

# CONNECTED LIBRARIES

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**Ignite your imagination**

## **Budget 2024-2025**

**Endorsed: 24 April 2024**

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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 2024–2025 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 February 2024 Board meeting.

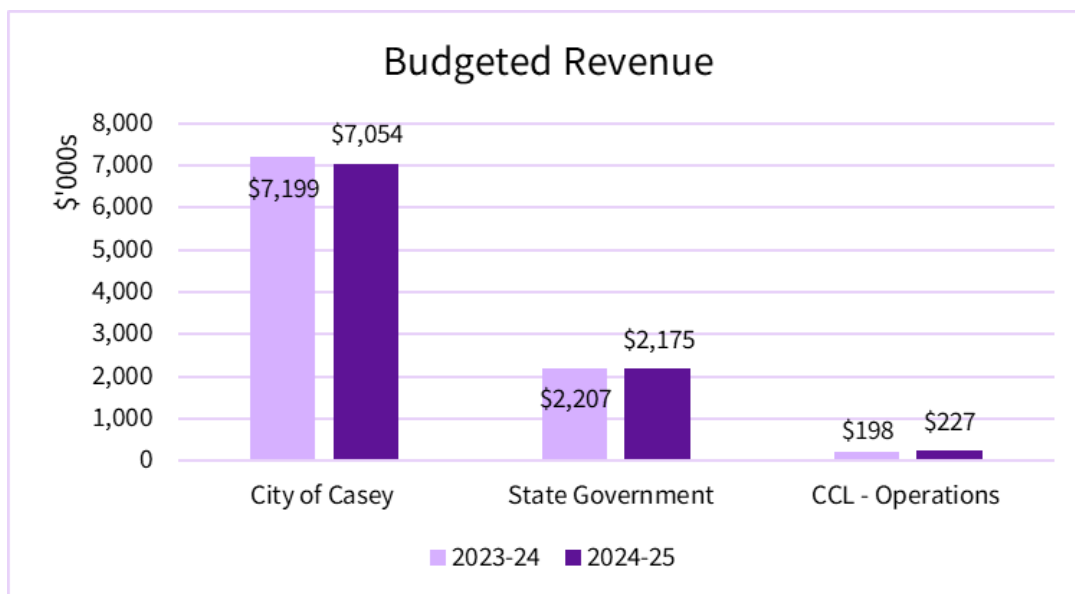
The financial statements have been prepared in accordance with the Local Government Act, maintaining a reporting framework that is consistent with the principles of sound financial management.

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

The 2024–2025 budget takes into account key decisions made by the CL Board made throughout the course of the 2023-2024 financial year. This Budget is based on the current staffing model, allowing for continued provision of service to the community whilst maintaining Member Council contributions within rate cap.

