A high-angle photograph of three children standing on a large chessboard. The chessboard is composed of squares in shades of grey, green, orange, and yellow. Three large chess pieces are visible: a black king in the top center, a white king in the bottom left, and a white king in the bottom right. The children are smiling and looking up at the camera. The girl on the left has braided hair and is wearing a brown cardigan over a blue and white striped shirt. The boy on the right is wearing a blue plaid shirt. The girl in the center is wearing a pink floral top and a teal skirt.

Yarra Plenty Regional Library  
**Annual Report 2010–2011**

*inform educate inspire connect*



# Contents

Chairperson's Message .....	2
Chief Executive Officer's Report .....	3
About Yarra Plenty Regional Library .....	4
Regional Library Board .....	6
Our Vision and Objectives .....	8
Libraries Building Community Capacity .....	10
Libraries as Community Hubs .....	22
Libraries Online .....	26
Skilled and Confident Library Staff .....	30
Seamless Integrated Technology .....	36
Sustainable and Responsible Finance and Governance .....	40
Statistics .....	44
Financial Statements .....	54



# Chairperson's Message



**In February 2011 I was appointed the Chairperson of the Yarra Plenty Regional Library Board and it gives me great pleasure to present the annual report for 2010/11.**

A challenging financial situation across the globe this year has led to drastic funding cuts to library services in other countries such as the US and the UK, which has meant some of their branches have closed. In contrast, YPRL was able to extend opening hours at Mill Park, Thomastown and Eltham branches, and complete a \$1.25 million upgrade of Eltham Library thanks to funding from the State Government and Nillumbik Shire Council. I have been impressed with the library's ability to keep pace with new technologies and continually transform itself in order to remain a relevant and valued community resource. YPRL's new online library is evidence of this. Yarra Plenty is the first library to introduce this integrated website and catalogue discovery layer, which encourages members to interact with the library and other members, and delve deeper into the catalogue to find what they need or desire.

Arts and culture have also been high on the agenda with the completion of the arts and culture strategic framework, which has been developed in conjunction with member Councils, community stakeholders and library staff. The vision outlined in the strategy is for the library to be a renowned local destination for the arts and cultural activity.

These key initiatives and many other activities covered in this annual report are proof that the library service is achieving its strategies and objectives as outlined in the Strategic Plan 2008–2012.

I have also had the pleasure of attending many of the libraries' events and launches throughout the year, as well as visiting the branches regularly, and seen first hand how the libraries provide a relevant and high quality service to the community.

I would like to commend the library staff, the Chief Executive Officer and all our valued volunteers for their hard work and excellent performance during the year.

I would also like to thank my fellow Board members for their contribution and support during the year, as well as council staff and the member council community service directors. A special thank you to Cr. Lewis Brock, who was Chairperson of the Board to February 2011.

A handwritten signature in black ink that reads "Jenny Mulholland". The signature is fluid and cursive, written in a professional style.

**Cr Jenny Mulholland**

# Chief Executive Officer's Report



**As highlighted in the Chairperson's introduction, there have been a number of initiatives introduced this year to achieve our vision of informed, connected, inclusive communities. The two**

**major projects – the reopening of Eltham Library after a major upgrade and the launch of the new Website and Discovery Layer were major investments in time and money and both are already proving their value.**

This year saw the release of a report, *Dollars, Sense and Public Libraries* commissioned by the State Library of Victoria and Public Libraries Victoria Network. The report is the result of a comprehensive three year project involving economists and analysts from SGS Economics and Planning. The report has for the first time put a dollar value on the benefits of public libraries to the local economy and found the returns to the local community were more than three and a half times the investment. The study showed that the Victorian community gets \$3.56 worth of benefit for every dollar invested in public libraries. Based on the research, it is estimated that YPRL provides as much as \$3.83 per dollar invested.

In order to track the resident population's usage, perceptions and satisfaction with their public library services, Yarra Plenty participates in the regional library services Nexus Survey each year. In contrast to some other studies, these results include the views of both local users and non-users of public libraries. Results from a survey of 3,000 people (14+ yrs) living within the boundaries of the ten organisations that comprise the Regional Libraries Syndicate of 2011, confirm the importance the community places on the provision of public library services and 60% of respondents from YPRL consider libraries extremely important. Usage of libraries

in our region is higher than average, with 56% of the community using a library in the past 12 months compared to the average of 53%. Respondents were very satisfied in particular with the presentation of library buildings.

We were pleased to receive the LGPro Award for Excellence on behalf of another statewide project, Being the Best We Can in February. Being The Best We Can is a service excellence framework created especially for Victorian public libraries to use in monitoring and assessing their services. It recognises the specific requirements of the services delivered by public libraries – and the ways they can be delivered to support wider government policies. This project helps libraries to move beyond performance driven measurement and outputs to focus on purpose driven measures and outcomes.

There have been many individual programs and activities run at branches this year, far too many to individually document in this annual report. Library staff are to be commended for the enthusiasm and dedication they show every day as they make a difference – it is indeed true that libraries change lives.

All the endeavours of the library, its achievements and successes, are due to the partnership between the Board, library staff and the community. I would like to take this opportunity to thank the Board for their ongoing support during the year, particularly Cr Lewis Brock, who was Chairperson until February and Cr Jenny Mulholland, who is the current Chairperson.

A handwritten signature in black ink that reads "Christine Mackenzie".

**Christine Mackenzie**

# About Yarra Plenty Regional Library

One of Australia's largest and most progressive library systems, Yarra Plenty Regional Library was founded in the mid 1960s, when the former City of Heidelberg agreed to provide library services to the former Shire of Eltham. Later the former Shire of Diamond Valley and the Shire of Whittlesea joined the Regional group.

In 1995, following changes in local government boundaries, the new municipalities of Banyule, Nillumbik and Whittlesea continued their support for the regional library service and Yarra Plenty was one of the first regions incorporated under Section 196 of the Victorian Local Government Act 1989.

Yarra Plenty Regional Library enjoys a reputation as an innovative, progressive and effective library service. There are eight branch libraries located at Greensborough, Eltham, Ivanhoe, Lalor, Mill Park, Rosanna, Thomastown and Watsonia and two mobile libraries.

The service is coordinated from the administration unit located in the City of Whittlesea's Civic Centre in South Morang. It also provides computer services to Murrindindi Library Service, including full access to the library's database.

The library service covers an area of 983 square kilometres and includes metropolitan, urban fringe and rural areas. It services a population of 343,546 of whom 125,948 are members.

There are 155 staff and a budget in 2010-11 of \$11.833 million.

## Our Community

### Banyule City Council

The 20 suburbs of the city of Banyule have a population of 124,249 and cover 63 square kilometres in the north-east of Melbourne. Library membership for Banyule is 42,804

In 2010–11 at Yarra Plenty Regional Library:

1,318,411 million visits were made to the library

657,594 visits were made to the library's website

3,425,153 million items were circulated

92,816 items were added to the collection

79,492 members have borrowed at least once this year

71,388 people attended library programs and activities

(34.5% of the population). Primarily an urban residential area, there are also industrial areas in Heidelberg West, Greensborough/Briar Hill and Bundoora. Major institutions such as Austin and Repatriation Health, Mercy Health, the Simpson Army Barracks and significant Aged Care and Education facilities are located in Banyule.

### Shire of Nillumbik

The Shire of Nillumbik is 431.94 square kilometres with a population of 64,184. Located 25 kilometres north-east of Melbourne it includes urban and rural areas and is a popular life-style choice for residents. Library membership for Nillumbik is 27,404 (42.7% of the population). The major centres are Eltham, Diamond Creek and Hurstbridge.

### City of Whittlesea

The City of Whittlesea is located in the outer north eastern suburbs of Melbourne, covers an area of 489.9 square kilometres and has a population of 155,113. Library membership in Whittlesea is 51,609 (33.3% of the population). Whittlesea is one of the fastest growing municipalities in Victoria. There are a high proportion of persons from NESB countries and a growing indigenous community.





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Responsibility for the provision and management of the library service rests with the Library Board, which comprises two representatives from each of the three member Councils. The service operates as an independent legal entity and is audited annually by the Auditor General.



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## Regional Library Board

### Board members 2010–2011

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#### Chairperson

Cr. Jenny Mulholland (Banyule City Council)  
*(from February 2011)*

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#### Banyule City Council

Cr Peter McKenna  
Cr Anthony Carbines *(until October 2010)*

Community Service Director:  
Sauro Antonelli *(ex officio)*

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#### City of Whittlesea

Cr Sam Alessi  
Cr Mary Lalios

Community Service Director:  
Russell Hopkins *(ex officio)*

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#### Nillumbik Shire Council

Cr Lewis Brock *(Chairperson until February 2011)*  
Cr Helen Coleman  
Cr Chris Chapple *(until February 2011)*

Community Service Director:  
Clem Gillings *(ex officio)*

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#### Chief Executive Officer

Christine Mackenzie, BA, Grad Dip Lib,  
Grad Dip Mgt, FALIA

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#### Councillors photos:

1. Cr Jenny Mulholland
2. Cr Peter McKenna
3. Cr Anthony Carbines
4. Cr Lewis Brock
5. Cr Helen Coleman
6. Cr Chris Chapple
7. Cr Sam Alessi
8. Cr Mary Lalios

# Our Vision and Objectives

*To inform, educate, inspire and connect*

**We support the social, economic and cultural development of our communities.**

**We provide pathways to services and information in partnership with other services and information providers.**

**We recognise the need to move out of traditional roles and establish new relationships as well as move to an access model, where services are delivered just in time, directly to the patron.**

## **We aim to:**

- be accessible to all
- be inclusive
- empower communities
- promote the well being of our community
- create opportunities for connection.

## **We are committed to these values:**

- free and unfettered access to information
- the vital importance of reading and literacy
- access for all
- defending the space for public knowledge.

## **Strategic Library Plan 2008–2012**

The Library Plan 2008–2012 is the result of a planning session with the Board and senior staff held in September 2007 and is reviewed annually. It builds on a number of initiatives that have been introduced over the past few years.

### **The strategic plan identifies six themes:**

- 1. Libraries building community capacity**
- 2. Libraries as community hubs**
- 3. Libraries online**
- 4. Skilled and confident library staff**
- 5. Seamless integrated technology**
- 6. Sustainable and responsible finance and governance.**

Major initiatives that have been introduced over the past four years include:

- Development of strategic frameworks in major service delivery areas
- Implementation of RFID and self-service checkout at all branches
- Implementation of a robust, redundant, affordable network
- An improved staff development program
- Increased emphasis on programming and activities at branches
- Web 2.0 and other technology initiatives.

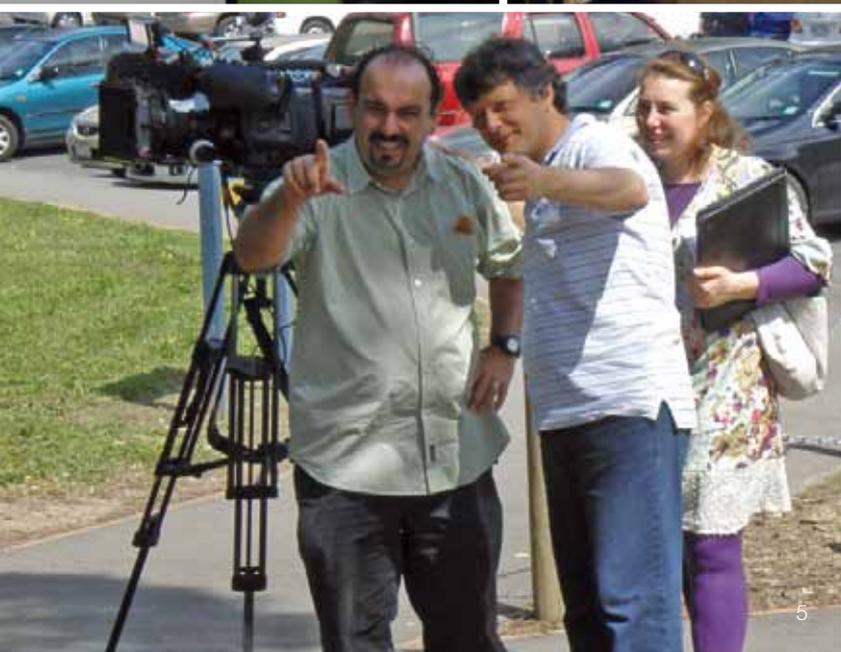
*Photo (right):* WOW program volunteer Clare and YPRL staff member Carolyn Jury

We support the social, economic and cultural development of our communities



# Libraries Building Community Capacity

1. Children enjoying an illustration workshop at Rosanna Library. 2. The Japan Disaster Northern Melbourne Support Group organised donation tins and origami cranes for donators at library branches. 3. Climate expert Professor David Karoly informed Eltham Library visitors about environmental issues at the Marketplace of Ideas. 4. As Words on Wheels coordinator, Carolyn Jury brings together volunteers and aged care facilities. 5. Eltham Library: My Library. A film company documented the library's many community benefits. 6. Burgeoning activities for children highlight the library branches as destinations and community hubs.



## **Libraries Building Community Capacity**

**Building community capacity means libraries partnering with other agencies to deliver wider agendas (ie Council, State and Federal) and developing cooperative arrangements that will improve and expand services to the community.**

**Services need to be focused and balanced according to social justice precepts and libraries can bridge the digital divide and offer equitable access to new technologies.**

**In order to have strong communities, there is a need to develop capacity. The library has a role in developing informed citizenry; of becoming a marketplace of ideas.**

**The library needs to identify opportunities to strengthen communities and recognise leverage in integrated activities.**

## Highlights

### Partnerships Increase

YPRL now has more than 200 partnerships and cooperative arrangements that delivered expanded, targeted and engaging programs and services this year.

### Tackling Important Environmental Issues

The challenges of peak oil and climate change were the theme of the Marketplace of Ideas series of events held at Ivanhoe, Mill Park and Eltham Libraries in June 2011. Experts, council representatives and local transition town groups empowered the community to band together to tackle the issues.

### Aged Care Facilities get WOW-ed



Twenty-four aged care facilities have signed up for the innovative new Words on Wheels (WOW) program, which is an interactive storytelling session that takes place at nursing homes. Each WOW session is based on a theme and incorporates short stories, poetry, humour, pictures, song and reminiscence. The program brings together volunteers who want to give back to the community in a meaningful way and residents in aged care facilities who benefit from a stimulating session and memory sharing.

### Improving Access for People with a Print Disability

Funding from the Department of Families, Housing, Community Services and Indigenous Affairs covered the costs of the acquisition and distribution of 10 playback devices specifically designed for people with a print disability. The devices will give residents living in aged care facilities access to audio books, in conjunction with the library's new *Words on Wheels* program.

