

Casey
Cardinia
Libraries

'Inspiring spaces where everyone is free to discover possibilities'

Budget

2023-2024

Draft: 18 April 2023

Endorsed: 26 April 2023

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Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Mission

To encourage lifelong learning, increase literacy and build strong, resilient communities across the Casey Cardinia region.

Our Values and Guiding Behaviours

Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection
- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success

1.0 Executive Summary

The 2023–2024 budget has been developed in consultation with key staff, Board members, and the local community. A draft version was presented to the Board at the November 2022 Board meeting.

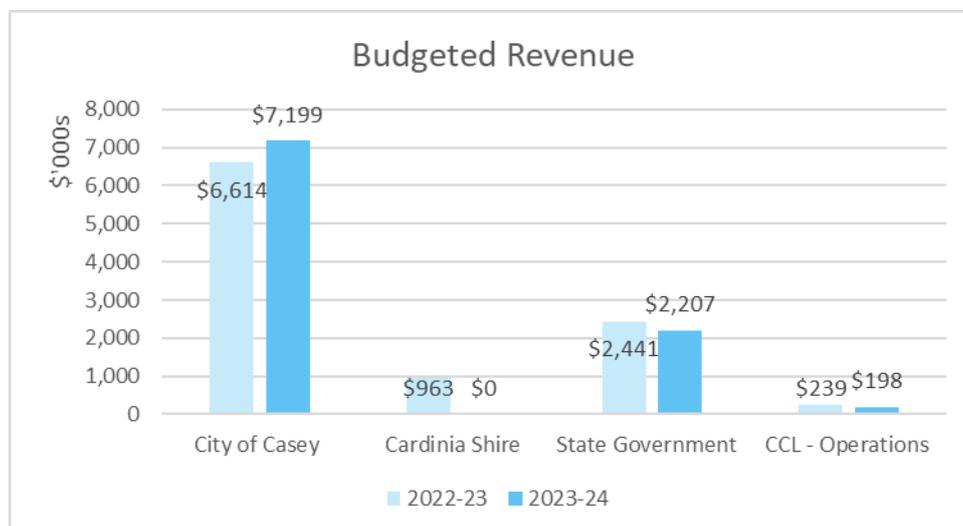
The financial statements have been prepared in accordance with the Local Government Act, maintaining a reporting framework that is consistent with the principles of sound financial management.

Casey Cardinia Libraries (CCL) is funded by the City of Casey and the State Government.

The 2023–2024 budget takes into account key decisions made by the CCL Board made throughout the course of the 2022–2023 financial year. This Budget is based on the restructure of the CCL staffing model to allow for further provision of service to the community whilst maintaining Member Council contributions within rate cap. It is assumed that new outreach projects identified within the 2023 Service Review are all delivered within the first 6 months of the 2023–2024 financial year and all ongoing costs of these projects have been included.

Revenue

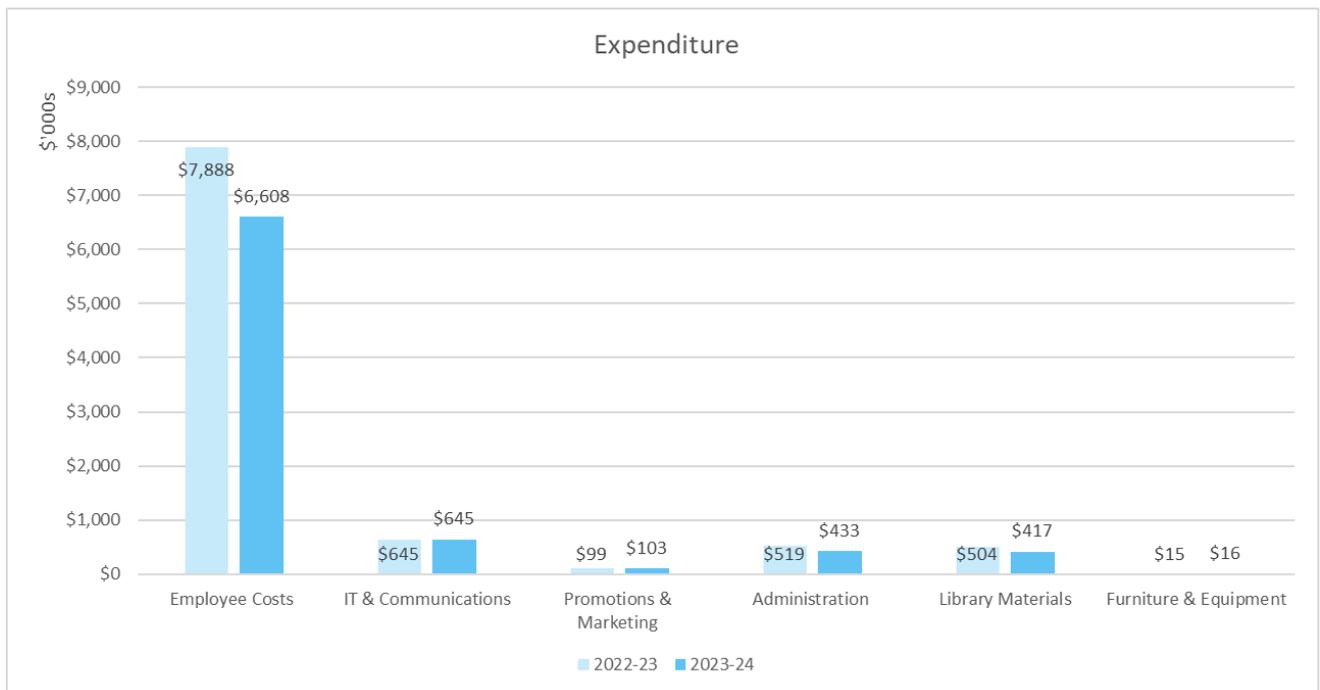
	Revised Budget 2022-23	Budget 2023-24
City of Casey	6,614,090 <i>64.48%</i>	7,198,580 <i>74.96%</i>
Cardinia Shire	963,303 <i>9.39%</i>	0 <i>0.00%</i>
State Government	2,440,589 <i>23.79%</i>	2,207,392 <i>22.99%</i>
CCL - Operations	239,166 <i>2.33%</i>	197,515 <i>2.06%</i>
Total Income	10,257,148	9,603,487





