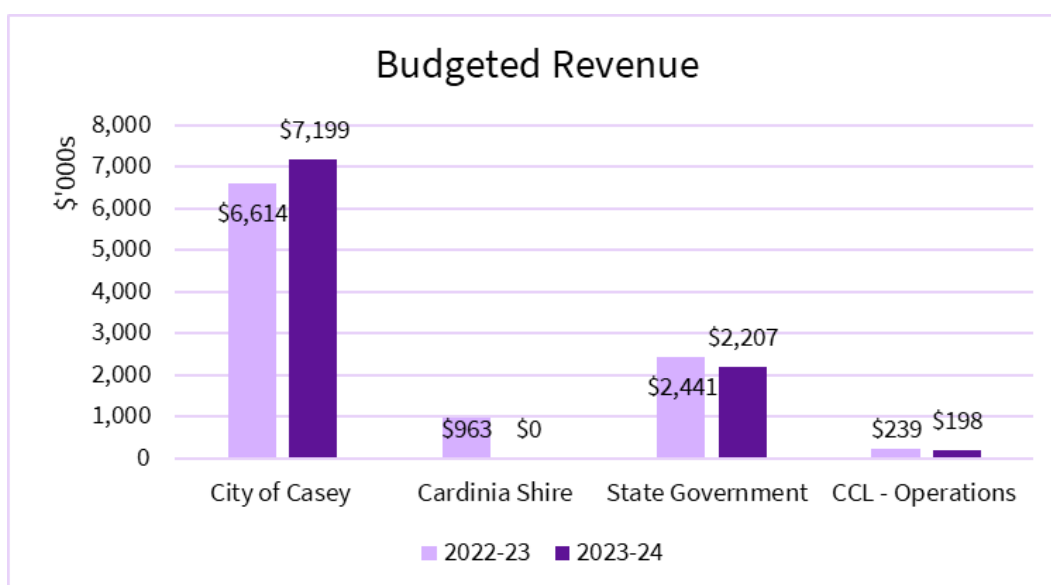
The financial statements have been prepared in accordance with the Local Government Act, maintaining a reporting framework that is consistent with the principles of sound financial management.

Connected Libraries (CL) is funded by the City of Casey and the State Government.

The 2023-2024 budget takes into account key decisions made by the CL Board made throughout the course of the 2022–2023 financial year. This Budget is based on the restructure of the CL staffing model to allow for further provision of service to the community whilst maintaining Member Council contributions within rate cap. It is assumed that new outreach projects identified within the 2023 Service Review are all delivered within the first 6 months of the 2023-2024 financial year and all ongoing costs of these projects have been included.