### History Experiences a Surge of Popularity

YPRL has expanded local and family history resources to cater for burgeoning interest in genealogy research in the community, adding more than 120 new items. Local and family history programs continued to be popular with more than 500 people attending events and forums. Use of the Times Digital Archives database increased 64% from last year and the library's genealogy and history Twitter account, @Infolass, is also popular with more than 400 followers. A local and family history information brochure has been created to distribute to people interested in pursuing their local and family history.

### Children Love the Library

Almost 50,000 children attended YPRL's suite of age-targeted storytimes this year, an increase of 4% from last year. Thirty six (36) new storytimes per month were added in 2011, with all branches adding regular weekend, bedtime and bilingual storytimes. The library branches also run special sessions and outreach storytimes and the libraries' school holiday programs are consistently at full capacity.

### Regular Auslan-Interpreted Storytime Introduced

A monthly Auslan-interpreted storytime at Watsonia Library is drawing 35+ attendees. The monthly program is aimed at children three years of age and older. It is designed to foster a love of reading and books, inspire imagination and create friendships. The storytime develops communication, language and social skills at an early age between children with a hearing impairment and children without hearing loss. The sessions also contain music, songs and rhymes, which the Auslan interpreter translates into dance moves.

The kids love coming. Even the older kids really love coming to the library. They are also coming in after school and say “do you remember me? I was here earlier today!.

*Teresa Dober, Thomastown Library Branch Manager on the partnership with Thomastown West Primary School*

The children now have a wide variety of reading material, have the opportunity to complete the Premier’s Reading Challenge, and have access to extra resources for their projects. Working with the library is allowing all this to happen.

*Thomastown West Primary School’s grade 5/6 teacher, Selma Raif*

The Auslan Storytimes have a great atmosphere – relaxed, friendly and enthusiastic. We have been getting fantastic numbers for weekend storytimes.

*Children’s and Youth Services Librarian, Jacinda Davey*

Annie was reluctant to leave but there were lots of new library books to take home and read, so with a final farewell to Brandy the cow we went home, both girls happily chatting for hours afterwards. For my city girls who don’t often get a chance to see something like this it was a real treat. Big thank you to our local library for organising a fun and free activity.

*Marita Beard, Stuff With Thing blog  
www.leechebabe.com*

### Encouraging School Students to Read, Read More and Read More Widely

Fifteen local schools signed up for YPRL’s reading encouragement program, which is run in support of the Premier’s Reading Challenge. Panton Hill Primary School’s keen readers were rewarded with an author visit by Carole Wilkinson and Arthur’s Creek Primary School was the recipient of a dozen of Wilkinson’s books.



Thank you very much for your kind support for the people affected by the devastating earthquake and tsunami in Japan ... We would like to express our gratitude for every person who stopped by to make a donation. As Japanese people living in Australia, it was hard to find a way to put our emotions in to action. Yarra Plenty Regional Library’s offer gave an opportunity for the Japanese community to work together and share our emotions in the hardest time. We are greatly thankful for the opportunity given by you.

*Ryoko Williams,  
Japan Disaster Northern Melbourne  
Support Group*

### Summer of Reading Draws Record Numbers

The lure of an iPad prize and a summer of fun brought hundreds of children aged 5 to 16 to the branches for the Summer Reading Club this year. Numbers increased dramatically from last year, with more than 1,500 children registering for the program, which had the theme Scare up a Good Book.



### Tailoring Libraries to Young People

\$19,000 in Local, State and Federal grant funding empowered YPRL to target young people this year.

**It was a great experience that everyone should have.**

*Know It participant*

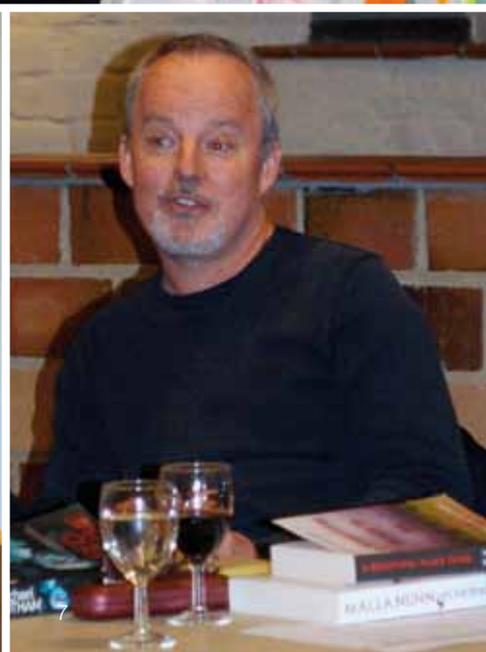
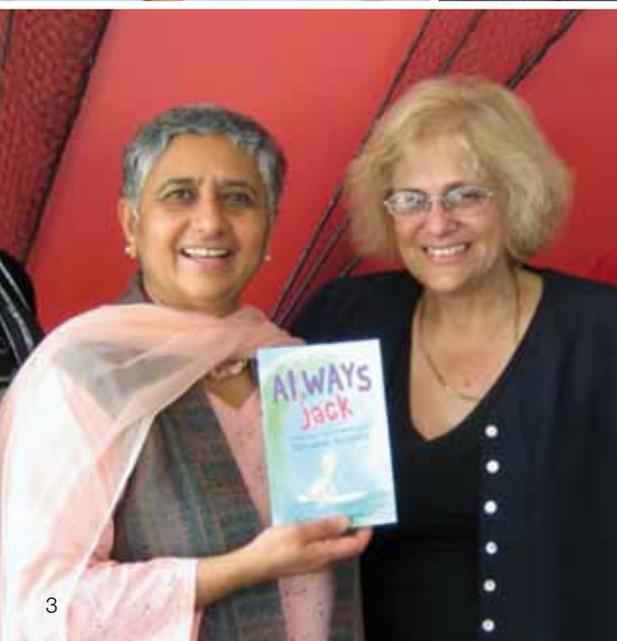
Pizza and soft drink was served part way through the workshop, but most participants were very keen to keep playing their guitars with Steve, so they only took a short break before going back to practise their guitar playing under his guidance.

*Eltham Children's and Youth Services Librarian, Amanda Warneke on GET LOUD*

**Some of the young people are now coming to Teen Night to sit quietly reading a book.**

*Lalor Children's and Youth Services Librarian, Annie Bourne*





### Author Visits

Carolyn Angelin	Anna Krien
Russell Beedles	Lisa Lang
Maryrose Cuskelly	Anna Lanyon
Sally Dingo	Marie Luckic
Tess Evans	Dr Christine Maingard
Susanne Gervay	Malla Nunn
Lou Harvey-Zahara	Matthew Reilly
Jarad Henry	Michael Robotham
Steve Jovanoski	Adam Wallace
Sandy Jeffs	Arnold Zable

### Consuming Language at Cafés with a Difference

All branches introduced innovative language cafés in 2011 as part of the expansion of the library's core programs. The 'cafes' have morphed to adapt to needs in their local areas. While some are foreign language focused, others concentrate on helping attendees for whom English is a second language with their conversational English. Members of the community joining these groups are improving their language, reconnecting with their culture and connecting with other members of the community who speak the language.

#### The highlight of my week

*An Ivanhoe French Language Café member.*

### Looking Forward

YPRL develops five-year planning frameworks for program areas that outline how the library engages with the community. An Arts and Culture Strategic Framework has been developed this year in conjunction with member Councils, community stakeholders and library staff. The vision is for the library to be a vital community/cultural hub, a renowned local destination for the arts and cultural activity with a focus on visual art, craft, music, drama, writing and publishing, and to support local artists and cultural creators.

#### Author photos:

1. Tess Evans
2. Matthew Reilly (*left*)
3. Susanne Gervay  
(*right*, with ELTHAMbookshop's Meera Govil)
4. Adam Wallace
5. Jarad Henry
6. Anna Lanyon
7. Michael Robotham

# Collections

## Highlights

### Books Facelift for Diamond Valley

Widespread positive feedback was received about a new way of organising books introduced at Diamond Valley Library. Intended to improve the library browsing experience for borrowers, the organisation departs from the usual way of categorising books in a library, the Dewey Decimal System, to create books grouped according to borrowers' interests. The Dewey System is still used to organise books within each topic but visitors now browse sections including biography, computers and business, house and garden, body mind and fitness, parenting, the arts, travel and culture, true crime, and science and technology.

### Annual Survey Attracts Record Respondents

A record 1,741 people expressed their opinions in the annual Collections survey that obtains feedback about collections as part of the library's Strategic Plan aim to encourage the community to participate, interact and collaborate with the library. The majority of responses were positive, and many suggestions have already been actioned.

**I think you have adapted to the “new way of life” admirably [technology and e-books]. Hopefully it will eventually even out but reading books will still be a part of life.**

**I have been very happy with the selections for the categories I am interested in, and in the last few years there has been very good rotation of outdated books. I did not know that the library had a facility to request books that are not stocked, so this is something I will do this year.**

**I think the library is a great resource and improving all the time.**

### eBook and Audio Book Downloads Soar

YPRL sourced one of the very first eBook readers called the Softbook reader in 2002 and since then has seen an increasing uptake of this technology. In January 2011 we saw a record 2,210 loans and there have been 22,914 loans since inception. September 2010 also saw a record number of library users register to use download service Overdrive for the first time – 84 people. YPRL purchases ebooks in a consortia arrangement with Brisbane City Council Library Services and has the largest collection of titles available in Australian public libraries.

**Access to free books while maintaining total independence – I am chronically ill and it is BRILLIANT to not need to call in a favour to get a friend to go to the library for me.**

**The ability to download the audio books has changed my life.**

*Responses from library patrons –  
YPRL Overdrive survey January 2011*

### Supporting 68 External Book Groups

2011 saw the implementation of a book group charge of \$100 per group in order to purchase more book group kit titles and to add facilitator notes. While this has seen a drop overall in the number of groups from 81 to 68, Diamond Valley library has increased to 15 groups. Book groups are informed of new titles as they arrive and are encouraged to make suggestions for titles to purchase.

*Photo (right): The Collection Department's Gina Fancoli and Eva Zurzolo catalogue new items for the LOTE collection.*



“I think the library is a great resource and improving all the time”

**The 10 most popular books for the year  
2010–2011**

**Caleb's Crossing** (Geraldine Brooks)

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**Diary of a Wimpy Kid** (Jeff Kinney)

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**Fallen** (Karin Slaughter)

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**Freedom** (Jonathan Franzen)

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**The Happiest Refugee** (Anh Do)

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**Jamie's 30 Minute Meals** (Jamie Oliver)

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**The Land of Painted Caves** (Jean M. Auel)

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**The King's Speech** (Mark Logue)

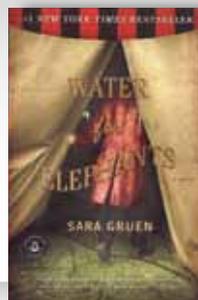
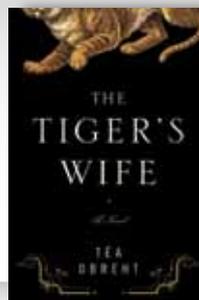
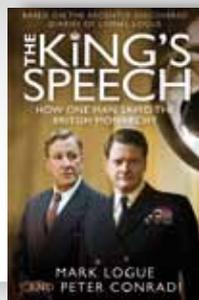
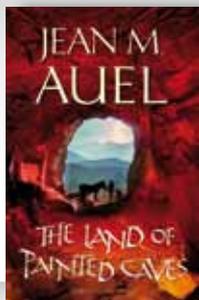
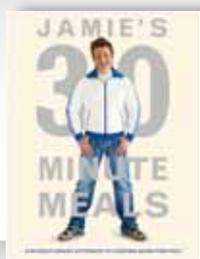
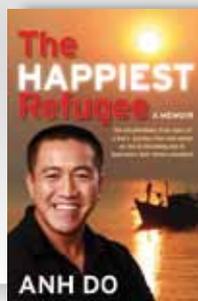
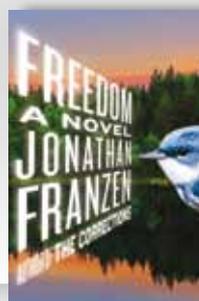
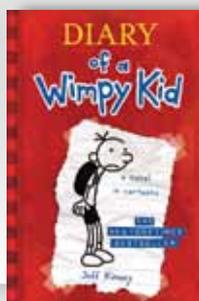
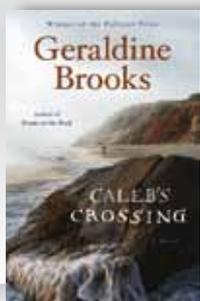
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**The Tiger's Wife** (Tea Obreht)

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**Water for Elephants** (Sara Gruen)

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**The most popular eBooks for the year  
2010–2011**

**The Girl with the Dragon Tattoo**  
(Stieg Larsson)

**Eat Pray Love** (Elizabeth Gilbert)

**The Girl Who Kicked the Hornets' Nest**  
(Stieg Larsson)

**The Girl Who Played with Fire**  
(Stieg Larsson)

**The Admiral's Bride** (Suzanne Brockmann)

**The Alpine Advocate** (Mary Daheim)

**The Forgotten Garden** (Kate Morton)

**Sexually Satisfied** (Melissa Randall)

**Public Secrets** (Nora Roberts)

**Brazen Virtue** (Nora Roberts)



# Libraries as Community Hubs

1. Ivanhoe Library and the Northern Region Indian Seniors Association presented the lively Indian Cultural Day. 2. The Japanese bilingual storytime at Watsonia Library brings the local Japanese community together. 3. The Summer Reading Club brought more than 1000 children to the library branches. 4. Mediterranean dancing at Lalor for Cultural Diversity Week. 5. Storyteller and Didgeridoo player Ian Hunter beguiled visitors during Mill Park Library's Extended Opening Hours Celebration. 6. Eltham Library Upgrade opening day VIPs.



## **Libraries as Community Hubs**

**The public library is increasingly being recognised as an essential community hub; a place where all are welcome and there is something for everyone. The public library builds community connections, facilitates learning opportunities and provides access to informational, educational and recreational resources.**

**With the increased focus on local places and local activity centres, the library service needs to have quality facilities and effective means of engagement with the capacity to pull together the energy that is in the community.**

## Highlights

### Extended Hours at Mill Park, Thomastown and Eltham

Extended opening hours mean Mill Park and Eltham branches are now open seven days a week and Thomastown Library is open six days a week. The additional hours have been made possible by self service and RFID which has meant that the branches are each open an extra 10.5 hours a week (8 hours at Thomastown) with no additional staffing.

### Eltham Upgrade

The \$1.25 million upgrade at Eltham Library includes a new children's room with outdoor space; additional on-line learning space and more computers. There is now a dedicated area for the local history collection and a reading lounge with fireplace. The upgrade was funded by Nillumbik Council and the State Government and was officially opened by the Mayor of Nillumbik, Cr Ken King and the then Minister for Local Government, the Hon. Richard Wynne. Eltham Library logged record door counts when it reopened: 1166 on Monday 20 September and 1496 Tuesday 21 September – which are the highest recorded at any branch on one day since door counters were installed.

