

CONNECTED LIBRARIES

Ignite your imagination

AGENDA

Board Meeting

Wednesday 25 June 2025

4.30pm

Online meeting via Teams

1. **Present**
2. **Apologies**
3. **Acknowledgement of the Traditional Owners**
4. **Declaration of Conflicts of Interest**
5. **Confirmation of the Minutes of the Casey-Cardinia Library Corporation, trading as Connected Libraries (CL) Board Meeting held on Wednesday 16 April 2025 and the Special Board Meeting held on Monday 28 April 2025.**

Page No.

6. Strategies/Plans

CL21/2025	Library Plan 2025-2029, Strategic Resource Plan 2025-2029 and Budget 2025-2026	3
CL22/2025	Action Plan 2025-2026	4

7. Officers' Reports

CL23/2025	Finance	6
CL24/2025	Organisational Risk	9
CL25/2025	Operational Performance	11
CL26/2025	Library Plan 2021-2025– Actions and Achievements	15

8. General Business

CL27/2025	Chairperson	17
CL28/2025	Beneficial Enterprise	18

9. In-Camera

CL29/2025	Transition Update	20
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10. Next Meeting 22

STRATEGIES/PLANS

CL21/2025 LIBRARY PLAN 2025-2029, STRATEGIC RESOURCE PLAN 2025-2029 AND BUDGET 2025-2026

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on the status of the Library Plan 2025-2029 Strategic Resource Plan 2025-2029 and the Budget 2025-2026.

Library Plan 2021-2025 reference – 4.6

Library Plan 2025-2029 reference – 4.5

Background

At the Board meeting in April 2025, the Board was presented the draft Library Plan 2025-2029, draft Strategic Resource Plan 2025-2029 and draft Budget 2025-2026 for consideration. These are the key planning documents for Connected Libraries that demonstrate the strategic focus and desired outcomes for the next 4 years, and CL budget for the 2025-2026 financial year. The Board endorsed the documents that were then forwarded to City of Casey for their upcoming council meeting for adoption.

On 1 July CL (Casey Cardinia Library Corporation) will complete its planned transition and begin trading as Connected Libraries Limited, the beneficial enterprise created to comply with the Local Government Act 2020. Due to this transition, the strategic plans and Budget 2025-2026 will need to be adopted by the new entity, in time to begin trading.

Discussion

City of Casey considered and endorsed the CL Library Plan 2025-2029, Strategic Resource Plan 2025-2029 and Budget 2025-2026 at its Council meeting on 20 May 2025.

This report is for the Board to note that the CL strategic plans and Budget 2025-2026 were presented at the Connected Libraries Limited Board meeting on 25 June for adoption.

The 2025–2026 CL Budget provides a business-as-usual approach to resourcing the Library Plan. It maintains existing services, supports achievable priorities, and reflects responsible financial planning in a constrained funding environment.

The 2025–2029 Strategic Resource Plan provides a balanced and sustainable approach to resourcing the Library Plan. It maintains existing services, supports achievable priorities, and reflects responsible financial planning in a constrained funding environment.

The Library Plan 2025-2029 outlines the areas of strategic focus and desired outcomes for the coming four years. Connected Libraries will explore emerging technologies, promote digital access, and continue to foster a love of reading. Our goal during the life of the plan is to empower our community to explore, learn and grow.

Conclusion

The CL Strategic plans and Budget 2025-2026 will support the ongoing governance and performance of Connected Libraries Limited, as Casey Cardinia Library Corporation completes its required transition to a compliant entity under the Local Government Act 2020.

RECOMMENDATIONS

- 1. That the Board notes that the Library Plan 2025-2029, Strategic Resource Plan 2025-2029 and Budget 2025-2026 have been endorsed at City of Casey Council meeting and that these have been formally adopted by the CL Limited Board at its meeting on 25 June 2025.**

CL22/2025 ACTION PLAN 2025-2026

Report prepared by Koula Kalaitzoglou

Purpose

To provide the Board with an update on Connected Libraries Action Plan 2025-2026.

Library Plan 2021-2025 reference – 4.5, 4.6

Library Plan 2025-2029 reference – 4.5

Discussion

The Key Performance Measures for 2025-2026 have been adjusted to include anticipated community engagement with the Library Lounges and outreach service points.

Below are the updated targets set in consultation with City of Casey Council's Strategy Planning team, with notes reflecting reasons for adjustment.

KEY PERFORMANCE MEASURES: Year 1 - 2025 - 2026						
Measure	Library Plan Outcome Area	LGPRF indicator	Revised Projections 2024-25	Target 2025-26	Revised Target 2025-26 <small>- Updated June 2025</small>	Notes
Engagement						
Net Promoter Score <i>(Community Survey)</i>	Outstanding People and Performance		65	65	65	
Memberships	Discovery and Learning		98,000	107,500	108,500	1
Visits						
Visits – physical	Dynamic Spaces		785,500	861,500	870,000	2
Visits – virtual	Dynamic Spaces		847,000	929,000	937,500	3
Total visits (physical and virtual)			1,632,500	1,790,500	1,807,500	
Program and events attendance	Stronger Connections		74,500	81,500	81,500	4
Collection						
Loans - physical/eBook/eAudio	Discover and Learning		1,537,000	1,686,000	1,703,500	5
Loans - digital <i>(excluding eBooks and eAudio)</i>	Discovery and Learning		751,500	824,000	831,000	6
Loans (total physical/eBook/eAudio and digital)			2,288,500	2,510,000	2,534,500	
Physical quality of library collection <i>(age of collection - less than 5 years)</i>	Discovery and Learning		65%	65%	65%	
Cost of Delivery						
Total cost of library service to council per capita*			\$ 16.52	\$ 16.22	N/A	7

Notes:

1. Additional 1,000 members predicted for Library Lounge/s
2. Adjusted from 861.500 to include target Library Lounge visits
3. Adjusted from 929,000 to include additional member usage at Library Lounge/s
4. Programming is limited by staff availability which does not grow as population grows so we are maintaining the same target for program attendance
5. Adjusted from 1,686,000 to include additional member usage
6. Adjusted from 824, 000 to include additional member usage

7. 'Cost of Library Service' (an LGPRF measure) will be reported on in line with State Government requirements but will not have a Council target set for 2025-2026 due to changes to the method of calculation (inclusion of some capital items, maintenance and utilities). This means it will be difficult to set meaningful targets for 2025-2026. To be reviewed in future years.

In addition to tracking our Key Performance Measures, we will introduce a social impact evaluation tool—Culture Counts—to better understand and demonstrate the value of our library programs and services within the community.

Culture Counts measures impact across a range of domains, including Cultural, Social, Economic, Placemaking, Community, Qualities, and Libraries. ([Libraries and Learning - Culture Counts](#)).

We are currently identifying the most relevant domains, outcomes, and evaluation questions to ensure alignment with the 2025–2029 Library Plan, the 2025–2026 Action Plan, and the City of Casey Council Plan.

Conclusion

The Annual Action Plan brings to life our purpose to inspire curiosity, foster community engagement, and offer trusted access to information. Key Performance Measures provide a reportable framework for measuring success, alongside the completion of the actions.

Culture Counts will also provide an evaluation framework and reporting function to measure the social impact of delivering our Core Priorities in each Strategic Outcome Area.

