

# CONNECTED LIBRARIES

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Ignite your imagination

## **Budget 2025-2026**

**Endorsed: 16 April 2025**

**Adopted: 25 June 2025**

## Contents

<b>Our Vision.....</b>	<b>3</b>
<b>Our Mission.....</b>	<b>3</b>
<b>Our Values and Guiding Behaviours .....</b>	<b>3</b>
<b>1.0 Executive Summary .....</b>	<b>4</b>
<b>2.0 Budgeted Financial Statements 2025–2026 .....</b>	<b>6</b>
<b>3.0 Notes to the Budgeted Financial Statements 2025-2026 .....</b>	<b>10</b>
1 - Council Contributions .....	10
2 - State Government Grants.....	10
3 - Staff Resources .....	11
4 - Information & Communications Technology (ICT) .....	11
5 - Library Resources and Materials .....	12
<b>4.0 Non-Financial Resources .....</b>	<b>13</b>
<b>5.0 Schedule of Fees and Charges: 2025-2026 .....</b>	<b>14</b>

## 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

### Connection

- We create spaces where people feel that they belong.
- We find ways to share our common humanity, interests and passions.
- We strive to be fully present and intentional in our interactions with others.

### Creativity

- We love learning and trying new things.
- We challenge the status quo if we believe a better way is possible.
- We support different ideas and allow others to give things a go.

### Enrichment

- We look for ways to empower others to learn and participate.
- We strive to provide experiences that enhance the quality of a person's day and life.
- We provide opportunities for people to explore what is possible.

### Humour

- Humour helps us to connect with each other.
- We like to laugh, bringing smiles to other people.
- We use humour to break down barriers and create a positive experience for everyone.

### Kindness

- We are mindful of people's feelings.
- We are kind and compassionate and look for the best in others.
- We are accountable for our own behaviour and appreciate the differences in others.

### Teamwork

- When we all contribute we excel.
- We play to each other's strengths.
- We can achieve our goals together.

## 1.0 Executive Summary

The 2025–2026 Draft Budget has been developed to align with the priorities of the Library Plan 2025–2029 and is consistent with the longer-term Strategic Resource Plan (SRP). It maintains current service delivery across Connected Libraries’ six branches, Library Lockers, and Outreach Van, while supporting key initiatives that are achievable within existing budget constraints.

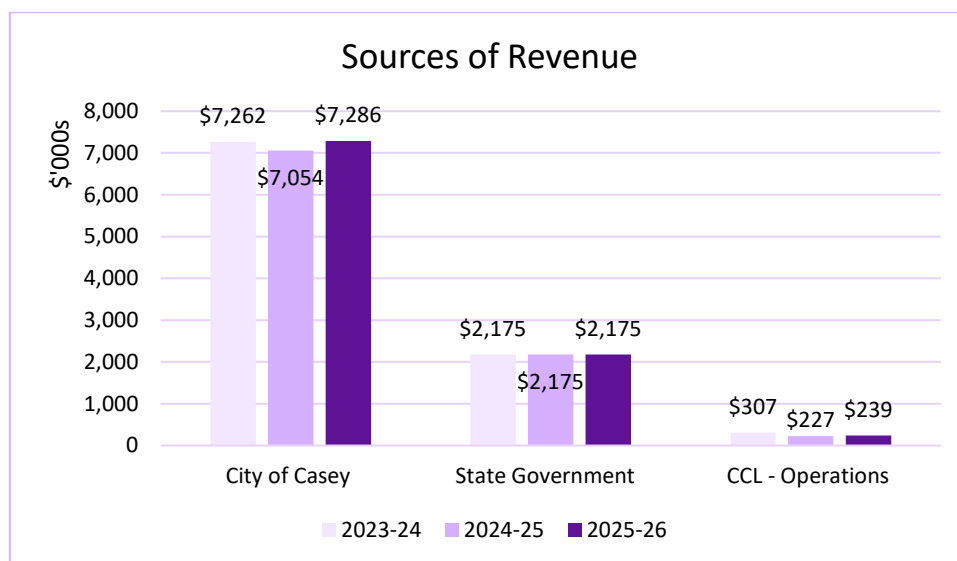
Consistent with the SRP, this Draft Budget does not include funding for new service delivery points or major capital projects. While Connected Libraries continues to explore opportunities for improved access and infrastructure—as identified in the Draft Facilities Development Plan 2023–2027 (updated February 2025)—no initiatives have yet progressed to a point where they can be reliably included in the 2025–2026 budget. Further scoping and business case development will be required before these can be considered for future funding.