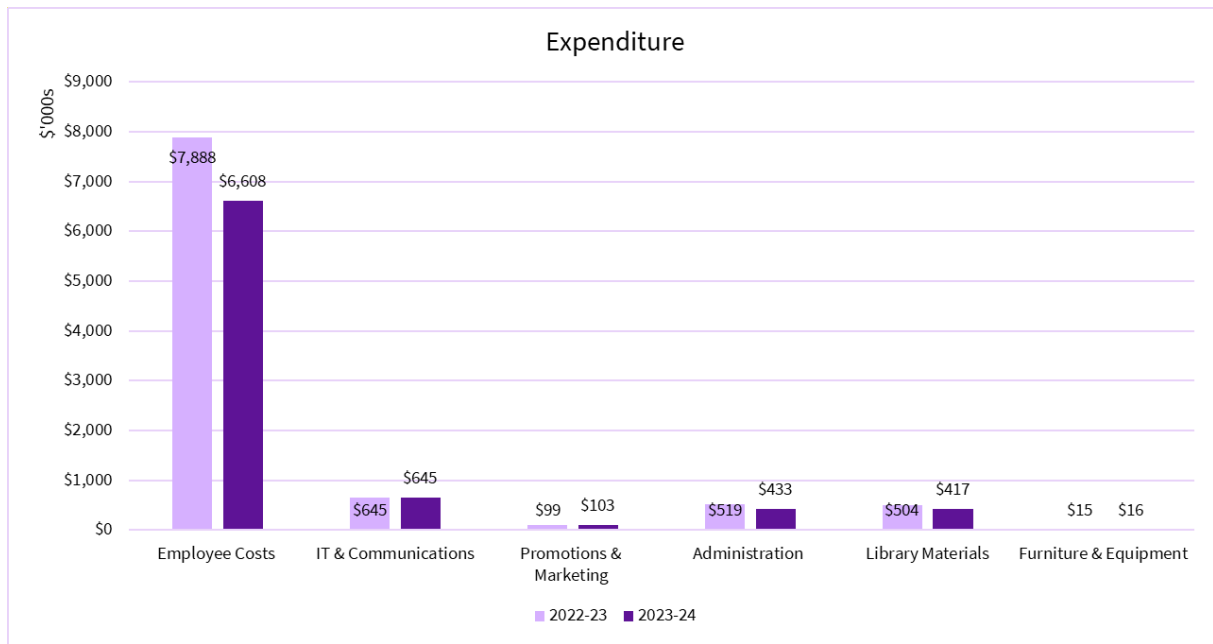
### Revenue

|                         | Revised Budget    | Budget           |
|-------------------------|-------------------|------------------|
|                         | 2022-23           | 2023-24          |
| <b>City of Casey</b>    | 6,614,090         | 7,198,580        |
|                         | 64.48%            | 74.96%           |
| <b>Cardinia Shire</b>   | 963,303           | 0                |
|                         | 9.39%             | 0.00%            |
| <b>State Government</b> | 2,440,589         | 2,207,392        |
|                         | 23.79%            | 22.99%           |
| <b>CCL - Operations</b> | 239,166           | 197,515          |
|                         | 2.33%             | 2.06%            |
| <b>Total Income</b>     | <b>10,257,148</b> | <b>9,603,487</b> |



### Expenditure

|                             | <b>Revised Budget</b> | <b>Budget</b>    |
|-----------------------------|-----------------------|------------------|
|                             | <b>2022-23</b>        | <b>2023-24</b>   |
| Employee Costs              | 7,887,663             | 6,607,846        |
| IT & Communications         | 645,294               | 645,000          |
| Promotions & Marketing      | 99,097                | 102,960          |
| Administration              | 519,200               | 433,303          |
| Library Materials           | 1,412,074             | 1,505,013        |
| Library Materials - Expense | 351,299               | 358,640          |
| Library Materials - Capital | 1,060,775             | 1,146,373        |
| Furniture & Equipment       | 166,213               | 428,362          |
| <b>Total Expenditure</b>    | <b>10,729,541</b>     | <b>9,722,484</b> |



## 2.0 Budgeted Financial Statements 2023–2024

| <b>Comprehensive Income Statement<br/>For the Years ending June 30</b> |                   |                  |
|--|-------------------|------------------|
|  | Revised Budget    | Budget           |
|  | 2022-23           | 2023-24          |
| <b>Revenue</b>   |                   |                  |
| Council Contributions  | 7,577,393         | 7,198,580        |
| State Government Grants  | 2,440,589         | 2,207,392        |
| Interest on Investments  | 78,767            | 87,500           |
| Other income   | 162,250           | 110,015          |
| <b>Total Income</b>  | <b>10,258,999</b> | <b>9,603,487</b> |
| <b>Expenditure</b>   |                   |                  |
| Employee Costs   | 7,887,663         | 6,607,846        |
| IT & Communications  | 645,294           | 645,000          |
| Library Materials  | 351,299           | 358,640          |
| Promotions & Marketing   | 99,097            | 102,960          |
| Administration   | 519,200           | 433,303          |
| Depreciation   | 1,204,712         | 1,085,721        |
| <b>Total Expenditure</b>   | <b>10,707,265</b> | <b>9,233,471</b> |
| Net Gain(loss) disposal of plant & Equipment                           | (1,851)           | 0                |
| <b>Total comprehensive result</b>                                      | <b>(450,118)</b>  | <b>370,017</b>   |