RECOMMENDATIONS

- 1. That the Action Plan Report be noted.**

OFFICERS REPORTS

CL23/2025 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board with an update on Connected Libraries' financial performance as at 31 May 2025.

Library Plan 2021-2025 reference – 4.5, 4.6

Library Plan 2025-2029 reference – 4.5

Discussion

Income Statement Month Ended 31 May 2025					
	Total Budget 2024-25	Budget YTD May 2025	Actual YTD May 2025	Variance	% Actual Vs Budget
Income					
Council Contributions	7,053,833	6,467,680	6,487,680	20,000	0.3%
Government Grants	2,175,404	2,171,833	2,175,377	3,544	0.2%
Interest on Investments	118,000	108,750	178,674	69,924	64.3%
Other Income	108,995	99,913	104,705	4,792	4.8%
Total Income	9,456,232	8,848,176	8,946,437	98,260	1.1%
Expenditure					
Employee Costs	6,895,239	6,344,265	6,130,105	214,160	3.4%
IT & Communications	570,000	509,272	571,473	(62,201)	(12.2%)
Library Materials	363,600	359,251	310,119	49,132	13.7%
Promotions & Marketing	112,900	103,151	100,435	2,716	2.6%
Administration	457,309	404,944	332,437	72,507	17.9%
Depreciation	1,070,521	939,169	939,169	0	0.0%
Total Expenditure	9,469,569	8,660,052	8,383,739	276,313	3.2%
Net Gain(loss) disposal of plant & equip	0	0	1,136	1,136	
Net result for the reporting period	(13,337)	188,124	563,834	375,709	199.7%

Income

Council Contributions

\$20k surplus is a permanent variance due to the unbudgeted transfer of Minor Capital Works funding from City of Casey.

Interest on Investments

Higher than budgeted investment revenue continues, with an additional \$69k received year to date. This is a result of the additional surplus from FY2024 allowing for further term deposits, and favourable interest rates early in the financial year. Rates have started to ease slightly since January, but returns remain ahead of budget, contributing positively to overall income. Allocation of this surplus revenue has been utilised

for capital expenditure in OHS furniture & equipment requirements. 'Digital Memory Lab' project has commenced, with capital expenditure occurring across May and June 2025.

Expenditure

Employee Costs

Savings in Employee Costs are attributed to:

- \$50k underspend due to vacant positions in Digital Operations (saving offset with overspend in IT & Comms)
- Bunjil Place Library closure (staircase repairs) over Christmas/New Year period resulted in significant amounts of staff leave taken. The closure was not a known event at the time the budget was developed, and this has contributed to a \$110,000 reduction in employee leave entitlement balances.

IT & Communications

Overspend in outsourced Digital Operations resources offset by \$50k underspend in Employment Costs. It is expected for IT & Comms to finish the financial year \$60k overspent.

Library Materials

Variance in library materials spend is entirely timing related; expenditure will realign with budget by end of financial year.

Promotions & Marketing

Variance in Promotions & Marketing is entirely timing related; expenditure will realign with budget by end of financial year.

Administration

Underspent by \$70k, driven largely by some of the budgeted legal and consultant costs related to the transition to a beneficial enterprise being funded by City of Casey directly and saving in the initial LibsVic Courier costs.

Depreciation

On track with budget year to date due to the monthly processes relating to items purchased prior to the start of the Financial Year. However, as noted previously, the reallocation of Council capital projects and funding (eg. Branch Furniture Renewal) will result in an anticipated overspend of 3-5% at year end.

Capital Expenditure Month Ended 31 May 2025					
	Total Budget 2024-25	Budget YTD May 2025	Actual YTD May 2025	Variance	% Actual Vs Budget
Library Materials	1,089,680	1,035,193	863,716	171,477	16.6%
Motor Vehicles	60,800	60,800	49,614	11,186	18.4%
Furniture & Equipment	160,662	91,000	184,679	(93,679)	(102.9%)
Capital Exp. for the reporting period	1,311,142	1,186,993	1,098,009	88,984	7.5%

Capital Expenditure

Library Materials

Underspend in Library Materials is due to timing of suppliers and release dates of new titles. CL will continue to see small variances through the year, but will realign at year end.

Furniture & Equipment

This area is split into two categories of spending:

- Branch Furniture - \$28k of the current overspend relates to the agreement made with City of Casey to assume management of the Branch Furniture Renewal Budget. To address some additional

requirements for Staff OHS, CL have estimated that by June 2025, approximately \$20k will be spent further on Furniture & Equipment.

- IT Equipment & Infrastructure - \$50k of the current overspend is timing related, Digital Operations have begun the process of transitioning outdated patron facing equipment earlier than planned (including 6 new Self-Check Kiosks at a cost of \$45k). \$10k overspend in Digital Equipment relates to the acquisition of Digital Memory Station equipment, which is offset by the surplus interest revenue.

Furniture & Equipment is expected to finish the year \$50,000 (25%) overspent, funded through the \$20k surplus in Council Contributions and the balance funded through surplus Interest Revenue.

This allocation of additional revenue to Capital expenditure will result in a better than budget Net Result for the year, as the revenue is allocated in the Comprehensive Income Statement and furniture spend appears in the Statement of Capital Works. It is also worth noting that the Depreciation on this furniture will be seen in the Comprehensive Income Statements in years to come (between 5-10 years, dependent on the item).

City of Casey – Change in Financial System

Finance and Leadership teams attended UAT sessions and training with City of Casey staff and external project delivery teams in recent weeks. At the time of report, changes to the new system were still being investigated and actioned by City of Casey, to ensure minimal loss of current functionality. Go-live for the new system is still scheduled for 1st July 2025.

Procurement Policy

The Procurement Policy has been reviewed and updated to reflect transition of operations from CCLC to CL Ltd. Changes are summarised as follows, a 'clean' copy of the updated Policy is attached:

1. Purpose updated to reflect CL Ltd charitable status (pg 3)
2. Removed references to Local Government Act (pg 3 and throughout)
3. Added references to appropriate legislative and regulatory provisions – Corporations Act 2001, ACNC Governance Standards (pg 3 and throughout)
4. Changed references from Board 'Members' to 'Directors' (pg 4 and throughout)
5. Referenced to Local Government thresholds highlighted (pg 5) We suggest leaving these in as there are no equivalent standards for NFP companies.
6. Updated Annual review date (pg 7)
7. Updated definitions (pg 7)
8. Updated Related Legislation and Documents to reflect CL Ltd entity (pg 7)
9. Appendices – Bank Signatories, addition of Chairperson (pg 10)

Bank Reconciliation

A Bank Reconciliation is available on request.

FY2025 Audit Schedule

VAGO will be completing the 2025 Financial Statements Audit and have scheduled the below key stages (subject to change):

- Combined Planning and Interim Audit visit– 31 March – 11 April (Completed)
- Final Audit - 15 September to 22 September
- Signing of Financial Statements by the Chairperson, CEO and GMFDO – October Board Meeting
- Annual Report due to be submitted to the Minister for Local Government - 30 September 2025, CL will request an extension on this submission date due to the timing of the Audit Schedule.

Conclusion

Connected Libraries is managing the current environment with measured financial decisions. Connected Libraries is in a sound financial position.