Connected Libraries is primarily funded by the City of Casey and the State Government. While contributions from the State have remained steady, no indexation has been applied in the previous 2 years. This presents some financial challenges over time, but the organisation remains in a stable position and is actively managing resources to support service continuity and innovation with a base of reserves to draw on if required.

The Draft Budget has been prepared in accordance with the Local Government Act and reflects sound financial management principles, providing a clear and sustainable framework for the year ahead.

### Sources of Revenue

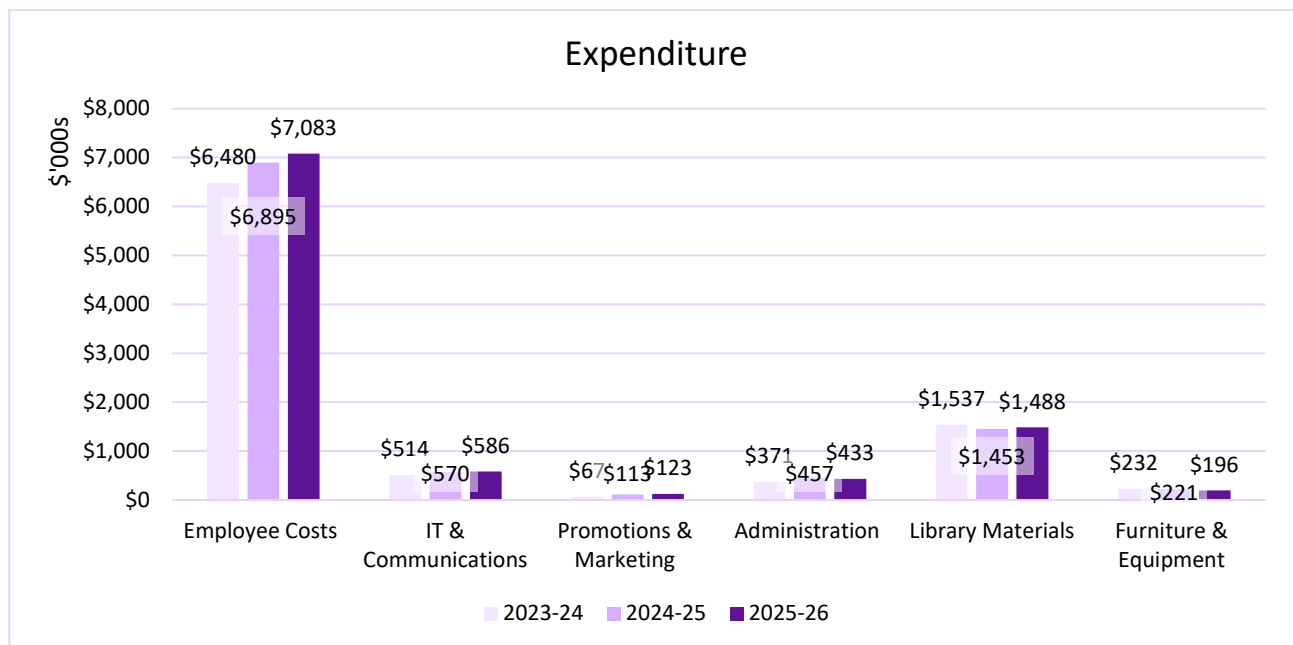
	<b>Actuals 2023-24</b>	<b>Budget 2024-25</b>	<b>Budget 2025-26</b>
City of Casey	7,261,895	7,053,833	7,286,048
	74.53%	74.59%	75.11%
State Government	2,175,404	2,175,404	2,175,404
	22.33%	23.00%	22.43%
CL - Operations	306,812	226,995	239,058
	3.15%	2.40%	2.46%
<b>Total Income</b>	<b>9,744,111</b>	<b>9,456,232</b>	<b>9,700,510</b>