Expenditure

	Revised Budget	Budget
	2022-23	2023-24
Employee Costs	7,887,663	6,607,846
IT & Communications	645,294	645,000
Promotions & Marketing	99,097	102,960
Administration	519,200	433,303
Library Materials	1,412,074	1,505,013
Library Materials - Expense	351,299	358,640
Library Materials - Capital	1,060,775	1,146,373
Furniture & Equipment	166,213	428,362
Total Expenditure	10,729,541	9,722,484





2.0 Budgeted Financial Statements 2023–2024

Comprehensive Income Statement For the Years ending June 30			
	Note	Revised Budget 2022–23	Budget 2023–24
Revenue			
Council Contributions	1	7,577,393	7,198,580
State Government Grants	2	2,440,589	2,207,392
Interest on Investments	4	78,767	87,500
Other income	5	162,250	110,015
Total Income		10,258,999	9,603,487
Expenditure			
Employee Costs	6	7,887,663	6,607,846
IT & Communications	8	645,294	645,000
Library Materials	9	351,299	358,640
Promotions & Marketing	10	99,097	102,960
Administration	11	519,200	433,303
Depreciation	12	1,204,712	1,085,721
Total Expenditure		10,707,265	9,233,471
Net Gain (loss) disposal of plant &		(1,851)	0
Total comprehensive result		(450,118)	370,017



Balance Sheet		
As at June 30		
	Revised Budget	Budget
	2022-23	2023-24
	\$	\$
ASSETS		
Current Assets		
Cash Asset	70,000	70,000
Financial Assets	2,593,991	2,447,844
Receivables	50,000	60,000
Inventories		
	2,713,991	2,577,844
Non-Current Assets		
Fixed Assets	3,238,449	3,727,462
Right-of-use assets	0	0
TOTAL ASSETS	5,952,440	6,305,307
LIABILITIES		
Current Liabilities		
Payables	610,044	462,712
Lease Liabilities	0	0
Employee Entitlements	1,485,752	1,537,754
	2,095,796	2,000,465
Non-Current Liabilities		
Employee Entitlements	100,728	178,909
Lease Liabilities	0	0
TOTAL LIABILITIES	2,196,524	2,179,374
NET ASSETS	3,755,916	4,125,932
EQUITY		
Members Contribution on Formation	1,528,173	1,528,173
Accumulated Surplus	2,227,743	2,597,759
TOTAL EQUITY	3,755,916	4,125,932

Statement of Change in Equity

As at June 30

2023			
Bal at the beginning of the financial year	5,675,098	3,623,859	2,051,239
Comprehensive result	(450,118)	(450,118)	
Withdrawal of Cardinia Shire Council Equity	(1,469,065)	(945,999)	(523,066)
Balance at end of financial year	3,755,916	2,227,743	1,528,173
2024			
Bal at the beginning of the financial year	3,755,916	2,227,743	1,528,173
Comprehensive result	370,017	370,017	
Balance at end of financial year	4,125,932	2,597,759	1,528,173

Statement of Capital Works

For the Years ending June 30

	Revised Budget	Budget
	2022-23	2023-24
Capital Expenditure		
Library Materials	1,060,775	1,146,373
Motor Vehicles	0	152,000
Furniture & Equipment **	166,213	276,362
	1,226,988	1,574,735