### Planning for the Future

YPRL has begun consultation with the City of Whittlesea on planning for Epping North, Mernda and Whittlesea township library facilities, and with Banyule City Council on West Heidelberg and Ivanhoe library projects.

### Diamond Valley Library Goes Green

The Shire of Nillumbik installed 42 solar panels to the roof of Diamond Valley library. The 8kW solar system is anticipated to generate an average of between 27.8 and 40.0kWh of electricity each day. It is anticipated that this system will reduce the electricity bills by 3-5%.

### More Events Showcasing More Cultures

The libraries celebrated the diverse local community during Victoria's Cultural Diversity Week in March, holding events designed to entice visitors to the library to celebrate and promote cultural, linguistic and religious diversity and community harmony. Funding support from the Victorian Multicultural Commission and Banyule Council meant almost twice as many Cultural Diversity Week events as last year were held so, as a result, more cultures were represented. Across the region, hundreds of library visitors were able to experience the cultural offerings of Jamaica, India, the Middle East, Italy, the European Roma, China, Greece, Spain, and Africa. Chinese New Year and the Chinese Moon Festival were also celebrated, as well as Refugee Week and Harmony Day.

### Core Activities Expanded

Six new regular activities were introduced at all the libraries, including bilingual, bedtime and weekend storytimes, language cafes, and teenage nights.

# Libraries Online

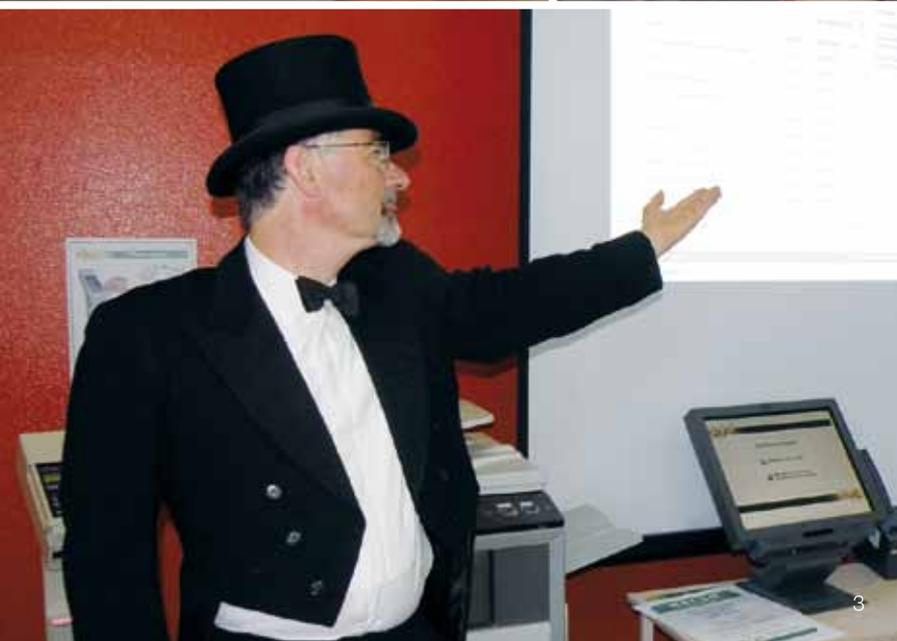
1. YPRL's new mobile app is now available for download. 2. New Technologies Coordinator Felicity Gilbert coordinates the Web 2.0 training. 3. Introducing our new online library. 4. Reading and Literacy Coordinator Blaise van Hecke fosters creative writing in the community. 5. The library branches' Wiis are popular with all ages. 6. The library's new website is easier smarter, interactive and fun.



1



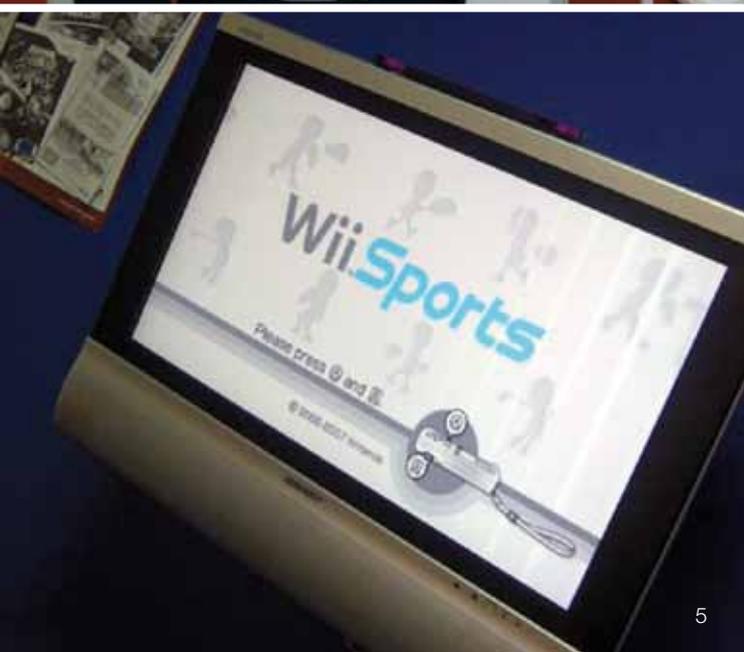
2



3



4



5



6

## Libraries Online

**Libraries are changing from being service providers to facilitating the creation of content. Relevant areas for public libraries are local history, local writing and local literature. Libraries are aware of the need to acquire and make accessible content “born digital” to ensure that they are providing the information that people require and to remain relevant in an increasingly online world.**

## Highlights

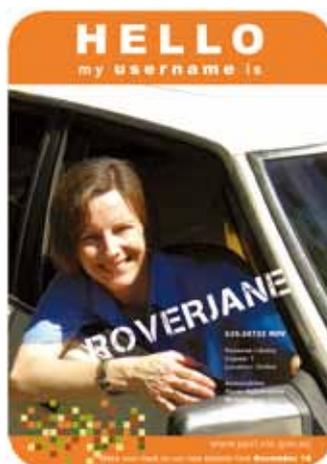
### New Online Library Encourages Participation

The new website and catalogue was launched in December 2010 to a positive response. In the first month 9,000 users registered a username with the new website; and there are now 20,000 registered users. This groundbreaking library website utilises the technology of Canadian company BiblioCommons. It incorporates the best features of social networks such as Facebook and Amazon and search technologies like Google to create a whole new online library experience for members. There are two components of the new website – a discovery layer, which overlays the Library Management System to provide catalogue information; and the new website which replaces the current one. Both these elements are now combined to provide a seamless user experience. Almost 9,000 titles have been added to *MyShelves* where users can store their personal virtual library collection and share it with others. Comments, tags and lists are the second most popular community function of the new website, with star ratings well ahead of all other activity at almost 3,000.



### New Apps Allow Users to have a Library in their Pocket

Five hundred and forty three (543) people have downloaded YPRL's new mobile app for the iPhone introduced in conjunction with BiblioCommons in March 2011. The mobile app for Android phones and a mobile browser version was introduced in July 2011.



### Library Visitors Can Get Connected

All library branches have introduced or enhanced their Get Connected regular computer classes in 2011. The classes include one-on-one training, group classes, multilingual training and basic and advanced sessions.

### Engaging Web 2.0 Training

The library's online community and library worker training, which gives comprehensive and practical exposure to Internet technologies, has attracted positive and constructive feedback.

**So much to investigate, so little time!  
I have learnt heaps by doing this course.  
The course has certainly given me some  
things to continue exploring and lots of  
things to use in my teaching and in my  
personal life – so thank you.**

*Web 2.0 training participant*

**I have to say that this has been one of  
the most enjoyable educational courses  
I've completed.**

*Web 2.0 training participant*

# Skilled and Confident Library Staff

1. Watsonia Library staff. 2. Ivanhoe Library staff. 3. Eltham Library staff. 4. Lalor Library staff. 5. Diamond Valley Library staff.  
6. Rosanna Library staff.



## **Skilled and Confident Library Staff**

**In order to realise our exciting and positive vision for the future of our libraries, we need to recruit, retain and develop a diverse, appropriately skilled workforce.**

**Library staff need to be familiar and comfortable with the new ways of engaging and helping users find information, gather knowledge and create content.**

**We need to invest in skills development to enable staff to deliver on our agenda and staff need the opportunity to acquire skills that will enable them to further their career in a sector that is constantly changing.**

# Highlights

## Staff Survey

Staff voted that YPRL had performed significantly better in the past two years in the areas of employee engagement, job satisfaction, innovation and customer service.

AREAS OF STRENGTH	Favourable %	
	2011	
Job Satisfaction	89%	
Organisational Image	88%	
Customer Service Standards	86%	
Engagement (Organisational Commitment)	86%	

TOP OF THE CHARTS	Favourable %	
	YPRL	Library Sector
Organisational Image	88%	41%
Job Satisfaction	89%	80%
OH&S	86%	78%
Engagement (Organisational Commitment)	86%	79%
Innovation	78%	73%



Photo (above): LGPro Award

## Unique Staff Development Program Brings Fundamental Changes to the Library

The Frontline training course, which was developed by Opening the Book in the UK, changes the culture of libraries by showing staff that libraries are about the reader, not the books. Five staff members completed the training and these people will train other staff members. YPRL Reading and Literacy Coordinator Blaise van Hecke is one of four state-wide coordinators.

## Being the Best We Can Wins LGPro Award

Yarra Plenty Regional Library won the innovative management initiative award at the annual Local Government LGPro Awards for Excellence for its involvement with the Being the Best We Can project. The statewide Being the Best We Can project was delivered in partnership with the Public Libraries Victoria Network and the State Library of Victoria, with advice and support from the Australian Continuous Improvement Group. The library undertook extensive self-evaluation and focused on quality assurance for the pilot project, and was awarded a four-star accolade out of a possible five stars by external reviewers, the highest of all nine pilot library services.

### Key Executive Appointments

Yarra Plenty Regional Library CEO Christine Mackenzie will promote quality library services and the value of libraries internationally as the only Australian representative to be elected to the International Federation of Library Associations and Institutions (IFLA) Governing Board. Ms Mackenzie was also appointed to the executive committee of the Public Libraries Victoria Network, which is the peak body for public libraries in Victoria.

### eLearning Kudos

Yarra Plenty was a finalist in the eLearning Awards for Web 2.0 training initiative in partnership with the State Library of Victoria and School Library Association of Victoria.

### Innovative Staff Recognised and Rewarded

YPRL's staff reward and recognition program acknowledges staff members who have improved the library's range of services to the community, improved an internal process, and provided support to other staff members. The following staff members were rewarded for outstanding performance or contribution during the year:

- **Annie Bourne** —  
Facilitating the creation of new storytime tubs and rotation
- **Jacinda Davey** —  
Guest speaker for the Workplace Learning Project through the Banyule Nillumbik Local Learning and Employment Network (BNLLEN)
- **Jack Chan** —  
facilitating a monthly writers group at Mill Park Library and collecting and collating the short stories created by the group into a collaborative, self-published book titled *Plenty of Incidents* by the Roadside Writers



Photo (above): Mill Park Library staff

- **Jack Chan and Colin Orton** —  
Conducting a series of training sessions on downloading ebooks from Overdrive and Bolinda from our website
- **Janelle Dunstan** —  
running the School Holiday Program in April, planning and organising July holiday program, and website blogging efforts on behalf of all the staff at MP
- **Annette Lewis** —  
Innovative games room enhancement at Ivanhoe
- **Natasha Savic** —  
Assisting with training of new casual staff
- **Teresa Slaviero** —  
Developing book group for gen X at Watsonia
- **Rose Zappulla** —  
running Lalor toy library
- **Thomastown branch staff** —  
managing branch prior to a branch manager being appointed
- **Watsonia branch staff** —  
Skype meetings introduced for book group

Photo (right): Lalor Children's Librarian Annie Bourne tries out the new storytime tubs.

... helping users find information, gather knowledge and create content



Skilled and Confident  
Library Staff

# Seamless Integrated Technology

1. The winner of Lalor's Wii sports games console tournament. 2. Overdrive and Bolinda audio books' popularity is burgeoning. 3. Visitors learn how to navigate computers at Ivanhoe's TechnoPlaygroup. 4. The library provided a technological feast for young people at Watsonia Library during Youth Week. 5. Eltham Library is the first in Victoria to get an automated book return. 6. RFID is changing the way libraries operate.



## Seamless Integrated Technology

We value a culture of innovation and pride ourselves on providing resources, programs, services and up to date technology that are continually evolving to meet the needs of our community.

We strive for continuous improvement. We continually look for new ways of doing things and streamlining our processes. We value personalised services both in branches and online. We ensure that we are getting value for money.

# Highlights

## Initiative Will Make Sure Business Continues as Usual

A formal business continuity initiative this year means the library now has a comprehensive plan that details how to respond to any disasters to ensure minimal loss of technology and services. Sections of the plan have subsequently been tested with mock disasters.



Above: Yarra Plenty Regional Library's new website

## Technology Boost for Eltham Reopening

An automated book return that is the first of its kind in a public library in Victoria was installed at Eltham Library as part of its upgrade. The upgrade also involved additional PCs, screens and projectors, as well as laptop benches with flexible power outlets for those wishing to study or surf with their own laptops.

## Digital Petting Zoo

A kit of three eBook readers was purchased for each of the libraries. These e-readers — the Sony e-reader, Apple iPad and Amazon Kindle — will be used for training sessions and digital 'petting zoos' where library visitors can become familiar with the technology.

## Preparing for the National Broadband Network with an unconference

The library hosted its third unconference on March 18 at Thomastown with the theme of Broadband and Libraries. This was inspired by the City of Whittlesea hosting the cofounder of the Intelligent Cities Forum, Lou Zacharilla, in December 2010 on how broadband can make cities more intelligent. More than 100 participants enjoyed a lively and informative day with presentations by Brad Wynter (City of Whittlesea), Tony Gibbs and Sean Casey (NBN Co), Dr Tom Denison (Monash University) and Sue Hutley (ALIA) and discussions, which centred on the rollout of the NBN and implications for libraries; ebooks; and new online products and services.

## New Web Services Coordinator Manages Burgeoning Online Presence

A new role was created to ensure our burgeoning online presence is managed and maximised. Web Services Coordinator Marcus Gin ensures the quality and daily availability of all online services.

Seamless Integrated  
Technology

# Sustainable and Responsible Finance and Governance

1. Nillumbik Cr. Helen Coleman and CEO Christine Mackenzie with local artist Reg Cox's painting tribute to the library, which is titled Learning Oasis. 2. Whittlesea Cr. Mary Lalios and Nillumbik Cr. Lewis Brock cut the ribbon to officially open Tuesdays at Mill Park Library. 3. A graffiti problem at Watsonia is rectified by a group of street artists who have created a library themed masterpiece on the back wall. 4. Local History Librarian Liz Pidgeon graced the front of a Yarra tram to show the library's support for the Good Friday Appeal. 5. Whittlesea Cr. Rex Griffin congratulated the young people who participated in the Finding My Place program.