RECOMMENDATIONS

- 1. That the Finance Report be noted.**
- 2. That the updated Procurement Policy be noted.**

PROCUREMENT POLICY

CONTENTS

1	PURPOSE	1
	Values	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
	3.1 Value for Money	1
	3.2 Ethics and Probity	2
	3.3 Conflict of Interest.....	2
	3.4 Fair and Honest Dealing.....	2
	3.5 Accountability and Transparency.....	2
	3.6 Responsible Financial Management.....	2
	3.7 Gifts and Hospitality.....	2
	3.8 Procurement Thresholds and Competition	3
	3.9 Quotations, Specification and Tenders.....	3
	3.10 Use of Corporate Credit Cards	3
	3.11 Internal Controls	4
	3.12 Risk Management.....	4
	3.13 Sustainability.....	4
	3.14 Support of Local Business.....	4
	3.15 Social Procurement.....	5
4	RESPONSIBILITIES	5
	Compliance, monitoring and review.....	5
	Reporting.....	5
	Records management.....	5
5	DEFINITIONS.....	5
6	RELATED LEGISLATION AND DOCUMENTS	5
7	APPROVAL AND REVIEW DETAILS.....	6
8	APPENDICES	7
	Attachment 1 - Delegations of Authority.....	7
	Attachment 2 - Connected Libraries Bank Signatories.....	8

1 PURPOSE

The purpose of this Policy is to:

- ensure consistency, transparency and accountability in all procurement activities undertaken by Connected Libraries Limited (CL);
- demonstrate responsible and ethical financial management to stakeholders;
- support the achievement of CL Ltd's charitable purpose and public benefit obligations through value-driven and socially responsible purchasing;
- facilitate effective, sustainable procurement practices that achieve value for money over the full lifecycle of goods and services; and
- increase the probability of obtaining the best outcome for CL when purchasing goods and services.

Values

CL's organisational values underpin the expectations and behaviours outlined in this document.

2 SCOPE

This Policy applies to all contracting and procurement activities at CL and is binding upon Board Directors, Library employees, temporary employees, volunteers, contractors and consultants while engaged by CL.

All CL's procurement activity is subject to the applicable:

- Legislative and regulatory provisions in the Corporations Act 2001, Competition and Consumer Act 2010 and in line with ACNC Governance Standards.
- Promulgated guidelines (including Victorian Local Government Best Practice Procurement Guidelines 2024).

This Policy ensures that CL contracting and purchasing activities:

- Support the strategies, aims and objectives of CL
- Achieve value for money and quality in acquiring goods
- Are shown to be undertaken fairly and in an ethical manner
- Seek continuous improvement, value for money and quality
- Support local business, encourage sustainable business practices and social procurement principles where possible.

3 POLICY STATEMENT

The following principles apply to all aspects of CL's procurement.

3.1 Value for Money

All persons engaged in purchasing decisions must aim to obtain best value-for-money for CL.

Value-for-money will take into account all of the relevant costs and benefits of each proposal throughout the entire procurement cycle. While cost will be a major consideration, goods, services and works will also be selected on the basis of the degree of compliance with specified quality standards.

CL will seek to minimise the cost of procurement by:

- Ensuring that all procurement needs, and outcomes are clearly defined
- Packaging works and services in a manner that encourages competition
- Measuring ongoing performance, savings and benefits by conducting buying and tendering process efficiently

- Ensuring contracts are managed effectively and efficiently.

3.2 Ethics and Probity

CL's procurement activities shall be performed with integrity and in a manner able to withstand the closest scrutiny.

All persons engaged in CL procurement must exercise the highest standards of probity and will:

- Treat potential and existing suppliers with fairness and equality
- Not seek or receive personal gain
- Maintain confidentiality of commercial information such as contract prices and other sensitive information
- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- Provide all suppliers and tenderers with the same information and equal opportunity
- Be able to account for all decisions and provide feedback on them.

3.3 Conflict of Interest

Board Directors and members of staff (and all persons engaged in procurement on CL's behalf) have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (Corporations Act 2001).

Board Directors and members of staff shall at all times avoid situations in which private interests conflict or might reasonably be perceived to conflict or have potential to conflict with their CL duties.

3.4 Fair and Honest Dealing

All prospective providers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained throughout the procurement process.

The commercial interest of existing and potential providers must be protected. Confidentiality of information provided by existing and prospective providers must be maintained at all times. Confidentiality includes but is not limited to prices, discounts, rebates, profit and manufacturing and product information.

3.5 Accountability and Transparency

All persons engaged in procurement must be able to explain and provide evidence of the process followed in purchasing on behalf of CL. The test of adequate accountability is that an independent third party must be able to clearly see that a process complying with this Policy has been followed and that the process is fair and reasonable.

3.6 Responsible Financial Management

The principles of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds shall be established prior to the commencement of any procurement action for the supply of goods, services or works. *(Refer to other policies that interact with procurement).*

Staff must not authorise the expenditure of funds in excess of their financial delegation.

3.7 Gifts and Hospitality

No Board Member or member of staff shall, either directly or indirectly solicit gifts or presents from any member of the public involved with any matter that is connected with the duties of the officer, or in which CL is interested.

Staff are referred to the CL's Gifts and Hospitality Policy for details. [Gifts and Hospitality Policy](#)

Board Directors and member of staff (and all persons engaged in procurement on CL's behalf) must adhere to relevant CL Policies and Procedures on Gifts and Hospitality.

3.8 Procurement Thresholds and Competition

Purchase of all goods and services with an estimated expenditure exceeding \$150,000 shall be undertaken by public tender as per the thresholds contained in the **Local Government Act**. The thresholds must represent the estimated value of the whole of term of the contract i.e. the initial term plus the value of any options to extend the initial contract term and are to be inclusive of GST.

As an alternative however, purchases can be made through an approved purchasing scheme provided that the particular scheme has been nominated by CL to act on its behalf and CL has been nominated in the purchasing scheme's tender documentation and a competitive tendering process has been undertaken.

Should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the CL, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

3.9 Quotations, Specification and Tenders

Purchases below the **Local Government Act** public tender thresholds shall be undertaken as follows:

- Purchases with value between \$500 and \$5,000
 - Purchase order must be raised.
 - Only one quotation required.
- Purchases with value between \$5,001 and \$10,000
 - Purchase order must be raised.
 - Two written quotations required to be recorded.
- Purchases with value between \$10,001 and \$150,000
 - Purchase order must be raised.
 - Minimum of three written quotations required to be recorded.
- All pricing is exclusive of GST.

As an alternative, procurement can be made through an annual supply contract, a service supplier contracted to CL or through a **Government approved agent under ministerial order**. The situation may arise where insufficient quotations can be obtained to satisfy the above requirements.

This may occasionally occur where there are few suppliers for the goods, services or works being sought or the work is highly specialised. In this case, the details of the contacted suppliers must be recorded, or recommendation and an appropriate comment recorded and an exemption from procurement process be sought.

3.10 Use of Corporate Credit Cards

Connected Libraries has four (4) Westpac Bank Credit Cards to be used in circumstances outside of normal purchasing routines, these cards are allocated to the members of the Executive Team.

The cards are intended to facilitate the purchase of goods or payment for services when the normal invoice/accounts payable routines are not possible or inappropriate. Examples of such circumstances are:

- Booking of airline tickets for conference travel
- Booking accommodation for conferences
- Purchase of software or other items over the Internet

- Where a supplier is not able to provide a credit account or does not support the payment of goods/services via EFT.

