



# AGENDA PAPER

and  
accompanying documents  
for the

**Ordinary Meeting of the Board  
of the  
Yarra Plenty Regional Library Service**

Thursday 20 June 2019  
at 6.00pm

**Manna Gum Room 01 and 02  
Nillumbik Shire Council offices  
Civic Drive, Greensborough**

**TO BOARD MEMBER**

Yarra Plenty Regional Library Board  
The next meeting will be held

**AGENDA PAPER**

Thursday, 20 June 2019  
6.00pm

**DATE AND TIME:**

Thursday 20 June, 2019 at 6.00pm

**LOCATION:**

Manna Gum Room 01 and 02,  
Nillumbik Shire Council offices.  
Civic Drive, Greensborough

**REFRESHMENTS:**

Will be available from 5.30pm

**APOLOGIES:**

If you cannot attend the meeting, please  
email [lboyle@yprr.vic.gov.au](mailto:lboyle@yprr.vic.gov.au)  
by Monday 17 June 2019.

**Chief Executive Officer**

- A. Apologies
- B. Disclosures of Interest, declaration of Pecuniary and Conflict of Interest
- C. Confirmation of the Minutes of the Meeting of 2 May 2019
- D. Presentation of General Reports
- E. Continuation of matters lapsed from previous meetings
- F. Consideration of action petitions and joint letters
- G. General Business
- H. Reports from delegates appointed by the Board to other bodies
- I. Urgent Business
- J. Confidential item (meeting closed to the public as per S89 (2) of the Local Government Act 1989)

## SECTION C

### Confirmation of the Minutes

Meeting of 2 May 2019



# MINUTES

Ordinary Meeting of the

Yarra Plenty Regional Library Service Board

held on

Thursday 2 May 2019

in

Conference Room 2

City of Whittlesea Council offices

Ferres Boulevard, South Morang

**Present****MEMBERS**

Cr Peter Clarke	Nillumbik Shire Council
Cr Alison Champion	Banyule City Council
Cr Tom Melican	Banyule City Council
Cr Karen Egan	Nillumbik Shire Council
Cr Sam Alessi	City of Whittlesea

**OFFICERS**

Jane Cowell	CEO, Yarra Plenty Regional Library Service
Allison Beckwith	Banyule City Council
Corrienne Nichols	Nillumbik Shire Council
Russell Hopkins	City of Whittlesea
Lisa Dempster	Yarra Plenty Regional Library Service
David Kay	Yarra Plenty Regional Library Service
Matthew Shaw	Yarra Plenty Regional Library Service

**APOLOGIES**

Cr Stevan Kozmevski	City of Whittlesea
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**A. Apologies**

Apology received from Cr Stevan Kozmevski.

Condolences have been sent on behalf of the Board

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**That the apology be received.**

MOVED            Cr Sam Alessi

SECONDED       Cr Karen Egan

CARRIED

**B. Disclosure of Interest, Declaration of Pecuniary and Conflict of Interest**

There were no disclosures.

**C. Confirmation of Minutes**

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**BOARD RESOLUTION**

**That the Board resolves to confirm the following Minutes of the preceding Ordinary meeting of 28 February 2019**

MOVED            Cr Karen Egan

SECONDED       Cr Sam Alessi

CARRIED

**D. Presentation of General Reports****ITEM 1            CEO REPORT**

The CEO updated the Board on the operational restructure and the appointment of David Kay, Executive Manager, Technology & Assets. An internal audit on records management was undertaken by HLB Mann Judd and external audit by RSD Audit and we are awaiting their reports. The 2019-2021 Service Level Agreement (SLA) for the provision of library services YPRL to the Murrindindi Shire Council is currently being drafted. The existing SLA expires at the end-June 2019. YPRL will participate in the May 2019 global Wikipedia #1Lib1Ref campaign. The campaign involves Librarians across the globe adding a citation or reference to a Wikipedia article that doesn't have one. Since its introduction in December 2018, YPRL's Marketing Strategy is bearing excellent results in the digital space, with our key social media platforms seeing increases in engagement. Additionally, our digital campaigns are leading to increased collections usage. YPRL has been successful in securing a \$10K State Library of Victoria grant to pilot a volunteer-led

