

CASEY-CARDINIA LIBRARY CORPORATION

ANNUAL REPORT 2013-2014

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Casey-Cardinia
Library Corporation
www.cclc.vic.gov.au

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We would like to acknowledge the support of:



CHAIRMAN'S REPORT:

The Corporation has continued to focus on the Key Strategic Directions in its Library Plan. The Library Corporation has had a successful year in implementing a range of programs and activities to meet these key directions. They are:

- Space
- Community Technology Access
- Staff Professional Development
- Collections
- Outreach Services
- Community Events and Programs
- Lifelong Learning
- 'Tomorrows Library'

Some highlights include:

Extended opening hours at Pakenham and Emerald Libraries: Both these branches received increases in their opening hours to meet community demand for access

Community Technology Access: the steady implementation of a range of technologies for public use, including the purchase of interactive Touch Tables, iPads and tablets for public use; 'how to' training sessions - both general and personalised - for Library members

Refurbishment of Endeavour Hills Library: This was a major refit of the branch including a new ceiling, new energy-efficient lighting; carpet, repaint and improved internal finishes

Literacy Expo: Cranbourne Library and Balla Balla Community Centre hosted a very successful 'Literacy Expo'. Over 300 literacy professionals and parents attended a range of sessions, with the well-known author Mem Fox as keynote speaker

Pakenham Show: Pakenham Library participated in a range of popular activities associated with the Pakenham Show, which is now located in the park area around the Library

Preparation for the Swift one card project: this project lead to the introduction of the Swift 'One Card - many libraries' project which allows members of Swift Consortium libraries to use their membership card at any Swift Library across Victoria

BDO internal audit project: an independent audit of Human Resources and Payroll practices was undertaken. The successful review was a useful check on this major part of our responsibilities

Re-carpeting of Cranbourne Library and Library Headquarters: Cranbourne Library and the adjacent Library headquarters had new carpet tiles fitted throughout, significantly improving their look and feel

Bunjil Place: The Library Corporation continues to work closely with the City of Casey in the planning and design of the new Narre Warren Library to be incorporated in the Bunjil Place Cultural and Civic precinct. Detailed design of the Library with its three floors and 2000sqm area is proceeding well

Community Art Walls: Cranbourne and Doveton Libraries participated in the new City of Casey 'Art Walls' project. Walls in these branches have been fitted with specialist art display tracks for a regular program of community art to be displayed

New Wi-Fi system: In partnership with Telstra, the Corporation updated its free public Wi-Fi system. The new system has proved remarkably popular, with use increasing at Library branches by 200-300% in just a few months.

The Corporation also made two submissions to the State Government during the year:

- Rate Capping and Variation discussion paper
- Creative and Cultural Industries Strategy paper.

The range of activities at our branches highlights the fact that Library services are about much more than just lending materials. There were over 1.4 million visits to our Libraries in 2014-15, and during those visits members of our communities studied, read, attended Storytimes and holiday programs, used computers and the internet and met in a safe and social environment.

I would like to thank my fellow Board members for support and contribution during the year, and to acknowledge the support of the City of Casey and Cardinia Shire Council for the Library Corporation's service to our communities. I would also like to thank all the Library staff for their commitment to the success of the Corporation and their efforts for all the Library patrons.

**Cr George Blenkhorn, Cardinia Shire
Chairman**

OUR BOARD

The Casey-Cardinia Library Corporation Board determines policy and monitors performance. The Board is made up of four representatives from the City of Casey and two representatives from Cardinia Shire. The Board meets six times a year with the position of Chairperson and meeting venues rotating between Councils.

City of Casey	Cr Wayne Smith JP	
	Cr Susan Serey	
	Ms Sophia Petrov	
	Ms Sally Curtain	
	Mr Andrew Davis	(alt. Board Member)
Cardinia Shire	Cr Damien Rosario	(alt. Board Member)
	Cr George Blenkhorn	Chairperson
	Ms Jenny Scicluna	
Chief Executive Officer	Cr Tania Baxter	(alt. Board Member)
	Mr Peter Carter	

CEO's NOTES

This has been another busy and successful year for the Corporation. Several branches received refurbishments and both Cardinia branches extended their opening hours. Visits to all our branches reached over 1.4million in 2014-15, despite some restrictions in access due to building works.

While loans have plateaued (in common with many other Victorian public libraries) it is apparent that the Library is increasingly a venue of choice for our community for activities, children's programs, study, computer and Wi-Fi use. We are working to develop our facilities and our services to reflect this sense of the Library as 'place', not just a traditional lending facility.

The Corporation has an obligation to ensure it operates in an efficient and financially responsible manner. The latest (2013/14) available comparisons of Victorian public library data show that the average costs of public library services per person was \$38.80 per person. Casey-Cardinia Library Corporation operates at a cost of \$28.40 per person.

During the year we re-structured the corporate management team as part of an internal review. I would also like to thank all our staff for their commitment and hard work over the year: it is their contribution that makes our libraries successful and popular places.

We have been working hard behind the scenes to ensure our technology remains up-to-date with new staff PCs rolled out around the region; working with our communications providers on improved data links at all branches; and installing new RFID equipment.

I would like to mark my appreciation for the contribution of our Councillor/Senior Officer members of the Library Corporation Board. Our two member Councils, the City of Casey and Cardinia Shire, have shown commitment and support for the operations of the Library Corporation.

Mr Peter Carter
Chief Executive Officer

Vision Mission Values

Our Vision: To inform and inspire our community.

Our Mission:



Library services that encourage creativity and growth.
A pathway to a worldwide range of knowledge and information.
High quality resources to inform and support lifelong learning.

We believe our slogan – **Imagine Explore Understand** – encapsulates our role to inform and inspire our community by encouraging creativity, self-discovery and lifelong learning.

Our Statement of Values:

Casey-Cardinia Library Corporation offers:

- Ease of access for all users
- Equality of service for all
- A comprehensive and well-balanced collection
- Well trained and committed staff
- Courtesy and helpfulness
- A fair and impartial service
- Welcoming and safe facilities
- The use of appropriate technology to enhance service delivery
- A commitment to privacy
- Continuous improvement in service delivery

Our Management Team

CHIEF EXECUTIVE OFFICER - Peter Carter Day to day management of the Regional Library Service. Strategic planning and management. Liaison with Library Board and Member Councils					
COMMUNITY ENGAGEMENT COORDINATOR Cenza Fulco Youth Services: Activities/Programs/ Promotions Youth Budget and Collections Adult programs Blogs Youth Training Coordinator	CUSTOMER SERVICE MANAGER Pru Menzies Collection Development/ Budget Collection Management Promotions Marketing and Publicity Reader Services	FINANCE MANAGER Pam Vickers Regional Budgets BAS Statements Finance Reports Audits Asset and Equipment Management Facilities Development Coordinator Workcover and OH&S	INFORMATION SERVICES COORDINATOR Michelle McLean Reference Services Reference Collection Webpage maintenance and Blogs/ Database management/Eventbrite Staff training Systems support and multimedia Telstra Comms	LENDING SERVICES COORDINATOR Julie Howieson Lending Policy and Procedures Staff Training Swift/Workflows upgrades/ troubleshooting RFID upgrades/ troubleshooting LAN Liaison	OPERATIONS MANAGER Marika Szendroe Human Resource Management Human Resources Policies/ Procedures EBA Induction/Training Coordinator Fortnightly Payroll Coordinator Workcover and OH&S Recruitment

Community Profile

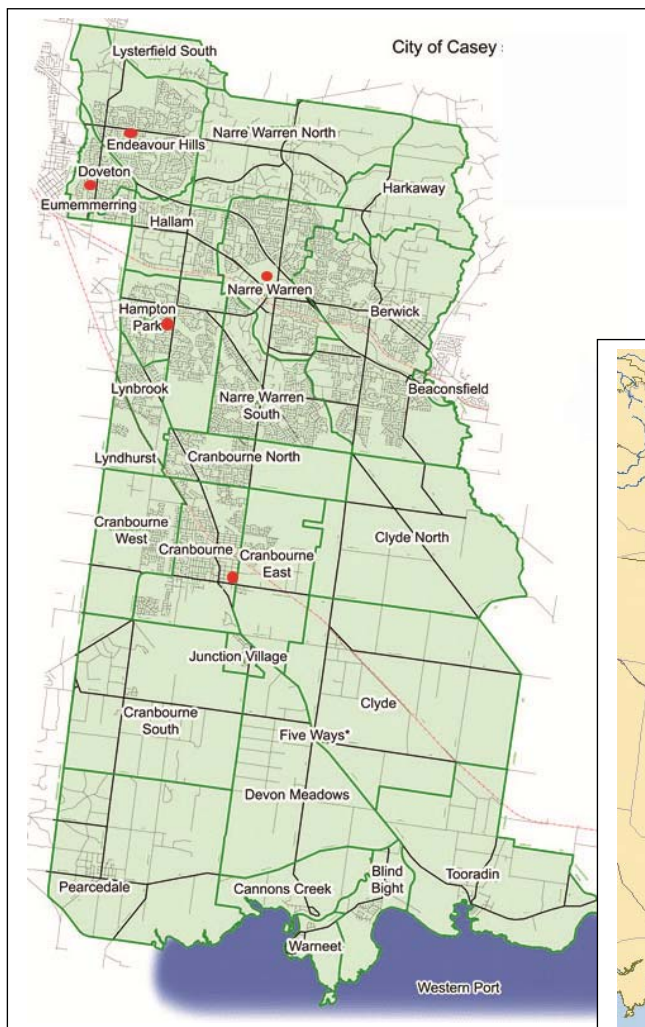
COMMUNITY PROFILE

Casey-Cardinia Library Corporation provides a network of public library services through various service points in Melbourne's south-eastern metropolitan growth corridor.

The City of Casey covers 395 sq. km while Cardinia Shire spreads over 1,283 sq. km.

With a combined population of **359,181** (ABS Estimated Residential Population June 2013) consistent population growth is a feature of our market, increasing 3.48% across the region over the year and predicted to double within the next 20 years.

Libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham, with the Cardinia Mobile Library providing weekly service to Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Tynong and Upper Beaconsfield.



Please note maps are not to scale



COMMUNITY TECHNOLOGY ACCESS

This financial year we rolled out the specialist PCs with CAD and Statistical software at Narre Warren and Pakenham Libraries. These PCs are also set up with the same software as the general internet PCs, so they are available for any internet users when not being used for design or statistical analysis.

