

CASEY CARDINIA LIBRARIES Budget 2017 – 2018

26, April 2017

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Our Vision:

Inspiring spaces where everyone is free to discover possibilities

Our Values

Teamwork

We excel when we all contribute. We are loyal and dedicated to each other. We always do our fair share.

Love of Learning

We love new things. We believe there is an opportunity to learn anywhere and everywhere.

Fairness

We treat all people fairly. We do not let our personal feelings bias our decisions about others. We give everyone a chance.

Creativity

Thinking of new ways to do things is crucial to our success. We are never content doing things the conventional way if we believe a better way is available.

Social Intelligence

We are aware of the motives and feelings of other people. We know what to do to fit into different situations and we know what to do to put others at ease.

Humour

We like to laugh, bringing smiles to other people. We try to see the light side of all situations.

1.0 Executive Summary

The 2017-18 budget has been developed in consultation with key staff, Board members and Council Officers. A draft version of the budget was presented at the November Board meeting.

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

CCL is funded City of Casey and Cardinia Shire Council, and the State Government. It is funded according to the funding formula specified in the 2012 Casey-Cardinia Library Corporation Agreement. Member Council funding is calculated on population and usage across the region. The State Government funding is primarily based on population.

In 2017-18 there is increased expenditure due to the opening of the Bunjil Library. Staffing has been increased from 79.9 EFT to 86.6 EFT to cover broader opening hours at Bunjil Library.

The development of the ICT road map will inform investment in a range of new products and platforms.

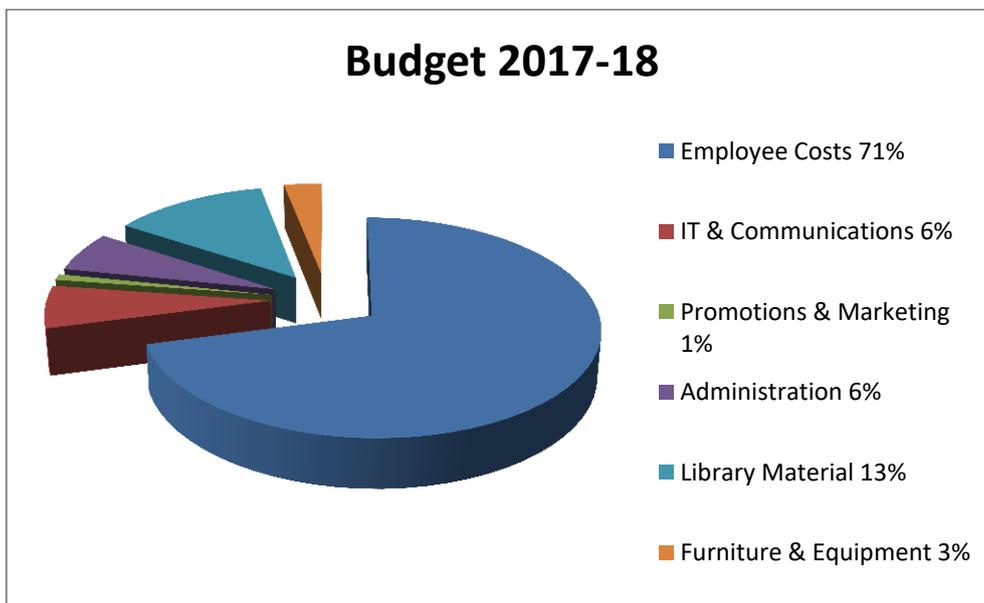
Operating hours at Doveton and Pakenham will be expanded during day light savings on a trial basis. Doveton will open on Wednesdays from 1.30pm until 8.00pm and Pakenham will extend opening hours on Fridays to 8.00pm.

Savings have been made through careful reduction of general expenditure and trimming the Collections budget.