literacy program for new migrants and refugees. All Branches and Departments have presented their staff survey action planning results to their Teams and have commenced the action planning process. The CEO accepted an invitation to be one of 18 information professionals (from 9 countries) to be a programme adviser to help shape the 2019 Library Innovation Conference - London in October. YPRL and La Trobe University Library are collaborating to present an ALIA Victoria Professional Development event in Library and Information Week, Friday May 24th, 2pm – 6.00pm on Artificial Intelligence and Libraries. Marg Breare and Jane Petryszyn have been selected to present at the State Library of Victoria Mini Conference “Stronger Together” in May. Jack Chan has also been selected to present at this conference with *Mill Park Library Comic Con 2018: Beam Me Up Library*. Jack has also had an article accepted into the National ALIA member magazine *Incite Teaching Users to Digitise* regarding the Mill Park Library program teaching users to transfer their video / audio content to a digital format. The CEO updated the Board on the various projects underway including the LSS move, the Mill Park refurbishment and the Diamond Valley redesign.

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### BOARD RESOLUTION

**That the Board resolves to receive the CEO report**

MOVED            Cr Tom Melican

SECONDED       Cr Sam Alessi

CARRIED

### ITEM 2            BUDGET PROGRESS REPORT

The Board were presented the March 2019 quarterly finance report. The year to date (YTD) result (compared to the YTD ‘Revised Budget’) for the third quarter is an accounting surplus of \$2.3M. YPRL is projected to be on track to break even Operating + Capital Surplus, after adjusting \$394k for a staff Termination payment and Prime Mover replacement from Accumulated Surplus and Reserve for Depreciation respectively. This projection does not include the move costs to the new LSS building.

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### BOARD RESOLUTION

**THAT the Board resolves to receive and note the 31 March 2019 quarterly finance report**

MOVED            Cr Karen Egan

SECONDED       Cr Tom Melican

CARRIED

### ITEM 3            DRAFT BUDGET 2019/2020 & STRATEGIC RESOURCE PLAN

The purpose of this report is to gain Board approval of the draft Budget and Strategic Resource Plan in accordance with Section 129 of the Local Government Act 1989. Member Councils advised

that the draft YPRL 2019/20 Budget had been considered and supported by all member Councils at their recent meetings.

The draft 2019/2020 Budget is underpinned by prudent financial management principles and existing service levels in all current Library Branches. It has also been based on the Regional Library Agreement adopted by the Board in November 2015.

The overall library operations cost for 2019/2020 is budgeted at \$15.4 million, up \$198k (1.3%) from the revised 2018/2019 budget adopted by the Board August 2018. The total Member Council contributions is budgeted at \$12.36 million, an increase of \$359K (2.99%).

The draft 2019/20 YPRL Budget will be advertised and public comment sought prior to adoption at the 20 June Board meeting.

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### **BOARD RESOLUTION**

**THAT the Board resolves to**

- 1. Approve the Draft Budget 2019/2020 and Strategic Resource Plan for public display;**
- 2. Authorise the Chief Executive Officer to give public notice of the preparation of the Regional Library Budget in accordance with Section 129 (1) and (3) of the Local Government Act;**
- 3. Consider any submissions made in accordance with Section 129 (2) of the Local Government Act at the next Board meeting.**

MOVED            Cr Sam Alessi

SECONDED       Cr Karen Egan

CARRIED

### **ITEM 4            PROPOSED CHRISTMAS/NEW YEAR HOURS 2019/2020**

An evaluation of key performance measures was undertaken to investigate whether it is operationally and financially prudent to open all branches across the holiday period.