The Touch Tables have been an overwhelming success, with library users enthusiastically engaging with the big screens and a wide range of activities available on them. The screens have also been successfully utilised by Library staff for programs eg. Air Hockey at Narre Warren and Chess Club at Pakenham. A third screen has now been rolled out at Hampton Park Library to engage with the large 'after-school' audience but it has also captivated a wide range of Library users.

Additional iPads and Samsung Galaxy Tablets have been purchased for "class sets" which have already been utilised for school holiday programs and will also be used for staff and public training.

Our biggest Community Technology project however, was the upgrade to our free Wi-Fi. This project was rolled out with Telstra and required new hardware at each branch. CCLC has also reviewed its access procedures so now connection to Library Wi-Fi is easy and does not require a login from staff. Since the rollout in February, the use of Wi-Fi has increased between 250 and 400%, with the biggest growth in Pakenham where many new estates have no internet access at all.

INFORMATION SERVICES

Information Enquiries

Information and IT enquiries are collected in quarterly survey weeks over the course of the year, giving us an indication of the number of enquiries taken by Library staff both at branches and digitally.

For the 2014-15 year the total enquiries was 100,387 which comprises 72,488 information enquiries and 27,612 requests for IT assistance.

Highlights:

- Increase in enquires of 4.77% over the previous year
- First time CCLC has passed 100,000 enquiries – the most enquiries ever recorded by CCLC
- Over 27% comprised IT enquiries – up on the 20% of last year
- And all with a 97.5% satisfaction rate

Online Resources

Digital downloads have continued to grow:

- Over 17,000 e-books
- More than 14,000 e-audiobooks
- Over 11,000 magazine editions
- Nearly 19,000 newspaper issues read online.

Strong growth was also experienced in the use of the children's resource Busy Things with nearly 70,000 activities undertaken, while Ancestry – the genealogical resource, still has exceptional use, with over 63,500 sessions ... Amazing when you consider that these were all done using Library computers or via Library Wi-Fi.

Website and Social Media

The Library website continues to support our users of Library resources. The site has expanded to offer a Job Support page linking to online resources for job searchers and a new Pre-School page

highlighting Library programs, services and resources for children under six years of age and their parents. 499,578 Website visits were recorded, which is more than the physical visits at any branch.

Facebook 'likes' achieved a milestone, with our page passing 1,000 likes in early June and growth has continued at a rapid rate. The Twitter feed also continued to see rapid growth with a 173% increase in followers.

Local History

We established a blog - Casey-Cardinia: Commemorating the Great War: 1914-1918 <http://caseycardinia1914-1918.blogspot.com.au> as a forum for commemorating and recording the impact of World War One on the people in the region now covered by the City of Casey and Shire of Cardinia. It also explores the aftermath of War and how communities commemorated their losses and service by the creation of Avenues of Honour and other memorials.

We established a new Facebook page - Casey Cardinia Heritage; every day an historic photo of the area is posted. It is a great way to promote a group, collection and activities as it is very immediate – people quickly respond with comments and information.

In May the Casey Cardinia Heritage Festival, organised by the Local History Reference Group which consists of the History and Heritage Groups of the City of Casey and Cardinia Shire was held at the Narre Warren Mechanics' Institute. We had 12 groups with interesting displays; we were also lucky enough to have Lord Casey's 1935 Bentley on display, which created a lot of interest.

The Local History Officer has been invited to talk to many schools about the history of their area and has also presented talks at Pakenham and Endeavour Hills Libraries. She was also selected to undertake a Digital Preservation Outreach and Education Train the Trainer workshop, offered for the first time in Australia. It was developed by the Library of Congress to provide organisations and individuals with the skills and strategies needed to preserve and make accessible their digital content in the long term. Only 24 people in the State undertook the four day training at the State Library of Victoria so it was a great opportunity.

OUTREACH SERVICES

Home Library Service

This year the Home Library Service (HLS) has grown considerably, finishing with 135 HLS members and 68 volunteers. It continues to be a highly valued area of the Library service. Throughout the year, we offered digital literacy sessions to housebound Library members covering our homepage, the online catalogue, and general email and Skype information. One session was reviewed as an "Excellent Presentation".

During International Volunteer week, Cardinia Shire invited volunteers to a Recognition evening held at Cardinia Cultural Centre, and all volunteers were invited to a Christmas celebration at Narre Warren Library in mid-December, featuring the Just Harmony Christmas Choir. It was a great opportunity to meet with all of our volunteers across the region whose hard work and dedication is extremely appreciated.

City of Casey

39 Individuals living at home receiving HLS

3 Active nursing homes receiving small bulk loans

50 individuals residing in nursing homes receiving service

Cardinia Shire

16 Individuals living at home receiving service

3 Institutions receiving service via volunteers

24 Individuals receiving service in nursing homes

Library has Legs

Communities for Children (CfC) is funded by the Australian Government. This year the Corporation received a total of \$139,117 as a community partner for both the Cranbourne and Cardinia Shire projects to deliver our 'Library has Legs' outreach projects.

Communities for Children - Cardinia

This project is facilitated by Anglicare to provide a preventative and flexible outreach model targeting 'at risk' or disengaged families who would otherwise not consider the Library as a destination. This activity specialises in engaging children aged 0-12years and their families to introduce them to the Library and the benefits of story activities and events.

Highlights

- Achieved Provisional status to be classed as an Evidence Based Practice
- Six families received specialist in-home literacy engagement and support
- Four families graduated from the program and attended an end of year party at the Library
- 83% of parents 'agreed' or 'definitely agreed' that their child or children experienced more enjoyment from books after in-home literacy visits.
- Fortnightly in-home literacy visits were provided to Windermere's Mums and Bubs house for young Mums 18-25years with a dependent child in their care under five years old who are homeless or at risk of homelessness.
- 126 families received Let's Read Anywhere Anytime resources, including free books to keep, reading tips for parents and a booklist for the key stages of 4 months, 12 months, 18 months and 3 ½ years old.
- A free 'hotdog' book-making session was provided for the Pakenham Show.
- Literacy kits were provided to early years workers to enhance their literacy interaction with children.
- Support was provided to two community Mother Goose programs (Pakenham and Koo Wee Rup) while they gain experience and confidence; so far 26 adults with 35 children have enjoyed these sessions; while an Indigenous Cultural event with Murrundindi was very well attended.

Communities for Children - Cranbourne

CFC Cranbourne "Library has Legs" (LHL) project is facilitated by Windermere and takes a community development approach to delivering literacy-based outreach programs.

Cultural Literacy and Community Development

A key focus for Library has Legs in Cranbourne is supporting Aboriginal and Torres Strait Islander children and families to develop their cultural literacy (knowledge of Aboriginal culture, history and languages) to support their wellbeing and strengthen cultural identity.

The Library has Legs project works in partnership with Aboriginal Elders, educators and family services to develop culturally relevant and meaningful learning environments for Indigenous children and their families.

Balee Koolin Bubup Bush Playgroup (pictured below)



Library has Legs, in partnership with VACL Project Officer and the Royal Botanic Gardens Cranbourne, has established a bush playgroup for Indigenous families. The shared partnership goal is literacy; supporting Indigenous children and families' traditional (Boon Wurrung) and English language development as well as cultural, plant and emergent literacy development.

Learning with Country – Learning with Community

Library Has Legs coordinates the Bush Playgroup's 'Learning with Country - Learning with Community' events that open up playgroup learnings to extended family members and Aboriginal kinship community.



NAIDOC Event: Koolin-ik ba Kirrip-buluk (Family & Friends)

The annual Southern NAIDOC event is now supported entirely by community partners. The theme for this year's event honored all Aboriginal and Torres Strait Islander men and women who fought in defence of country, attracting more than 1,000 people.



Over 100 volunteers from local community services participated as NAIDOC Activity Ambassadors, supporting Aboriginal services staff to deliver cultural activities around the Gardens. We created a NAIDOC Library bookmark which offered URL access to the Shrine of Remembrance iBook - *Indigenous Australians at War stories*.

Koorie Kids Library Playgroup Events:

On Friday 24 October Library has Legs brought together local Koorie Kids playgroups, families and Elders and hosted a Koorie Kids and Bush Playgroup *Nesting* event at Cranbourne Library to celebrate Children's Week (pictured right).



Read Like a Demon

This literacy program, now in its 6th year, is a partnership between Melbourne Football Club, Casey-Cardinia Library Corporation and schools in the City of Casey, Cardinia Shire, Yarra Ranges and Glen Eira. In 2015 Monash University's Education Faculty – Berwick joined the Read Like a Demon Program. This program and the involvement of 3rd and 4th year Teaching students from Monash's Berwick campus has been supported by their Deputy Dean of Education – based at Clayton and senior lecturers from Berwick. Students work closely with players and supported them on school visits, as well as provided teacher's notes on a set of picture books to be used in the program.

YOUTH SERVICES

65,275 children and their parents/carers and grandparents attended programs for children and teenagers at Casey-Cardinia Libraries or external visits by library staff.

Over 13,284 children and their carers attended preschool Storytime at our Libraries.

In 2015 Baby Time introduced 675 babies aged 0-12 months and their parents to a series of six-week early literacy courses at Narre Warren, Hampton Park and Endeavour Hills Libraries.

17,744 babies and toddlers and their carers attended Tinies' Time, a rhyme and book sharing session.

1,034 children attended Library Explorers, an after-school book group for prep-grade two students.

711 children attended Library Adventurers, a monthly after-school book club for children aged 8-12 years.

16,596 students from primary and secondary schools visited or had staff visit them. They learnt about our collections, heard stories, or learnt about Library careers.

7,979 children attended our School Holiday programs.

360 young adults attended a variety of Teen Programs, including book groups, Manga Club, Teen Book Groups, craft activities, gaming tournaments and other holiday activities.

Summer Reading Club

The Summer Reading Club held over January was popular with 697 children aged 5-16 registering for the program. Of those 352 read 10 books or more. Children in Casey and Cardinia read a total of 9,418 books over Summer. The finale was held at Rivergum Performing Arts Centre and over 250 kids and carers attended and were entertained by special guest Stig Wemyss, audio book narrator and performer.

One comment was:

"I wouldn't change anything. I just wish I'd known how good it would be."

CARDINIA MOBILE LIBRARY

Collections

- We changed over all our adult collection with Endeavour Hills Library, which gave the Mobile Library a nice and different selection of books

Community Events & Programs

- During the school holidays we ran a colouring competition and gave out Activity Packs to young children and Word Searches for the older ones visiting the Mobile, which was a great success.
- We are trying out new venues for activities to highlight the Mobile Library Service to people who don't realise that such a great service is on their door step.
- Cockatoo Kinder Childcare visits the Mobile Library every Thursday to listen to stories and chose books.