Income

	Total Budget 2016-17	Revised Est 2016-17	Budget 2017-18
City of Casey	5,179,175	5,179,175	5,741,275
	52.61%	51.82%	53.99%
Cardinia Shire	1,825,925	1,825,925	1,873,625
	18.55%	18.27%	17.62%
State Government	2,295,071	2,416,203	2,487,785
	23.31%	24.18%	23.40%
CCL - Operations	544,385	572,967	530,600
	5.53%	5.73%	4.99%
Total Income	9,844,556	9,994,270	10,633,285

Expenditure



2.0 Budgeted Financial Statements 2017–18

Comprehensive Income Statement				
For the Year ending June 2017–2018				
	Note	Total Budget 2016–17	Revised Est 2016–17	Budget 2017–18
Revenue				
Council Contributions	1	7,005,100	7,005,100	7,614,900
State Government Grants	2	2,295,071	2,416,203	2,482,785
CFC Grant Funding		142,335	157,937	146,670
Interest on Investments		105,000	105,000	105,000
Other income		257,550	278,330	283,930
Total Income		9,805,056	9,962,570	10,633,285
Expenditure				
Employee Costs	3	6,820,526	6,860,283	7,715,835
CFC Expenditure		22,770	33,257	19,170
IT & Communications	4	683,000	656,850	697,700
Library Materials	5	272,150	272,150	246,150
Promotions & Marketing		57,000	63,000	100,000
Administration		648,150	693,498	636,800
Depreciation		1,415,115	1,462,134	1,408,360
Total Expenditure		9,918,711	10,041,173	10,824,015
Net Gain (loss) disposal of Plant & Equipment		-9,905	-5,550	
Total comprehensive result		-123,560	-84,153	-190,730

Balance Sheet				
As at June 2017-2021				
	Note	Total Budget 2016-17	Revised Est 2016-17	Budget 2017-18
ASSETS		\$	\$	\$
Current Assets				
Cash Asset		75,000	85,630	76,800
Financial Assets		3,066,124	3,047,647	2,811,412
Receivables		12,500	5,262	
		3,153,624	3,138,539	2,888,212
Non-Current Assets				
Fixed Assets		4,407,067	4,696,024	4,705,924
TOTAL ASSETS		7,560,691	7,834,563	7,594,136
LIABILITIES				
Current Liabilities				
Payables		295,000	478,784	450,500
Employee Entitlements		1,653,940	1,342,407	1,319,500
		1,948,940	1,821,191	1,770,000
Non-Current Liabilities				
Employee Entitlements		65,000	24,006	25,500
TOTAL LIABILITIES		2,013,940	1,845,197	1,795,500
NET ASSETS		5,546,751	5,989,366	5,798,636
EQUITY				
Members Contribution on Formation		2,051,239	2,051,239	2,051,239
Accumulated Surplus		3,495,512	3,938,127	3,747,397
TOTAL EQUITY		5,546,751	5,989,366	5,798,636

Statement of Change in Equity

As at June 2017- 2018

	Total	Accumulated Surplus (deficit)	Member Contribution on Formation
2017			
Bal at the beginning of the financial year	6,073,519		2,051,239
Comprehensive result	-84,153	3,938,127	
Balance at end of financial year	5,989,366	3,938,127	2,051,239
2018			
Bal at the beginning of the financial year	5,989,366		2,051,239
Comprehensive result	-190,730	3,747,397	
Balance at end of financial year	5,798,636	3,747,397	2,051,239

Statement of Capital Works

For the Years ending June 2017-2018

	Note	Total Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Capital Expenditure				
Library Material	5	1,164,460	1,143,733	1,133,260
Motor Vehicles		70,000	67,570	
Furniture & Equipment		205,000	393,000	285,000
		1,439,460	1,604,303	1,418,260