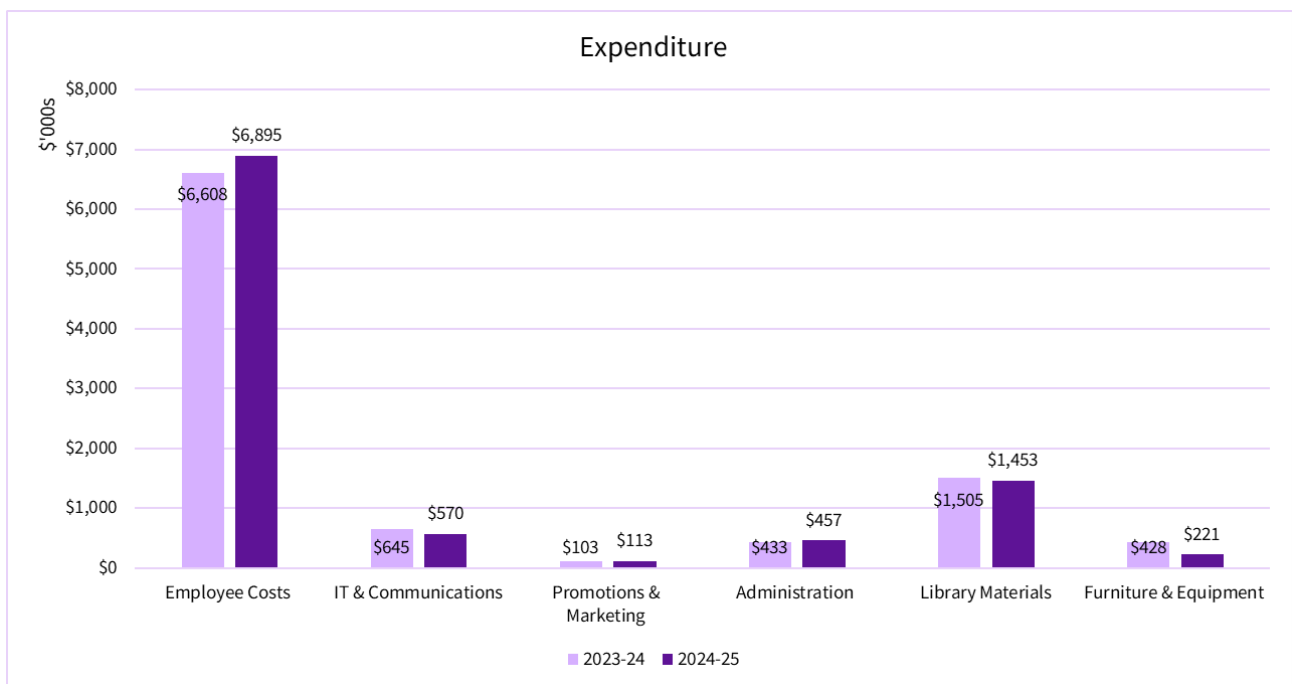
### Revenue

	Budget 2023-24	Budget 2024-25
<b>City of Casey</b>	7,198,580	7,053,833
	74.96%	74.59%
<b>State Government</b>	2,207,392	2,175,404
	22.99%	23.00%
<b>CL - Operations</b>	197,515	226,995
	2.06%	2.40%
<b>Total Income</b>	<b>9,603,487</b>	<b>9,456,232</b>



**Expenditure**

	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
Employee Costs	6,607,846	6,895,239
IT & Communications	645,000	570,000
Promotions & Marketing	102,960	112,900
Administration	433,303	457,309
Other Expenses	417,303	441,309
Auditor Remuneration	16,000	16,000
Library Materials	1,505,013	1,453,280
Library Materials - Expense	358,640	363,600
Library Materials - Capital	1,146,373	1,089,680
Furniture & Equipment	428,362	221,462
<b>Total Expenditure</b>	<b>9,722,484</b>	<b>9,710,190</b>



## 2.0 Budgeted Financial Statements 2023–2024

<b>Comprehensive Income Statement For the Years ending June 30</b>		
	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
<b>Revenue</b>		
Council Contributions	7,198,580	7,053,833
<i>Recurrent Funding</i>	<i>6,845,580</i>	<i>7,033,833</i>
<i>One-off Project Funding</i>	<i>353,000</i>	<i>0</i>
<i>Independent Board Member Funding</i>	<i>0</i>	<i>20,000</i>
State Government Grants	2,207,392	2,175,404
Interest on Investments	87,500	118,000
Other Income	110,015	108,995
<b>Total Income</b>	<b>9,603,487</b>	<b>9,456,232</b>
<b>Expenditure</b>		
Employee Costs	6,607,846	6,895,239
IT & Communications	645,000	570,000
Library Materials	358,640	363,600
Promotions & Marketing	102,960	112,900
Administration	433,303	457,309
Depreciation	1,085,721	1,070,521
<b>Total Expenditure</b>	<b>9,233,471</b>	<b>9,469,569</b>
Net Gain(loss) disposal of plant & Equipment	0	0
<b>Total comprehensive result</b>	<b>370,017</b>	<b>(13,337)</b>