The children entering the mobile and the books laid out by the children while they listen to the story.

CRANBOURNE LIBRARY

We offer a diverse range of services, a varied and comprehensive lending collection and programs suitable for all ages. Library space is frequently used by many groups and students studying, while computer facilities and Wi-Fi are constantly in use. The use of the Library's exhibition wall and display cabinets continues to be popular with many local community groups and schools displaying their talent and art work in the Library.

Engaging our Community

Displays

Commemorating one hundred years since the beginning of World War 1, Cranbourne Library asked local residents to share their stories of loved ones and friends that had enlisted. An honour wall was created and Library Customer Mrs Beryl Craig kindly lent all of her father's war records, medals, and letters from her grandmother to her father.



Library staff member Tracy (right) with Beryl



Poppies Tribute

A combined effort between Library staff and the local community created over 1270 poppies to contribute to the 5000 Poppies project. Over 250,000 Poppies were created and placed on display at Federation Square leading up to Anzac Day. Pictured above - Ours are in there somewhere!

Training in Technology

In October 2014 we hosted two *iPads for the Over 50s* sessions which had a total attendance of 92 people. We also provide an on-going service called *Book a Librarian* which allows Library members to have one-on-one training with a skilled staff member. We have hosted 40 sessions in the past year covering topics including computer basics, email, tablets, e-books and eBay.

Literacy Expo

In May Cranbourne Library participated in CCLC's 'Read, Learn, Thrive: the Literacy Expo'. With a focus on literacy for children aged 0-8 years, parents, caregivers, teachers and Library colleagues were engaged, informed and entertained by a variety of professional speakers. A highlight was Keynote speaker Mem Fox entertaining 90 students and teachers from local primary schools in the Library. As part of the Expo, the Friends of Cranbourne Libraries Inc's Secretary and Library staff promoted Library services and literacy material to participants.



At the Literacy Expo – left: Helen and Library staff member, Rafah Right: Mem Fox

Youth Services

The Library's Youth Services team delivers a huge range of events that are fun, engaging and interactive.

Our regular programs of Tinies' Time and twice-weekly Storytimes are the main focus. Explorers and Adventurers after school book clubs are still extremely popular with local school aged children.

Harry Potter Book Night

Harry Potter night was a huge success at Cranbourne with a total of 33 children and 16 adults attending. The children came dressed as their favourite characters and a prize was given for the best dressed boy and best dressed girl. The evening began with children being sorted into their houses using the talking sorting hat. Activities included a treasure hunt, a quiz on the book and creating their very own quill. Everyone enjoyed the event immensely.



Library staff Ashleigh, Jenny and Amanda

Outreach visits

Library visits to local pre-school, kindergartens and community centres ensure young people have the opportunity to broaden their vocabulary, listening skills, and share their experiences with children of their own age. The Youth team also took a number of visits to local secondary schools presenting Library services and databases that were helpful for their studies.

National Simultaneous Storytime

This was held on the 27 May and the book was "the Brothers Quibble" by Aaron Blabey. Seventy children came to hear the story and create their own family from icy-pole sticks.

Holiday programs

Always popular, our holiday programs included professional performers, such as "The Music Man" and "Twinkle Toes the Christmas Elf", in-Library movies, City of Casey 360 bus for Teens and the very popular Geronimo Stilton scavenger hunt.

Woodlands Walk – Nature Play Week

On Thursday 16 April the annual Woodland's Walk was held during Nature Play Week at the Royal Botanic Gardens in Cranbourne. The event was very popular with over 200 young children attending with their families. Cranbourne Library's Youth team co-facilitated an activity with the Balee Koolin Bubup Bush Playgroup team supporting over 100 children to create clay and nature nests.



Cranbourne Youth Services Librarian Sarah with participant

DOVETON LIBRARY

Youth services

Collaborations

Paint the Town REaD is an early literacy community scheme that encourages the whole community to read, talk, sing and rhyme with children from birth. As part of the Paint Doveton REaD working group, we launched a Reading Mascot at Doveton College for children aged 0-6. Our program mascot started inside an egg! It took many children reading and singing to the egg over 12 weeks for it to grow bigger.

In October, our reading mascot - Rex the reading possum, hatched out of his egg! Daisy Pearce from Melbourne Football Club helped launch the egg by reading Hunwick's Egg by Mem Fox to children and families at the party. We would like to acknowledge the partnership with United Way. Rex now has his very own social calendar and will be visiting many kindergartens/childcare centres and primary schools over the next 12 months.



Other highlights:

- Children's Book Week Festival with United Way Australia volunteers.
- Pre-school Storytimes continued to be well attended while School holiday programs were popular with a few movie screenings and entertainers such as Scientwists, Tum Tum Tinker and the Magic Shoemaker.
- Many external visits continued to various kindergartens, Mission Australia early learning centres and Mothers groups.
- City of Casey 360 Youth Bus visited the Library twice during the year to support young adult activities.

Adult programs

Staff represented the Library Corporation at the Doveton Show at Myuna Farm on Sunday 21 September, chatting to people and giving away 320 show bags. Other highlights:

- Book a Librarian sessions continued.
- Mission Australia volunteers held well-attended Job Club sessions.
- A Stroke Safe talk was presented by a Stroke Foundation ambassador during Seniors Week.
- We had a very festive December with the Christmas tree decorating the children's area and about 50 people enjoying the 'Just Harmony' Christmas Choir performance.
- The Friends of the Doveton Library Inc. also held two successful book sales

International Mother Language Day

In conjunction with the City of Casey we celebrated International Mother Language Day on 26 February. This included:

- An 'Introduction, Networking and Online Resources Seminar'. It was a fun day with two councillors attending.
- Students from Prep to grade two classes of Holy Family Catholic School at Doveton visited the Library in the afternoon and enjoyed making Hotdog books.

- A well-attended Bilingual Storytime for Spanish and English-language speaking children was held. (pictured right)

Art Space

Work started on the Casey “Art Wall” gallery inside the meeting room.



EMERALD LIBRARY

Space:

Emerald staff endeavoured to maximise space as more people use the Library to access Wi-Fi. New furniture in the foyer has created a more useable space, particularly for students after school.

Outreach:

The Emerald Library team creates regular outreach opportunities via Maternal Child Health visits, Playgroups, Kinders and Primary schools.

Lifelong Learning:

- We offer patrons a one-on-one technology session called Book a Librarian.
- Regular lifelong learning presentations throughout the year included: Financial Planning, Bee Keeping, Author talks, and illustrating workshops.
- The youth team has introduced a regular Lego club with thanks to donations from the Lions Club Booksale.

Collections:

The Crime genre, science fiction genre, and junior area have been expanded with extra shelving and stock.

Community Engagement:

The annual PAVE Arts festival was an excellent opportunity for partnerships between the Library and the PAVE festival committee, and the Emerald for Sustainability Group. It was an opportunity to work together in presenting a week of programs for children and adults with an environmental theme.

Tomorrow’s Library: Emerald Library is part of the soon-to-be-upgraded community hub. We are committed to working together with local stakeholders and Council to enhance the Library’s connection with the Emerald community.

ENDEAVOUR HILLS LIBRARY

Space:

In October and early November the Library was temporarily closed for refurbishment. This included a new plaster ceiling, paintwork, carpet and lighting which has enhanced the Library enormously. Regular programs were still run during this time and we acknowledge the support of Endeavour Hills Neighbourhood Centre, the Endeavour Hills Shopping Centre, and Doveton Library who provided venues for us at that time.

- During Cultural Diversity Week, in March, we had great attendance for Feng Shui for Beginners, and Belly Dancing for Beginners had the ladies shimmying! Other adult events included an Antiques Roadshow with Lester DeVere, a Positive Body Image workshop with the Fashionista Sistas, Paranormal Activity talk with Bill Tabone of the Australian Paranormal Society, Secrets of Happiness with Dr Bruce Wells, and an eye health talk presented by Li Hoo, a local optometrist.
- Tinies' Times, Storytimes, Library Explorers and Library Adventurers ran successfully throughout the school terms. Baby Time was also introduced in March 2015.
- Manga Club receives great attendance each month with a loyal following.
- In Library Week adults enjoyed a Family History talk for beginners, presented by our Local History Librarian, Heather Arnold who is also an experienced family historian. Alina Celeste, internationally touring Family Musician, entertained 60 school and pre-school children.
- Exciting school holiday programs included Captain Ace, Valanga Khoza, Red Mo the Pirate, a Drumming Workshop with Little Fox, and a teddy bears picnic Storytime at Endeavour Hills Shopping Centre. The Casey 360 bus provided exciting activities.
- Chinese Moon Festival was celebrated in September with a community selection afternoon to choose new Chinese library materials, and Learn Chinese Knotting with expert, Pui Fun Cheung.
- Many visits to local schools, new parent groups, child-care centres and kindergartens reached at least 1,600 children in the local community as well as hosting 300 students in the Library.
- We hosted James Cook Primary School Glee Club in December with a Christmas performance. This provided local school children an opportunity to perform to over 60 local Endeavour Hills residents; proceeded with a special Christmas bedtime Storytime.
- In February, the Harry Potter Book Night was celebrated with a trivia quiz, best costume competition and a lucky door prize for 7-17 year olds. The winner was presented with the complete set of Harry Potter books.



Khya, Joyce and Robyn enjoying Chinese Knotting.



Thomas as Harry Potter wearing the Sorting Hat and Charlie as Dobby the house elf.



A Potions display.

- Book a Librarian sessions offered one-on-one help to patrons with technology questions.
- In celebration of Friday the 13th, we hosted an exciting teen event – a teen lock in! The Library came alive with teens dressed in their best spooky costumes, watched a movie screening of Ghostbusters, and enjoyed snacks and face painting!
- Reading Hour was celebrated in August with a special bedtime Storytime.

HAMPTON PARK LIBRARY

Hampton Park Library has had a busy twelve months. In September we partnered with the Walter and Eliza Hall Institute of Medical Research to present The Art of Science exhibition. The exhibition comprised of 15 stunning images created during the scientific research that is carried out at the institute (pictured below).



David Astle, well known to TV viewers of the SBS show *Letters and Numbers* and cryptic crossword enthusiasts, visited in August.

Other events included:

- Rose Demanuele's *Zumba Gold* – specifically modified dance fitness for older adults who want to be more active.
- A Spanish cooking demonstration with Angela Nicolettou, a passionate foodie with extensive teaching experience.
- We were proud to present Afghan musician Taqi Khan for Harmony Day in March this year. Over 100 people, many locals from Afghani backgrounds, came to see Taqi perform some traditional and modern songs (pictured below).