## Allocation of Resources

	Actuals 2023-24	Budget 2024-25	Budget 2025-26
Employee Costs	6,480,191	6,895,239	7,083,200
IT & Communications	513,564	570,000	586,200
Promotions & Marketing	66,935	112,900	123,200
Administration	371,478	457,309	432,700
Other Expenses	337,478	441,309	400,700
Auditor Remuneration	34,000	16,000	32,000
Library Materials	1,536,613	1,453,280	1,488,100
Library Materials - Expense	358,387	363,600	367,000
Library Materials - Capital	1,178,226	1,089,680	1,121,100
Furniture & Equipment	232,418	221,462	195,500
<b>Total Expenditure</b>	<b>9,201,199</b>	<b>9,710,190</b>	<b>9,908,900</b>

This table presents Connected Libraries' planned allocation of available resources, including prior year actuals, the current year budget, and the budget for 2025-2026. It differs from the Expenditure figures shown in the Comprehensive Income Statement, as it excludes depreciation—which reflects the accounting treatment of past capital investment—and instead includes budgeted capital expenditure to capture planned future investment. This table is intended to give a more practical view of how resources are expected to be allocated across operations and projects over time.



## 2.0 Budgeted Financial Statements 2025–2026

<b>Comprehensive Income Statement</b>				
<b>For the Years ending June 30</b>				
	Note	<b>Actuals 2023-24</b>	<b>Budget 2024-25</b>	<b>Budget 2025-26</b>
<b>Revenue</b>				
Council Contributions	1	7,261,895	7,053,833	7,286,048
<i>Recurrent Funding</i>		<i>6,865,572</i>	<i>7,053,833</i>	<i>7,286,048</i>
<i>One-off Project Funding</i>		<i>396,323</i>	<i>0</i>	<i>0</i>
State Government Grants	2	2,177,256	2,175,404	2,175,404
Interest on Investments	3	163,838	118,000	130,000
Other Income	4	165,844	108,995	109,058
<b>Total Income</b>		<b>9,768,833</b>	<b>9,456,232</b>	<b>9,700,510</b>
<b>Expenditure</b>				
Employee Costs	5	6,481,439	6,895,239	7,083,200
IT & Communications	6	627,668	570,000	586,200
Library Materials	7	358,387	363,600	367,000
Promotions & Marketing	8	115,672	112,900	123,200
Administration	9	422,575	457,309	432,700
Depreciation	10	1,089,409	1,070,521	1,193,800
<b>Total Expenditure</b>		<b>9,095,150</b>	<b>9,469,569</b>	<b>9,786,100</b>
Net Gain(loss) disposal of plant & Equipment		300	0	0
<b>Total comprehensive result</b>		<b>673,983</b>	<b>(13,337)</b>	<b>(85,591)</b>