| <b>Balance Sheet</b>              |                       |                  |
|-----------------------------------|-----------------------|------------------|
| <b>As at June 30</b>              |                       |                  |
|                                   | <b>Revised Budget</b> | <b>Budget</b>    |
|                                   | <b>2022-23</b>        | <b>2023-24</b>   |
|                                   | <b>\$</b>             | <b>\$</b>        |
| <b>ASSETS</b>                     |                       |                  |
| <b>Current Assets</b>             |                       |                  |
| Cash Asset                        | 70,000                | 70,000           |
| Financial Assets                  | 2,593,991             | 2,447,844        |
| Receivables                       | 50,000                | 60,000           |
| Inventories                       |                       |                  |
|                                   | 2,713,991             | 2,577,844        |
| <b>Non-Current Assets</b>         |                       |                  |
| Fixed Assets                      | 3,238,449             | 3,727,462        |
| Right-of-use assets               | 0                     | 0                |
| <b>TOTAL ASSETS</b>               | <b>5,952,440</b>      | <b>6,305,307</b> |
| <b>LIABILITIES</b>                |                       |                  |
| <b>Current Liabilities</b>        |                       |                  |
| Payables                          | 610,044               | 462,712          |
| Lease Liabilities                 | 0                     | 0                |
| Employee Entitlements             | 1,485,752             | 1,537,754        |
|                                   | 2,095,796             | 2,000,465        |
| <b>Non-Current Liabilities</b>    |                       |                  |
| Employee Entitlements             | 100,728               | 178,909          |
| Lease Liabilities                 | 0                     | 0                |
| <b>TOTAL LIABILITIES</b>          | <b>2,196,524</b>      | <b>2,179,374</b> |
|                                   |                       |                  |
| <b>NET ASSETS</b>                 | <b>3,755,916</b>      | <b>4,125,932</b> |
|                                   |                       |                  |
| <b>EQUITY</b>                     |                       |                  |
| Members Contribution on Formation | 1,528,173             | 1,528,173        |
| Accumulated Surplus               | 2,227,743             | 2,597,759        |
| <b>TOTAL EQUITY</b>               | <b>3,755,916</b>      | <b>4,125,932</b> |

| <b>Statement of Change in Equity</b>        |                  |                  |                  |
|---|------------------|------------------|------------------|
| <b>As at June 30</b>                        |                  |                  |                  |
| <b>2023</b>                                 |                  |                  |                  |
| Bal at the beginning of the financial year  | 5,675,098        | 3,623,859        | 2,051,239        |
| Comprehensive result                        | (450,118)        | (450,118)        |                  |
| Withdrawal of Cardinia Shire Council Equity | (1,469,065)      | (945,999)        | (523,066)        |
| <b>Balance at end of financial year</b>     | <b>3,755,916</b> | <b>2,227,743</b> | <b>1,528,173</b> |
| <b>2024</b>                                 |                  |                  |                  |
| Bal at the beginning of the financial year  | 3,755,916        | 2,227,743        | 1,528,173        |
| Comprehensive result                        | 370,017          | 370,017          |                  |
| <b>Balance at end of financial year</b>     | <b>4,125,932</b> | <b>2,597,759</b> | <b>1,528,173</b> |

| <b>Statement of Capital Works</b>   |                  |                  |
|-------------------------------------|------------------|------------------|
| <b>For the Years ending June 30</b> |                  |                  |
|                                     | Revised Budget   | Budget           |
|                                     | 2022-23          | 2023-24          |
| <b>Capital Expenditure</b>          |                  |                  |
| Library Materials                   | 1,060,775        | 1,146,373        |
| Motor Vehicles                      | 0                | 152,000          |
| Furniture & Equipment               | 166,213          | 276,362          |
|                                     | <b>1,226,988</b> | <b>1,574,735</b> |

| <b>Statement of Human Resources</b> |                  |                  |
|-------------------------------------|------------------|------------------|
| <b>For the years ending June 30</b> |                  |                  |
|                                     | Revised Budget   | Budget           |
|                                     | 2022-23          | 2023-24          |
| Staff Expenditure                   |                  |                  |
| Employee costs - Operating          | 7,887,663        | 6,607,846        |
| <b>Total Staff Expenditure</b>      | <b>7,887,663</b> | <b>6,607,846</b> |
|                                     | EFT              | EFT              |
| Staff Numbers                       | 96               | 66               |
| Permanent full time                 | 34               | 27               |
| Permanent part time                 | 128              | 78               |