Purchases made using the Corporate Credit cards are to be within the approved budget lines or the source of funds needs to be established prior to the commencement of purchase for any goods, services or works.

Under no circumstance may a Corporate Credit Card be used for private or personal purchases.

Unauthorised staff or personnel must not use or divulge a Corporate Credit Card number, and the Card PIN must only be used by the Credit Card Holder and may not be divulged to any other staff member or person.

After using the Credit Cards to undertake a transaction, a New Item transaction record must be completed within SharePoint and a valid receipt/tax invoice attached.

Withdrawal of cash using the Corporate Cards is strictly prohibited.

Any unauthorised transactions on the Credit Card Statement (eg. fraudulent or unidentified transactions) are to be reported to the Accounts Department as soon as they detected.

A lost or stolen card must be reported to the Accounts Department immediately.

The Chief Executive Officer is responsible for signing off monthly bank credit card statements for the members of the Executive Team, while the Chairperson of the Library Board is responsible for signing off monthly bank credit card statements for the Chief Executive Officer.

3.11 Internal Controls

CL will establish and maintain a framework of internal controls over procurement processes that will ensure:

- More than one CL employee is involved in each transaction
- A clearly documented audit trail exists for procurement activities
- Appropriate authorisations are obtained and documented
- Systems are in place for appropriate monitoring and performance measurement
- Ensure contract and arrangement are managed effectively and efficiently.

All persons engaged in procurement activities must diligently apply all internal controls.

3.12 Risk Management

CL will manage all aspects of its procurement activities in such way that all risks, including occupation health and safety, are controlled to the standards required by law.

3.13 Sustainability

CL is committed to achieving environmental sustainability and supporting initiatives that have an impact on or contribute to the environment.

CL supports sustainable procurement practices including:

- Buying locally produced products and services
- Buying products that have recycled content eg paper
- Engaging suppliers who support sustainable business practices
- Buying durable products that have guarantees

Value-for-money purchasing decisions made by CL are made on the basis of whole-of-life cost and non-price factors impact of CL procurement on environment.

3.14 Support of Local Business

CL is committed to buying from local business where such purchases may be justified on value-for-money grounds.

3.15 Social Procurement

CL is committed to employing Social Procurement principles where practicable to help create positive social change. For example, encouraging the procurement of goods and services from Aboriginal and Torres Strait Islander businesses when appropriate.

4 RESPONSIBILITIES

Compliance, monitoring and review

The next annual review of this document is scheduled to be presented to the Board at the Connected Libraries Limited June 2026 Board meeting.

Reporting

No additional reporting is required.

Records management

Staff must maintain all records relevant to administering this policy in a recognised recordkeeping system.

5 DEFINITIONS

Board Directors	individuals holding office on the CL Limited Board, including Councillors, Officers and Independents. Also, referred to as CL Ltd Board members.
CL	Connected Libraries Limited, trading as Connected Libraries, a registered charity with the Australian Charities and Not-for-profits Commission
Staff	Employees of CL, permanent, fixed term and casual employees.
Probity	refers to a good process, one that has clear procedures consistent with organisations policies and legislation understood and followed from the onset.
Procurement	the entire process of acquisition of goods, services and works, including initial concept through to end of the useful life of an asset or service agreement or contract.
Quotation	a formal process whereby suppliers or different parties are invited to submit a statement setting out the estimated cost for a particular good, service or work.
Social Procurement	when organisations use their own buying power to generate positive social value and outcomes above and beyond the value of the goods or services being procured.
Supplier/s	any organisation that supplies goods or services, includes but not limited to contractors, subcontractors, manufacturers, wholesalers, retailers and consultants.

6 RELATED LEGISLATION AND DOCUMENTS

Our Governance Documentation

[Gifts and Hospitality Policy](#)

Our Forms and Templates

[Corporate Gift Register](#)

Other Related Documentation

[Competition and Consumer Act 2010.](#)

Legislative and regulatory provisions

Promulgated guidelines (including).

[ACNC Governance Standards](#)

[Corporations Act 2001](#)

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	General Manager, Finance & Digital Operations
Advisory Committee to Approval Authority	General Manager, Finance & Digital Operations
Administrator	Executive Assistant
Next Review Date	June 2026

Approval and Amendment History	Details
Original Approval Authority and Date	General Manager, Finance & Digital Operations
Amendment Authority and Date	June 2025
Notes	This document is updated annually and presented to the Library Board

8 APPENDICES

Attachment 1 - Delegations of Authority

Chief Executive Officer

- Purchase orders to the value of \$149,999
- Contracts to the value of \$149,999
- Appointment to register of pre-qualified suppliers
- Approval of electronic payroll signoff
- Credit Card access (\$5,000)

General Manager Finance & Digital Operations

- Purchase orders to the value of \$75,000
- Contracts to the value of \$10,000 per year with a life up to 5 years
- Approval of electronic payroll signoff
- Credit Card access (\$5,000)

General Manager Customer Experience

- Purchase orders to the value of \$50,000 (Library materials and equipment)
- Purchase orders to the value of \$10,000 (Promotions/Marketing)
- Contracts to the value of \$10,000 per year with a life up to 2 years
- Credit Card access (\$5,000)

General Manager Organisational Development

- Purchase orders to the value of \$20,000 (Training & Employee costs)
- Approval of electronic payroll signoff
- Credit Card access (\$5,000)

Digital Operations Manager

- Purchase orders to the value of \$20,000 (IT hardware and software)
- Contracts to the value of \$10,000 per year with a life up to 2 years

Collections Manager

- Purchase orders to the value of \$20,000 (Library materials & Databases)
- Contracts to the value of \$10,000 per year with a life up to 2 years

Children, Youth and Outreach Manager

- Purchase orders to the value of \$10,000 (Library materials & Program Costs)
- Contracts to the value of \$3,000 per year with a life up to 2 years

Marketing Manager

- Purchase orders to the value of \$5,000 (Marketing Costs)
- Contracts to the value of \$2,000 per year with a life up to 2 years

Endeavour Hills and Adult Programs Manager

- Purchase orders to the value of \$2,000 (Library materials & Program Costs)
- Contracts to the value of \$1,000 per year with a life up to 2 years

Cranbourne, Digital Literacy and Local History Manager

- Purchase orders to the value of \$2,000 (Databases, Hardware and Software)
- Contracts to the value of \$1,000 per year with a life up to 2 years

Hampton Park and CALD Manager

- Purchase orders to the value of \$2,000 (Library materials & Program Costs)
- Contracts to the value of \$1,000 per year with a life up to 2 years

All authority granted is to within allocated and approved budgets.

Attachment 2 - Connected Libraries Limited Bank Signatories

The Connected Libraries Limited Board approved and nominated appropriate Officers as signatories to support the day-to-day operations and management of Connected Libraries Limited.

Chief Executive Officer, Connected Libraries Limited

- Elspeth Luppino

General Manager Finance and Digital Operations, Connected Libraries Limited

- Emily Rachel Louise Ramaswamy

Chairperson, Connected Libraries Limited

- Penelope Holloway

Chief Financial Officer, City of Casey

- Melissa Baker

Council Officer, City of Casey

- Glenn Andrew Patterson, Chief Executive Officer

Note: Westpac advise that any two signatories are able to sign jointly.