Looking at door count data and Branch Manager feedback from 2018, it is recommended that YPRL close two libraries with low Christmas visitation on Friday 27, Saturday 28 and Sunday 29. We believe there will be little community impact if Diamond Valley and Whittlesea Libraries are closed for an extra two-three days across the holiday period. The returns chutes at all libraries will remain open so people can still return their books.

The Mobile Library service will close for the Christmas/New Year period from Friday 20 December 2019 and resume on Tuesday 28 January 2020 and the Outreach vehicle service will close from Friday 20 December 2019 and resume on Tuesday 28 January 2020. The Outreach staff will provide a double delivery to clients for this period.

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### **BOARD RESOLUTION**

**That the Board resolves to approve the Christmas-New Year opening hours for 2019/2020**

MOVED            Cr Karen Egan

SECONDED       Cr Tom Melican

CARRIED



**ITEM 5 SECURITY AUDIT REPORT UPDATE**

In response to a serious break-in and theft at Thomastown Library YPRL determined that a region wide security audit of facilities and processes was required. During February and March of 2018, a security audit by an external consultant was conducted across all of YPRL's service points including mobile vehicles and the City of Whittlesea Depot where the mobile is garaged. The report including recommendations for remedial actions was delivered to YPRL in May 2018. In June 2018 YPRL's Executive Leadership Team reviewed the recommendations made by Luke Percy-Dove from Matrix Security Solutions and reported to the Board the key actions. We are continuing the engagement process with Branch Managers and Council officers to rectify the security issues identified in the report in an appropriate manner and timeframe.

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**BOARD RESOLUTION**

**That the Board resolves to receive the report.**

MOVED Cr Sam Alessi

SECONDED Cr Alison Champion

CARRIED

**ITEM 6 ICT PROJECT UPDATE**

There are many completed projects, with a number of other projects active and progressing well. Projects include: Desktop and Laptop Refresh Project - upon the completion of the project, a total of 400 DELL desktops and laptops will have been deployed in YPRL's environment; Pharos PC booking and Print Management Implementation – the rollout is underway and training is being provided; Branch Server Replacement - 9 new DELL branch servers have been delivered to our IT supplier; ICT Audit - the ICT team will undertake an audit of the hardware and software that services YPRL.

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**BOARD RESOLUTION**

**That the Board resolves to receive the report:**

MOVED Cr Alison Champion

SECONDED Cr Tom Melican

CARRIED

**ITEM 7 ALIA ONLINE CONFERENCE REPORT, SYDNEY 2019**

The Australian Library and Information Association (ALIA) Information Online Conference was held in Sydney, 12 February – 15 February 2019. The Conference was attended by the CEO and the Executive Manager Public Participation. It included a tour of the new Sydney Green Square Library.

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**BOARD RESOLUTION**

**That the Board resolves to note the CEO report on the ALIA Information Online Conference attendance.**

MOVED Cr Karen Egan

SECONDED Cr Alison Champion

CARRIED

**ITEM 8 ALIA LIBRARY DESIGN AWARDS REPORT**

The Board approved the attendance of the CEO to the ALIA Library Design conference as part of the agreed interstate professional development opportunities for 2019. YPRL supported the attendance through funding travel and accommodation. The Australian Library Design Awards have been created to showcase the best in contemporary library interiors and exteriors in Australia, and to celebrate the investment in libraries made by our nation's institutions, corporations, local, state and territory governments.

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**BOARD RESOLUTION**

**That the Board resolves to note the CEO report on the ALIA Library Design Conference attendance.**

MOVED Cr Tom Melican

SECONDED Cr Karen Egan

CARRIED

**ITEM 9 AUDIT COMMITTEE REPORT**

The Audit Committee met on Thursday 2 May 2019, immediately prior to the Board meeting.

A verbal report was made to the Board by the CEO.