| <b>Statement of Cash Flows</b>                  |                  |                  |
|---|------------------|------------------|
| <b>Year ended June 30</b>                       |                  |                  |
|   | Revised Budget   | Budget           |
|   | 2022-23          | 2023-24          |
|   | \$               | \$               |
| <b>Cash Flow from Operating Activities</b>      |                  |                  |
| <b>Income from:</b>                             |                  |                  |
| Council Contributions                           | 7,577,393        | 7,198,580        |
| Government Grants                               | 2,440,589        | 2,207,392        |
| Interest Income                                 | 78,767           | 87,500           |
| Overdue Fines                                   | 0                | 0                |
| Other Income                                    | 162,250          | 110,015          |
|   | 10,258,999       | 9,603,487        |
| <b>Payments for:</b>                            |                  |                  |
| Employee Costs                                  | 8,656,433        | 6,607,846        |
| Library Materials                               | 351,299          | 358,640          |
| Computer Services                               | 645,294          | 645,000          |
| Other Costs                                     | 645,447          | 563,413          |
|   | 10,298,473       | 8,174,899        |
| Net Cash Inflow from Operating Activities       | (39,475)         | 1,428,588        |
| <b>Cash Flow from Investing Activities</b>      |                  |                  |
| Payments for:                                   |                  |                  |
| Proceeds for sale of Plant & Equipment          | 0                | 0                |
| Payment for Books, Furniture, Plant & Equipment | (1,226,988)      | (1,574,735)      |
| Net Cash (Outflow) from Investing Activities    | (1,226,988)      | (1,574,735)      |
| <b>Cash Flow from Financing Activities</b>      |                  |                  |
| Payments for:                                   |                  |                  |
| Withdrawal of Cardinia Shire Council from RLC   | (207,658)        | 0                |
| Net Cash (Outflow) from Financing Activities    | 0                | 0                |
| Net Increase/Decrease in Cash                   | (1,266,463)      | (146,147)        |
| Cash at the beginning of the year               | 3,930,454        | 2,663,991        |
| <b>Cash Held at End of Year</b>                 | <b>2,663,991</b> | <b>2,517,844</b> |

### 3.0 Notes to the Budgeted Financial Statements 2023-2024

#### 1 - Council Contributions

During the 2022-2023 financial year, the Cardinia Shire Council withdrew from the CCLC Regional Library Agreement. This withdrawal was effective 1 December 2022 and has been reflected in the below figures.

| Councils Contribution                                 | Revised Budget | Budget    |
|---|----------------|-----------|
|   | 2022-23        | 2023-24   |
| Population*   | 446,359        | 403,869   |
| Councils Contribution                                 | 7,577,393      | 7,198,580 |
| Average Contrib per Capita                            | \$16.98        | \$17.82   |
| 2020 Victorian RLCs Average Contribution per capita** |                | \$ 32.23  |

\*Forecast population estimate source <https://forecast.id.com.au> for the 2022-2023 Revised Budget – 42% of Cardinia Shire Council’s Estimated Population was applied, representing the 5 months of service provision within CL.

\*\*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, 2023. The state funding is primarily calculated on population and in FY2023 there was a 1.5% increase in the amount received. For the purposes of this Budget, it is assumed that 1.5% increase on Government Grants will be received each year.

| State Funding              | Revised Budget | Budget    |
|----------------------------|----------------|-----------|
|                            | 2022-23        | 2023-24   |
| Population                 | 446,359        | 403,869   |
| State Funding              | 2,440,589      | 2,207,392 |
| Average Contrib per Capita | \$5.47         | \$5.47    |

### 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 24 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 2024 budget have been based on the new staffing structure being implemented in the 2022-2023 financial year.

Not included in the 2024 budget is an additional funding call from Vision Super for Defined Benefits. The VBI of 103.2% as at 28 February 2023 satisfies APRA’s Superannuation Prudential Standard 160 (SPS 160) and a funding call is not anticipated at this time.

| <b>Human Resources</b>                           | Revised Budget | Budget         |
|--|----------------|----------------|
|  | 2022-23        | 2023-24        |
| Employee Costs                                   | 7,887,663      | 6,607,846      |
| Total Staffing EFT                               | 96             | 66             |
| % of total expenditure                           | 73.51%         | 67.96%         |
| Population                                       | 446,359        | 403,869        |
| Expenditure per capita                           | \$17.67        | \$16.36        |
| <b>2020 State Average Expenditure per capita</b> |                | <b>\$25.09</b> |