Authorised Officers to issue instructions only, regarding term deposits:

- General Manager Finance and Digital Operations, Connected Libraries Limited
- Financial Accountant, City of Casey
- Senior Finance Officer, City of Casey

CL24/2025 ORGANISATIONAL RISK

Report prepared by Beth Luppino and Janine Galvin

Purpose

To provide the Board with a progress report on matters that impact Connected Libraries' operations or strategic goals.

Library Plan 2021-2025 reference – 4.3, 4.6, 4.7

Library Plan 2025-2029 reference – 2.4, 4.3, 4.4, 4.5

Background

The Organisational Risk report provides the Board with information on relevant legislative, regulatory or policy requirements related to risk management including Workplace Health and Safety, and any other matters that may require monitoring or consideration.

Discussion

Occupational Health and Safety

Incident Reports

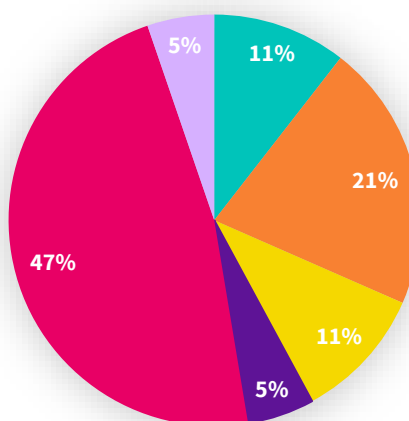
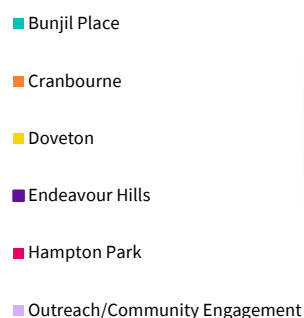
Ensuring a safe and respectful environment for both staff and community remains a core operational priority. This report provides a summary of incidents reported between April and June, with comparative data from the January to March period.

While the types of incidents remain broadly consistent, we note a slight drop in total incidents. This continues through to a drop in inappropriate patron behaviour verbal and inappropriate patron to patron behaviour incidents, although we have noticed a notable increase in reported theft—which underscores the need for ongoing vigilance, proactive engagement, and robust staff support.

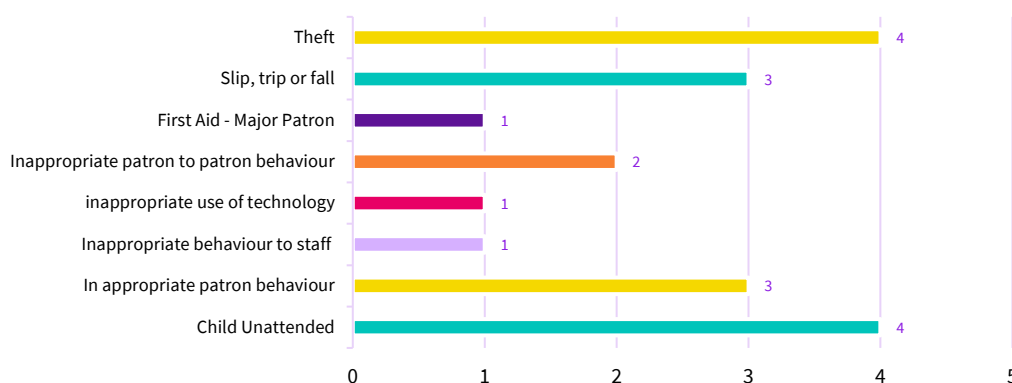
During this reportable period, our two highest incident types were theft and children unattended. Children unattended in our libraries remains a strong focus with our staff, providing ongoing support and guidance to our carers to ensure the appropriate support and supervision is provided to children in our library spaces.

The Conflict Management and De-escalation training is progressing as planned, with high participation and positive feedback. Staff have reported improved confidence in managing difficult behaviours, de-escalation, and safety incidents.

**Incident Reports by Branch
1 April 2025 -13 June 2025**



Incident Reports by Type - 1 April 2025 -13 June 2025



Risk Management

Statewide funding for Public Libraries

Library Managers met with the State Government's Economic Development Department team on 17 June. The Government services team confirmed that the Public Library Funding Program (PLFP) and Victorian Premiers Reading Challenge program funding would remain unchanged in the 2025-2026 financial year. Funding levels have remained unchanged since 2018. While it is positive that there have been no funding cuts for libraries, the lack of adjustment to accommodate population growth, or even CPI increases over the past seven years means that there is a growing funding gap in real terms.

Public Libraries Victoria (PLV) will continue to lead advocacy for more State funding heading into the 2026-2027 budget process. The Minister for Local Government, Nick Staikos is a supporter of public libraries but needs broad support from other Members to make meaningful positive change to library funding. PLV has encouraged all libraries in Victoria to engage with local state Members ahead of the next budget (and election cycle) to ensure the importance of funding free library services is understood and supported.

RECOMMENDATIONS

- 1. That the Organisational Risk Report be noted.**

CL25/2025 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

To provide the Board with a summary of CL's performance.

Library Plan 2021-2025 reference – 4.3, 4.5

Library Plan 2025-2029 reference – 2.2, 2.6, 4.5

Discussion

Connected Libraries reports to the Board on areas of performance including collections, visitation, digital engagement, memberships, marketing and social media engagement and events/programs.

Financial Year - 2024-2025

Measure	Target 2024/25	Quarter 1 (Jul – Sep)	Quarter 2 (Oct– Dec)	Quarter 3 (Jan–Mar)	Quarter 4 (Apr–May)	2024-2025 YTD	2023-2024 YTD
Engagement							
Utilisation of Technology (Wi-Fi, Public PC user in branch)	156,297	34,349	33,534	32,187	43,030	143,099	126,878
Net Promoter Score (Community Survey)	65	64	-	-		64	65
Memberships*	98,000	92,251	93,451	96,393	97,115	96,393	88,254
Visits							
Visits – physical	829,000	206,640	186,438	178,232	138,991	710,301	678,429
Visits – virtual	829,000	216,070	191,487	211,809	144,033	763,399	747,307
Total visits	1,658,000	422,710	377,925	390,041	283,024	1,473,700	1,425,736
Program and events attendance	63,500	20,494	16,299	14,827	13,293	64,913	55,823
Collection							
Loans – physical	1,293,000	347,981	291,297	302,088	207,446	1,148,812	1,145,096
Loans – digital	739,000	249,125	267,054	288,099	196,374	1,000,652	727,464
Loans (total physical and digital)	1,971,270	597,106	558,351	590,187	403,820	2,149,464	1,872,560
Physical quality of library collection (age of collection - less than 5 years)	75.0%	70.0%	70.0%	69.9%	-	70.0%	69.5%

*Membership on last day of the quarter.

Note – quarter 4 is not complete and only includes April to May 2025 statistics.

Our performance, eleven months into 2024-2025 is looking positive, with most measures tracking above 84 percent of 2024-2025 targets. Digital loans are tracking the strongest, having exceeded the projected target by the end of quarter three. Digital loans have now achieved 135 percent of target to end of May. Program and event attendance has just exceeded annual target, with one month to go, tracking at over 102 percent, with 64,913 attending one of our 3,389 programs held so far this financial year.