## Sustainable and Responsible Finance and Governance

The Library Service is governed by a Board comprising two councillors from each of the three municipalities. The Audit Committee is a sub committee of the Board that advises the Board on financial and risk management issues.

Sustainability ratios measuring underlying result; liquidity; indebtedness; and investment gap are regularly monitored.

The library is proactive in ensuring that all legislative requirements are met and that all processes and procedures meet best practice through regular internal audits.

### **Audit Committee**

Members of the Audit committee, Cr Brock (Nillumbik), Cr Lajos (Whittlesea) and Crs Mulholland and McKenna (Banyule) and Chair Mr Michael Said (independent), met four times during the year. This subcommittee of the Board monitors the Risk Management Plan, the external and internal audit processes and the annual financial statements and makes recommendations to the Board.

### **Internal Auditor**

The Internal Auditor, Kushal Shah from Grant Thornton, audited the library's procurement policies and processes. As a result of the review, a number of policies and processes have been reviewed and rewritten and additional staff training has been organised.

### **Risk Management**

The Risk Management Committee, which meets regularly and reports to the Audit Committee, has identified major risks and devised procedures to minimise any impact from adverse actions or events.

The Disaster Recovery and Business Continuity Plan is updated regularly to ensure contact details of key staff, contractors and documents are current and accurate.

### **Procurement Policy**

This policy is a legislative requirement and outlines the library service's processes for purchasing goods and services.

### **Regional Library Agreement**

The Regional Library Agreement was reviewed and agreement was signed off by Member Councils in February with three amendments relating to the apportionment of State Government funding. This funding is now apportioned by usage, in the same manner as expenditure.

# Statistics

## Library Usage

Usage statistics from the first half of the year have been impacted by the closure of Eltham for more than three months. It is interesting to note the pattern of use by Eltham borrowers when the branch was closed. 43% used Diamond Valley, 14% used the Mobile, 9% used Watsonia and 21% of loans were renewed online. There was minimal use of the other branches.

## Highlights

### Website Visits Surge

There was a large increase in the number of visits to the YPRL website in December (99,744 visits), which can be attributed to the publicity about the new website. There have been 1,318,411 physical visits to the library this year and 657,594 virtual visits.

### Sign of the Times: Reference Queries Decline

There continues to be a decrease in the number of reference queries, as more people use online resources and search engines to find the information they are seeking. Thomastown experience a 30% increase in enquiries, which is attributable to the branch's additional opening hours. The Mobile Library also saw an increase of 11% and can be explained by the additional weekend stop at Eltham Library during the library's closure for its upgrade.

### Activity Attendance Increases

Users attending activities, including children's storytime, author talks, Internet training and other activities at the branch libraries increased by 4% with 71,388 participants this year, compared with 68,868 participants last year. Two branches showing significant growth were Watsonia, which had a 24% increase in the number of attendees, and Thomastown, which increased by 23%, again contributable to the branch's extra opening hours.

### Loans and Visits

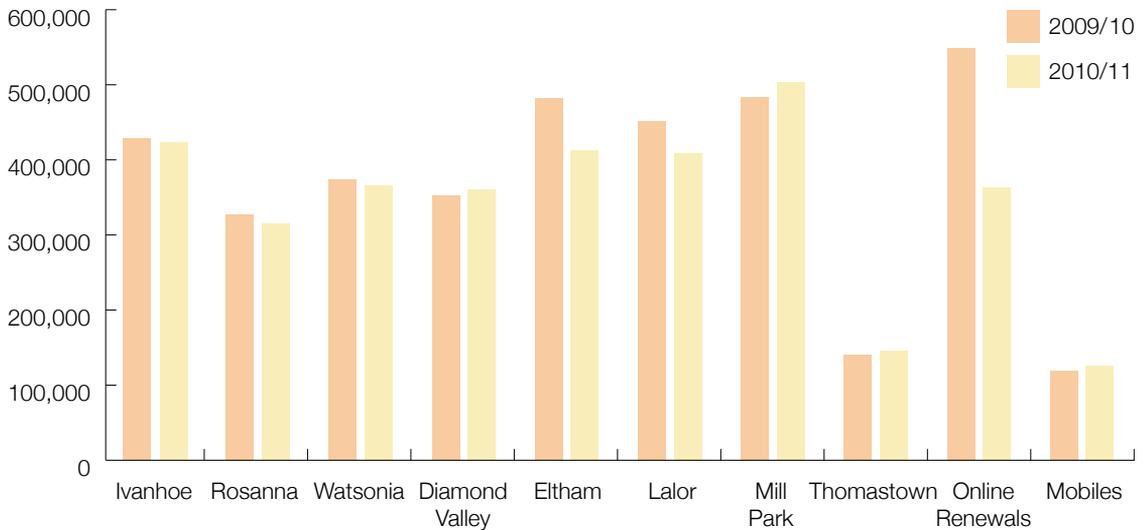
The Mobile Library services logged a healthy 6% increase in loans. Mill Park and Thomastown have each had an increase in loans of 4%. Overall, loans were down by 8% across the region, which can be attributed to Eltham's temporary closure. Visits to Mill Park increased by 6% and Thomastown's visits increased 5%. Overall, visits to branches were down 3%, again as a result of Eltham's closure.



Photo (above): Rosanna Library visitors

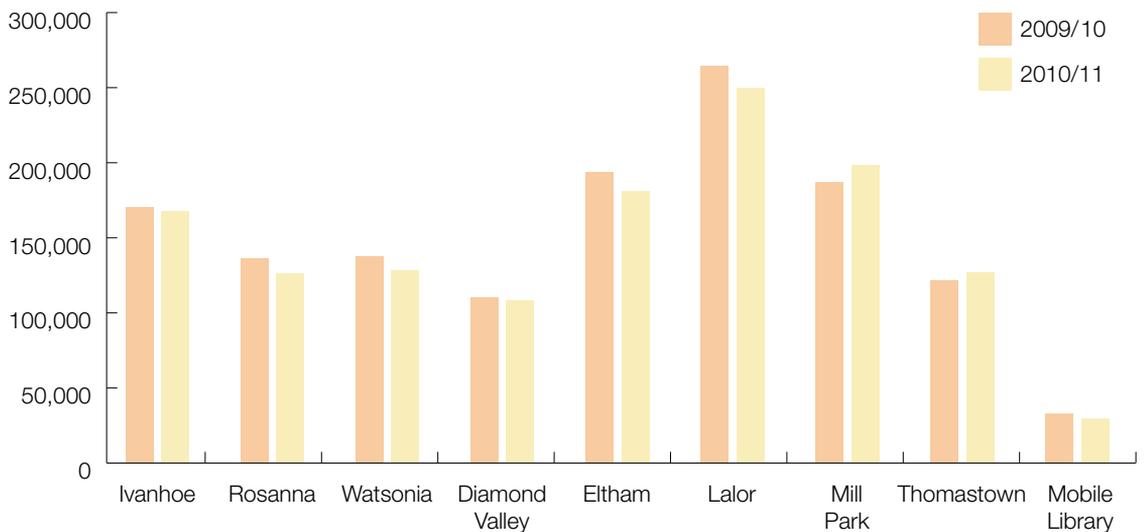
## LOANS

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	ONLINE RENEWALS	MOBILES	TOTAL
09/10	429,026	327,067	373,516	352,934	481,767	451,322	483,674	140,376	548,787	118,693	3,707,162
10/11	422,974	314,717	366,139	360,781	412,124	409,423	503,618	145,835	363,320	126,222	3,425,153
% Diff	-1%	-4%	-2%	2%	-14%	-9%	4%	4%	-34%	6%	-8%



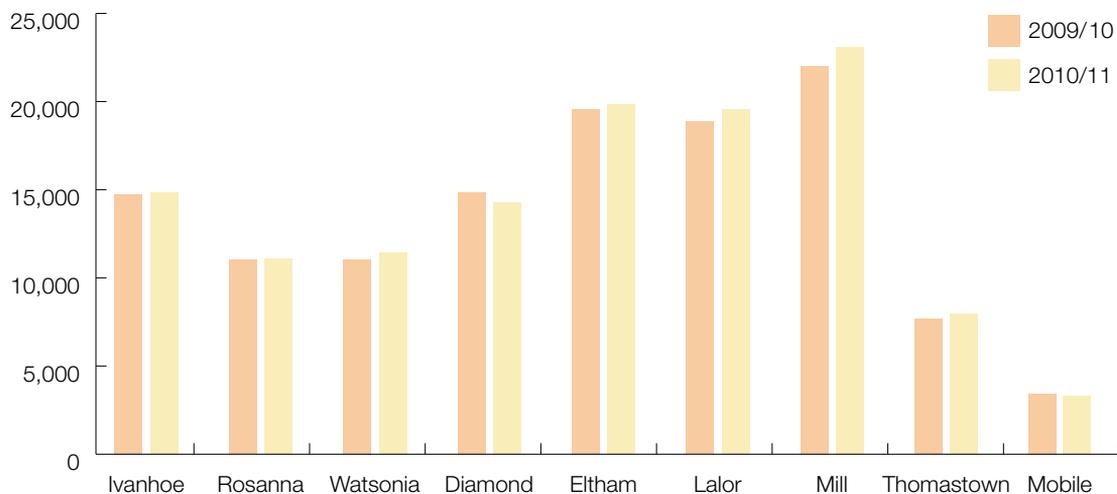
## VISITS

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	MOBILE LIBRARY	TOTAL
09/10	170,392	136,391	137,743	110,237	194,150	264,435	187,057	121,663	328,83	1,354,951
10/11	167,775	126,659	128,328	108,241	181,327	250,179	198,569	127,315	30,018	1,318,411
% Diff	-2%	-7%	-7%	-2%	-7%	-5%	6%	5%	-9%	-3%



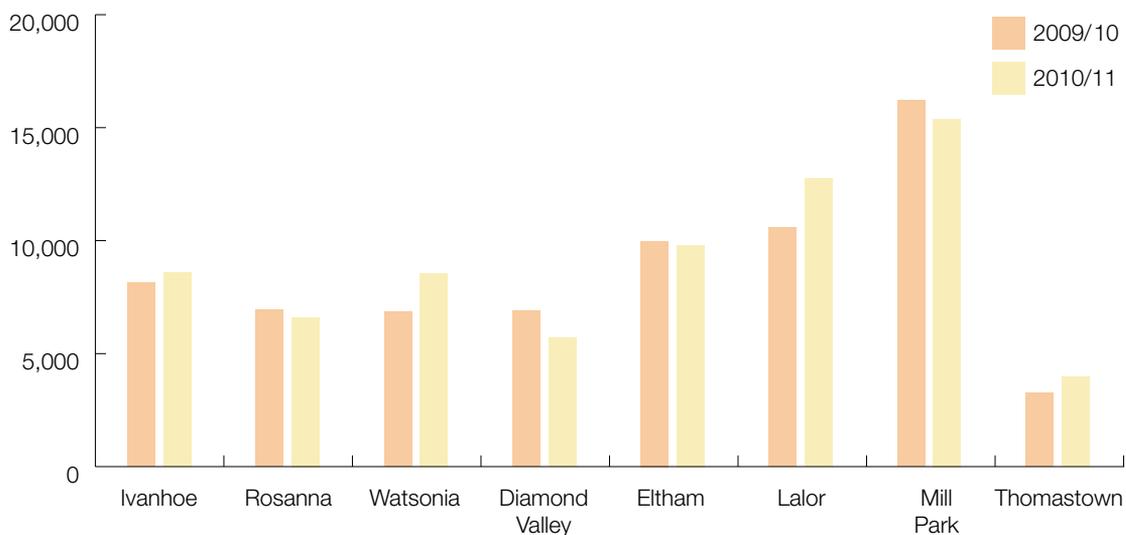
## MEMBERSHIP

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMAS TOWN	MOBILE LIBRARY	TOTAL
09/10	14,794	11,055	11,098	14,909	19,639	18,923	22,097	7,684	3,343	123,542
10/11	14,915	11,121	11,473	14,319	19,927	19,620	23,153	7,997	3,423	125,948
% Diff	1%	1%	3%	-4%	1%	4%	5%	4%	2%	2%



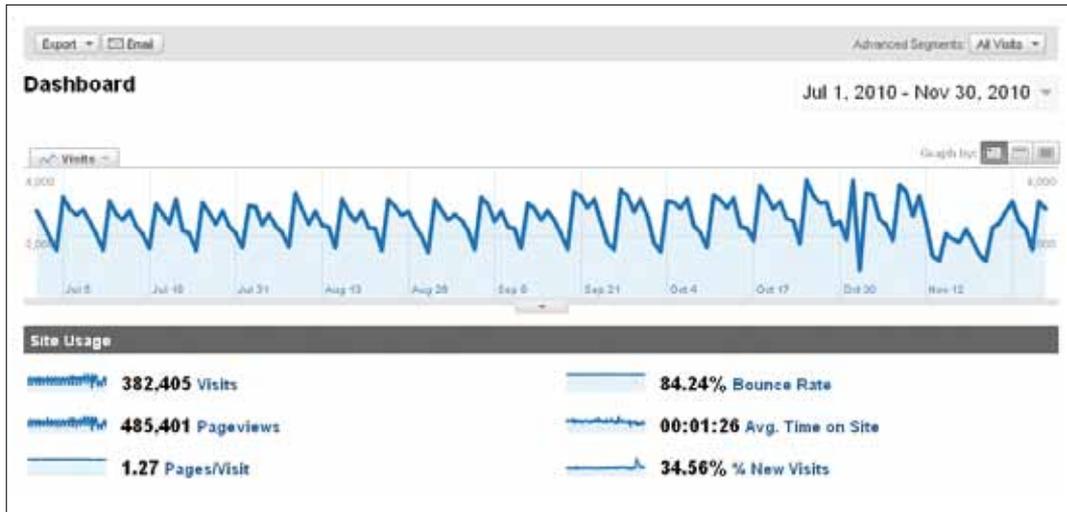
## ATTENDANCE AT ACTIVITIES

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	TOTAL
09/10	8,142	6,942	6,870	6,898	9,983	10,579	16,204	3,250	68,868
10/11	8,587	6,610	8,550	5,700	9,806	12,752	15,392	3,991	71,388
% Diff	5%	-5%	24%	-17%	-2%	21%	-5%	23%	4%



## WEBSITE

The following two charts are the Google Analytics from our previous, and then our new, website.