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**BOARD RESOLUTION**

**That the Board resolves to receive the report**

MOVED Cr Karen Egan

SECONDED Cr Tom Melican

CARRIED

**E. Continuation of matters lapsed from previous meetings****F. Consideration of action on petitions and joint letters**

Petition received from residents from Whittlesea regarding a library matter.

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**BOARD RESOLUTION**

**That the Board resolves to note the petition received and move that the CEO to respond in writing to the petitioner.**

MOVED Cr Sam Alessi

SECONDED Cr Karen Egan

CARRIED

**G. General Business****H. Reports from delegates appointed by the Board to other bodies****I. Urgent Business****J. Confidential Item**

Motion to move into the Confidential Meeting at 5.40 pm

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**BOARD RESOLUTION**

**That the Board resolves that the Confidential Meeting be held in camera**

MOVED            Cr Tom Melican

SECONDED       Cr Karen Egan

CARRIED

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**BOARD RESOLUTION**

**That the Board meeting be opened to the public at 5.45pm**

MOVED            Cr Tom Melican

SECONDED       Cr Sam Alessi

CARRIED

**THERE BEING NO FURTHER BUSINESS,  
THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 5.45PM**

## SECTION D

### Presentation of General Reports

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## Agenda Item 1: CEO Report

Responsible Officer: Chief Executive Officer

Author: Jane Cowell, CEO

Attachment: Meetings attended by the CEO

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### REPORT

#### Board and Governance

Meeting Procedure (Amendment) LOCAL LAW 2018 : In August 2018, the Board was asked to consider In Principle agreement to a policy change out of session to meet a media opportunity. The Board then directed YPRL to investigate amending the Meeting Procedure (Amendment) Local Law 2013 to allow the Board to make resolutions out of session in extraordinary circumstances or to meet major opportunities. Hunt & Hunt Lawyers drafted the proposed amendment which was then published in the Government Gazette on 1 November 2018 and in the Leader Newspaper, Diamond Valley, Heidelberg and Whittlesea editions, in the week beginning 29 November 2018. Members of the public who wished to make a submission could do so in writing by 6 December 2018. No submissions were received. The Regional Library Agreement states that a resolution of the Board to adopt or amend a Local Law must not be passed unless and until the proposed Local Law has been ratified by each Member Council.

City of Whittlesea has ratified this amendment at their Council meeting of 13<sup>th</sup> February, 2019. Banyule City Council ratified this amendment at their Council meeting of 29<sup>th</sup> April, 2019. Nillumbik Shire Council is to ratify this amendment at their meeting of 25<sup>th</sup> June. Once this is confirmed YPRL will need to advertise the change as per the Local Law requirements and then this amendment can be used by the Board.

Internal Audit: Records Management: This audit was undertaken by HLB Mann Judd from 19<sup>th</sup> March to 22<sup>nd</sup> March. The review was approved by YPRL's Audit Committee as part of the 2017 – 2020 Internal Audit Program. The key areas of review included: adequate policies and procedures to govern the management of records/knowledge are in place; compliance with the policies and procedures across all areas/departments at YPRL; security of records and records are destroyed in accordance with standards.

The draft Audit report was delivered to YPRL on 13<sup>th</sup> May, 2019 and management has developed a response which was presented to the Audit Committee at their meeting on 20<sup>th</sup> June, 2019. There were 6 Recommendations with a risk rating of Medium and ranged from lack of formal documentation and strategy regarding YPRL Records to training and awareness of staff in regards to their responsibilities in record keeping procedures.

## Knowledge and Information

Wikipedia project: YPRL participated in the May 2019 global Wikipedia #1Lib1Ref campaign. Key staff champions were identified from each Branch and underwent training with the Victorian Wikipedia in residence, Pru Mitchell. To the end of May YPRL's contribution in this global campaign achieved the following:

- 5<sup>th</sup> for "Recent edits"
- 3<sup>rd</sup> for "Words added"
- 2<sup>nd</sup> for "Views"
- 2<sup>nd</sup> for the number of "Editors".