<b>Balance Sheet</b>		
<b>As at June 30</b>		
	<b>Budget 2023-24</b>	<b>Budget 2024-25</b>
	\$	\$
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash Asset	70,000	70,000
Financial Assets	2,447,844	2,149,602
Receivables	60,000	60,000
Inventories		
	2,577,844	2,279,602
<b>Non-Current Assets</b>		
Fixed Assets	3,727,462	3,968,083
Right-of-use assets	0	0
<b>TOTAL ASSETS</b>	<b>6,305,307</b>	<b>6,247,686</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	462,712	214,491
Lease Liabilities	0	0
Employee Entitlements	1,537,754	1,187,087
	2,000,465	1,401,578
<b>Non-Current Liabilities</b>		
Employee Entitlements	178,909	92,519
Lease Liabilities	0	0
<b>TOTAL LIABILITIES</b>	<b>2,179,374</b>	<b>1,494,097</b>
<b>NET ASSETS</b>	4,125,932	4,753,588
<b>EQUITY</b>		
Members Contribution on Formation	1,528,173	1,562,887
Accumulated Surplus	2,597,759	3,190,701
<b>TOTAL EQUITY</b>	4,125,932	4,753,588

<b>Statement of Change in Equity</b>			
<b>As at June 30</b>			
<b>2024</b>			
Bal at the beginning of the financial year	4,396,909	2,834,022	2,051,239
Comprehensive result	370,017	370,017	
<b>Balance at end of financial year</b>	<b>4,766,925</b>	<b>3,204,038</b>	<b>2,051,239</b>
<b>2025</b>			
Bal at the beginning of the financial year	4,766,925	3,204,038	2,051,239
Comprehensive result	(13,337)	(13,337)	
<b>Balance at end of financial year</b>	<b>4,753,588</b>	<b>3,190,701</b>	<b>2,051,239</b>

<b>Statement of Capital Works</b>		
<b>For the Years ending June 30</b>		
	Budget	Budget
	2023-24	2024-25
<b>Capital Expenditure</b>		
Library Materials	1,146,373	1,089,680
<i>Ongoing Collection Maintenance</i>	<i>1,056,373</i>	<i>1,089,680</i>
<i>New Branch Collection</i>	<i>90,000</i>	<i>0</i>
Motor Vehicles	152,000	60,800
Furniture & Equipment	276,362	160,662
<i>Ongoing Equipment Purchasing</i>	<i>156,362</i>	<i>160,662</i>
<i>New Branch &amp; Lockers Set-up</i>	<i>120,000</i>	<i>0</i>
	<b>1,574,735</b>	<b>1,311,142</b>

<b>Statement of Human Resources</b>		
<b>For the years ending June 30</b>		
	Revised	Budget
	2023-24	2024-25
Staff Expenditure		
Employee costs - Operating	6,607,846	6,895,239
<b>Total Staff Expenditure</b>	<b>6,607,846</b>	<b>6,895,239</b>
	EFT	EFT
Staff Numbers	66	66
Permanent full time	27	27
Permanent part time	78	78



<b>Statement of Cash Flows</b>		
<b>Year ended June 30</b>		
	Revised	Budget
	2023-24	2024-25
	\$	\$
<b>Cash Flow from Operating Activities</b>		
<b>Income from:</b>		
Council Contributions	7,198,580	7,053,833
Government Grants	2,207,392	2,175,404
Interest Income	87,500	118,000
Overdue Fines	0	0
Other Income	110,015	108,995
	9,603,487	9,456,232
<b>Payments for:</b>		
Employee Costs	6,607,846	6,895,239
Library Materials	358,640	363,600
Computer Services	645,000	570,000
Other Costs	563,413	570,209
	8,174,899	8,399,048
Net Cash Inflow from Operating Activities	1,428,588	1,057,184
<b>Cash Flow from Investing Activities</b>		
Payments for:		
Proceeds for sale of Plant & Equipment	0	0
Payment for Books, Furniture, Plant & Equipment	(1,574,735)	(1,311,142)
Net Cash (Outflow) from Investing Activities	(1,574,735)	(1,311,142)
Net Increase/Decrease in Cash	(146,147)	(253,958)
Cash at the beginning of the year	2,619,707	2,473,560
<b>Cash Held at End of Year</b>	<b>2,473,560</b>	<b>2,219,602</b>

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

#### 1 - Council Contributions

Councils Contribution	Budget	Budget
	2023-24	2024-25
Population*	403,869	411,158
Councils Contribution	7,198,580	7,053,833
Average Contrib per Capita	\$17.82	\$17.16
2020 Victorian RLCs Average Contribution per capita**		\$ 31.56

\*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, 2024. The state funding is primarily calculated on population and in FY2024 there was a 0% increase in the amount received.