<b>Balance Sheet</b>			
<b>As at June 30</b>			
	<b>Actuals 2024</b>	<b>Budget (Revised) 2024-25</b>	<b>Budget 2025-26</b>
<b>Assets</b>			
<b>Current Assets</b>			
Cash Asset	641,677	520,290	450,811
Financial Assets	2,500,000	2,500,000	2,500,000
Receivables	252,584	60,000	100,000
Inventories	722	722	722
<b>Total Current Assets</b>	<b>3,394,983</b>	<b>3,081,012</b>	<b>3,051,533</b>
<b>Non-Current Assets</b>			
Fixed Assets	3,774,279	4,014,900	4,137,700
Right-of-use assets	0	0	0
<b>Total Non-Current Assets</b>	<b>3,774,279</b>	<b>4,014,900</b>	<b>4,137,700</b>
<b>Total Assets</b>	<b>7,169,262</b>	<b>7,095,912</b>	<b>7,189,233</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables	753,208	488,280	400,624
Lease Liabilities	0	0	0
Employee Entitlements	1,224,987	1,457,558	1,696,469
<b>Total Current Liabilities</b>	<b>1,978,195</b>	<b>1,945,838</b>	<b>2,097,093</b>
<b>Non-Current Liabilities</b>			
Employee Entitlements	120,175	92,519	120,175
Lease Liabilities	0	0	0
<b>Total Non-Current Liabilities</b>	<b>120,175</b>	<b>92,519</b>	<b>120,175</b>
<b>Total Liabilities</b>	<b>2,098,370</b>	<b>2,038,357</b>	<b>2,217,268</b>
<b>Net Assets</b>	<b>5,070,892</b>	<b>5,057,555</b>	<b>4,971,965</b>
<b>Equity</b>			
Members Contribution on Formation	1,562,887	1,562,887	1,562,887
Accumulated Surplus	3,508,005	3,494,668	3,409,078
<b>Total Equity</b>	<b>5,070,892</b>	<b>5,057,555</b>	<b>4,971,965</b>

**Statement of Change in Equity  
As at June 30**

	<b>Total</b>	<b>Accumulated Surplus (deficit)</b>	<b>Member Contribution on Formation</b>
<b>2025</b>			
Bal at the beginning of the financial year	5,070,892	3,508,005	1,562,887
Comprehensive result	(13,337)	(13,337)	
<b>Balance at end of financial year</b>	<b>5,057,555</b>	<b>3,494,668</b>	<b>1,562,887</b>
<b>2026</b>			
Bal at the beginning of the financial year	5,057,555	3,494,668	1,562,887
Comprehensive result	(85,591)	(85,591)	
<b>Balance at end of financial year</b>	<b>4,971,965</b>	<b>3,409,078</b>	<b>1,562,887</b>

**Statement of Capital Works  
For the Years ending June 30**

	<b>Actuals 2023-24</b>	<b>Budget 2024-25</b>	<b>Budget 2025-26</b>
<b>Capital Expenditure</b>			
Library Materials	1,169,068	1,089,680	1,121,100
<i>Ongoing Collection Maintenance</i>	<i>1,081,068</i>	<i>1,089,680</i>	<i>1,121,100</i>
<i>New Branch Collection</i>	<i>88,000</i>	<i>0</i>	<i>0</i>
Motor Vehicles	75,077	60,800	0
Furniture & Equipment	342,078	160,662	195,500
<i>Ongoing Equipment Purchasing</i>	<i>146,906</i>	<i>160,662</i>	<i>195,500</i>
<i>New Branch &amp; Lockers Set-up</i>	<i>195,172</i>	<i>0</i>	<i>0</i>
<b>Total Capital Expenditure</b>	<b>1,586,223</b>	<b>1,311,142</b>	<b>1,316,600</b>

**Statement of Human Resources  
For the years ending June 30**

	<b>Budget 2024-25</b>	<b>Budget 2025-26</b>
<b>Staff Expenditure</b>		
Employee costs - Operating	6,895,239	7,083,200
<b>Total Staff Expenditure</b>	<b>6,895,239</b>	<b>7,083,200</b>
	<b>EFT</b>	<b>EFT</b>
Staff - Equivalent Full Time	66	66
<b>Staff Employed (Average)</b>	<b>119</b>	<b>119</b>
<i>Permanent full time</i>	<i>29</i>	<i>29</i>
<i>Permanent part time</i>	<i>63</i>	<i>63</i>
<i>Casual / Fixed Term Contract</i>	<i>27</i>	<i>27</i>