- Author of three books, Australia's 'Queen of Thrift', Cath Armstrong, taught everyone how to save big dollars.
- Three movie nights: Families enjoyed attending our *Diary of a Wimpy Kid* and *Lego Movie* nights, and we also screened the Western classic *The Searchers* for older movie fans.
- Our Youth Team hosted visits from over 6500 students from local schools.
- Library holiday programs were very successful, including several sessions run in partnership with the next-door Youth Centre.
- Award-winning children's author Morris Gleitzman entertained and engaged 516 school children from River Gum and Hampton Park Primary.
- We introduced two new programs: Baby time sessions for new parents, focusing on pre-literacy practises such as rhymes, songs and reading aloud; and Lego Club, funded by the Hampton Park Friends, which has been booked out every month.
- Book a Librarian sessions - many patrons requested one-on-one attention from IT savvy staff to improve their basic computer skills.
- Our Sinhalese collection is small but works very hard, and is enjoyed by our Sinhalese community members. A special consultation afternoon tea was held to promote new items and to hear views on ways we could improve the collection or more carefully tailor it to their needs.
- We reconfigured our floor plan to facilitate new computer desks. The Friends of Hampton Park Library purchased two further units of a caterpillar-shaped book bin to store board books in the children's area (pictured right).



NARRE WARREN LIBRARY

Community Events and Programs

Talks and seminars were delivered to over 490 adults; notable programs were Music Sundays, 'Water Wise gardens', 'Beekeeping for Beginners'; 'Lest We Forget' stage show and 'Comics Unmasked' question and answer session.

Youth Services

Many youth programs were delivered including regular Storytimes, Tinies' Time, afterschool clubs and special events. Most memorable were Harry Potter night; Geronimo Stilton scavenger hunt; and National Simultaneous Storytime. The newly introduced Baby Time program attracted over 350 babies and parents; and school holidays are always popular.

New Equipment

A large Touch Screen PC loaded with fun has been enjoyed every day by young and old playing games, doing crosswords or staff demonstrating our online resources such as Press Reader. It has also been used in Holiday activities such as an air hockey tournament.

The most exciting new piece of equipment is the new Meraki Wi-Fi modems. Providing a stable consistent wireless service for our patrons has provoked positive comments from them about the ease of use and a much improved service.

Outreach

Our Youth team and Local History librarian continued to visit schools and kindergartens with over 2200 children visited. We made connections with a local language school – MTC – who regularly bring students in for a Library tour and membership. Our Library space is also enjoyed by regular groups such as 'BabyWearing'.

PAKENHAM LIBRARY

Lifelong learning

- A second Tinies' Time was introduced and has been popular.
- Several of the local CALD (culturally and linguistically diverse) groups visit the Library, as well as Teacher/Librarians who are amazed at what we offer their students if they join the Library!
- Book A Librarian sessions have been popular with high demand for basic use of emails, learning how to use devices and downloading/using e-books
- Staff visited several local primary and high schools to showcase our e-resources and how to use your Library from home. Other primary schools were visited to celebrate Children's Book. Staff also visited several local kindergartens.
- A local homework club for Sudanese children from St Patrick's Primary is meeting in the Library.

Community Events & Programs

- More than 1200 residents enjoyed Pakenham Show activities held around the Library/hall complex. The centenary of ANZAC theme transported us with a heart-warming trip down memory lane with a performed of 'Lest We Forget' show.
- A 'Lock In' for youth (12-18 years old) showed off the Library as a 'cool' and safe place to hang out.
- A new Maternal and Child Health Centre initiative with new-parent groups was trailed and is now being held every seven weeks.
- Music Sundays with Cath Connelly playing her Celtic harp and Tracey Roberts singing jazz-infused, folk –pop style tunes.
- Some popular adult programs included: Bev Aisbett spoke about anxiety; Lou Harvey Zara talked about happy children; ReMinds provided advice to educators and parents for children with learning disabilities. Margot Ling demonstrated felting; Catherine Saliba explained How to Detox Your Pantry and Julie Weatherhead shared her knowledge on organic food growing, sustainable gardening and low water gardening.
- At the U3A Seniors Festival, our Local History Librarian spoke and Centrelink ran free financial advice sessions.
- National Simultaneous Storytime: Julie visited Beaconsfield Kinder at the mobile Library site and Jo-Anne read to Prep – Grade 2s at St James Primary School.
- White Ribbon Day - The Library had an oath jar encouraging saying NO to family violence and local children displayed drawings expressing "Keeping themselves safe".
- Harry Potter night was a fantastic evening for 24 children with plenty of character look-a-likes.



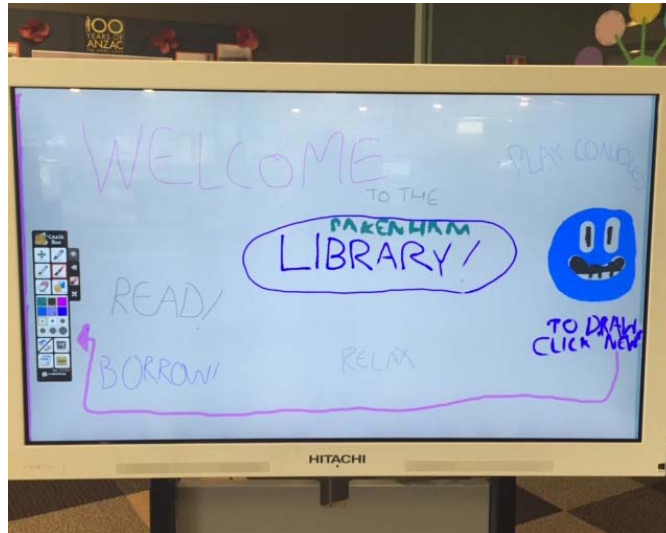
Left: Into the Room of Requirement. Centre: Activities underway. Right: Youth Services Librarian Julie at Platform 9 ¾.

Space

Extended opening hours at Emerald and Pakenham Libraries commenced on 15 September with positive responses about longer access.

Community Technology Access

A new large Touch Screen has been popular. Kids love the fish screensaver and often request it while other children love drawing on it! Patrons are happy to help out with crosswords and we ran through the Aussie Driver online resource.



REGIONAL ADMINISTRATION

The Operations and Finance managers used the services of an external audit company to look at the payroll systems and processes. A report and presentation was provided to the Library Board.

An organisational health check was conducted with the Library Management Team (16 staff). The review was conducted by an external human resources consultant. The main areas of review were leadership and management, operational, professional development and communications. An action plan has been completed.

Human Resources - Staff 2014-15

EFT	77.9				
Male	17	Full-time	4	Part-time	13
Female	128	Full-time	29	Part-time	99
Admin Team	6				
Librarians	27				
Library Technicians	16				
Library Officers	47				
Junior Library Officers	10				
Shelvers	39				
TOTAL staff	145				

The Corporate Management Team has been expanded to include Coordinators from lending services, information services and community engagement. Several long-standing staff members have retired which has provided opportunities for other staff to gain promotions and/or career development. Cranbourne farewelled Denise Marshall, our former Youth Services Library Officer, who retired and we welcomed Sarah Litchfield to the role of Youth Services Librarian.

Casey-Cardinia Library Corporation is committed to Equal Opportunity and employment. The organisation also updates its human resources policies and runs refresher training sessions for staff.

Staff Professional Development

A Staff Development and Training Plan is updated each year. The annual performance review also identifies training and professional development needs. Training covers a wide range of topics from required governance matters to running youth programs.

Highlights:

- Language, literacy and numeracy
- Australian Library Information Association national conference
- Creating partnerships
- National Heritage festival
- Cultural awareness
- Digital preservation
- Reading Matters Conference (youth)
- Culturally and linguistically diverse (CALD) community and participation

Another round of staff also completed training at the Apple store on using the iPhoto, iMovie and Garageband software on the Mac computers, to support the niche market of users at Cranbourne, Narre Warren and Pakenham Libraries.

At Pakenham Library, staff attended numerous training sessions, OH&S training to the Reading Matters conference and PLVN special interest group on Children and Youth Services. We hosted an Industry Placement Student from West Gippsland Regional Library Service.

Shared Leadership

The Corporation was successful again in having a staff member accepted into this state-wide professional development program which focuses on increasing the leadership capabilities of participants through theoretical, practical and experiential learning opportunities. The program covers self-awareness, team dynamics, communication, stress management, change management, team building, people management, negotiation, and influencing, coaching, feedback, collaboration and presentation skills.

Staff attending training complete training reports and provide presentations, notes and information to other staff across the service.

LENDING SERVICES

Electronic notification on the increase

The uptake for electronic notification has increased; as a result, paper notification has been greatly reduced. Approximately 44% of our active members have now signed up for SMS notification and 32% for Email notification.

Members who have signed up for these electronic notices receive:

- Courtesy reminders 3 days before their items are due
- Overdue reminders if their items become 7 days late
- Hold ready to pick up notification same day for SMS or next day delivery for Email.

RFID tag printer encoder

A new printer encoder for the RFID tags placed on our items was received in April. It produces secured 'Final' standard tags with elements locked to prevent tampering and is quicker and more robust than the previous printer encoder which was no longer being supported by FE Technology due to its age.

DVD/ CD borrowing limits have been increased

The DVD/CD limit was increased to 20 each per member. Many patrons appreciated the increased limit, especially families with children.

COLLECTIONS

Technical Services and Headquarters staff ordered, catalogued and processed a total of 62,297 items to add to library shelves. Adult readers enjoyed participating in the Summer Read program from the State Library of Victoria and Public Libraries Network Victoria. 100 books were then added for the reading pleasure of our Book groups.