The team have also submitted an abstract to PLV's "Libraries change lives" conference in September to share the project, what we learned and what was achieved. The focus of the edits were to strengthen local information on Wikipedia.

Collections: Our investment in providing 24/7 access to digital content is supported by the following recent data:

- An extraordinary increase of 147% usage of Lynda/LinkedIn business and computing courses from February to April 2019
- A resurgence of ebook use of 75% from January to April 2019 (Overdrive platform)
- A rapid update of curated ebooks targeted to men: 80% of our allocated trial budget was spent within 36 hours.

## Public Participation

### Opening Hours Review:

Libraries Alive are continuing with YPRL's Opening Hours consultation, analysing our current data, staff costs and operating implications. They will meet YPRL's senior leadership team for a second consultation on 27 June. Recommendations will be brought to the board in October.

### Comic Con

Across May YPRL hosted three major family events: Banyule Comic Con (supported by City of Banyule arts grant), Nillumbik Comic Con (supported by Nillumbik arts grant) and Whittlesea Comic Con (pilot supported by Whittlesea community grants in 2018). Comic con is short for 'comic book convention', and it's a public festival celebrating comic books and the culture that surrounds them. This includes pop culture, gaming in all its forms (on computers and consoles, table-top games, even virtual reality), costuming (known as cosplay), fan groups, and way more. YPRL's Comic Cons were attended by 4,300+ people and offered an inclusive, dynamic and fun space for our communities to explore their passions in a supported environment. Additionally they provided an opportunity for YPRL to showcase the artists, makers, micro business and community groups in our region, with each Comic Con hosting up to 30 presenters and stallholders.

## People & Culture

Our staffing level is currently 93.17 compared to the budgeted figure of 91.78. The variance is due to the executive restructure coupled with minor staffing and rostering changes to lower band levels in Branches. The Executive Team reduced by 1.0 EFT and two new Band 7 Manager positions were created resulting in an overall increase of 1.0 EFT.

The Volunteer Policy underwent a comprehensive review and consultation process and was approved by the CEO. In addition, new volunteer forms and procedures were implemented to streamline volunteer recruitment processes and align them with the National Volunteer Standards, and 10 staff who supervise volunteers completed volunteer supervisor training.

## Advocacy

*Telling the Public Library story:* The CEO has accepted a request to be an Industry Sponsor for the State Library of Victoria Senior Leadership Training program Action Learning Project: **Project 3: Statewide/nationwide – library staff exchange program**. This project will research how a professional development exchange program would work across the state or across Australia. This would give country or isolated library services the opportunity to share their experiences with inner metro library services and vice versa. This project would focus on cross learnings, mentoring and also networking opportunities, and could even work within State Library/Public Library exchange staff program.

YPRL and La Trobe University Library jointly presented an ALIA Victoria Professional Development event in Library and Information Week, Friday 24 May, 2pm – 6pm on Artificial Intelligence and Libraries. This event was booked out with 80 participants from the Northern Melbourne regions who worked in school libraries, public libraries and University libraries. Fiona Salisbury, La Trobe University Librarian and I will survey participants to discover if there is interest for ongoing Professional Development opportunities of this type. We will continue to investigate ways that the two library services can share and collaborate more for career development for library staff in the region.

IFLA Public Libraries Standing Committee: The CEO has been elected to the **Public Library Section Standing Committee** for the Term 2019-2023. The first Standing Committee Meeting is to be held at the IFLA World Congress in Athens in 2019.