**Statement of Cash Flows**  
**Year ended June 30**

	<b>Budget (Revised) 2024-25</b>	<b>Budget 2025-26</b>
	\$	\$
<b>Cash Flow from Operating Activities</b>		
<b>Income from:</b>		
Council Contributions	7,053,833	7,286,048
Government Grants	2,175,404	2,175,404
Interest Income	118,000	130,000
Overdue Fines	0	0
Other Income	108,995	109,058
	<b>9,456,232</b>	<b>9,700,510</b>
<b>Payments for:</b>		
Employee Costs	6,662,668	6,844,289
Library Materials	363,600	367,000
Computer Services	570,000	586,200
Other Costs	670,209	655,900
	<b>8,266,477</b>	<b>8,453,389</b>
<b>Net Cash Inflow from Operating Activities</b>	<b>1,189,755</b>	<b>1,247,121</b>
<b>Cash Flow from Investing Activities</b>		
Proceeds from sale of Plant & Equipment	0	0
Proceeds from / (payments for) investments	0	0
Payment for Books, Furniture, Plant & Equipment	(1,311,142)	(1,316,600)
<b>Net Cash (Outflow) from Investing Activities</b>	<b>(1,311,142)</b>	<b>(1,316,600)</b>
<b>Net Increase/Decrease in Cash</b>	<b>(121,387)</b>	<b>(69,480)</b>
Cash at the beginning of the year	641,677	520,290
<b>Cash Held at End of Year</b>	<b>520,290</b>	<b>450,811</b>

## 3.0 Notes to the Budgeted Financial Statements 2025-2026

### 1 - Council Contributions

Council Contribution per Capita		
	Budget 2024-25	Budget 2025-26
Population*	429,383	444,654
Councils Contribution	7,053,833	7,286,048
Average Contrib. per Capita	\$16.43	\$16.39
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, 2025. The state funding is primarily calculated on population and in FY2024 there was a 0% increase in the amount received. For the 2025-2026 Budget, it is assumed that 0% increase on State Government Funding will be received.

Recurrent State Funding per Capita		
	Budget 2024-25	Budget 2025-26
Population	429,383	444,654
State Funding	2,175,404	2,175,404
Average Contrib. per Capita	\$5.07	\$4.89

### 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 expires on 23 November 2026 and all employment costs have been calculated to take into account the agreed salary increases and increase to the Super Guarantee Rate, as published by the ATO.

Not included in the 2026 budget is an additional funding call from Vision Super for Defined Benefits. The VBI of 106.5% as at December 2024 satisfies APRA's Superannuation Prudential Standard 160 (SPS 160) and a funding call is not anticipated at this time.

Human Resources		
	Budget 2024-25	Budget 2025-26
Employee Costs	6,895,239	7,083,200
Total Staffing EFT	66	66
% of total expenditure	71.01%	71.48%
Population	429,383	444,654
Expenditure per capita	\$16.06	\$15.93
2020 State Average Expenditure per capita		\$25.09