Library Usage *(Library Plan reference 4.3)*

Community usage across our libraries continues to be strong. Visits to our libraries remain steady, dropping in April from March, mainly due to public holiday closures and increasing significantly in May by 17.1 percent. Physical visits in May, almost reached 75,000, the last time visits exceeded 75,000 was in October 2024 with over 80,000 – a peak study period.

All branches experienced an increase in visitation in May except for Cranbourne West Library Lounge that had a slight decline (1.9 percent) from April to May. Bunjil Place Library saw the largest increase in visitation from April to May, 22.2 percent.

Physical visits were stable year on year for May, with a 0.8 percent lift on 2024. Visits were down in April compared to year prior, largely due to the timing of when Easter fell. Year on year, Cranbourne and Bunjil Place Library both experienced growth in visitation.

CONNECTED LIBRARIES BOARD MEETING
Wednesday 25 June 2025

VISITS	Feb-25	Mar-25	Apr-25	May-25	2024-2025 YTD	2023-2024 YTD*	% Variance YTD
Cranbourne West - Lounge	1,663	1,743	1,826	1,791	19,735	8,360	136.06%
Cranbourne	10,875	12,132	11,189	13,074	127,643	129,276	-1.26%
Doveton	4,412	4,218	4,253	4,319	48,556	41,821	16.10%
Endeavour Hills	6,990	7,187	7,217	7,727	78,457	77,361	1.42%
Hampton Park	7,790	8,820	7,091	8,411	89,455	89,625	-0.19%
Bunjil Place	28,483	33,764	32,442	39,651	346,455	331,986	4.36%
Regional Total	60,213	67,864	64,018	74,973	710,301	678,429	4.70%
Virtual Visits	67,791	72,576	72,397	71,636	763,399	747,307	2.15%
TOTAL	128,004	140,440	136,415	146,609	1,473,700	1,425,736	3.36%

*Note – Cranbourne West – Lounge opened to community in January 2024, YTD stats are not comparable from 2024-2025 and 2023-2024.

Virtual visits continue to perform nicely. Year on year, growth has been across our website and CL App.

VIRTUAL VISITS	Feb-25	Mar-25	Apr-25	May-25	2024-2025 YTD	2023-2024 YTD	% Variance YTD
Website	37,338	41,757	39,981	38,903	415,049	406,142	2.19%
Enterprise	11,314	12,232	12,188	11,472	133,584	145,088	-7.93%
CL App	19,139	18,587	20,228	21,261	214,766	196,077	9.53%
TOTAL	67,791	72,576	39,981	38,903	415,049	406,142	2.19%

Memberships continue to grow month on month – 97,115 at the end of May, increasing from 96,799 at the end of April 2025, a small increase 0.33 percent from April 2025. Membership data includes the removal of inactive memberships as part of regular database maintenance.

Connected Libraries are launching ‘Join in July’ membership campaign. This campaign is targeting new CL members – targeting kids and teens (aged 0-17). The aim is for a 10 percent increase on library members for the month of July 2025 (compared to June 2024). Staff will be wearing badges in the branch to promote the campaign. There is a competition linked to the campaign where all new members who join between Tuesday 1 July and Thursday 31 July automatically go into the draw to win a \$200 Gift Card of the winners choice – from Prezzy website.



Physical loans are steady, following same trend to physical visits, but with a very slight drop in April from March, then increasing by 3.3 percent in May. All branches experienced growth in May, except for Doveton and Endeavour Hills Library. Year on year loans are down 6.5 percent in May.

The locker locations Cranbourne West, Manna Gum and Orana usage remains stable.

eLoans continue to be popular. These however did not follow the same trend as physical visits and physical loans, increasing in April, reaching over 101,000, a new milestone. We have now registered eLoans over 90,000 for five consecutive months from January to May 2025, with April the highest performing month.

LOANS	Feb-25	Mar-25	Apr-25	May-25	2024-2025 YTD	2023-2024 YTD*	% Variance YTD *
Regional Support	1,486	1,865	1,772	1,808	17,747	15,382	15.38%
Cranbourne West - Lounge	2,171	2,043	2,418	2,740	27,361	8,447	223.91%
Cranbourne	27,634	30,216	30,406	31,642	333,504	340,398	-2.03%
Doveton	2,216	2,255	2,759	2,302	29,449	28,949	1.73%
Endeavour Hills	11,980	12,901	12,894	12,619	141,218	146,181	-3.40%
Hampton Park	8,170	9,139	8,978	9,001	109,303	111,266	-1.76%
Bunjil Place	39,756	42,825	42,097	44,540	481,955	492,272	-2.10%
Cranbourne West Locker	375	461	365	388	4,188	1,172	257.34%
Manna Gum Locker	295	368	253	257	3,171	794	299.37%
Orana Locker	109	88	80	127	916	235	289.79%
Locker Total	779	917	698	772	8,275	2,201	275.97%
Regional Total	94,192	102,161	102,022	105,424	1,148,812	1,145,096	0.32%
eLoans	93,040	96,219	101,075	95,299	1,000,652	727,464	37.55%
TOTAL	187,232	198,380	203,097	200,723	2,149,464	1,872,560	14.79%

*Note – Cranbourne West – Lounge opened to community in January 2024, Lockers at Cranbourne West, Manna Gum and Orana were operational from February 2024. YTD stats are not comparable from 2024-2025 and 2023-2024.

CONNECTED LIBRARIES BOARD MEETING
Wednesday 25 June 2025

Consistent performers in our eResources collection continue to be eAudiobooks, eBooks, eMagazines, Kanopy and Press Reader. All eResources with the exception of eMagazines and Tumblebooks are up year to date on previous year.

Electronic Resources	Feb-25	Mar-25	Apr-25	May-25	2024-2025 YTD	2023-2024 YTD	% Variance YTD
Age Library Edition	829	894	941	902	10,653	9,037	17.88%
Bolinda eAudiobooks	6,631	7,363	7,264	7,347	79,135	72,047	9.84%
Bolinda eBooks	4,221	4,627	4,331	4,543	49,733	46,553	6.83%
Choice	237	254	199	411	3,805	2,694	41.24%
Comic Plus	146	45	96	123	1,183	-	-
Kanopy	1,170	937	1,302	1,002	12,607	10,148	24.23%
Libby eAudiobooks	3,560	3,859	3,898	4,340	39,609	24,955	58.72%
Libby eBooks	2,107	2,304	2,263	2,327	22,900	14,364	59.43%
Libby eMagazines	2,783	2,964	3,233	3,470	32,851	35,635	-7.81%
Press Reader	71,182	72,796	77,367	70,504	745,512	508,973	46.47%
Storybox Library	77	56	85	115	812	766	6.01%
Tumblebooks	97	120	96	215	1,852	2,292	-19.20%
TOTAL	93,040	96,219	101,075	95,299	1,000,652	727,464	37.55%

Public internet PC bookings and Wi-Fi usage are steady. City of Casey updated their Wi-Fi provisioning services for Bunjil Place, the data results supplied monthly since May 2024 are a total for the precinct and not solely the library. An average figure continues to be used.