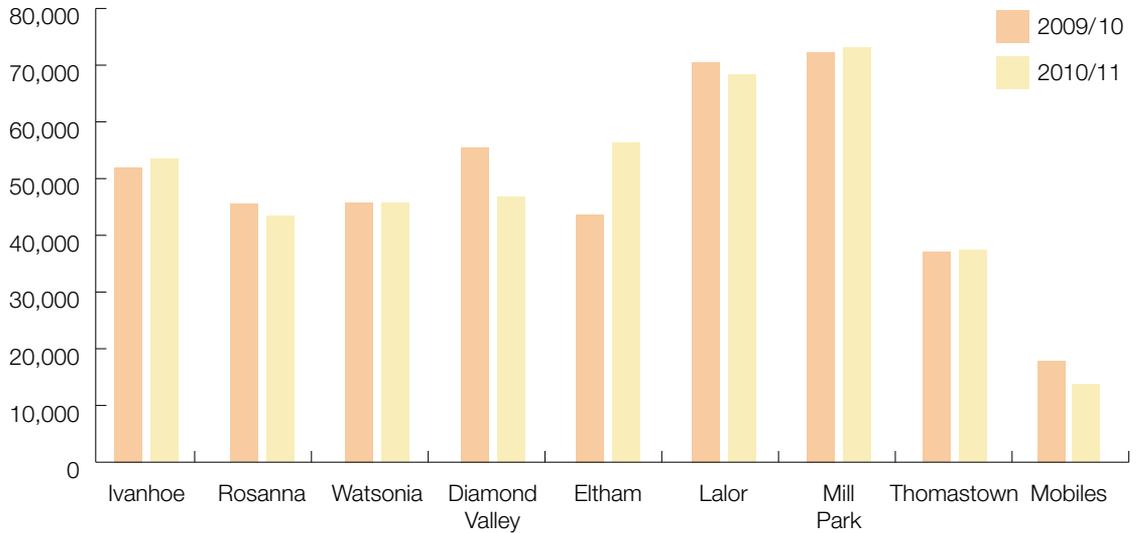


## COLLECTIONS

### Number of items

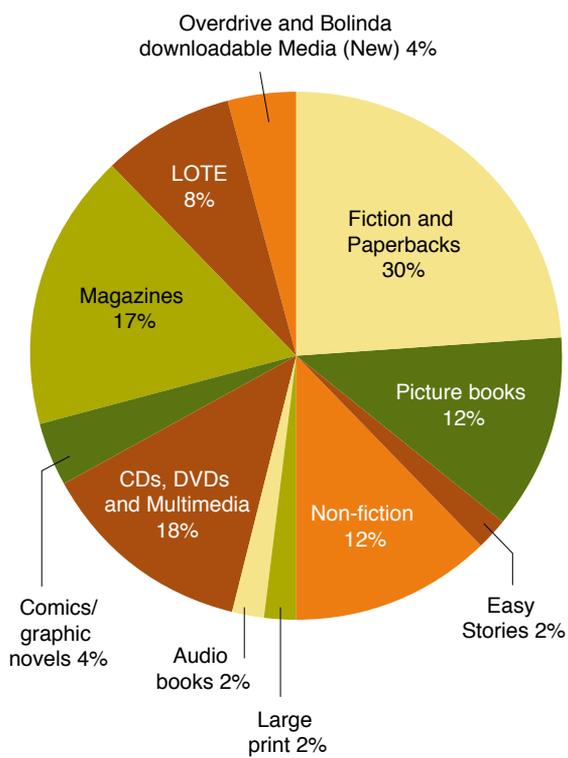
	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	MOBILES	TOTALS
<b>09/10</b>	51,969	45,582	45,835	55,508	43,724	70,565	72,316	37,066	17,940	441,505
<b>10/11</b>	53,509	43,451	45,753	46,886	56,331	68,334	73,132	37,414	13,751	446,766
<b>% Diff</b>	3.0%	-4.7%	-0.2%	-15.5%	28.8%	-3.2%	1.1%	0.9%	-23.4%	1.2%

NB Totals include LSS items



## ADDITIONS TO THE COLLECTION 2010/2011

<b>Fiction and Paperbacks</b>	21,757
Adult	13,060
Junior	6,076
Teen	2,621
<b>Picture books</b>	<b>10,845</b>
<b>Easy Stories</b>	<b>2,050</b>
<b>Non-fiction</b>	<b>11,471</b>
<b>Large print</b>	<b>2,138</b>
<b>Audio books</b>	<b>1,459</b>
<b>CD, DVD and Multimedia</b>	<b>12,086</b>
<b>Comics/graphic novels</b>	<b>3,451</b>
<b>Magazines</b>	<b>15,473</b>
English	9,782
LOTE	5,691
<b>LOTE</b>	<b>7,295</b>
AV	2,657
Print	4,638
<b>Toys</b>	<b>124</b>
<b>Images</b>	<b>179</b>
<b>Local story/Reference</b>	<b>192</b>
<b>Overdrive and Bolinda downloadable media</b>	<b>4,090</b>
<b>Bookclub kits</b>	<b>35</b>
<b>Indexed newspaper articles</b>	<b>171</b>
<b>TOTAL ADDITIONS</b>	<b>92,816</b>

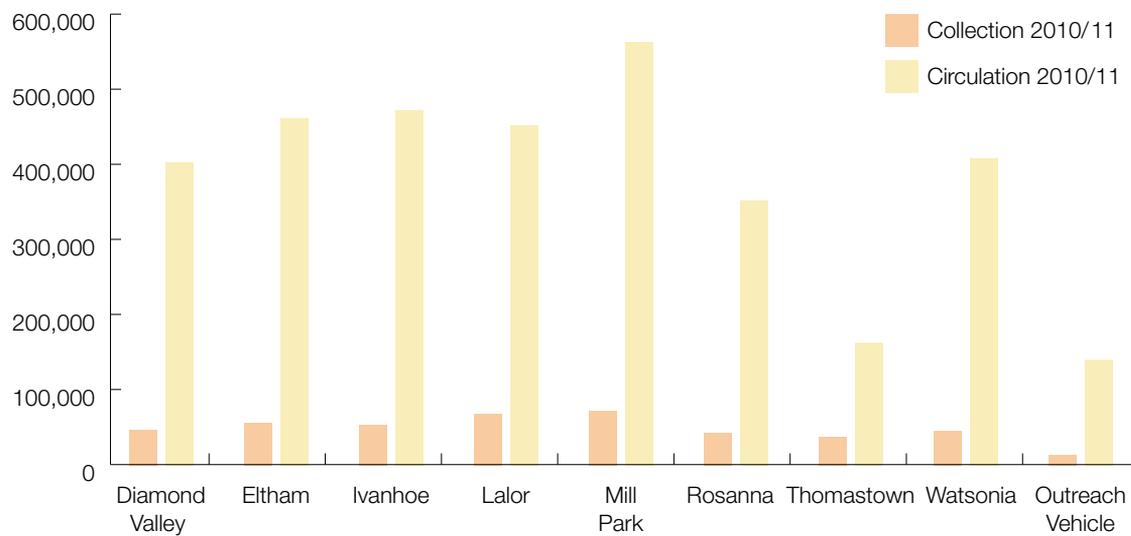


*(We added 6,884 items more than in the previous year)*

## TURNOVER

### Collection and Circulation By Branch

	DIAMOND VALLEY	ELTHAM	IVANHOE	LALOR	MILL PARK	ROSANNA	THOMASTOWN	WATSONIA	OUTREACH VEHICLE	TOTALS
<b>Collection</b>	46,886	56,331	53,509	68,334	73,132	43,451	37,414	45,753	13,751	438,561
<b>Circulation</b>	404,316	462,534	473,780	453,704	564,509	352,465	163,659	409,287	140,900	3,425,154



## CIRCULATION BY MEDIA

	Items	Loans
CD	15,482	125,553
DVD	31,168	473,907
MM	1,433	13,171
Magazines	18,933	179,388
Comics	8,129	60,688
Easy Stories	6,712	86,253
Games	416	4,404
Junior Fiction	33,637	317,895
Young Adult + Teen Fiction	11,705	52,740
Picture	42,754	454,578
Adult Fiction	74,357	588,530
Large Print Fiction	18,518	122,641
Audiobook	9,221	71,384
Non-fiction Adult	87,907	415,248
Non-fiction Junior	18,595	80,894
LOTE	67,181	373,481
Toys	491	
Bookclub Kits	127	
<b>TOTAL</b>	<b>446,766</b>	<b>3,425,153</b>



There have been  
1,318,411 physical visits  
to the library this year  
and 657,594 virtual visits

Yarra Plenty Regional Library Service

# General Purpose Financial Report

For the Year Ended 30 June 2011

# Index

Item	Page	Item	Page
<b>Financial Statements</b>			
Comprehensive Income Statement	56	Note 15	Bookstock, Plant and Equipment 69
Balance Sheet	57	Note 16	Reconciliation of Cash 70
Statement of Changes In Equity	58	Note 17	Reconciliation of Cash Flows from Operating Activities to Profit or Loss 71
Cash Flow Statement	59	Note 18	Reserves 71
<b>Notes to Financial Statements</b>		Note 19	Restricted Assets 71
Introduction	60	Note 20	Contributions by Participating Councils 72
Note 1	Significant Accounting Policies	Note 21	Interest Bearing Loans and Borrowings 72
	(a) Basis of Accounting 60	Note 22	Operating Lease Commitments 73
	(b) Recognition of Assets 60	Note 23	Commitments for Expenditure 74
	(c) Borrowing Costs 60	Note 24	Contingent Liabilities 74
	(d) Depreciation of Non-current Assets 60	Note 25	Financing Facilities 74
	(e) Employee Entitlements 60	Note 26	Relevant Financial Ratios 75
	(f) Investments 61		(a) Working Capital 75
	(g) Revenue Recognition 61		(b) Adjusted Working Capital 75
	(h) Allocation between current and non-current 61		(c) Debt Servicing 75
	(i) Leases 61		(d) Debt Commitment 75
Note 2	(a) Contributions to Regional Library Service 62		(e) Debt Exposure 75
Note 2	(b) Comprehensive Result 62		(f) Investment Gap 75
Note 3	Revenues and Expenses 63		(g) Underlying Result 75
Note 4	Depreciation Expense 64	Note 27	Financial Instruments
Note 5	Finance Costs 64		(a) Accounting Policy, Terms and Conditions 76
Note 6	Sale of Fixed Assets 64		(b) Net Fair Values 77
Note 7	Trade and Other Receivables 64		(c) Credit Risk Exposure 77
Note 8	Cash and Cash Equivalent Assets 65		(d) Liquidity Risk 77
Note 9	Other Assets 65		(e) Interest Rate Risk 78
Note 10	Trade and Other Payables 65		(f) Sensitivity Disclosure Analysis 79
Note 11	Provisions 65	Note 28	Auditor's Remuneration 80
Note 12	Employee Costs 66	Note 29	Events Occurring After Balance Date 81
Note 13	Superannuation 66		
Note 14	Related Party Transactions 67		
		<b>Certification of Financial Statements</b>	<b>81</b>

## Comprehensive Income Statement

For the Year Ended 30 June 2011

	Note	2011 \$	2010 \$
<b>Revenue</b>			
Contributions to Regional Library Service	2(a)	11,295,768	9,219,524
Library Fees		241,847	230,867
Interest		121,564	98,446
Other Revenue	3	429,186	400,280
<b>Total Revenue</b>		<b>12,088,365</b>	<b>9,949,116</b>
<b>Expenses</b>			
Employee Costs	12	6,883,053	6,355,606
Headquarter Building Costs		113,479	111,233
Depreciation	4	1,818,391	1,564,002
Administration Costs		1,060,855	1,097,897
Finance Costs	5	194,536	63,612
Computer Services		512,754	477,180
Collection Services		636,679	578,969
Other Expenses	3	703,037	581,892
Net Loss on disposal of property, plant and equipment	6	0	0
<b>Total Expenses</b>		<b>11,922,784</b>	<b>10,830,390</b>
Surplus/(Deficit) for the year		165,580	(881,274)
Other Comprehensive Income		0	0
<b>Comprehensive Result ***</b>	2(b)	<b>165,580</b>	<b>(881,274)</b>

\*\*\* For an explanation regarding the Comprehensive Result refer to Note 2(b) – Page 62

The above Comprehensive Income Statement should be read with the accompanying notes

## Balance Sheet

As at 30 June 2011

	Note	2011 \$	2010 \$
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	8	1,837,488	1,583,575
Trade and other receivables	7	12,716	10,108
Other Assets	9	55,814	60,124
<b>Total Current Assets</b>		1,906,018	1,653,807
<b>Non-Current Assets</b>			
Bookstock, plant and equipment	15	4,685,040	4,841,468
<b>Total Non-Current Assets</b>		4,685,040	4,841,468
<b>Total Assets</b>		6,591,058	6,495,275
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Interest Bearing Loans and Borrowings	21	303,886	295,997
Trade and other payables	10	302,512	240,468
Provisions	11	1,427,991	1,254,021
<b>Total Current Liabilities</b>		2,034,389	1,790,486
<b>Non-Current Liabilities</b>			
Interest Bearing Loans and Borrowings	21	76,905	380,793
Provisions	11	77,271	87,083
<b>Total Non-Current Liabilities</b>		154,176	467,876
<b>Total Liabilities</b>		2,188,565	2,258,362
<b>Net Assets</b>		4,402,493	4,236,913
Members Contributions		3,770,080	3,770,080
Accumulated Surplus (Deficit)		632,413	412,817
Reserves	18	0	54,016
<b>Total Equity</b>		4,402,493	4,236,913

The above balance sheet should be read with the accompanying notes

## Statement of Changes In Equity

For the Year Ended 30 June 2011

	Note	Total	Members Contribution	Accumulated Surplus/ (Deficit)	Asset Revaluation Reserve
2011		2011 \$	2011 \$	2011 \$	2011 \$
Balance at beginning of the financial year		4,236,913	3,770,079	412,817	54,016
Surplus/(Deficit) for the year		165,580	0	165,580	0
Asset Revaluation reserve write back	18	0	0	54,016	(54,016)
Balance at end of the financial year		4,402,493	3,770,079	632,413	0

		Total	Members Contribution	Accumulated Surplus/ (Deficit)	Asset Revaluation Reserve
2010		2010 \$	2010 \$	2010 \$	2010 \$
Balance at beginning of the financial year		5,118,185	3,770,079	1,294,089	54,016
Surplus/(Deficit) for the year		(881,273)	0	(881,273)	0
Net asset revaluation		0	0	0	0
Balance at end of the financial year		4,236,913	3,770,079	412,817	54,016

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

## Cash Flow Statement

For the Year Ended 30 June 2011

	Note	2011 Inflows/ (Outflows) \$	2010 Inflows (Outflows) \$
<b>Cash flows from operating activities</b>			
Contributions (incl GST)		10,466,347	8,258,783
Grants Received from Government (incl GST)		1,958,998	1,882,693
Payments to suppliers (incl GST)		(3,332,753)	(3,399,802)
Payments to Employees		(6,653,881)	(6,240,574)
Interest Received		125,874	96,694
Library Fees		239,239	230,076
Other Receipts (incl GST)		472,104	521,264
Net GST Payment		(869,518)	(660,268)
Net cash provided by operating activities	17	2,406,413	688,866
<b>Cash flows from investing activities</b>			
Payments for library books, plant and equipment		(1,661,963)	(1,641,883)
Proceeds from sale of bookstock/equipment		0	0
Net cash used in investing activities		(1,661,963)	(1,641,883)
<b>Cash flows from financing activities</b>			
Finance Costs		(194,536)	(65,969)
Repayment of interest bearing loans and borrowings		(125,982)	(117,295)
Payments for leased plant and equipment		(170,018)	(122,681)
Net cash from financing activities		(490,536)	(305,945)
Net increase/(decrease) in cash and cash equivalents		253,914	(1,258,963)
Cash and cash equivalents at the beginning of the financial year		1,583,574	2,842,537
Cash and cash equivalents at the end of the financial year	16	1,837,488	1,583,574
Restrictions on cash assets	19		

The above cash flow statement should be read with the accompanying notes

# Notes to the Financial Report

For the Year Ended 30 June 2011

## Introduction

The Yarra Plenty Regional Library Service was incorporated under Section 196 of the Victorian Local Government Act 1989 and is dependent on funding from Member Councils for its continued existence and ability to carry out its normal activities.