Statement of Cash Flows				
Year ended June 30, 2017-2021				
	Note	Total Budget 2016-17 \$	Revised Est 2016-17 \$	Budget 2017-18 \$
Cash Flow from Operating Activities				
Income from:				
Council Contributions		7,005,100	7,005,100	7,614,900
Government Grants		2,295,071	2,416,203	2,482,785
Interest Income		102,500	114,889	110,262
Overdue Fines		112,000	104,710	106,330
Other Income		287,885	331,298	324,270
		<u>9,802,556</u>	<u>9,972,200</u>	<u>10,638,547</u>
Payments for:				
Employee Costs		6,676,383	6,848,283	7,732,248
Library Materials		272,150	272,150	246,150
Computer Services		683,000	656,850	697,700
Other Costs		717,920	765,704	789,254
		<u>8,349,453</u>	<u>8,542,987</u>	<u>9,465,352</u>
Net Cash Inflow from Operating Activities		1,453,103	1,429,213	1,173,195
Cash Flow from Investing Activities				
Payments for:				
Proceeds for sale of Plant & Equipment		38,000	31,700	
Payment for Books, Furniture, Plant & Equipment		-1,439,460	-1,604,303	-1,418,260
Net Cash (Outflow) from Investing Activities		<u>-1,401,460</u>	<u>-1,572,603</u>	<u>-1,418,260</u>
Net Increase/Decrease in Cash		51,643	-143,390	-245,065
Cash at the beginning of the year		3,089,481	3,276,667	3,133,277
Cash Held at End of Year		<u>3,141,124</u>	<u>3,133,277</u>	<u>2,888,212</u>

Statement of Human Resources

For the four years ending June 2021

	Total Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Staff Expenditure			
Employee costs - Operating	6,820,526	6,860,283	7,715,835
Total Staff Expenditure	6,820,526	6,860,283	7,715,835
	EFT	EFT	EFT
Staff Numbers	77.89	79.86	86.59
Permanent full time	31.00	30	31
Permanent part time	114.00	112	117

3.0 Notes to Budgeted Financial Statements year ending June 2017-2018

1 Council Contributions

Contributions are calculated based on the funding formula in the 2012 Regional Library Agreement. The Population figures are based on the ABS estimates as at June 2016.

(ABS figures released 30 March 2017)

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Population	383,095	383,095	400,063
Councils Contribution	\$7,005,100	\$7,005,100	\$7,614,900
Avg Contribution per capita	\$18.29	\$18.29	\$19.03

2 State Government Grants

The State Government establishes a funding agreement with each Library Corporation/municipality. The current funding agreement commenced July 1, 2016 and expires July 31, 2017. The state funding is primarily calculated on population. State Government funding has been budgeted with a 4% increase.

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
State Funding	2,295,071	2,416,203	2,482,785
Contribution per capita	5.99	6.31	6.21

3 Staff Resources

Employee costs includes salaries and wages, overtime, travel cost, staff training and development, and on-costs. Increases allow for banding adjustments and scheduled Enterprise Agreement increases.

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Human Resources			
Employee costs	\$6,820,526	\$6,860,283	\$7,715,835
Total Staffing EFT	77.89	79.86	86.59
% of total expenditure	68.5%	67.4%	71.2%
Expenditure per capita	\$17.80	\$17.91	\$19.29

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Loans			
Loans	2,595,425	2,595,425	2,500,000
Loans per capita	6.77	6.77	6.25
Cost of loans per capita	\$0.26	\$0.25	\$0.23

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Visits			
Physical Visits (door)	1,225,729	1,283,368	1,500,000
Virtual Visits (on-line)	909,620	919,428	942,000
Total Visits	2,135,349	2,202,796	2,442,000
Total Visits per capita	5.57	5.75	6.10
Council cost per visit	\$5.72	\$5.46	\$5.08

4 Information & Communications Technology (ICT)

CCL is a member of the Swift Library Consortium which allows access to an Integrated Library Management System (ILMS) at a reduced cost while sharing the development and implementation costs of new technology. The ILMS is up for tender early 2018.

The ICT road map currently in development will inform the range of products and platforms used by CCL.