The Library in Statistical Summary

Core Statistics

Loans	2,743,314	Staff (Equivalent Full-Time)	77.90
Library Visits	2,254,625	Total weekly hours of opening	382.25
Library Materials	386,686	Information Enquiries	100,939
Members	113,117	Population	359,181

Library Performance

Loans Per Capita	7.64	Library Materials Per Capita	1.08
Loans Per Staff Member	35,216	Library Materials Turnover Rate	7.09
Loans per Library Member	24.25	Members as a % of Population	31.49%

Regional Loans: The five year trend

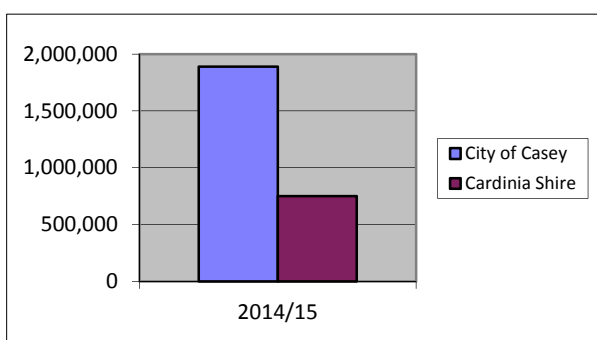
	JUL	AUG	SEP	OCT	NOV	DEC
10/11	229,584	221,096	220,786	212,843	208,587	203,297
11/12	257,940	246,961	237,558	233,282	221,634	213,844
12/13	264,990	249,401	238,267	245,424	222,437	201,728
13/14	273,344	251,003	243,085	255,122	229,249	204,248
14/15	262,624	233,604	242,652	218,999	200,494	208,633
REGION	-3.92%	-6.93%	-0.18%	-14.16%	-12.54%	2.15%

JAN	FEB	MAR	APR	MAY	JUN	TOTAL
218,204	205,289	227,818	218,272	209,860	224,947	2,600,583
250,376	223,655	242,540	228,921	249,081	236,308	2,842,100
253,203	214,469	217,295	252,178	248,912	231,297	2,839,601
253,203	219,053	235,245	240,747	242,106	237,264	2,883,669
252,761	205,363	232,472	220,792	227,854	237,066	2,743,314
-0.17%	-6.25%	-1.18%	-8.29%	-5.89%	-0.08%	-4.87%

Regional Loans by Branch

BRANCH	2013/14	2014/15	% Total	% Variation
Cranbourne	509,828	497,662	18.14%	-2.39%
Doveton	63,821	61,216	2.23%	-4.08%
Endeavour Hills	347,590	291,968	10.64%	-16.00%
Hampton Park	299,364	306,235	11.16%	2.30%
Narre Warren	771,772	730,589	26.63%	-5.34%
Emerald	187,064	184,609	6.73%	-1.31%
Pakenham	484,503	460,306	16.78%	-4.99%
Cardinia Mobile	109,922	105,565	3.85%	-3.96%
Headquarters	14,603	12,341	0.45%	-15.49%
Regional Total	2,788,467	2,650,491		-4.95%
eLoans	95,202	92,823		-2.50%
TOTAL	2,883,669	2,743,314		-4.87%
City of Casey	1,992,375	1,887,670	68.81%	-5.26%
Cardinia Shire	781,489	750,480	27.36%	-3.97%

Regional Loans by Municipality



Regional Visits by Branch

BRANCH	2013/14	2014/15	% Total	% Variation
Cranbourne	210,212	211,787	9.39%	0.75%
Doveton	44,954	43,100	1.91%	-4.12%
Endeavour Hills	138,454	118,033	5.24%	-14.75%
Hampton Park	154,031	194,974	8.65%	26.58%
Narre Warren	378,680	428,813	19.02%	13.24%
Emerald	133,408	124,487	5.52%	-6.69%
Pakenham	230,301	227,757	10.10%	-1.10%
Cardinia Mobile	58,679	57,666	2.56%	-1.73%
Regional Total	1,348,719	1,406,617		4.29%
Virtual Visits	913,166	848,008		-7.14%
TOTAL	2,261,885	2,254,625		-0.32%
City of Casey	926,331	996,707	44.21%	7.60%
Cardinia Shire	422,388	409,910	18.18%	-2.95%

Regional Membership by Branch

BRANCH	2013/14	2014/15	% Total	% Variation
Cranbourne	20,915	21,853	19.32%	4.48%
Doveton	3,064	3,177	2.81%	3.69%
Endeavour Hills	11,357	11,197	9.90%	-1.41%
Hampton Park	11,168	11,770	10.41%	5.39%
Narre Warren	35,536	35,478	31.36%	-0.16%
Emerald	5,752	6,060	5.36%	5.35%
Pakenham	19,238	20,115	17.78%	4.56%
Cardinia Mobile	3,038	2,992	2.65%	-1.51%
Headquarters	472	475	0.42%	0.64%
Regional Total	110,540	113,117		2.33%
City of Casey	82,040	83,475	73.80%	1.75%
Cardinia Shire	28,028	29,167	25.78%	4.06%

Regional Library Materials by Branch

BRANCH	2013/14	2014/15	% Total	% Variation
Cranbourne	74,466	70,444	18.22%	-5.40%
Doveton	22,316	22,231	5.75%	-0.38%
Endeavour Hills	54,780	54,752	14.16%	-0.05%
Hampton Park	46,241	43,386	11.22%	-6.17%
Narre Warren	95,614	91,814	23.74%	-3.97%
Emerald	29,147	28,333	7.33%	-2.79%
Pakenham	50,147	45,993	11.89%	-8.28%
Cardinia Mobile	19,674	20,110	5.20%	2.22%
Headquarters	5,062	9,622	2.49%	90.08%
Regional Total	397,448	386,686		-2.71%
City of Casey	293,418	282,628	73.09%	-3.68%
Cardinia Shire	98,968	94,436	24.42%	-4.58%

Regional Information Enquiries

BRANCH	2013/14	2013/14	% Total	% Variation
Cranbourne	13,988	14,599	14.46%	4.37%
Doveton	4,823	4,407	4.37%	-8.63%
Endeavour Hills	9,763	12,701	12.58%	30.09%
Hampton Park	7,904	11,739	11.63%	48.52%
Narre Warren	20,293	18,460	18.29%	-9.03%
Emerald	9,113	8,385	8.31%	-7.99%
Pakenham	16,887	17,849	17.68%	5.70%
Cardinia Mobile	12,506	11,960	11.85%	-4.37%
Branch Total	95,277	100,100	99.17%	5.06%
Info Office	167	183	0.18%	9.58%
Local History	114	104	0.10%	-8.77%
Adult Collections		552		
Regional Total	95,558	100,939		5.63%
Information Requests		73,259	72.58%	
IT Assistance		27,680	27.42%	

Patron Feedback

Dear Sir/Madam,

I just wanted to provide feedback and say you have had a really interesting selection of Books and DVDs over the last few years. I find something interesting every time I go to the Library. I think you have improved significantly in regard to content and keeping up with community needs.

It's great you are educating the community and keeping us engaged.

Thank you,

Luke.

Subject: Outstanding customer service

"Hello, I'm overwhelmed by the most brilliant Customer service I have experienced for a long time. Raffa from your Library had such great people skills and extremely helpful. Such a breath of fresh air... Nothing was a difficult question.

Thankyou

Nicola Deegan"

"Thumbs Up!

To all the young people who made good use of the Pakenham Library over the school holidays. And to the very patient staff. – Pakenham Gazette (6/8/14)"

Cardinia 'Library has Legs' – after a very successful visit to Bayles Kindergarten, the teacher completed an Evaluation form:

"Introduction to the Library and Storytime

Style, Content & Format of presentation: Excellent

Overall rating: Excellent

"This is a wonderful program - our children thoroughly enjoy and learn about the libraries' resources and taking care of books. It also strengthens our links in and connections in the community."

CfC Library has Legs bush playgroup: Feedback from the families about bush playgroup

- "It's wonderful being here (in the bush), we have learnt so much! Love doing the walks, reading and craft....we love learning Indigenous words...and learning about nature...
- Emus under the bed: Aunty Fay played pin the tail feathers on Barraeemal (traditional Boon Wurrung language for 'emu').

One mum writes: "The program was wonderful! Sarah's programs always have a lovely warm and welcoming atmosphere. It was a small intimate group which really allowed us to talk to everyone. My daughter had a wonderful time. She particularly liked the interactive Emu story and feather flower activities. We were very happy that we attended. A big thank you to Sarah, Cranbourne Library and Windermere!"

Library has Legs participated in the *Read, Learn Thrive Literacy Expo* at the Balla Balla Community Centre in June, providing Hotdog bookmaking training for professionals/adults and for children.

100% rated the Style, Content and Format of the presentation: **Excellent**

Comments:

- Longer! Maybe a little more space, but otherwise wonderful. Loved it - so inspirational!
- More time - loved it
- Absolutely fabulous! If anything I wanted longer time. But the presenter was very accommodating.

Re: e-books to St James students on iPads:

"Dear Casey-Cardinia Library, We would like to thank you dearly for taking your time out of your work to come and teach the St James grade 5/6 students how to use Borrow Box and Axis 360 on our iPads. We now use these apps regularly and we couldn't have done it without you. We now love having a variety of books to suit our needs.

Over half of the class uses Your Tutor. It has become very handy from homework to school work. Before you showed us this wonderful resource, we had no clue we could get help from your website. We like that it just doesn't give you the answer but how to work it out.

Once again, we are very thankful for your work. Yours sincerely, Grade5/6 St. James Primary School."

Library patrons are grateful for the diversity of the programs offered at Endeavour Hills Library, one commented "Thanks for going to such great efforts to make the event evenings so interesting".

Public comments received about Pakenham Library and staff

"I find this Library service excellent" Pam @ Pakenham Library

"Staff very pleasant and friendly" Patron @ Pakenham Library

"Staff member at Pakenham was so helpful and nice with every problem we raised. She was so patient and friendly, I want to comment her on her service." Jasmine @ Pakenham Library

"Your staff have a beautiful way of handling customers of all ages" Patricia @ Pakenham Library

"I love this branch. Staff is great, helpful and even ready to go the extra mile to help whenever needed. Love the cheerfulness of the place" Pauline @ Pakenham Library

Re: White Ribbon Day

"To all the staff at Pakenham Library. RE: White Ribbon day. I would like to take this time to thank you for participating and supporting us with White Ribbon Day. I really appreciate how you allowed us to display drawing from students expressing their views and feelings on "Keeping themselves safe". I would also like to express appreciation for allowing the tree created by Men's Shed to be displayed at the Library inviting the community to write on a leaf and stick their leaf on the tree sharing their thoughts on "What a healthy relationship means". Truly with your support, we have heightened the awareness for White Ribbon day – saying NO to family violence and encouraged positive outcomes and relations within our neighbourhood. This letter is to acknowledge your efforts and to say a huge thank you in making a positive change for our community. Kerrie @ Cardinia Family Violence Network.

"Julie is a wonderful ambassador for the Library service! Not only is she professional in her interactions with others, but she takes every opportunity to promote the Library and its vast services. I have been so impressed with the range of services offered at the Library, which had been largely unknown had it not been for Julie's attendance and advocacy throughout Shire events. Julie's readiness to share information, provide service and creatively look at ways the Library can address identified needs, is impressive.