### 4 - Information & Communications Technology (ICT)

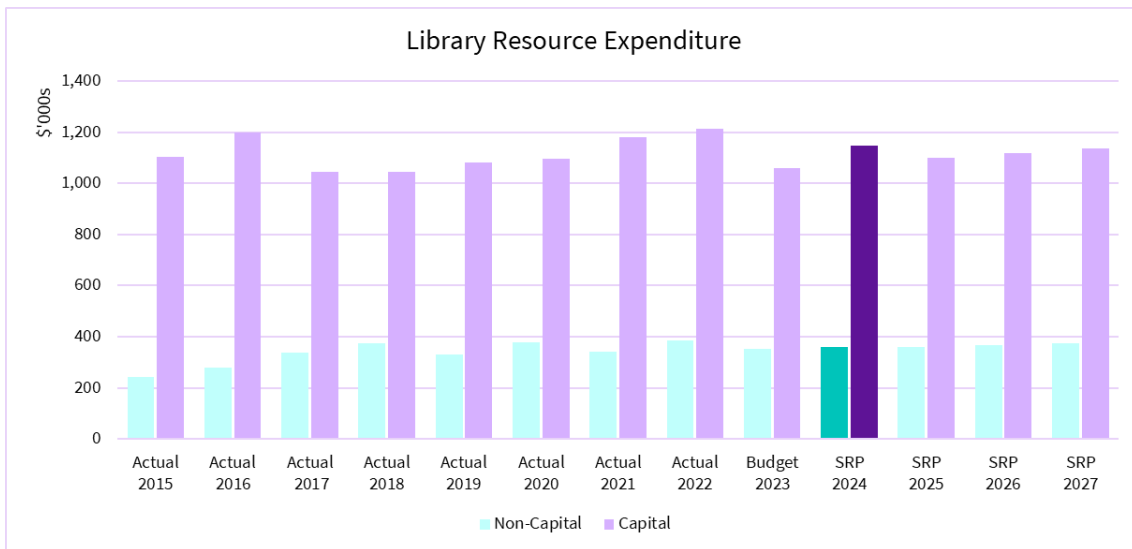
The ICT road map informs investment in new products and platforms used by CL over the life of the Library Plan. CL has aligned the operational and capital expenditure budget to reflect the current operational requirements of the organisation and allow greater flexibility in service delivery.

| <b>Information &amp; Communications Technology (ICT)</b> | Revised Budget | Budget         |
|--|----------------|----------------|
|  | 2022-23        | 2023-24        |
| Telecommunications                                       | 42,091         | 55,000         |
| Data Communications                                      | 89,191         | 125,000        |
| ILMS   | 48,204         | 50,000         |
| Computer Software & Support                              | 465,808        | 415,000        |
| <b>Total ICT</b>   | <b>645,294</b> | <b>645,000</b> |
| % of total expenditure                                   | 6.27%          | 7.89%          |
| Population   | 446,359        | 403,869        |
| Expenditure per capita                                   | \$1.45         | \$1.60         |

## 5 - Library Resources and Materials

CL 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                         | Revised Budget   | Budget           |
|---|------------------|------------------|
|   | 2022-23          | 2023-24          |
| Non-Capital                               | 351,299          | 358,640          |
| Capital                                   | 1,060,775        | 1,146,373        |
| <b>Total Library Resources</b>            | <b>1,412,074</b> | <b>1,505,013</b> |
| % of total expenditure                    | 13.71%           | 18.41%           |
| Population                                | 446,359          | 403,869          |
| Expenditure per capita                    | \$3.16           | \$3.73           |
| 2020 State Average Expenditure per Capita |                  | \$5.78           |



## **4.0 Non-Financial Resources**

The library buildings within the City of Casey are owned and maintained by the Council.

There are five service points in the City of Casey:

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

## 5.0 Schedule of Fees and Charges: 2023-2024

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: \$5.50** 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<br/>Free per page</b> |
| <b>A3 30¢</b> ( <i>per single sided page</i> ) | <b>A3 \$1.50</b> ( <i>per single sided page</i> ) |  |

### 7. **Inter Library Loans:**

Tertiary/ Special and other charging libraries **\$32.40**  
 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: **\$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, CL charges a fee for the reproduction of material held in the Local History Archive. **This fee is not a copyright fee.** CL

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> |

Connected Libraries  
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