## Note 1 Significant Accounting Policies

### (a) Basis of Accounting

This financial report is a general purpose financial report that has been prepared to comply with the provisions of the Local Government Act 1989 and Local Government (Finance and Reporting) Regulations 2004 and applicable Australian Accounting Standards and other mandatory professional reporting requirements.

It has been prepared on the accrual basis under the convention of historical cost accounting.

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.

Australian Accounting Standards include Australian equivalents to International Financial Reporting Standards (IFRS). This Financial Report complies with the Australian equivalent to IFRS (AIFRS).

### (b) Recognition of Assets

Library books provided by member municipalities at the commencement of operations are valued at written down current cost. All library books and other collection materials are recognised as assets.

All items of property, plant and equipment, or groups of such items with a value greater than \$500 (\$500 in 2009/2010) are recognised as assets.

All other assets acquired are initially recorded at cost. Cost includes all costs incidental to the acquisition and preparation of the asset ready for use.

Cost of processing new library items at the time of acquisition are treated as expenses.

### (c) Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

### (d) Depreciation of Non-Current Assets

Non-current 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.

Straight-line depreciation is provided based on the residual useful life as determined each year for library bookstock.

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

Major depreciation periods are:

Plant and equipment	3 to 15 years
Library books	2 to 7 years
Leased Assets	1 to 4 years

Library books are depreciated for the full financial year in the year of purchase.

Withdrawn bookstock is written off on a first in, first out basis.

### (e) Employee Entitlements

Liabilities for wages and salaries are recognised and measured as the amount unpaid at balance date and include appropriate oncosts such as workers compensation and payroll costs.

Annual and Long Service Leave entitlements are accrued on a pro rata basis in respect of services provided by employees up to the reporting date. Such accruals are assessed as at each reporting date, having regard to legal and contractual entitlements.

No provision is made in respect of employee entitlements for sick leave because it is non vesting and the anticipated pattern of future sick leave to be taken indicates that accumulated non vesting sick leave will never be paid.

AASB 119 Employee Benefits requires liabilities for short-term employee benefits to be measured at nominal amounts and liabilities for long term employee benefits to be measured at present value. AASB 119 defines short-term employee benefits as benefits that fall due wholly within twelve months after the related period of service. Therefore liabilities for short-term employee benefits are measured at present value where they are not expected to be settled within 12 months of reporting date.

Employee benefits are classified as current where the library service does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Annual and Long Service Leave provisions are calculated using discount rates as published in the Department of Treasury and Finance “Long Service Leave Update” – June 2011” ranging from 4.6% to 5.305%

The superannuation expense for the reporting period is the amount of the statutory contribution the regional library makes to the superannuation scheme which provides benefits to its employees. Details of those arrangements are set out in Note 13.

#### **(f) Investments**

Investments are valued at cost. Interest revenues are recognised as they accrue.

#### **(g) Revenue Recognition**

##### **Grants**

Grants are recognised as revenues when the regional library obtains control over the assets comprising the contributions. Control over granted assets is normally obtained upon their receipt or upon prior notification that a grant has been secured, and the timing of commencement of control depends upon the arrangements that exist between the grantor and the Regional Library.

Grants recognised as revenue during the year that were obtained on condition that they be expended in a specific manner that had not occurred at balance date were:

Various Minor Grants      **\$13,741**

#### **Library Fees And Other Income**

Library fees, charges and other income are recognised as revenue when the service has been provided, the payment is received or the penalty has been applied, whichever first occurs.

#### **(h) 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 12 months, being the Library's operational cycle, or if the Library does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

#### **(i) Leases**

##### **Finance Leases**

Leases of assets where substantially all the risks and benefits incidental to ownership of the asset, but not the legal ownership, are transferred to the Library Service are classified as finance leases.

Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are amortised on a straight line basis over their estimated useful lives to the Library Service where it is likely that the Library will obtain ownership of the asset or over the term of the lease, whichever is shorter. Leased assets are currently being amortised over a 1 to 4 year period.

##### **Operating Leases**

Lease payments for operating leases are recognised as an expense in the years in which they are incurred as this reflects the pattern of benefits derived by the Library Service.

## Note 2 Contributions to Regional Library Service (Refer to Note 20)

(a) The following contributions were received during the year.

	Municipalities' Contributions	State Government Grant	2011 Total \$	2010 Total \$
Shire of Nillumbik	2,065,959	347,928	2,413,887	1,807,553
City of Banyule	3,863,708	645,806	4,509,515	4,255,845
City of Whittlesea	3,585,193	787,173	4,372,366	3,156,126
	9,514,860	1,780,907	11,295,768	9,219,524

In the 2008/09 financial year Council received the following contributions from municipalities that related to the 2009/10 financial year. (refer Note 2(b))

	\$
Shire of Nillumbik:	430,641
City of Whittlesea :	756,330
	1,186,971

No income in advance was received in the 2010/2011 financial year

## Note 2 2009/2010 Comprehensive Result

(b) In accordance with the Australian Accounting Standards (AAS) the Regional Library is required to bring revenue to account when it is received. In the 2008/2009 financial year \$1,186,971 was received from Member Councils' that related to the 2009/10 financial year but was accounted for for in the 2008/09 financial year. This effected the Comprehensive result in the 2009/2010 financial year as follows:

	2010/2011 \$	2009/2010
Comprehensive Result as per Comprehensive Income Statement	165,580	(881,273)
Adjustment for income received in advance	0	1,186,971
<b>Actual Comprehensive – Surplus</b>	<b>165,580</b>	<b>305,698</b>

### Note 3 Revenues and Expenses

The following items are included in these categories

	2011 \$	2010 \$
<b>Other Revenue</b>		
Photocopying Fees	73,098	62,305
Fundraising	16,521	26,010
Murrundindi Computer Rental	56,652	55,000
Telephone	284	384
Grant Funding***	182,520	147,721
Miscellaneous	100,110	108,860
	429,186	400,280
<b>Other Expenses</b>		
Document Copy	92,677	83,113
Fundraising Expenses	0	12,048
Transport Costs	105,450	182,338
Community Engagement	223,696	107,553
Organisation Development	123,554	165,383
Minor Equipment	0	1,896
Grant Expenditure***	139,149	10,007
Audit Fees Payable	18,511	19,554
	703,037	581,892
Grants recognised as revenue during the year that were obtained on condition that they be expended in a specific manner that had not occurred at balance date were:		
Premier's Reading Grant	0	14,390
Local Priorities Grant	0	85,137
Various	13,741	0
<b>See Note 19 Restricted Assets</b>	13,741	99,527

### Note 3 Revenues and Expenses (cont'd)

	2011 \$
<b>***Grant Funding Reconciliation</b>	
Grants brought forward from 2009/2010	99,527
Grants received in 2010/2011	182,520
Grants Expended on Operating Activities in 2010/2011	(139,149)
Grants Expended on Capital Projects in 2010/2011	(129,157)
Balance to be carried forward to 2011/2012	13,741

refer Notes 1(g) and 19

### Note 4 Depreciation Expense

	2011 \$	2010 \$
Depreciation expense for the year was charged in respect of:		
Plant and equipment and motor vehicles	159,925	154,266
Library books and audio visuals	1,492,280	1,227,483
Leased IT equipment	166,185	182,253
Total	1,818,390	1,564,003

### Note 5 Finance Costs

Interest – Borrowings	18,032	39,248
Interest – Leases (Operating and Finance)	176,505	24,364
	194,536	63,613

### Note 6 Sale of Fixed Assets

Proceeds on sale of fixed asset	0	0
Less: written down value of fixed asset disposed	0	0
Loss on sale of non-current assets	0	0

### Note 7 Trade and Other Receivables

#### Current

Interest accrued on investments	4,003	7,640
Other	8,713	2,468
	12,716	10,108

## Note 8 Cash and Cash Equivalent Assets

	2011 \$	2010 \$
Interest bearing deposits – Current	1,918,946	1,543,600
Cash on Hand***	(81,458)	39,975
	1,837,488	1,583,575

\*\*\*Cash on hand is shown as ledger overdraft in Balance Sheet due to timing of payments made on 30 June 2011. Physical bank account was not in overdraft as the 30 June 2011 payments were paid from the Bank on 1 July 2011 and funds were transferred from the Library's Investment funds to cover these payments.

## Note 9 Other Assets

Prepayments	55,814	60,124
-------------	--------	--------

## Note 10 Trade and Other Payables

### Current

Payables	164,968	178,416
Accruals	137,544	62,052
Total	302,512	240,468

## Note 11 Provisions

### Current

Annual Leave	450,183	418,100
Long Service Leave	977,808	835,921
	1,427,991	1,254,021

### Non-current

Annual Leave	66,064	39,892
Long Service Leave	11,207	47,191
	77,271	87,083
Total	1,505,262	1,341,104

Amounts expected to be settled no more than 12 months after end of reporting date	516,247	457,992
Number of employees at the end of the year	155	136

## Note 12 Employee Costs

	2011 \$	2010 \$
The following items are included as employee costs:		
Salaries	5,739,422	5,713,914
Superannuation	496,203	503,010
Superannuation 'call' – Vision Super	358,728	0
Workcover Levy	57,216	48,631
Annual Leave/Long Service Leave Provision	231,484	90,051
	6,883,053	6,355,606

## Note 13 Superannuation

### Post Employment Benefit

The Library makes employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). Obligations for contributions are recognised as an expense in profit or loss when they are due.

The Fund has two categories of membership, each of which is funded differently.

The Fund's accumulation category, Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings (9% required under Superannuation Guarantee Legislation). No further liability accrues to the Library as the superannuation benefits accruing to employees are represented by their share of the net assets of the fund.

### Defined Benefit Plan

The Fund's Defined Benefit Plan is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided under Paragraph 32 (b) of AASB 119, the Library does not use defined benefit accounting for these contributions.

The Library makes employer contributions to defined benefit category of the fund at rates determined by the Trustee on the advice of the Fund's Actuary. On the basis of the results of the most recent full actuarial investigation conducted

by the Fund's Actuary as at 31 December 2008, the Library makes the following contributions:–

- 9.25% of members' salaries (same as previous year);
- the difference between resignation and retrenchment benefits paid to its retrenched employees, plus contributions tax (same as previous year);

Fund surplus or deficit (ie the difference between fund assets and liabilities) are calculated differently for funding purposes (ie calculating required contributions) and for the calculation of accrued benefits as required in AAS 25 to provide values needed for the AASB 119 disclosure in the Library's financial statements. AAS 25 requires that the present value of the benefit liability which is calculated in respect of membership completed at the calculation date makes no allowance for future benefits that may accrue.

Determining the financial position of the Defined Benefit Plan involves the calculation of various indices of benefits compared to assets, including the 'Vested Benefits Index' (VBI) and the 'Discounted Accrued Benefits Index' (DABI). An actuarial investigation, conducted in 2009, concluded that although the net market value of assets was in excess of accrued benefits at 31 December 2008, based on the assumptions adopted, there was a shortfall of \$71 million when the funding of future benefits was also considered. A five year funding plan was developed by Vision Super to achieve full funding, however no additional YPRL contributions were called upon at that time.

Following a further actuarial review in late 2010, the funding shortfall of \$71 million still existed based on the Scheme's financial indicators as at 31 December 2008. As a consequence a 'call' for additional contributions was made for the financial year 2011. YPRL's share of this 'call' was \$353,728 which was fully paid by the three Member Councils' in the 2010/2011 financial year.

A further actuarial review will be undertaken as at 31 December 2012. Based on the result of this review a detailed funding plan will be developed and implemented to achieve the target of full funding by 31 December 2013. YPRL will be notified of any additional required contributions by late 2012.

The Fund's liability for accrued benefits was determined by the Actuary at 31 December 2009 pursuant to the requirements of Australian Accounting Standard AAS25 follows:

	<b>31-Dec-08</b>
	<b>\$'000</b>
Net Market Value of Assets	3,630,432
Accrued Benefits (per accounting standards)	3,616,422
Difference between Assets and Accrued Benefits	14,010
Vested Benefits (Minimum sum which must be paid to members when they leave the fund)	3,561,588

The financial assumptions used to calculate the Accrued Benefits for the defined benefit category of the Fund were:

Net Investment Return	8.5% p.a.
Salary Inflation	4.25% p.a.
Price Inflation	2.75% p.a.

	<b>2011</b>	<b>2010</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Contributions</b>		
Defined Benefit Plan	113	120
Accumulation Fund	399	373

## Contingent Liability

Due to fluctuations in the value of assets underlying the fund and movements in the liabilities of the fund the Library may be required to make an additional contribution to the fund. At this point in time the amount, and the likelihood of payment is not certain. Further details of this matter is disclosed in note 24 Contingencies.

## Note 14 Related Party Transactions

(a) Names of persons holding the position of Responsible Person at the Yarra Plenty Regional Library Corporation during the reporting period are:

Councillors	Sam Alessi
	Mary Lalios
	Jenny Mulholland
	Peter McKenna (Commenced February 2011)
	Lewis Brock
	Helen Coleman (Commenced February 2011)
	Anthony Carbines (Ceased November 2010)
	Chris Chapple (Ceased February 2011)

Chief Executive Officer Christine Mackenzie

## (b) Remuneration of Responsible Persons in bands of \$10,000

Income Range:	<b>2011</b>	<b>2010</b>
	<b>No</b>	<b>No</b>
NIL	6	6
\$170,000 – \$179,999	1	1
Total	7	7
	<b>\$</b>	<b>\$</b>
Total remuneration for the reporting period for responsible persons mentioned above	188,020	175,648

**(c) Senior Officers Remuneration**

The number of senior officers, other than the Responsible Persons, whose total remuneration exceeded \$124,000 during the reporting period, are shown below in their relevant income bands:

There are no senior officers whose total remuneration exceeds \$124,000.