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Telecommunications	33,000	29,950	32,700
Data communications	266,000	265,000	249,500
ILMS	199,000	176,900	218,000
Computer software and support	185,000	185,000	197,500
Total ICT	683,000	656,850	697,700
% of total expenditure	6.9%	6.5%	6.4%
Expenditure per capita	\$1.78	\$1.71	\$1.74

5 Library Resources and Materials

CCL is re-aligning its collection as it balances ongoing demand for traditional library materials, increasing use of electronic resources, data bases and downloadable services.

	Budget 2016-17	Revised Est 2016-17	Budget 2017-18
Library Resources - Capital	1,164,460	1,143,733	1,133,260
Library Resources -Non Capital	272,150	272,150	246,150
Total Library Resources	1,436,610	1,415,883	1,379,410
% of total expenditure	14.4%	13.9%	12.7%
Expenditure per capita	\$3.75	\$3.70	\$3.45

4.0 Member Council Contributions 2017-18

Summary:	Total	Casey	Cardinia
Core Library Service			
Population (ABS June 2016)	400,063	304,071	95,992
		76.0%	24.0%
Usage: April 2016-March 2017	2,246,235	1,592,456	653,779
		70.9%	29.1%
Avg %		73.5%	26.5%
Income			
Operations	1,248,925	999,570	249,355
Total State Funding	2,482,785	1,823,615	659,170
Council General Funding	7,152,205	5,278,580	1,873,625
Bunjil Library	462,695	462,695	0
Operating Income 2016-17	10,883,915	8,101,765	2,782,150
Expenditure			
Operating Expenditure	9,465,655	7,060,045	2,405,610
Capital Expenditure	1,418,260	1,041,720	376,540
	10,883,915	8,101,765	2,782,150
CCL Operating Budget 2017-18			
Population (ABS June 2016)	400,063	304,071	95,992
Bunjil Library	462,695	462,695	0
Core Council Contribution	7,152,205	5,278,580	1,873,625
	7,614,900	5,741,275	1,873,625
Core Council Cont 2016-17	7,005,100	5,179,175	1,825,925
Est Council Cont 2017-18	7,152,205	5,278,580	1,873,625
Council Contribution	2.10%	1.92%	2.61%

Summary:	Total	Casey	Cardinia
Total cost per capita	\$27.21	\$26.64	\$28.98
State Contribution per capita	\$6.21	\$6.00	\$6.87
Draft Budget 2017-18 Council contribution	\$17.88	\$17.36	\$19.52
Budget 2016-17 Council contribution	\$18.29	\$17.72	\$20.09
	-2.25%	-2.03%	-2.84%
Cost of Library Service per Capita			
State average 2015-16	\$43.17		
Casey Cardinia Libraries 2015-16	\$24.86		
Casey Cardinia Libraries 2016-17	\$25.95		
Casey Cardinia Libraries 2017-18	\$27.21		