INTERNET	Feb-25	Mar-25	Apr-25	May-25	2024-2025 YTD	2023-2024 YTD	% Variance YTD
Cranbourne West - Lounge	27	31	31	24	360	62	480.65%
Cranbourne	1,027	1,131	1,001	1,117	10,955	10,713	2.26%
Doveton	549	514	501	536	5,829	5,314	9.69%
Endeavour Hills	510	536	549	582	6,058	5,944	1.92%
Hampton Park	820	951	941	901	9,673	9,026	7.17%
Bunjil Place	1,369	1,391	1,202	1,421	14,058	15,682	-10.36%
TOTAL	4,302	4,554	4,225	4,581	46,933	46,741	0.41%

WI-FI	Feb-25	Mar-25	Apr-25	May-25	2024-2025 YTD	2023-2024 YTD	% Variance YTD
Cranbourne West - Lounge	188	157	155	248	2,064	1,175	75.66%
Cranbourne	1,574	1,571	1,612	1,826	18,399	20,680	-11.03%
Doveton	568	482	488	517	6,063	7,258	-16.46%
Endeavour Hills	973	1,006	1,097	1,165	11,738	11,859	-1.02%
Hampton Park	953	964	869	993	10,452	11,209	-6.75%
Bunjil Place	2,197	2,810	2,412	2,648	29,838	27,956	6.73%
TOTAL	6,453	6,990	6,633	7,397	78,554	80,137	-1.97%

Engagement Statistics

Digital engagement is strong across many platforms, including eNewsletters, social media, as well as the website. Note, Facebook reach in May increased due to a month-long paid ad for the Orana lockers.

eDM/eNewsletters

Month	Recipients	Opens	Click through rate (number of people that opened then clicked a link)
Feb-2025	90,426	41,800	1.66%
Mar-2025	90,501	40,342	1.92%
Apr-2025	90,118	41,163	0.76%
May-2025	89,679	41,644	1.61%

Read Next Newsletter (EDM)

Month	Recipients	Opens	Click through rate (number of people that opened then clicked a link)
Feb-2025	840	387	1.90%
Mar-2025	836	383	1.44%
Apr-2025	836	400	1.91%
May-2025	841	390	2.02%

Social Media

	Feb-2025	Mar 2025	Apr-2025	May 2025
Facebook	Followers: 9,340 Reach: 5,240	Followers: 9,353 Reach: 11,508	Followers: 9,347 Reach: 9,328	Followers: 9,366 Reach: 21,108
Instagram	Followers: 2,199 Reach: 1,474	Followers: 2,223 Reach: 1,133	Followers: 2,251 Reach: 4,010	Followers: 2,271 Reach: 3,968

Programs and Events

Regular programs and events were held outside the April school holiday period. Early years regular programs include sensory play, art and craft, baby time, toddler time, blokes and bubs, storytimes in our libraries and in the park and sensitive storytime. Our Kids and Teens program offerings ranged from game nights, STEAM sessions, code club and homework clubs.

A separate holiday program ran during April that included: baby rhyme times, toddler time, storytime, art and craft activities, discos, writers workshops, gaming whether it be Mario Kart or Board games, and the ever-popular entertainers.

Library on the Road travelled to Botanic Ridge Family and Community Centre, Royal Botanic Gardens in Cranbourne, and Clyde Township Family and Community Centre offering programs over the April school holidays

Early childhood and children continue to be a key target audience for our programs with Baby Rhyme Time, Storytime and Toddler Time being the most popular. Groups visits whether it be into the library or staff visiting groups outside our libraries walls have been growing, a drop in April is expected with school holidays.

Literacy and lifelong learning is the most prominent program outcome.

Target Audience	Mar 2025 - Attendance	Mar 2025 - Sessions	Apr-2025 - Attendance	Apr 2025 - Sessions	May 2025 - Attendance	May 2025 - Sessions
Early childhood	3,957	149	2,901	94	4,539	159
Children	1,587	80	1,336	60	2,163	91
Young Adult	177	15	195	14	175	17
Adults	590	92	358	61	603	88
Seniors	49	9	32	3	21	11
All ages (not specific)	810	13	757	17	213	19
TOTAL	7,170	358	5,579	249	7,714	385

Program Outcome	Mar 2025 - Attendance	Mar 2025 - Sessions	Apr-2025 - Attendance	Apr 2025 - Sessions	May 2025 - Attendance	May 2025 - Sessions
Digital inclusion	149	57	98	33	118	52
Economic and workforce development	1	1	-	-	-	-
Health and Wellbeing	405	35	1,101	48	369	44
Informed and connected citizens	108	10	2	2	23	6
Literacy and lifelong learning	3,904	182	3,215	123	4,884	202
Personal development *	104	11	253	15	238	19
Stronger and more creative communities	2,499	62	910	28	2,082	62
TOTAL	7,170	358	5,579	249	7,714	385

RECOMMENDATIONS

1. That the Operational Performance Report be noted.

CL26/2025

LIBRARY PLAN – 2021-2025 – ACTIONS AND ACHIEVEMENTS

Report prepared by Koula Kalaitzoglou

Purpose

To provide the Board with key achievements from the Library Plan 2021-2025, specifically the 2024-2025 Action Plan.

Library Plan 2021-2025 reference – 4.6 - Good governance and compliance with legislative requirements

Discussion

This report marks the conclusion of our 2024-2025 Action Plan. In reflecting on the achievements delivered throughout the year, we highlight two key themes that have been central to our impact in fostering a love of reading, literacy and lifelong learning, and partnerships.

These themes and examples provided, showcase the depth and reach of our programs, services and collaborations across the community.

1.5 – Deliver Accessible programs and services that support reading, writing and lifelong learning.

On Wednesday 21 May 2025, Connected Libraries proudly participated in the 25th annual National Simultaneous Storytime, joining millions of readers across Australia in a shared reading of ‘*The Truck Cat*’ by Deborah Frenkel and illustrated by Danny Snell.

This year’s featured book is a heartwarming tale that explores themes of immigration, identity and the bonds that bring us together.

In addition to public readings in our library branches, we also partnered with Myuna Farm, where our team was joined by Mayor Cr Stefan Koomen who read the book to the families in attendance.

This wonderful event was featured in local newspapers, celebrating the joy of reading and reaffirming our commitment to early literacy, inclusion and community engagement.

With over 460 people attending eight events across our City, it highlights the vital role we play in fostering a love of reading and lifelong learning, and building meaningful connections through storytelling.



3.2 – Actively encourage health and wellbeing in our community.

3.2.4 – Work with local health providers to connect community to health prevention program, quality information and activities that enhance health and wellbeing/healthy living.

On Thursday 15 May, Connected Libraries partnered with Monash Health to deliver a training session aimed at teaching volunteers and nursing staff how to support patients in accessing free online library resources.

The session introduced staff from the Mental Health ward to online library platforms BorrowBox, Kanopy, PressReader and Libby whilst also provided printed guidelines for accessing the resources for



them to use with their patients. Nursing staff were enthusiastic about the benefits, both therapeutic and recreational, that these resources will have for their patients.

We will continue to work with Monash Health to deliver more sessions and improve accessibility for patients and community members who are experiencing additional challenges including no access to technology and homelessness.

4.5 Seek funding opportunities that enhance our capacity to support the community.

4.5.2 Raise funds through donations and sponsorships from our community.

Local residents and long-time library supporters, Robin and Arnis Dzedins, have once again demonstrated their incredible generosity by donating a further \$25,000 to enhance digital access and support maker space initiatives across our library service.