**(d)** Retirement benefits paid by the library in connection with the retirement of Responsible Persons amounted to Nil.

**(e)** No loans have been made, guaranteed or secured by the library to a Responsible Person of the library during the reporting period.

**(f) Other Transactions**

Other related party transactions requiring disclosure have been considered and there are no matters to report.

## Note 15 Bookstock, Plant and Equipment

	2011 \$	2010 \$
Plant and equipment – at cost	2,171,982	2,067,648
Less: Accumulated Depreciation	994,698	834,773
	1,177,284	1,232,875
Bookstock – at cost	6,782,741	7,478,977
Less Accumulated Depreciation	3,443,490	4,205,074
	3,339,251	3,273,903
Leased IT Equipment	1,251,900	1,251,902
Less Accumulated Depreciation	1,083,395	917,212
	168,505	334,690
<b>Total bookstock, plant and equipment</b>	<b>4,685,040</b>	<b>4,841,468</b>

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

2011	Bookstock \$	Plant and Equipment \$	Leased Equipment \$	Total \$
<b>Balance at the beginning of the year</b>	3,273,903	1,232,875	334,690	4,841,468
Additions	1,557,629	104,334	0	1,661,963
Disposals/Withdrawals	(2,253,864)	0	0	(2,253,864)
Depreciation Expense	(1,492,280)	(159,925)	(166,185)	(1,818,391)
Accumulated Depreciation	2,253,864	0	0	2,253,864
<b>Carrying amount at the end of the year</b>	<b>3,339,251</b>	<b>1,177,284</b>	<b>168,505</b>	<b>4,685,040</b>

### Note 15 Bookstock, Plant and Equipment (cont'd)

2010	Bookstock \$	Plant and Equipment \$	Leased Equipment \$	Total \$
<b>Balance at the beginning of the year</b>	3,026,576	1,278,141	458,870	4,763,587
Additions	1,474,810	109,000	58,073	1,641,883
Disposals/Withdrawals	(1,871,816)	0	0	(1,871,816)
Depreciation Expense	(1,227,483)	(154,266)	(182,253)	(1,564,003)
Accumulated Depreciation written back	1,871,816 0	0	0	1,871,816
<b>Carrying amount at the end of the year</b>	3,273,903	1,232,875	334,690	4,841,468

### Note 16 Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at banks. Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	2011 \$	2010 \$
Cash at Bank (Overdraft)	(82,778)	38,655
Cash on hand	1,320	1,320
Money Market At Call Account	0	420,785
Interest Bearing Deposits	1,918,946	1,122,815
	1,837,488	1,583,575

Users of the financial report should refer to Note 19 for details of restrictions on cash and Note 23 for details of existing library commitments and Note 8 for details of cash and cash equivalents

## Note 17 Reconciliation of Cash Flows from Operating Activities to Profit or Loss

	2011 \$	2010 \$
Net Result For the Reporting Period	165,580	(881,273)
Cash flows in operating surplus attributable to non-operating activities:		
Depreciation	1,818,391	1,564,002
(Profit)/Loss on disposal of plant & equipment	0	0
Finance Costs	194,536	65,969
Changes in assets and liabilities:		
(Increase)/Decrease in receivables	(2,607)	71,054
(Increase)/Decrease in prepayments	4,311	662
Increase/(Decrease) in payables	62,044	(221,599)
Increase/(Decrease) in provision for employee entitlements	164,158	90,051
Net cash provided by operating activities	2,406,413	688,866

## Note 18 Reserves

	2011 \$	2010 \$
<b>Asset Revaluation Reserve</b>		
Balance at beginning of the year	54,016	54,016
Transfer to accumulated surplus	(54,016)	0
Balance at end of the year	0	54,016

## Note 19 Restricted Assets

The following restrictions have been imposed by regulations or other externally imposed requirements:

	2011 \$	2010 \$
Long Service Leave – Investments	869,609	810,140
Government Grants received and unspent at balance date	13,741	99,500

## Note 20 Contributions by participating Councils

The percentage contributions by participating Councils making up the Yarra Plenty Regional Library Service is as follows:

	2011 %	2010 %
Shire of Nillumbik	20.55	20.44
City of Banyule	44.06	44.40
City of Whittlesea	35.39	35.16
	100.00	100.00

## Note 21 Interest Bearing Loans and Borrowings

	2011 \$	2010 \$
<b>Term Loan – Current</b>		
Borrowings – secured	135,236	125,982
<b>Term Loan – Non-current</b>		
Borrowings – secured	35,368	170,605
Total	170,603	296,588

The maturity profile for Library's borrowings is:

– Not later than one year	135,236	125,982
– Greater than one year but not later than five years	35,368	170,605
	170,604	296,588

### Finance Leases

The Library Service had the following obligations under finance leases for the lease of equipment (the sum of which is recognised as a liability after deduction of future lease finance charges included in the obligation):

– Not later than one year	168,650	170,015
– Greater than one year but not later than five years	41,537	210,188
Minimum lease payments	210,187	380,203
Recognised in the balance sheet as:	210,187	380,203

Aggregate carrying amount of interest bearing loans and borrowings

Current	303,886	295,997
Non-current	76,905	380,793
	380,791	676,791

## Note 22 Operating Lease Commitments

	2011 \$	2010 \$
<b>Motor Vehicles</b>		
Payable:		
– Not later than one year	42,339	52,990
– Greater than one year but not later than five years	55,201	35,223
	97,540	88,213
<b>Headquarters Rental</b>		
Payable:		
– Not later than one year	115,000	112,393
– Greater than one year but not later than five years	495,552	0
	610,552	112,393
Term of the Lease: Commencing on 1 February 2011 and ending on 31 January 2016		
<b>Photocopier Lease</b>		
Payable:		
– Not later than one year	65,450	65,450
– Greater than one year but not later than five years		
Note: The current lease is on a month by month basis		
	65,450	65,450
<b>Computer Lease</b>		
Payable:		
– Not later than one year	108,606	119,323
– Greater than one year but not later than five years	23,017	
	131,623	119,323

### Note 23 Commitments for Expenditure

Capital and other expenditure commitments contracted for as at the reporting date and which have not been recognised as liabilities in the balance sheet are as follows:

	2011 \$	2010 \$
Bookstock	203,078	209,134
RFID, Courier and Cleaning Contract Expenditure	475,297	829,602
	678,375	1,038,736
The periods expected to elapse from the reporting date to the expected date of payment are as follows:		
– Not later than one year	645,518	627,153
– Greater than one year but not later than five years	32,857	411,583
	678,375	1,038,736

### Note 24 Contingent Liabilities

The Yarra Plenty Regional Library Service has no known contingent liabilities as at 30 June 2011.

The Library 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 increased volatility in financial markets the likelihood of making such a contribution in future periods has increased. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

### Note 25 Financing Facilities

The Yarra Plenty Regional Library Service does not have any credit standby arrangements or unused loan facilities.

The Yarra Plenty Regional Library Service does have credit card facilities with an unused credit limit of \$35,000 at 30 June 2011.

## Note 26 Relevant Financial Ratios

	2011 \$ 000's		2010 \$ 000's		2009 \$ 000's	
<b>(a) Working Capital</b>						
To assess the corporation's ability						
	1,906	0.94	1,654	0.92	2,984	1.62
Current Assets/Current Liabilities	2,034		1,790		1,845	
<b>(b) Adjusted Working Capital</b>						
To assess the corporation's ability to meet current commitments						
	1,906	1.80	1,654	1.73	2,984	2.54
Current Assets/Current Liabilities	1,057		955		1,176	
Current liabilities have been reduced to reflect the long service leave that is shown as a current liability because the Library does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date, but is not likely to fall due within 12 months after the end of the period.						
<b>(c) Debt Servicing Ratio</b>						
To identify the capacity of library to service it's outstanding debt						
	195	0.02	64	0.01	94	0.01
Debt Servicing Costs/Total Revenue	12,088		9,949		12,082	
<b>(d) Debt Commitment Ratio</b>						
To identify library's debt redemption strategy						
	491	0.05	306	0.04	421	0.04
Debt servicing and redemption costs/ Council Contributions	9,515		7,508		9,470	
<b>(e) Debt Exposure Ratio</b>						
To identify library's exposure to debt						
	381	0.20	677	0.41	917	0.31
Total Indebtedness/ Total Realisable Assets	1,906		1,654		2,984	
<b>(f) Investment Gap</b>						
To assess Library's capital expenditure against depreciation						
	1,662	0.91	1,642	1.05	1,729	1.11
Capital Spend/Depreciation	1,818		1,564		1,564	
<b>(g) Underlying Result</b>						
Measures the Library's surplus/(deficit) as						
	166	0.01	(881)	-0.09	1,781	0.15
Net surplus (deficit)/ Total revenue	12,088		9,949		12,082	

## Note 27 Financial Instruments

### (a) Accounting Policy, Terms and Conditions

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
<b>Financial Assets</b>			
Bank Deposits On Call	8	Valued at face value. Interest recognised as it accrues	Current account interest fluctuates between 1.6% and 4.4%. The rate at balance date was 3%
30/60/90 day Bank Bills	8	Valued at face value. Interest recognised as it accrues.	Bills can be redeemed at call. Interest rates fluctuated between 4.65% and 5.95%. The average rate at balance date was 5.43%
Receivables	7	Receivables are carried at nominal amounts	General debtors are unsecured and interest free.
<b>Financial Liabilities</b>			
General Payables	10	Liabilities are recognised for amounts to be paid in the future for goods received and services provided to the Library Service as at balance date whether or not invoices have been received.	General payables are unsecured and are normally settled within 30 days of receipt of invoice.
Interest bearing loans	21	Loans are accounted for at their principle amounts, which represent the present value of cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and is recognised as part of payables	The loan is secured by the library's assets. The interest rate is fixed at 7.21%.
		Finance leases are accounted for at their principle amount with the lease payments discounted to their present value using the interest rate implicit in the leases.	As at balance date the Library had leases with an average lease term of 3.5 years.

**(b) Net Fair Values**

Due to the short term nature of all financial assets and liabilities net fair value approximates the carrying value for all items except interest bearing loans and borrowings, however, the difference is not material.

**(c) Credit Risk Exposure**

The Library's maximum exposure to credit risk at balance date in relation to each class of financial asset is the carrying amount of those assets as indicated in the balance sheet.

The Library has minimal credit risk arising from concentrations of trade debtors.

**(d) Liquidity Risk**

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than they are worth;
- we may be unable to settle or recover financial assets at all.

To help reduce these risks we:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- monitor budget to actual performance on a regular basis;

The library's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

### (e) 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. The library manages interest rate risk by fixing the rate of interest bearing loans and borrowings for the period of the loan or lease.

The Library's exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities at balance date are as follows:

2011

	Note	Floating Interest Rate	Fixed Interest Maturing In:		Non-interest Bearing	Carrying Amount
			< 1 year	>1 year < 5 years		
		\$	\$	\$	\$	\$
<b>Financial Assets</b>						
Cash Assets (net)	8		1,836,168		1,320	1,837,488
Receivables	7				12,716	12,716
<b>Total financial assets</b>			1,836,168		14,036	1,850,204
Weighted Average Interest Rate						5.43%
<b>Financial Liabilities</b>						
Bank Overdraft	8					
Payables	10				302,512	302,512
Interest Bearing Liability			303,886	76,905		380,791
<b>Total Financial Liabilities</b>			303,886	76,905	302,512	683,303
<b>Weighted Average Interest Rate</b>						12.26%

2010

	Note	Floating Interest Rate	Fixed Interest Maturing In:		Non-interest Bearing	Carrying Amount
			< 1 year	>1 year < 5 years		
		\$	\$	\$	\$	\$
<b>Financial Assets</b>						
Cash Assets	8		1,582,255		1,320	1,583,575
Receivables	7				10,108	10,108
<b>Total financial assets</b>			1,582,255		11,428	1,593,683
Weighted Average Interest Rate						5.11%
<b>Financial Liabilities</b>						
Bank Overdraft	8					
Payables	10				240,468	240,468
Interest Bearing Liability			295,997	380,793		676,791
<b>Total Financial Liabilities</b>		0	295,997	380,793	240,468	917,259
<b>Weighted Average Interest Rate</b>						9.18%

**(f) Sensitivity Disclosure Analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the library 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 the year end rate of 5.43%

The table on page 80 discloses the impact on net operating result for each category of financial instrument held by the library service at year end, if the above movements were to occur.

## 2011 Market Risk Exposure

	Interest Rate Risk				
	Carrying Amount	-1%		+1%	
		Profit	Equity	Profit	Equity
		(100 basis points)	(100 basis points)	(100 basis points)	(100 basis points)
<b>Financial Assets:</b>					
Cash and Cash Equivalents (i)	1,837,488	(18,375)	(18,375)	18,375	18,375
<b>Financial Liabilities:</b>					
Payables (ii)	302,512	-	-	-	-
Interest Bearing Liabilities(iii)	380,791	-	-	-	-
<b>Total Increase/(decrease)</b>		(18,375)	(18,375)	18,375	18,375

## 2010 Market Risk Exposure

	Interest Rate Risk				
	Carrying Amount	-1%		+1%	
		Profit	Equity	Profit	Equity
		(100 basis points)	(100 basis points)	(100 basis points)	(100 basis points)
<b>Financial Assets:</b>					
Payables (ii)	240,468	-	-	-	-
Interest Bearing Liabilities(iii)	676,791	-	-	-	-
<b>Total Increase/(decrease)</b>		(15,836)	(15,836)	15,836	15,836

(i) Sensitivity of cash and cash equivalents to a +/- 1% movement in interest rates

(ii) General payables are unsecured and normally settled within 30 days. They are not impacted by foreign currency fluctuations

(iii) All Interest bearing liabilities have fixed interest rates and are not sensitive to market fluctuations

## Note 28 Auditor's Remuneration

	2011 \$	2010 \$
Audit fee to conduct external audit – Victorian Auditor General	8,102	8,000
Internal Audit Fees – Grant Thornton	8,700	10,063
	16,802	18,063

## Note 29 Events Occurring After Balance Date

There have been no events occurring subsequent to balance date. Certification of Financial Statements

### Certification of Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, and the Local Government (Finance and Reporting) Regulations 2004, Australian Accounting Standards and other mandatory professional reporting requirements.