I know I come away with a greater knowledge and respect for the Library service, and in particular the effort taken by Julie (and her team) to not just promote a service, but create and implement a service of excellence! Debbie @ Pakenham Library"

Via email and website:

"My 3 boys have taken part in the fantastic summer reading club and I am most pleased with the way they have spent this summer particularly with my 6 year old.

Thanks to your running of the club he has read an overwhelming amount of books and at every opportunity asks for aid with unfamiliar words. I am pleased to inform you that he can successfully and completely read many of the Geronimo Stilton books.

I want to humbly thank the people behind this achievement of a boy so tender in age. Sincere thank you to you and all the staff at Casey-Cardinia libraries.”

“Just wanting to thank CCLC for providing the Fright Night at Endeavour Hills Library on 13th March. Jessica was fantastic and both my boys thoroughly enjoyed the evening. Couldn't believe food etc. was also provided so thank you very much. My boys are 12 & 14 and are not always easy to occupy other than computer games!!!!Jessica deserves a medal, well at least recognition for a job well done. Kind regards - Diane, Joshua and William “

“I have been a member of the Cardinia and Mobile Libraries for the last four months and have found the service and collection range outstanding. Online assistance from the Library staff is prompt and informative at all times, especially from Teresa Wright (Adult Collections Library) and Michelle McLean (Information Services Team). The Mobile Library Team (Richard and his staff) are also very professional in their approach and communication. In summary, an excellent use of ratepayer monies. John from Officer.”

We had some lovely feedback at Hampton Park's Sinhalese selection; one patron saying, 'Thank you for your support for us'.

About the Summer Reading Club: “I wouldn't change anything because it was perfect. I think the library is amazing and the staff make it what it is, perfect. Awesome work, awesome activities, awesome books. Excellent.

CASEY-CARDINIA LIBRARY CORPORATION

ANNUAL FINANCIAL REPORT

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**Comprehensive Income Statement
For the Year Ended 30 June 2015**

	Note	2015 \$	2014 \$
Revenue			
Member Council Grants and Contributions	3 (a)	6,615,855	7,939,476
Government Grants and Contributions	3 (b)	2,380,953	2,324,637
Net Gain/(Loss) on disposal of Plant and Equipment	4	2,034	(7,632)
Other Income	5	<u>388,355</u>	<u>397,718</u>
Total Revenue		<u><u>9,387,197</u></u>	<u><u>10,654,199</u></u>
Expenditure			
Employee Benefits	6 (a)	6,298,460	6,250,509
Communities for Children Cranbourne		7,126	11,688
Communities for Children Plus Pakenham		6,326	7,997
IT & Communication costs		566,926	574,272
Library Materials		242,971	231,804
Marketing and Promotions		65,401	71,752
Depreciation	7	1,510,240	1,405,450
Other Expenditure		<u>589,704</u>	<u>582,528</u>
Total Expenditure		<u><u>9,287,154</u></u>	<u><u>9,136,000</u></u>
Surplus/(deficit) for the year		<u><u>100,043</u></u>	<u><u>1,518,199</u></u>
Other comprehensive income			
Other comprehensive income (expense)		<u>-</u>	<u>-</u>
Comprehensive result		<u><u>100,043</u></u>	<u><u>1,518,199</u></u>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet
As at 30 June 2015

	Note	2015 \$	2014 \$
Assets			
Current Assets			
Cash and other investments	9	2,886,204	2,807,447
Trade and other receivables	10	<u>25,477</u>	<u>46,804</u>
		<u>2,911,681</u>	<u>2,854,251</u>
Non-Current Assets			
Plant and equipment	11 (a)	<u>4,473,688</u>	<u>4,498,622</u>
Total Assets		<u>7,385,369</u>	<u>7,352,873</u>
Liabilities			
Current Liabilities			
Trade and other payables	12	482,877	431,251
Employee provisions	13	<u>1,245,391</u>	<u>1,387,428</u>
		<u>1,728,268</u>	<u>1,818,679</u>
Non-Current Liabilities			
Employee provisions	13	<u>64,312</u>	<u>41,448</u>
		<u>64,312</u>	<u>41,448</u>
Total Liabilities		<u>1,792,580</u>	<u>1,860,127</u>
Net Assets		<u>5,592,789</u>	<u>5,492,746</u>
Equity			
Members Contribution on Formation		2,051,239	2,051,239
Accumulated Surplus		<u>3,541,550</u>	<u>3,441,507</u>
Total Equity		<u>5,592,789</u>	<u>5,492,746</u>

The above balance sheet should be read in conjunction with the accompanying notes.

**Statement of Changes in Equity
For the Year Ended 30 June 2015**

	Note	Total 2015 \$	Total 2014 \$	Member Contribution on Formation 2014 and 2015 \$	Accum. Surplus 2015 \$	2014 \$
Balance at beginning of the financial year		5,492,746	3,974,547	2,051,239	3,441,507	1,923,308
Surplus(deficit) for the year		100,043	1,518,199	-	100,043	1,518,199
Balance at end of the financial year		5,592,789	5,492,746	2,051,239	3,541,550	3,441,507

The above statement of changes in equity should be read in conjunction with the accompanying notes.

**Statement of Cash Flows
For the Year Ended 30 June 2015**

	Note	2015 Inflows/ (Outflows) \$	2014 Inflows/ (Outflows) \$
Cash Flow from Operating Activities			
Council Contributions	3 (a)	6,615,855	7,939,476
Government Grants	3 (b)	2,380,953	2,324,637
Interest Income		112,076	124,779
Overdue Fines	5	116,202	119,001
Other Income		185,616	131,631
Employee benefits		(6,411,292)	(7,698,695)
Library Materials		(242,971)	(231,804)
IT and Communications		(566,926)	(574,272)
Other Costs		(627,485)	(641,954)
Net cash provided by operating activities	14	<u>1,562,028</u>	<u>1,492,799</u>
Cash Flow from Investing Activities			
Payments for:			
Proceeds for sale of Plant & Equipment		40,541	38,818
Payment for Books, Furniture, Plant & Equipment		<u>(1,523,812)</u>	<u>(1,351,510)</u>
Net cash provided used in investing activities		<u>(1,483,271)</u>	<u>(1,312,692)</u>
Net Increase/(decrease) in cash and other investments		78,757	180,107
Cash and other investments at the beginning of the financial year		<u>2,807,447</u>	<u>2,627,340</u>
Cash and other investments at the end of the financial year	9	<u><u>2,886,204</u></u>	<u><u>2,807,447</u></u>

The above statement of cash flow should be read in conjunction with the accompanying notes.

**Statement of Capital Works
For the Year Ended 30 June 2015**

	Note	2015 \$	2014 \$
Motor Vehicles		55,342	60,986
Furniture & Equipment		364,864	254,864
Books & materials		<u>1,103,606</u>	<u>1,035,661</u>
Total Capital Works		<u><u>1,523,812</u></u>	<u><u>1,351,511</u></u>

The above statement of capital works should be read in conjunction with the accompanying notes.

Introduction

The Casey-Cardinia Library Corporation was established under the provisions of Section 196 of the *Local Government Act 1989* by the Minister of Local Government on September 26, 1996. The Corporation's main office is located at 65 Berwick-Cranbourne Road, Cranbourne.

The purpose of the Corporation is to:

- Provide library services that encourage creativity and growth
- Provide a pathway to a worldwide range of knowledge and information
- Provide high quality library resources to inform and support life-long learning
- Ensure that resources are used efficiently and effectively and services are provided in accordance with Best Value Principles to best meet the needs of the local community
- To improve the overall quality of life of people in the local community
- To ensure that service and facilities provided by the Corporation are accessible and equitable
- To ensure transparency and accountability in Corporation decision making.

External Auditor – Victorian Auditor-General's Office

Internal Auditor – BDO East Coast Partnership (Projects)

Solicitors – Meerkin & Apel Lawyers

Bankers – Westpac

Website address – www.cclc.vic.gov.au

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, and Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the Local Government (Planning and Reporting) Regulations 2014.

NOTE 1 Significant accounting policies

a. Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

b. Changes in accounting policies

There have been no changes in accounting policies from the previous period.

c. Revenue recognition

Income is recognised when the Corporation obtains control of the contribution and the amount of the contribution can be measured reliably.

NOTE 1 Significant accounting policies cont.

Grants and contributions

Grants, contributions and other contributions are recognised as revenues when the Corporation obtains control over the assets comprising these receipts.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date.

Interest

Interest is recognised progressively as it is earned.

Other income

Revenue for fines and fees, sale of assets and other income is recognised at the time of receipt.

d. Fair value measurement

The Corporation measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, the Corporation has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, the Corporation determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

e. Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less. The Corporation does not have any overdraft facility.

f. Allocation between current and non-current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being the Corporation's operational cycle, or if the Corporation does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

NOTE 1 Significant accounting policies cont.

g. Recognition and measurement of assets

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

In accordance with the Corporation's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

Class of Asset	Threshold Limit
Books & Materials	Nil Limit
Motor Vehicles	Nil Limit
Furniture and Equipment	\$500

h. Depreciation and amortisation of non-current assets

Books and materials, motor vehicles, furniture and equipment, including computer equipment and other assets having limited useful lives are systematically depreciated over their useful lives to the Corporation in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation periods used are listed below and are consistent with the prior year unless otherwise stated:

	Useful Life (Years)	Depreciation Rate %
	2015	2015
Books & Materials	6.67	15%
Motor Vehicles	6.67	15%
Furniture and Equipment		
Furniture and Fittings	10	10%
Electrical Equipment	5	20%
Mobile Devices	2	50%
Computer Equipment	3	33.3%

i. Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

j. Impairment of assets

At each reporting date, the Corporation reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. The Corporation has reviewed its assets and has not identified any indicators of impairment.

NOTE 1 Significant accounting policies cont.

k. Employee benefits

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and salaries, and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Current Liability - unconditional LSL representing seven years is disclosed as a current liability even when the Corporation does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

- present value - component that is not expected to be settled within 12 months.
- nominal value - component that is expected to be settled within 12 months.

Classification of employee costs

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL liability is measured at present value.

l. Operating Leases

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

m. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are presented in the Cash Flow Statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

n. Contingent assets, contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of a note and presented inclusive of the GST payable.