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

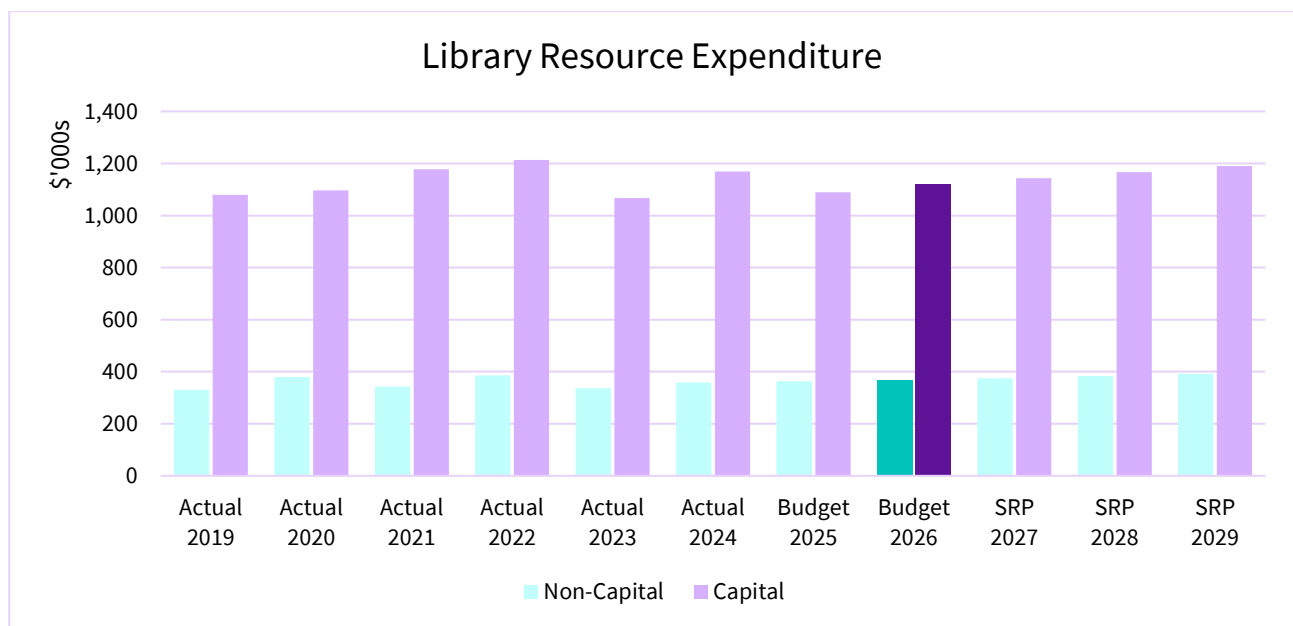
The budgeted ICT operational expenditure reflects the ongoing maintenance and support of core systems required for business-as-usual operations. It also allows for flexibility to respond to service delivery needs and priorities identified in the Draft Library Plan. Expenditure levels have been aligned with current organisational requirements and are intended to support stable, reliable, and adaptable technology services over the life of the Plan.

Information & Communications Technology (ICT)		
	Budget 2024-25	Budget 2025-26
Telecommunications	55,000	56,600
Data Communications	106,700	109,700
ILMS	50,000	51,400
Computer Software & Support	358,300	368,500
<b>Total ICT</b>	<b>570,000</b>	<b>586,200</b>
% of total expenditure	6.90%	6.93%
Population	429,383	444,654
<b>Expenditure per capita</b>	<b>\$1.33</b>	<b>\$1.32</b>

## 5 - Library Resources and Materials

CL continues to manage its collection to meet ongoing demand for physical items while supporting increased use of digital resources, including databases, eBooks, and downloadable content, in line with community use and expectations.

Library Resources		
	Budget 2024-25	Budget 2025-26
Non-Capital	363,600	367,000
Capital	1,089,680	1,121,100
<b>Total Library Resources</b>	<b>1,453,280</b>	<b>1,488,100</b>
% of total expenditure	17.58%	17.60%
Population	429,383	444,654
Expenditure per capita	\$3.38	\$3.35
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: 2025-2026

1. **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.
2. **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.
3. **Libraries Victoria Lost or damaged processing: \$5.50** processing fee to cover the administration costs associated with lost/damaged items belonging to other libraries.
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
<b>A4 20¢</b> (per single sided page)	<b>A4 \$1.00</b> (per single sided page)	<b>All sizes and colours Free per page</b>
<b>A3 40¢</b> (per single sided page)	<b>A3 \$1.50</b> (per single sided page)	

6. **Inter Library Loans:**  
Tertiary/ Special and other charging libraries **\$34.40**  
Victorian Public Libraries and other non-charging public libraries **\$5.00**  
Libraries Victoria Items are free
7. **Other Charges:**

Library Bags (New member Free), Replacement Bags	<b>\$3.85</b>
Ear Buds	<b>\$2.00</b>
USB Sticks	<b>\$10.00</b>
Book clubs (per annum)	<b>\$100.00</b>
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, 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 40¢</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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