Statement of Human Resources

For the years ending June 30

	Revised Budget	Budget
	2022-23	2023-24
Staff Expenditure		
Employee costs - Operating	7,887,663	6,607,846
Total Staff Expenditure	7,887,663	6,607,846
	EFT	EFT
Staff Numbers	96	66
Permanent full time	34	27
Permanent part time	128	78

Statement of Cash Flows		
Year ended June 30		
	Revised Budget	Budget
	2022-23	2023-24
	\$	\$
Cash Flow from Operating Activities		
Income from:		
Council Contributions	7,577,393	7,198,580
Government Grants	2,440,589	2,207,392
Interest Income	78,767	87,500
Overdue Fines	0	0
Other Income	162,250	110,015
	10,258,999	9,603,487
Payments for:		
Employee Costs	8,656,433	6,607,846
Library Materials	351,299	358,640
Computer Services	645,294	645,000
Other Costs	645,447	563,413
	10,298,473	8,174,899
Net Cash Inflow from Operating Activities	(39,475)	1,428,588
Cash Flow from Investing Activities		
Payments for:		
Proceeds for sale of Plant & Equipment	0	0
Payment for Books, Furniture, Plant & Equipment	(1,226,988)	(1,574,735)
Net Cash (Outflow) from Investing Activities	(1,226,988)	(1,574,735)
Cash Flow from Financing Activities		
Payments for:		
Withdrawal of Cardinia Shire Council from RLC	(207,658)	0
Net Cash (Outflow) from Financing Activities	0	0
Net Increase/Decrease in Cash	(1,266,463)	(146,147)
Cash at the beginning of the year	3,930,454	2,663,991
Cash Held at End of Year	2,663,991	2,517,844

3.0 Notes to the Budgeted Financial Statements 2023-2024

1 – Council Contributions

During the 2022-2023 financial year, the Cardinia Shire Council withdrew from the CCL Regional Library Agreement. This withdrawal was effective 1 December 2022 and has been reflected in the below figures.

Councils Contribution	Revised Budget		Budget
	2022-23	2023-24	
Population*	446,359	403,869	
Councils Contribution	7,577,393	7,198,580	
Average Contrib per Capita	\$16.98	\$17.82	
2020 Victorian RLCs Average Contribution per capita**	\$		32.23

*Forecast population estimate source <https://forecast.id.com.au> for the 2022-2023 Revised Budget – 42% of Cardinia Shire Council's Estimated Population was applied, representing the 5 months of service provision within CCL.

**Regional Library Corporations include - West Gippsland Regional Library, Eastern Regional Libraries, Geelong Regional Libraries, Whitehorse Manningham Regional Library Corporation and Yarra Plenty Regional Library.

2 – State Government Grants

The State Government establishes a funding agreement with each Library Corporation/Municipality. The current agreement expires June 30, 2023. The state funding is primarily calculated on population and in FY2023 there was a 1.5% increase in the amount received. For the purposes of this Budget, it is assumed that 1.5% increase on Government Grants will be received each year.

State Funding	Revised Budget		Budget
	2022-23	2023-24	
Population	446,359	403,869	
State Funding	2,440,589	2,207,392	
Average Contrib per Capita	\$5.47	\$5.47	

3 – Staff Resources

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

The current Enterprise Agreement is in effect until 24 November 2023 and all employment costs have been calculated to take into account agreed salary increases, Included in the budgeted employments costs are the scheduled increases to the Super Guarantee Percentage, as published by the ATO.



Employee costs in the 2024 budget have been based on the new staffing structure being implemented in the 2022-2023 financial year.

Not included in the 2024 budget is an additional funding call from Vision Super for Defined Benefits. The VBI of 103.2% as at 28 February 2023 satisfies APRA’s Superannuation Prudential Standard 160 (SPS 160) and a funding call is not anticipated at this time.

Human Resources	Revised Budget	
	2022-23	Budget 2023-24
Employee Costs	7,887,663	6,607,846
Total Staffing EFT	96	66
% of total expenditure	73.51%	67.96%
Population	446,359	403,869
Expenditure per capita	\$17.67	\$16.36
2020 State Average Expenditure per capita		

4 – Information & Communications Technology (ICT)