Contribution Allocation 2017-2018	Total	Casey	Cardinia
Population (ABS June 2016)	400,063	304,071	95,992
		76.0%	24.0%
Usage: April 2016-March 2017	2,246,235	1,592,456	653,779
		70.9%	29.1%
Income		73.5%	26.5%
Capital Replacement Reserves	250,630	177,700	72,930
Bunjil Library	462,695	462,695	0
Operations Income	283,930	208,550	75,380
Interest on Investments	105,000	77,125	27,875
CfC funding	146,670	73,500	73,170
Sub Total	1,248,925	999,570	249,355
State Government Funding Est			
Premiers Reading Challenge	56,200	41,280	14,920
State Subsidy	2,305,260	1,693,220	612,040
Local Priorities	121,325	89,115	32,210
Total State Funding	2,482,785	1,823,615	659,170
Expenditure			
Employee Costs	7,175,640	5,280,075	1,895,565
Employee Costs (inc CfC staffing)	127,500	70,480	57,020
CfC Cranbourne Expenditure	3,020	3,020	0
CfC Pakenham Expenditure	16,150	0	16,150
IT & Communications	697,700	512,465	185,235
Library Materials	246,150	187,090	59,060
Promotions & Marketing	100,000	76,010	23,990
Berwick Mechanics Insitute	1,800	1,800	0
Administration	635,000	466,410	168,590
	9,465,655	7,060,045	2,405,610
Capital Expenditure			
Library Materials	1,133,260	832,385	300,875
Motor Vehicles	0	0	0
Furniture & Equipment	285,000	209,335	75,665
	1,418,260	1,041,720	376,540
Total Expenses Core Library Service	10,883,915	8,101,765	2,782,150
Annual CCL Operating Budget			
Core Council Contribution	7,152,205	5,278,580	1,873,625
Bunjil Library	462,695	462,695	0
	7,614,900	5,741,275	1,873,625
Core Council Cont 2016-17	7,005,100	5,179,175	1,825,925
Core Council Cont 2017-18	7,152,205	5,278,580	1,873,625
Council Contribution	2.10%	1.92%	2.61%

5.0 Schedule of Fees and Charges: 2017-18

1. **Overdue Fines:**

Adults **20 cents** per day, which accrues to a maximum of **\$5.00** per item.

Junior **10 cents** per day, which accrues to a maximum of **\$3.00** per item.

The maximum amount charged is **\$45.00** if paid in one transaction.

There is a 3 day grace period however if an item is not returned within 3 days, the full amount of the overdue fine will be payable.

2. **Replacement membership cards: \$3.30** to replace a lost card.

3. **Replacement single disks (from sets):** A standard **\$17.00** per CD is made for the replacement of each individual damaged or lost CD from any talking book set.

4. **Lost or damaged items:** A charge is made to replace the item, based on the retail price. (*GST inclusive*). Applications for refund for items valued at more than \$10.00 must be accompanied by the receipt.

5. **Computers and Electronic Resources:** Access to information via library computers, ie. the Internet, databases or CD-Roms is free.

6. **Photocopying and printing:**

Black & White Photocopying		Colour Photocopying		Scanning
A4	20¢	A4	\$1.00	All sizes and colours Free per page
A3	30¢	A3	\$1.50	

7. **Overdue Recovery Charge:** **\$15.00** is placed on the patron's account if items are not returned and the matter is referred to a debt collector.

8. **Inter Library Loans:**

Interstate/Academic Libraries **\$16.50**

Victorian Public Libraries **\$5.00**

Swift Items are free

9. **Other Charges:**

Library Bags (New member Free), Replacement Bags **\$ 2.00**

Ear Buds **\$ 2.00**

USB Sticks **\$ 10.00**

Book clubs (per annum) **\$100.00**

10. Library Meeting Room Hire:

General Rate: **\$30.00 per hour**

Community Rate: **\$15.00 per hour**

(Conditions apply – refer to the Bookings Policy)

Creative Rate: **\$15.00 per hour**

Definition – a special rate for artists who are running workshops for members of the community eg theatre groups, painting classes etc

11. Local History Reproduction Fees:

Contact: Local History Officer

At Cranbourne Library (03) 5990 0150

Local History Schedule of Reproduction Fees

As the custodian of the Casey–Cardinia Local History Archive, CCL charges a fee for the reproduction of material held in the Local History Archive. **This fee is not a copyright fee.** CCL does not hold the copyright for all material in the collection. It is the responsibility of the user to obtain permission from the copyright owner. The fees stated below are for the publication of ONE item for ONE specified purpose. If another use is required, a new application must be made. A consent form outlining the exact purpose of the copied material and acknowledgment of the source must be completed.

All prices are per copy:

Black & White Photocopying	Colour Photocopying	Digital Image
A4 20¢	A4 \$1.00	Hi Resolution \$11.00
A3 30¢	A3 \$1.50	Low Resolution \$5.50

Casey Cardinia Libraries

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