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**Linda MacRae**  
**Principal Accounting Officer**

Dated: 16 SEPTEMBER 2011

In our opinion the accompanying financial statements present fairly the financial transactions of the Yarra Plenty Regional Library Corporation for the year ended 30 June 2011 and the financial position of the Library as of that date.

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

We have been authorised by the Library Board on 8 September 2011 to certify the financial statements in their final form.



---

**Councillor HELEN COLEMAN**

Dated: 16 SEPTEMBER 2011



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**Councillor LEWIS BROCK**

Dated: 16 SEPTEMBER 2011



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**Christine Mackenzie**  
**Chief Executive Officer**

Dated: 16 SEPTEMBER 2011

Yarra Plenty Regional Library Service

# Standard Statements

For the Year Ended 30 June 2011

# Index

<b>Item</b>	<b>Page</b>
Standard Income Statement	84
Standard Balance Sheet	85
Standard Cash Flow Statement	86
Standard Capital Works and Asset Reconciliation Statement	87
Notes to Standard Statements	88
Certification of Standard Statements	90
Victorian Auditor General's Report	91

## Comparison Report Standard Income Statement

For the year ending 30 June 2010

	Budget	Actuals	Variance		Note
	2010/11	2010/11	\$	%	
Revenue	\$	\$			
Contributions to Regional Library Service – Member Municipalities	9,169,596	9,514,860	345,265	4%	1
State Government Funding	1,771,442	1,780,907	9,465	1%	
Grants – Local Priorities and Other	93,680	90,699	(2,981)	(3%)	
Grants – Premiers Reading Fund	53,145	53,220			
Library Fees	344,000	241,847	(102,153)	(30%)	2
Interest	110,000	121,564	11,564	11%	3
Other	291,150	285,266	(5,884)	(2%)	
<b>Total Revenue</b>	<b>11,833,013</b>	<b>12,088,365</b>	<b>255,352</b>		
<b>Expenses</b>					
Employee Costs	6,774,857	6,883,053	(108,196)	(2%)	
Headquarter Building Costs	112,860	113,479	(619)	(1%)	
Depreciation	1,660,000	1,818,391	(158,391)	(10%)	4
Administration Costs	1,016,899	1,136,777	(119,878)	(12%)	5
Finance Costs	139,232	194,536	(55,304)	(40%)	6
Transport	102,000	105,450	(3,450)	(3%)	
IT/Resources	563,697	512,754	50,943	9%	
Organisation	105,850	123,554	(17,704)	(17%)	7
Community	248,989	223,696	25,293	10%	8
Grant Expenditure	0	139,149	0		
Collection Non Capital	621,780	636,679	(14,899)	(2%)	
Management	49,500	35,267	14,233	29%	9
<b>Total Expenses</b>	<b>11,395,664</b>	<b>11,922,785</b>	<b>(387,972)</b>	<b>(3%)</b>	
<b>Net result for the reporting year</b>	<b>437,349</b>	<b>165,580</b>	<b>643,325</b>		

## Comparison Report Standard Balance Sheet

As At 30 June 2011

	Budget 2010/11 \$	Actuals 2010/11 \$	Variances \$	%	Note
<b>Assets</b>					
<b>Current Assets</b>					
Cash Assets	1,859,839	1,837,488	(22,351)	(1%)	
Trade and Other Receivables	68,761	12,716	(56,045)	(82%)	10
Prepayments	35,180	55,814	20,634	59%	10
<b>Total Current Assets</b>	1,963,780	1,906,018	(57,762)		
<b>Non-Current Assets</b>					
Bookstock, plant and equipment	4,480,312	4,685,040	204,728	5%	11
<b>Total Non-Current Assets</b>	4,480,312	4,685,040	204,728		
<b>Total Assets</b>	6,444,092	6,591,058	146,966		
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Interest bearing loans and borrowings	298,472	303,886	5,414	2%	
Trade and Other Payables	174,872	302,512	127,640	73%	12
Provisions – Employment	1,096,618	1,427,991	331,373	30%	13
<b>Total Current Liabilities</b>	1,569,962	2,034,389	464,427		
<b>Non-Current Liabilities</b>					
Interest bearing loans and borrowings	83,542	76,905	(6,637)	(8%)	
Provisions – Employment	197,257	77,271	(119,986)	(61%)	13
Provisions – Reserves	282,000	0	(282,000)	(100%)	14
<b>Total Non-Current Liabilities</b>	562,799	154,176	(408,623)		
<b>Total Liabilities</b>	2,132,761	2,188,565	55,804		
<b>Net Assets</b>	4,311,331	4,402,493	91,162		
<b>Represented By:</b>					
Members Contributions	3,770,080	3,770,080	0		
Accumulated Surplus/(Deficit)	487,235	632,413	145,178		
Reserves	54,016	0	(54,016)		14
<b>Equity</b>	4,311,331	4,402,493	91,162		

## Comparison Report Standard Cash Flow Statement

As At 30 June 2011

	Budget 2010/11 \$	Actuals 2010/11 \$	Variances \$	%	Note
<b>Cash flows from operating activities</b>					
Contributions	9,169,596	9,514,860	345,264	4%	<b>1</b>
Grants Received from Government	1,918,267	1,780,907	(137,360)	(7%)	<b>15</b>
GST received on Contributions and Grants	1,108,786	1,129,577	20,791	2%	
Payments to suppliers	(2,821,574)	(3,029,774)	(208,200)	7%	<b>16</b>
GST on Payments	(282,157)	(302,976)	(20,819)	7%	
Payments to Employees	(6,774,857)	(6,653,881)	120,976	(2%)	<b>17</b>
Interest Received	110,000	125,874	15,874	14%	<b>18</b>
Library Fees	344,000	239,239	(104,761)	(30%)	<b>2</b>
Other Receipts	291,150	472,104	180,954	62%	<b>19</b>
Net GST Payment	(826,629)	(869,518)	(42,889)	5%	
<b>Net cash provided by operating activities</b>	<b>2,236,582</b>	<b>2,406,413</b>	<b>169,831</b>		
<b>Cash flows from investing activities</b>					
Payments for library books, plant and equipment	(1,666,877)	(1,661,963)	4,914	(0%)	
<b>Net cash used in investing activities</b>	<b>(1,666,877)</b>	<b>(1,661,963)</b>	<b>4,914</b>		
<b>Cash flows from financing activities</b>					
Finance Costs	(139,232)	(194,536)	(55,304)	40%	<b>20</b>
Repayment of interest bearing loans and borrowings	(125,982)	(125,982)	0	0%	
Payments for leased plant and equipment	(172,490)	(170,018)	2,472	(1%)	
<b>Net cash from financing activities</b>	<b>(437,704)</b>	<b>(490,536)</b>	<b>(52,832)</b>		
Net increase/(decrease) in cash held	132,001	253,914	121,913		<b>21</b>
Cash at the beginning of the financial year	1,727,839	1,583,574	(144,265)		
Cash at the end of the financial year	1,859,840	1,837,488	(22,352)		<b>21</b>

## Comparison Report Standard Capital Works & Asset Reconciliation Statement

For the year ending 30 June 2011

	Budget 2010/11 \$	Actuals 2010/11 \$	Variance \$	Note %
Bookstock	1,573,197	1,557,629	(15,568)	
IT Equipment	93,680	104,334	10,654	
Plant & Equipment	0	0	0	
Leased IT Equipment	0	0	0	
<b>Total Capital Works</b>	<b>1,666,877</b>	<b>1,661,963</b>	<b>(4,914)</b>	<b>(0%)</b>

### Represented By:

Renewal	1,636,877	1,661,963	25,086	2%
Upgrade				
Expansion				
New Assets	30,000			
<b>Total Capital Works</b>	<b>1,666,877</b>	<b>1,661,963</b>	<b>(4,914)</b>	

### Property, Plant and Equipment movement Reconciliation Worksheet

	2009 \$	2009 \$	\$	%	
Total Capital Works	1,666,877	1,661,963	(4,914)	(0%)	
Asset Revaluation Movement					
Depreciation Expense	(1,660,000)	(1,818,391)	(158,391)	10%	4
<b>Net Movement in property, plant &amp; equipment</b>	<b>6,877</b>	<b>(156,428)</b>	<b>(163,305)</b>		

## Notes to Standard Statements

### Note

#### 1 Basis of preparation of Standard Statements

The library service is required to prepare and include audited Standard Statements within its Annual Report. Four Statements are required – Standard Income Statement, Standard Balance Sheet, Standard Cash Flow Statement, and a Standard Statement of Capital Works, together with explanatory notes.

These statements and supporting notes form a special purpose financial report prepared to meet the requirements of the Local Government Act 1989 and Local Government (Finance and Reporting) Regulations 2004.

The Standard Statements have been prepared on accounting bases consistent with those used for the General Purpose Financial Statements and the Budget.

The results reported in these statements are consistent with those reported in the General Purpose Financial Statements.

The Standard Statements are not a substitute for the General Purpose Financial Statements, which are included in the Library's Annual Report. They have not been prepared in accordance with all Australian Accounting Standards or other authoritative professional pronouncements.

The Standard Statements compare the Library's financial plan, expressed through its budget, with actual performance. The Local Government Act 1989 requires explanation of any material variances. Material is defined for the purposes of these statements as any amount greater than \$50,000 or 10%.

The budget figures included in the Statements are those adopted by the Library on 9 June, 2010. The budget was based on assumptions that were relevant at the time of adoption of the budget. The Library set guidelines and parameters for revenue and expense targets in this budget in order to meet the Library's business plan 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.

Detailed information on the actual financial results are contained in the General Purpose Financial Statements, which are included in the Library's Annual Report. The detailed budget can be obtained by contacting the Library. The Standard Statements must be read with reference to these documents.

## Note

### 1 Contributions to Regional Library Service

Contributions to the library service increased as the Member Council paid the Regional Library's Vision Super Defined Benefits Superannuation 'call' of \$354,728

### 2 Library Fees

New fees introduced in the 2010/2011 financial year did not realise the estimated return whilst the return on some pre existing fees did not meet budget expectations

### 3 Interest

Interest income higher due to interest rates being marginally higher than budgeted.

### 4 Depreciation

Depreciation on Bookstock higher than budgeted due to the budgeted amount being incorrect

### 5 Administration Costs

Minor variations in a number of administration areas, plus costing allocation changes during the year.

### 6 Finance Costs

Leasing cost extension increases

### 7 Organisation

Increased Human Resource contract costs due to staff member resignation

### 8 Community

Minor variations in a number of programs areas

### 9 Management

Minor variations in a number of programs areas

### 10 Receivables and Prepayments

Less than budgeted take up of receivables and prepayments

### 11 Bookstock; Plant and Equipment

Higher than budgeted depreciation

### 12 Trade and Other Payables

Higher payables than budgeted

### 13 Provisions – Employment

Net Increase in current and non current employee provisions due to numbers of long serving staff with increasing entitlements

### 14 Provisions – Reserves

Reserves Provision shown as part of the accumulated surplus

### 15 Grants received from Government

Incorrect budget classification  
Refer also note 19

### 16 Payments to Suppliers

Increase relates to timing of payables and prepayments

### 17 Payments to Employees

Savings in budgeted employee costs

### 18 Interest Received

Higher Interest due to savings in employee costs and timing of payables during the year

### 19 Other Receipts

Incorrect budget classification  
Refer also note 14

### 20 Finance Costs

Unbudgeted increase in operating lease costs

### 21 Net Increase in cash held

Savings in budgeted employee costs and increase in payables liability  
– Refer also Notes 12 and 16

### Certification of Standard Statements

In my opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.



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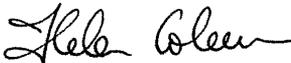
**Linda MacRae**  
**Principal Accounting Officer**

Dated: 16 September 2011

In our opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Finance and Reporting) Regulations 2004.

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

We have been authorised by the Library Board on 8 September to certify the standard statements in their final form.



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**Helen Coleman**  
**Councillor**

Dated: 16 September 2011



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**Lewis Brock**  
**Councillor**

Dated: 16.9.11



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**Christine Mackenzie**  
**Chief Executive Officer**

Dated: 16 September 2011

## INDEPENDENT AUDITOR'S REPORT To the Board Members, Yarra Plenty Regional Library Corporation

### *The Financial Report and Standard Statements*

The accompanying financial report for the year ended 30 June 2011 of the Yarra Plenty Regional Library Corporation which comprises of comprehensive income statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the certification of financial statements has been audited.

The accompanying standard statements for the year ended 30 June 2011 of the Corporation which comprises standard income statement, standard balance sheet, standard cash flow statement, standard capital works and asset reconciliation statement, the related notes and the certification of standard statements have been audited.

### *Board Members' Responsibility for the Financial Report and Standard Statements*

The Board Members of the Yarra Plenty Regional Library Corporation are responsible for the preparation and fair presentation of:

- the financial report in accordance with Australian Accounting Standards, including the Australian Accounting Interpretations, and the financial reporting requirements of the *Local Government Act 1989*
- the standard statements in accordance with the basis of preparation as described in note 1 to the statements and the requirements of the *Local Government Act 1989*.

This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report and standard statements that are free from material misstatement, whether due to fraud or error.
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

### *Audit 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 and standard statements based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagement and that the audit be planned and performed to obtain reasonable assurance as to whether the financial report and standard statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report and standard statements. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report and standard statements, 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 and standard statements 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 in the financial report,
- the reasonableness of accounting estimates made by the Board Members,
- as well as evaluating the overall presentation of the financial report and standard statements.

1

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## Independent Audit Report (continued)

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

### *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 and his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

### *Audit Opinion*

In my opinion:

- (a) The financial report presents fairly, in all material respects, the financial position of the Yarra Plenty Regional Library Corporation as at 30 June 2011 and of its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards, including the Australian Accounting Interpretations, and the financial reporting requirements of the *Local Government 1989*.
- (b) The standard statements are presented fairly, in all material respects, in accordance with the basis of preparation as described in note 1 to the statements and comply with the requirements of the *Local Government Act 1989*.

### *Basis of Accounting for Standard Statements*

Without modifying my opinion, I draw attention to note 1 to the standard statements, which describes the basis of accounting. The standard statements are prepared to meet the requirements of the *Local Government Act 1989*. As a result, the standard statements may not be suitable for another purpose.

### *Matters Relating to the Electronic Presentation of the Audited Financial Report and Standard Statements*

This auditor's report relates to the financial report and standard statements published both in the annual report and on the website of the Yarra Plenty Regional Library Corporation for the year ended 30 June 2011. The Board Members of the Corporation are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report and standard statements to confirm the information included in the audited financial report and standard statements presented on the Corporation's web site.

MELBOURNE  
20 September 2011



J D D R Pearson  
Auditor-General

2

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*Auditing in the Public Interest*



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### **Thomastown**

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## Nillumbik

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### **Diamond Valley**

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### **Eltham**

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Telephone 9439 9266

## Regional Service

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Home Library Service  
Outreach Library Service  
Mobile Library



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