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

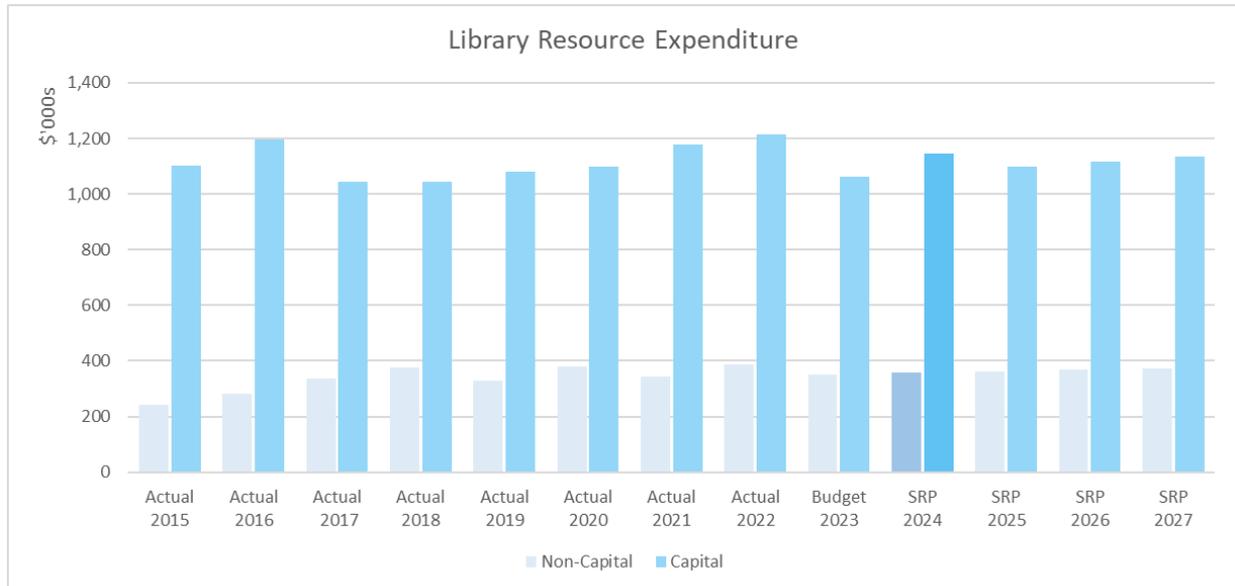
Information & Communications Technology (ICT)	Revised Budget	
	2022-23	Budget 2023-24
Telecommunications	42,091	55,000
Data Communications	89,191	175,000
ILMS	48,204	130,000
Computer Software & Support	465,808	285,000
Total ICT	645,294	645,000
% of total expenditure	6.27%	7.89%
Population	446,359	403,869
Expenditure per capita	\$1.45	\$1.60



5 - Library Resources and Materials

CCL is aligning its collection to balance ongoing demand for traditional library materials, increasing use of electronic resources, data bases and downloadable services in line with community expectations.

Library Resources	Revised Budget	Budget
	2022-23	2023-24
Non-Capital	351,299	358,640
Capital	1,060,775	1,146,373
Total Library Resources	1,412,074	1,505,013
% of total expenditure	13.71%	18.41%
Population	446,359	403,869
Expenditure per capita	\$ 3.16	\$ 3.73
2020 State Average Expenditure per Capita		\$ 5.78





4.0 Non-Financial Resources

The library buildings within the City of Casey are owned and maintained by the Council.

There are five service points in the City of Casey:

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



5.0 Schedule of Fees and Charges: 2023-2024

1. **Replacement membership cards: \$3.30** to replace a lost card.
2. **Replacement single disks (from sets):** A standard **\$17.00** per CD is made for the replacement of each individual damaged or lost CD from any talking book set.
3. **Lost or damaged items:** A charge is made to replace the item, based on the retail price. (*GST inclusive*). Applications for refund for items valued at more than \$10.00 must be accompanied by the receipt. Minor damage incurs a charge of \$3.30.
4. **Libraries Victoria Lost or damaged processing: \$5.50** processing fee to cover the administration costs associated with lost/damaged items belonging to other libraries.
5. **Computers and Electronic Resources:** Access to information via library computers, ie. the Internet, databases or CD-Roms is free.
6. **Photocopying and printing:**

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

7. **Inter Library Loans:**
Tertiary/ Special and other charging libraries **\$28.50**
Victorian Public Libraries and other non-charging public libraries **\$5.00**
Libraries Victoria Items are free

8. **Other Charges:**

Library Bags (New member Free), Replacement Bags	\$2.00
Ear Buds	\$2.00
USB Sticks	\$10.00
Book clubs (per annum)	\$100.00

9. **Library Meeting Room Hire:**
General Rate: **\$30.00 per hour**
Community Rate: **\$15.00 per hour**
(Conditions apply – refer to the Bookings Policy)

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

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

10. Local History Reproduction Fees:

Contact: Local History Officer
At Cranbourne Library (03) 5990 0150

Local History Schedule of Reproduction Fees

As the custodian of the Casey–Cardinia Local History Archive, 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¢ <i>(per single sided page)</i>	A4 \$1.00 <i>(per single sided page)</i>	Hi Resolution \$11.00
A3 30¢ <i>(per single sided page)</i>	A3 \$1.50 <i>(per single sided page)</i>	Low Resolution \$5.50

Casey Cardinia Libraries
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