NOTE 1 Significant accounting policies cont.

o. Pending accounting standards

Certain new AAS's have been issued that are not mandatory for the 30 June 2015 reporting period. The Corporation has assessed these pending standards and has identified that no material impact will flow from the application of these standards in future reporting periods.

p. Website costs

Costs in relation to websites are charged as an expense in the period in which they are incurred.

NOTE 2 Budget comparisons

The budget comparison notes compare the Corporation's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. The Corporation's has adopted a materiality threshold of the lower of 10 percent or \$50,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by the Corporation's Board on 25 June 2014. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. The Corporation sets guidelines and parameters for revenue and expense targets in this budget in order to meet the Corporation's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

a. Income and Expenditure

	Actual 2015	Budget 2015	Variance	Ref
	\$	\$	\$ %	
Revenue				
Member Council Grants and Contributions	6,615,855	6,572,850	43,005	0.7%
Government Grants and Contributions	2,241,836	2,274,610	(32,774)	(1.4%)
CFC Grant Funding	139,117	136,050	3,067	2.3%
Interest on Investments	110,791	135,000	(24,209)	(17.9%)
Other Income	277,564	231,670	45,894	19.8%
Net gain/(loss) on disposal of plant and equipment	2,034	(8,500)	10,534	(123.9%)
Total Revenue	9,387,197	9,341,680	45,517	0.5%
Expenditure				
Employee benefits	6,298,460	6,604,285	(305,825)	(4.6%)
Communities for Children Cranbourne	7,126	9,190	(2,064)	(22.5%)
Communities for Children plus Pakenham	6,326	6,700	(374)	(5.6%)
IT & Communication costs	566,926	600,750	(33,824)	(5.6%)
Library Materials	242,971	236,460	6,511	2.8%
Depreciation	1,510,240	1,357,588	152,652	11.2%
Other Expenditure	655,105	751,755	(96,650)	(12.9%)
Total Expenditure	9,287,154	9,566,728	(279,574)	(2.9%)
Surplus/(deficit) for the year	100,043	(225,048)	325,091	(144.5%)

NOTE 2 Budget comparisons cont.

(i) Explanation of material variations

Ref	Item	Explanation
1	Interest on Investments	Continued fall in interest rates resulted in lower returns than estimated.
2	Other Income	The Corporation received additional income from photocopying, meeting room hire, library programs and donations from Library Friends groups
3	Net gain/(loss) on disposal of plant and equipment	Unexpected trade in on obsolete RFID equipment, and higher trade-in on motor vehicle
4	Employee benefits	Several long serving staff have retired. The Corporation reviewed the organisational structure and there have been positions that have not been tenanted.
5	Communities for Children Cranbourne	Additional funding received which was spent on programs and promotions.
6	Depreciation	Late delivery of equipment and deferment in disposing of assets increased the depreciation calculations.
7	Other Expenditure	Minor saving were made on operating lines including marketing and promotion, Photocopying printing services, notices and postage, stationery and overdue loan recovery.

b. Capital Works

	Actual 2015 \$	Budget 2015 \$	Variance \$	Ref %
Motor Vehicles	55,342	65,000	(9,658)	(14.9%) 8
Furniture & Equipment	364,864	235,000	129,864	55.3% 9
Books & materials	1,103,606	1,129,040	(25,434)	(2.3%)
Total Capital Works	1,523,812	1,429,040	94,772	6.6%

(i) Explanation of material variations

Ref	Item	Explanation
8	Motor Vehicles	Pricing maintained through supply and demand and market pressure.
9	Furniture & Equipment	Radio Frequency Identification (RFID) equipment used for circulation, stock control and security of Library Materials was replaced earlier than scheduled to minimise significant increases in service and maintenance agreements

NOTE 3 (a) Member Council grants and contributions

	2015	2014
	\$	\$
Council Contributions –		
City of Casey	4,863,415	5,959,947
Cardinia Shire	1,752,440	1,979,529
	<u>6,615,855</u>	<u>7,939,476</u>

As detailed in the Casey-Cardinia Regional Library Agreement, the Member Councils provide to the Corporation the buildings, mobile library vehicle, and furniture and fittings to operate the library service.

NOTE 3 (b) Government grants and contributions

	2015	2014
	\$	\$
State Government Grants	2,241,836	2,187,386
Federal Government Grant	139,117	137,251
	<u>2,380,953</u>	<u>2,324,637</u>

NOTE 4 Net gain/(loss) on disposal of plant and equipment

	2015	2014
	\$	\$
Proceeds from sale of Motor Vehicles	36,363	37,273
Written down value of assets sold	(38,507)	(46,165)
Net Gain (loss) on disposal	<u>(2,144)</u>	<u>(8,892)</u>
Proceeds from sale Furniture & Fittings	4,178	1,545
Written down value of assets disposed of	0	(285)
Net Gain (loss) on disposal	<u>4,178</u>	<u>1,260</u>
Total Gain (loss) on disposal	<u>2,034</u>	<u>(7,632)</u>

NOTE 5 Other income

	2015	2014
	\$	\$
Overdue fines	116,202	119,001
Membership cards	8,716	7,899
Photocopying	87,006	82,470
Meeting Room Hire	18,460	14,949
Lost Books	26,291	28,626
Library Programs	6,928	7,501
Sundry recoverable	13,961	16,233
Interest on Term Deposits	110,791	121,039
	<u>388,355</u>	<u>397,718</u>

NOTE 6 (a) Employee costs

	2015	2014
	\$	\$
Wages and Salaries	5,680,437	5,660,014
Travel Allowance	20,888	22,862
WorkCover	62,376	71,259
Superannuation	499,512	466,046
Other	35,247	30,328
	<u>6,298,460</u>	<u>6,250,509</u>

NOTE 6 (b) Superannuation

The Corporation made contributions to the following funds:

	2015	2014
	\$	\$
Defined benefit fund		
Local Authorities Superannuation Fund (Vision Super)	107,844	114,941
Employer contributions payable at reporting date	-	-
Accumulation funds		
Local Authorities Superannuation Fund (Vision Super)	361,926	351,105
Employer contributions payable at reporting date	29,742	-
	<u>499,512</u>	<u>466,046</u>

Casey-Cardinia Library Corporation makes all of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision, My Super Vision and Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2015, this was 9.5% required under Superannuation Guarantee legislation (for 2013/14, this was 9.25%)).

Defined Benefit

Casey-Cardinia Library Corporation does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Casey-Cardinia Library Corporation in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

NOTE 7 Depreciation

Depreciation for the period was charged in respect of:

	2015	2014
	\$	\$
Books and Materials	1,211,986	1,127,507
Furniture and Equipment	281,102	264,627
Motor Vehicle	17,152	13,316
	<u>1,510,240</u>	<u>1,405,450</u>

NOTE 8 Auditors remuneration

	2015	2014
	\$	\$
Audit fee to be conduct external audit - Victorian Auditor- General	9,000	9,000
Internal audit fees	-	-
Fees for other services provided by internal auditor	10,673	11,162
	<u>19,673</u>	<u>20,162</u>

NOTE 9 Cash and other investments

	2015	2014
	\$	\$
Cash on hand	1,130	1,130
Cash at Bank	74,596	57,359
Term Deposits	2,810,478	2,748,958
	<u>2,886,204</u>	<u>2,807,447</u>

NOTE 10 Trade and other receivables

	2015	2014
	\$	\$
Current		
Pre Payments	18,685	14,474
Interest receivable	6,792	32,330
	<u>25,477</u>	<u>46,804</u>

The carrying amount of debtors approximates fair value because of the short term to settlement.

NOTE 11 (a) Plant and equipment

	2015	2014
	\$	\$
Motor Vehicle		
at cost	88,163	89,707
less accumulated depreciation	(9,240)	(10,468)
Total	<u>78,923</u>	<u>79,239</u>
Furniture and Equipment		
at cost	2,084,418	1,842,680
less accumulated depreciation	(1,450,775)	(1,292,799)
Total	<u>633,643</u>	<u>549,881</u>

NOTE 11 (a) Plant and equipment cont.

	2015	2014
	\$	\$
Books & Materials		
at cost	8,999,490	9,270,879
less accumulated depreciation	(5,238,368)	(5,401,377)
Total	<u>3,761,122</u>	<u>3,869,502</u>
Total at cost	11,172,071	11,203,266
Total accumulated depreciation	(6,698,383)	(6,704,644)
Total Plant and Equipment	<u><u>4,473,688</u></u>	<u><u>4,498,622</u></u>

NOTE 11 (b) Summary of asset movements

	2015	2014
	\$	\$
Motor Vehicles		
Opening Balance at 1 July	79,239	77,734
Additions at cost	55,342	60,986
Disposals	(38,507)	(46,165)
	<u>96,074</u>	<u>92,555</u>
Depreciation	(17,151)	(13,316)
Total	<u><u>78,923</u></u>	<u><u>79,239</u></u>
Furniture & Equipment		
Opening Balance at 1 July	549,881	559,930
Additions at cost	364,864	254,864
Disposals	0	(285)
Depreciation	(281,102)	(264,628)
Total	<u><u>633,643</u></u>	<u><u>549,881</u></u>
Books and Materials		
Opening Balance at 1 July	3,869,502	3,961,348
Additions at cost	1,103,606	1,035,661
Depreciation	(1,211,986)	(1,127,507)
Total	<u><u>3,761,122</u></u>	<u><u>3,869,502</u></u>

NOTE 12 Trade and other payables

	2015	2014
	\$	\$
Current		
Trade and Sundry Creditors	153,784	130,675
Accrued Expenses	329,093	300,576
	<u><u>482,877</u></u>	<u><u>431,251</u></u>

The carrying amount of creditors approximates fair value because of the short term to settlement.

NOTE 13 Employee provisions

	2015	2014
	\$	\$
Current provisions expected to be settled within 12 months		
Annual Leave	395,195	414,853
Long Service Leave	123,013	137,405
	<u>518,208</u>	<u>552,258</u>
Current provisions expected to be settled after 12 months		
Annual Leave	30,109	25,873
Long Service Leave	697,074	809,297
	<u>727,183</u>	<u>835,170</u>
Total current provisions	<u>1,245,391</u>	<u>1,387,428</u>
Non-current		
Long Service Leave	<u>64,312</u>	<u>41,448</u>
Total	<u>64,312</u>	<u>41,448</u>
 Average Staff Number (Eft)	 77.90	 79.06

Employees have a present entitlement to annual leave benefits accrued for services rendered. With respect to long service leave (LSL), under the Corporation's EBA employees have a present entitlement to long service leave benefits after seven years of continuous service. Although leave is normally taken by agreement, the Corporation does not have an unconditional right to defer settlement of the liability for at least 12 months after reporting date. The long service leave calculations have included an increase of 4.0% based on the Corporation's EBA and predicted banding increases and the current Department of Treasury and Finance Wage Inflation and Discount rates.