This follows their previous donation of \$25,000, which enabled Hampton Park residents to borrow laptops for up to three months. Their latest gift will extend this vital service beyond Hampton Park, making borrowable laptops, with Wi-Fi dongles, available at all library branches within the City of Casey.

In addition to expanding digital access, the donation will also fund the purchase of maker space equipment to support creative programming and provide hands-on learning opportunities for the community.

We are deeply grateful to Robin and Arnis for their continued support and their belief in the power of libraries to foster connection, creativity, and lifelong learning.

The RAV4 gets a new Wrap

In line with the Connected Libraries Vehicle Policy, the CEO vehicle was recently replaced after four years of service. The outgoing Toyota RAV4 hybrid remained in excellent condition, having recently undergone a full service and battery replacement.

Rather than trading in the vehicle, a strategic decision was made to re-purpose it for operational use. The RAV4 has now been added to the Connected Libraries fleet—maximising the value of a well-maintained asset and aligning with our commitment to sustainability and cost efficiency.

As a compact hybrid, the RAV4 offers enhanced fuel economy and a lower environmental footprint compared to larger vehicles. Its versatility and size make it ideal for delivering Home Library Services, facilitating travel between branches, supporting outreach activities and fulfilling a range of general operational needs.

To ensure visibility and promote our services during community engagement, the vehicle has been wrapped with Connected Libraries branding.

This addition to Outreach resources reduces reliance on personal vehicles, and provides a more practical and efficient alternative to the larger library van for everyday use.



Conclusion

Through targeted initiatives such as National Simultaneous Storytime and strategic collaborations like the Monash Health training session, we continue to expand our access to library services and digital resources for diverse community groups, including the vulnerable.

The successes outlined reinforce the critical role our libraries play in supporting community wellbeing, inclusion and digital engagement.

Looking ahead, we remain focused on strengthening these key themes to deliver innovative, accessible and collaborative library experiences that respond to evolving community needs.

RECOMMENDATIONS

- 1. That the Library Plan 2021-2025 – Actions and Achievements Report be noted.**

GENERAL BUSINESS

CL27/2025 CHAIRPERSON

Report prepared by Beth Luppino

Purpose

To outline the Board Governance policy requirements regarding the terms of office for the Board Chair position and to support the Board in the election of a Chairperson from 1 July 2025.

Library Plan 2021-2025 reference – 4.6

Library Plan 2025-2029 reference - 4.5

Background

At the CCLC 2024 June Board meeting, the Board discussed the role of Chairperson and time held in the position.

The CCLC Board Governance policy (which also applies to Connected Libraries Limited) describes that the Chairperson must be one of CL's Independent Directors (referred to by CCLC as Board Members).

Discussion

Clause 6.4 of the policy outlines the general terms of office for Independent Directors (4 years initial term with optional further term) unless removed by CL in accordance with the terms of a separate contract of appointment; or the Independent Member resigns.

The policy outlines that the Chairperson shall hold office for 24-months unless the Chairperson goes out of office earlier in accordance with clause 6.4 of the policy. The 24-month rotation provides stability and continuity to the Board and Governance structure of Connected Libraries Limited.

Throughout any term as Chairperson, the other Independent Director will act as alternate Chair where the Chairperson is not available.

The Board endorsed that Penny Holloway continued in the roll of Chair until July 2025, which included for the initial meeting of Connected Libraries Limited. In July 2025, the position of Chairperson is due to rotate to Helen Partridge.

The Independent Board members have indicated that Penny Holloway will nominate for the role of Chair for a further twelve months, with Helen Partridge continuing in the role of alternate Chair.

The Board should consider the appointment of a Chair of the Connected Libraries Limited Board from July 2025.

Conclusion

The Board governs Connected Libraries in accordance with the Regional Library Agreement and Board Governance Policy.

RECOMMENDATIONS

- 1. That the Board Chairperson report be noted.**
- 2. That the Board endorse an Independent Board member in the role of Chair from July 2025 until July 2026.**

CL28/2025 BENEFICIAL ENTERPRISE

Report prepared by Beth Luppino

Purpose

To provide the Board with information on the scheduled transfer of assets including cash holdings from CCLC to CL Ltd on July 1, to enable CL Ltd to begin trading in accordance with the Library Agreement.

Library Plan 2021-2025 reference – 4.6, 4.7

Library Plan 2025-2029 reference – 4.5

Background

The Library Agreement between Connected Libraries Ltd, Casey City Council and Casey Cardinia Library Corporation was signed by representatives of each of the parties on 22 April 2025.

Section 4.D. of the Agreement states all assets will be deemed to have transferred from 1 July (see excerpt from page 8 of the Agreement below):

4. Assets and Operating Costs Premises

Initial Contribution of Assets

B. Casey Council records that CCLC holds or has the use of assets provided by or obtained for the benefit of libraries operated by CCLC within the Casey Council LGA.

C. The parties record that:

- (a) CCLC holds the Founding Council Assets set out in Schedule 2 for the use of library branches within the LGA of Casey Council; and*
- (b) Casey Council has made available to CCLC the Premises set out in Schedule 1 for the purpose of operating the library branches.*

D. Legal title and ownership of Founding Council Assets held by CCLC as at the date of incorporation of the Company shall be deemed to be transferred to the Company from 1 July 2025, and the parties shall do all things reasonably necessary to effect the transfer of such assets.

E. The Company shall assume the rights and responsibilities of CCLC with respect to the Premises from 1 July 2025.

Legal advice from Sharrock Pitman provided on 31 March 2025 confirmed that, other than clause 4.D. of the Agreement, there were no further governance processes needed to transfer the net assets, noting that an inventory of physical assets is maintained by CL, and also attached to the Library Agreement at "Schedule 2".

Discussion

Transfer of funds to CL Ltd Accounts

In line with the Agreement, and to enable Connected Libraries Ltd to commence operations from 1 July 2025, it is necessary to ensure that sufficient funds are available in the new entity's bank accounts on that date.

It is therefore proposed that CCLC formally schedule the transfer of its available cash holdings to Connected Libraries Ltd on 1 July 2025, in coordination with its banking providers. This includes funds held in both operational and investment accounts, excluding a retained balance of \$50,000 to cover CCLC's final wind-up and liquidation expenses.

Once the liquidation process is complete, any remaining funds will be transferred to the City of Casey, which will then complete the final step in the Net Assets transfer by passing the residual balance on to Connected Libraries Ltd. (A report prepared by Council Officers for the November meeting of Council will include recommendations to appoint the Liquidator, begin the wind-up of CCLC, and approve the transfer any remaining funds of the corporation to CL Ltd at the conclusion of the process.

Conclusion

In order to support the transition to Connected Libraries Ltd, the Board should ensure that operating cash resources are transferred to the bank accounts held in the name of the company to commence operations from 1 July 2025.

RECOMMENDATIONS

- 1. That the Board approves the scheduling of the transfer of CCLC's available cash assets to Connected Libraries Ltd on 1 July 2025, except for a \$50,000 retained balance to meet anticipated wind-up costs.**

IN CAMERA

CL29/2025 TRANSITION UPDATE

Report prepared by Beth Luppino

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NEXT MEETING

Wednesday 27 August 2025 – 4.00pm – Online Teams Meeting