State Funding	Revised	Budget
	2023-24	2024-25
Population	403,869	411,158
State Funding	2,207,392	2,175,404
Average Contrib per Capita	\$5.47	\$5.29

### 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 expired 24 November 2023 and all employment costs have been calculated to take into account the salary increases that were included in the new agreement submitted to FairWork. Included in the budgeted employment costs are the scheduled increases to the Super Guarantee Percentage, as published by the ATO.

Not included in the 2025 budget is an additional funding call from Vision Super for Defined Benefits. The VBI of 103.8% as at December 2023 satisfies APRA's Superannuation Prudential Standard 160 (SPS 160) and a funding call is not anticipated at this time.

<b>Human Resources</b>	Budget	Budget
	2023-24	2024-25
Employee Costs	6,607,846	6,895,239
Total Staffing EFT	66	66
% of total expenditure	67.96%	71.01%
Population	403,869	411,158
Expenditure per capita	\$16.36	\$16.77
<b>2020 State Average Expenditure per capita</b>		<b>\$25.09</b>

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

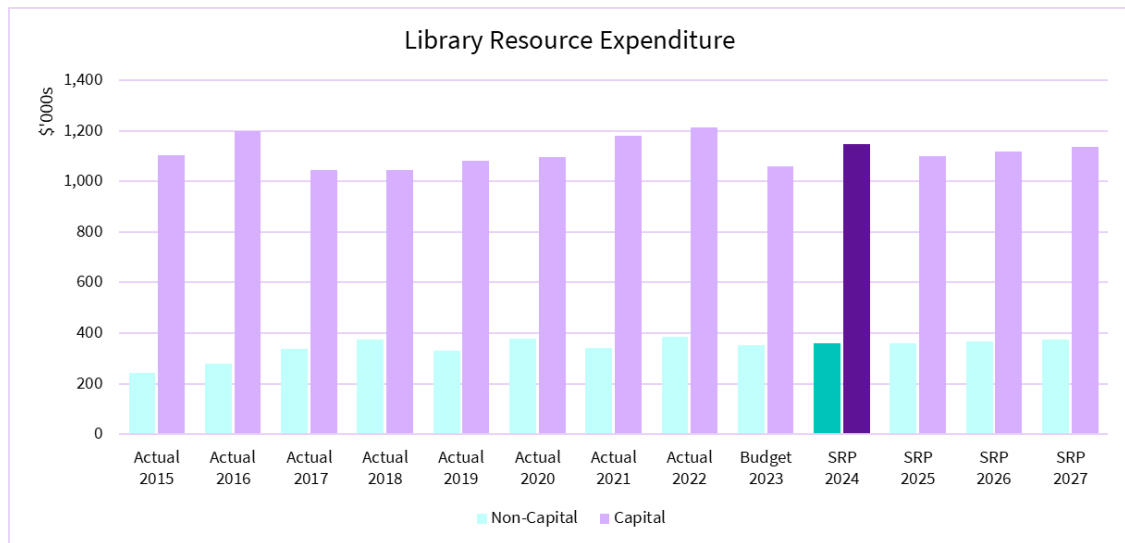
The ICT road map informs investment in new products and platforms used by CL over the life of the Library Plan. CL has aligned the operational and capital expenditure budget to reflect the current operational requirements of the organisation and allow greater flexibility in service delivery.

<b>Information &amp; Communications Technology (ICT)</b>	Budget	Budget
	2023-24	2024-25
Telecommunications	55,000	55,000
Data Communications	125,000	106,700
ILMS	50,000	50,000
Computer Software & Support	415,000	358,300
<b>Total ICT</b>	<b>645,000</b>	<b>570,000</b>
% of total expenditure	7.89%	6.79%
Population	403,869	411,158
Expenditure per capita	\$1.60	\$1.39

## 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.

<b>Library Resources</b>	Revised 2023-24	Budget 2024-25
Non-Capital	358,640	363,600
Capital	1,146,373	1,089,680
<b>Total Library Resources</b>	<b>1,505,013</b>	<b>1,453,280</b>
% of total expenditure	18.41%	17.30%
Population	403,869	411,158
Expenditure per capita	\$3.73	\$3.53
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 six service points in the City of Casey:

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

## 5.0 Schedule of Fees and Charges: 2024-2025

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 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	<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, 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>

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