NOTE 14 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2015	2014
	\$	\$
Surplus/(deficit) for the period	100,043	1,518,199
Depreciation	1,510,240	1,405,450
Net (Gain) Loss on disposal of plant and equipment	(2,034)	7,632
Change in assets and liabilities		
Decrease/(Increase) in Receivables	25,539	(22,306)
Decrease/(Increase) in Prepayments	(4,211)	15,038
Increase/(Decrease) in Employee provisions	(112,834)	125,046
Increase/(Decrease) in Unfunded Superannuation	0	(1,573,231)
(Decrease)/Increase in Payables	45,285	16,971
Net Cash provided by operating activities	<u>1,562,028</u>	<u>1,492,799</u>

NOTE 15 Commitments and contingencies

Superannuation

The Corporation has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme to ensure that the liabilities of the fund are covered by the assets of the fund. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

Funding arrangements

Casey-Cardinia Library Corporation makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

The Fund's latest actuarial investigation was held as at 30 June 2015 and it was determined that the vested benefit index (VBI) of the defined benefit category of which Casey-Cardinia Library Corporation is a contributing employer was 105.8%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns	7.5% pa
Salary information	4.5% pa
Price inflation (CPI)	2.75% pa

Vision Super has advised that the estimated VBI at June 30, 2014 was 103.4%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the actuarial investigation determined the defined benefit category was in a satisfactory financial position and that no change was necessary to the defined benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the most recent full actuarial investigation conducted by the Fund's Actuary as at 30 June 2014, Casey-Cardinia Library Corporation makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2015, this rate was 9.5% of members' salaries. This rate will increase in line with any increase to the Superannuation Guarantee (SG) contribution rate

In addition, Casey- Cardinia Library Corporation reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding Calls

If the defined benefit category is in an unsatisfactory financial position at actuarial investigation or the defined benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the defined benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Casey-Cardinia Library Corporation) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's defined benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

NOTE 15 Commitments and contingencies cont.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries; it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

Latest actuarial investigation surplus amounts

The Fund's latest actuarial investigation as at 30 June 2014 identified the following in the defined benefit category of which Casey-Cardinia Library Corporation is a contributing employer:

- VBI surplus of \$77.1 million; and
- total service liability surplus of \$236 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2014.

The total service liability surplus means that the current value of the assets in the Fund's defined benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Casey-Cardinia Library Corporation was notified of the results of the actuarial investigation during January 2015.

Superannuation contributions

Contributions by Casey-Cardinia Library Corporation (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2015 are detailed below:

Scheme	Type of Scheme	Rate	2015 \$	Rate	2014 \$
Vision Super	Defined benefits	9.50%	107,844	9.25%	114,941
Vision Super	Accumulation	9.50%	391,668	9.25%	351,105

The expected contributions to be paid to the defined benefit category of Vision Super for the year ending 30 June 2016 is \$107,178

Operating Lease Commitments

At the reporting date the Corporation had the following obligations under non-cancellable operating leases of equipment and building for use within the Corporation's activities (these obligations are not recognised as liabilities):

	2015 \$	2014 \$
Not later than one year	62,052	112,693
Later than one year and not later than five years	37,429	99,481
Later than five years	-	-
	<u>99,481</u>	<u>212,174</u>

Contingencies

The Corporation has no contingent assets or liabilities to report.

NOTE 16 Financial instruments

Objectives and policies

The Corporation's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument are disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Corporation's Board. These policies include identification and analysis of the risk exposure to Corporation and appropriate procedures, controls and risk minimisation.

a. Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Corporation's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

b. Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate liability risk arises primarily from long term loans and borrowings at fixed rates. The Corporation does not have any long term loans, borrowings or hold any interest bearing financial instruments therefore has no exposure to changes in market interest rates.

c. Credit Risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a procurement policy to manage levels of authority, purchasing limits and contractual time-lines establishing credit controls for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of business and government sectors customers. Credit risk associated with the Corporation's financial assets is minimal. There are no material financial assets which are individually determined to be impaired.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Credit risk is not considered significant for the Corporation given the minimal dealings with counterparties giving rise to debts receivable.

d. Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

NOTE 16 Financial instruments cont.

To help reduce these risks the Corporation:

- has contractual funding agreements with the Member Councils
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitors budget to actual performance on a regular basis.

The Corporation's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

e. Net Fair Values

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value

f. Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Corporation believes the following movements are 'reasonably possible' over the next 12 months:

A parallel shift of -1% and +1% in market interest rates (AUD) from prior year-end rates of 1.90%. This would have resulted in a +\- movement of \$28,862 (2013-14:\$28,074) to the surplus for the year and a corresponding movement in equity of the same amount.

NOTE 17 Related party transactions

- (i) Name of persons holding the position of Responsible Person at the Casey-Cardinia Library Corporation during the financial year are:

Board Members

City of Casey

Cr. Wayne Smith	Chair 26/2/2014 to 25/2/2015
Cr. Susan Serey	Board Member from 28/11/2012
Ms. Sophia Petrov	Board Member from 22/2/2012
Ms. Sally Curtain	April 2013 to 28/8/2014 & from 24/6/2015
Mr. Andrew Davis	From 23/10/2013 & (Alt Board member from 24/6/2015)
Cr. Damien Rosario	(Alt.Board Member from 28/11/2012)
Mr. Ron Chidgey	Alt. Officer Representative retired February 2015

Cardinia Shire

Cr. George Blenkhorn	Chair from 25/2/2015
Ms. Jenni Scicluna	From 25/2/2015
Ms. Fiona Hodges	to 22/10/2014 (resigned)
Ms. Pamela Martin	26/11/2014 to 25/2/2015
Cr. Tania Baxter	(Alt. Board Member from 28/11/2012)

Chief Executive Officer

Mr. Peter Carter

NOTE 17 Related party transactions cont.

(ii) Remuneration of Responsible Persons

The number of Responsible Officers whose total remuneration for the Corporation fall within the following bands:

	2015	2014
Income Range:	No	No
\$170,000 - 179,999	1	1

Board Members who are Councillors and Officers nominated by the Member Councils do not receive remuneration from Casey-Cardinia Library Corporation.

Total Remuneration for the reporting year for Responsible Persons included above amounted to:

	2015	2014
	\$	\$
	175,385	170,805

(iii) No retirement benefits have been made by the Corporation to a Responsible Person (2013-14 Nil).

(iv) No loans have been made, guaranteed or secured by the Corporation to a Responsible Person of the Corporation during the reporting year (2013-14 Nil).

(v) No transactions other than remuneration payments or the reimbursements of approved expenses were entered into by the Corporation with Responsible Persons. (2013-14 Nil)

(vi) Senior Officers Remuneration

A Senior Officer, other than a Responsible Person, is an Officer of the Corporation who

- has management responsibilities and reports directly to the Chief Executive Officer or
- whose total remuneration exceeds \$136,000.

There are no Senior Officers whose total remuneration for the Corporation exceeds \$136,000.

The numbers of Senior Officers at reporting date, whose total remuneration for the Corporation fall within the following bands:

	2015	2014
Income Range:	No	No
<\$136,000	8	4

Total Remuneration for the reporting year for Senior Officers included above, amounted to

	2015	2014
	\$	\$
	691,569	453,609

NOTE 17 Related party transactions cont.

(vii) Building charges and Financial Services

The Corporation purchases financial services and rents office space for the Library's Headquarters from the City of Casey.

	2015	2014
	\$	\$
Financial Services paid to City of Casey	27,300	26,505
Library headquarters Building Rent and utilities	73,427	75,477
	<u>100,727</u>	<u>101,982</u>
 Funding allocation		
City of Casey	74,419	75,346
Cardinia Shire	26,308	26,636

NOTE 18

Events subsequent to reporting date

There were no matters that have arisen since the end of the year which significantly affected or may affect the operations of the Corporation, the results of those operations, or the state of affairs in subsequent years.

Certification of the Financial Report

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



Mr Peter Carter B.S.Sc (Lib)
Principal Accounting Officer
DATE: August 26, 2015
LOCATION: Cranbourne

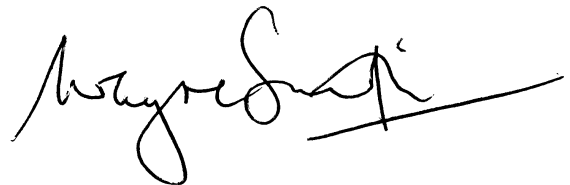
In our opinion the accompanying financial statements present fairly the financial transactions of Casey-Cardinia Library Corporation for the year ended 30 June 2015 and the financial position of the Corporation as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial report to be misleading or inaccurate.

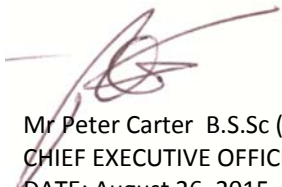
We have been authorised by the Board of the Corporation and by the Local Government (*Planning and Reporting*) Regulation 2014 to certify the financial statements in their final form.



Cr. George Blenkhorn
CHAIR
DATE: August 26, 2015
LOCATION: Cranbourne



Cr. Wayne Smith JP, BJ
BOARD MEMBER
DATE: August 26, 2015
LOCATION: Cranbourne



Mr Peter Carter B.S.Sc (Lib)
CHIEF EXECUTIVE OFFICER
DATE: August 26, 2015
LOCATION: Cranbourne



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INDEPENDENT AUDITOR'S REPORT

To the Board Members, Casey-Cardinia Regional Library Corporation

The Financial Report

The accompanying financial report for the year ended 30 June 2015 of the Casey-Cardinia Regional Library Corporation which comprises the comprehensive income statement, balance sheet, statement of changes in equity, statement of cash flows, statement of capital works, notes comprising a summary of the significant accounting policies and other explanatory information, and the certification of the financial statements has been audited.

The Board Members' Responsibility for the Financial Report

The Board Members of the Casey-Cardinia Regional Library Corporation are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

The Board Members are responsible for such internal control as the Board Members determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the *Audit Act 1994* and the *Local Government Act 1989*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Auditing in the Public Interest

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Opinion

In my opinion the financial report presents fairly, in all material respects, the financial position of the Casey-Cardinia Regional Library Corporation as at 30 June 2015 and of its financial performance and its cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 1989*.

MELBOURNE
1 September 2015


John Doyle
Auditor-General