Media Mentions :

Whittlesea Leader	24
Your Child – Whittlesea	14
Northern Star Weekly	5
Your Child – Banyule/Nillumbik	4
Whittlesea Review	1
Ausdroid – online publication	1
Impulse Gamer – online publication	1
Now to Love - online publication	1
3AWW – radio	1
ABC Radio Melbourne	2
7 News Australia - TV	1
Star Observer online publication	1
Herald Sun	2
Herald Sun blog	1
KIIS - radio	1
Mouthsofmum – Blog	1
North Central Review	1
qNews – online publication	1
SBS – online publication	1
Sunrise TV	1
Yahoo News - online publication	1
The Lifted Brow – online publication	1
Arts Hub – online publication	1
<b>Total</b>	<b>68</b>

Libraries Change Lives:

On 19 June 2016 Yarra Plenty Regional Library will be participating in a public libraries showcase at Victoria's Parliament as part of the Libraries Change Lives campaign. 100 Government MPs are invited and the event is designed to showcase the portfolio of innovative programs that public libraries provide across Victoria. YPRL's innovative Adventures in Illustration exhibition will be showcased as part of the event.

## Infrastructure and Innovation

### LSS Accommodation:

The majority of structural works have been completed. Outstanding work includes some electrical and data specifications, WiFi access points and the subdivision of the building so that an NBN connection can be actioned. A walkthrough of the new Yarra Plenty Regional Library (YPRL) head office premises located at 1 Danaher Drive was conducted on Wednesday 29th May by the CEO, Executive Manager of Corporate Services, Executive Manager of Technology & Assets and an OH&S Representative. The landlord has advised to expect a complete a final walkthrough and handover of the premises by Friday 7th June.

The current spend on the fit out is \$20,601. YPRL cannot take over the premises until the requirements above are finalised. A walkthrough with Board members can be organised once the handover has been accepted.

Picture of the current state of the new LSS office are below which shows the outlook on the outside of the Offices and looking towards the back of the office space.



### Mill Park Branch Refurbishment:

The Mill Park Branch Refurbishment works completion has been delayed by two weeks due to delays in carpet delivery and installation and YPRL continue to liaise closely with City of Whittlesea, the Architect and Mill Park Branch staff.

Site configuration of furniture and flooring has been completed and joinery of the cubby house and café pod are to be installed by June 6. Concurrent works identified through this project was the rectification of underfloor steel works and this will be completed by June 3. There has been a delay of the new carpet delivery to site and thus the YPRL move in date has been extended to July 15 and the scheduled opening date has been revised to Monday July 22.

Picture 1: The hollow shell of Mill Park library, viewed from the front to the back door.



Picture 2: The Diamond Creek Men's Shed are building outdoor furniture sponsored by Araluen. The metal frame is shown below which will then be covered in timber.



## Finance and Governance

External Audit: Interim Audit: This interim audit was undertaken and issued by RSD Audit from April 4<sup>th</sup> to April 5<sup>th</sup> on behalf of VAGO. The interim audit is the first phase of the end of year audit which will be conducted on YPRL's annual report and financial statements. The interim audit includes financial sample testing, as well as interrogation of internal procedures.

Management has developed a response which was presented to the Audit Committee in June 2019. There were 6 findings rated as low, and 3 findings rated as medium. Findings related to recommended process changes, documentation review dates, and internal process testing. The final audit will be undertaken on July 29<sup>th</sup> and delivered in time for the development of the Annual Report.

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**RECOMMENDATION**

**THAT the Board resolves to receive the report**

**M:** \_\_\_\_\_

**S:** \_\_\_\_\_

**Table 1: External Meetings attended**

Date	Meeting	Topic
5 April	Fiona Salisbury – Latrobe University Librarian	Future of Libraries and AI: professional development seminar developed in partnership with La Trobe University and YPRL
8 April	Carl Cowie CEO Nillumbik Shire Council and Matt Kelleher Director, Nillumbik Shire Council	Introduction and discussion of library developments in the Shire
8 April	Fiona Salisbury – Latrobe University Librarian	Future of Libraries and AI: further planning
12 April	WCC Launch of Online Whittlesea Community Directory	Invitation event. Launched by Mayor City of Whittlesea
15 April	Paula Kelly-Paul, Manager Learning Communities Hobsons Bay Council and ALIA Board Member	Future of Libraries and AI seminar held on 24 May, 2019: planning
29 April	Ross Coverdale, CEO Araluen, held at Mill Park Library	Video Interview regarding the Araluen and YPRL partnership
3 May	Fiona Salisbury – Latrobe University Librarian	Future of Libraries and AI seminar – planning meeting
9 May	Mernda Town Centre Experience Design workshop	
13 May	Ivanhoe Library and Cultural Hub meeting	Development of the shared governance model of the new Ivanhoe Library / Gallery / Community building
15 May	Libraries After Dark Steering Committee meeting	Final reference group meeting of the pilot project group. The next iteration of the project has been funded and YPRL will continue to be a partner.
24 May	Future AI in Libraries Seminar – Latrobe University	80 in attendance. Successful professional development opportunity for library staff in the region. 6 YPRL staff attended.
29 May	Ivanhoe Library and Cultural Hub meeting	Development of the shared governance model of the new Ivanhoe Library / Gallery / Community building

Date	Meeting	Topic
June 3 & 4	National Library Conference, Dundee Scotland	Keynote speaker: Innovation it's a State of Mind Meetings held with the Reading Agency, Scotland National Library of Scotland
June 5	John National Library of Scotland	Visited and toured the National Library of Scotland and the Edinburgh Public Library
June 5	Glasgow Women's Library	Visited and toured the Glasgow Women's Library – a lending library, archive and museum of the achievements of women in Scotland
June 10	Dublin Public Library	Met with key driver for the one Library Ireland project. Also discussed the new Irish National Library strategy for public libraries in Ireland
June 11	London Library Consortium members London	Met with 2 Library Managers from the London Library Consortium (16 boroughs of London have a shared library management system and consortia for content)
June 11	British Library	The report into the one Digital Library presence for the UK , research undertaken by the British Library has just been released. Discussion on the next steps the British Library is taking and their analysis of the 5 options they found.
June 13	Libraries Connect Conference University of Warwick, Coventry	Speaker: Partnerships as a solution Showcasing YPRL partnerships LAD and Araluen

## **Agenda Item 2: Formal Adoption of Budget 2019/2020 and Strategic Resource Plan 2019/2020 to 2022/2023**

Responsible Officer: Chief Executive Officer

Author: Matthew Shaw, Finance Manager

Attachment: Budget 2019/2020 and Strategic Resource Plan 2019/2020 to 2022/2023

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### **REPORT**

#### **INTRODUCTION**

The Board is required to give formal approval to the Regional Library Corporation 2019/2020 Budget, following a period of notice to the public under Section 129 (1) and (3) of the Local Government Act 1989.

On 28<sup>th</sup> February 2019 the Board resolved to refer the draft 2019/2020 Budget to Member Councils.

On 2<sup>nd</sup> May 2019 the Board resolved that the 2019/2020 Annual Budget was approved for public display, and that the CEO was to give public notice of the preparation of the Regional Library Budget in accordance with Section 129(1) and (3) of the Local Government Act.

#### **CONSULTATION**

The 2019/2020 Annual Budget was advertised on 7 May 2019 and was available for public perusal and submissions from 7 May 2019 until 4 June 2019. No comments or submissions have been received.

#### **CRITICAL DATES**

The adopted Budget must be submitted to the Minister of Local Government by 30 June 2019, as advised by Minister of Local Government.

#### **FINANCIAL IMPLICATIONS**

The total budget for the Library Service for 2019/2020 is \$15,404,646.

#### **POLICY STRATEGY AND LEGISLATION**

The Board is required to give formal approval to the 2019/2020 Regional Library Corporation Budget following a period of notice to the public, as specified under Section 129 (1) and (3) of the Local Government Act 1989.

#### **LINKS TO STRATEGIC PLAN**

Focus Area 6. Finance and Governance

*Responsibly manage our budget to deliver best value to our community*

## DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## CONCLUSION

The 2019/2020 Budget has been based on prudent financial management principles and maintaining existing service levels in all current Library Branches. It has also been based on the revised Regional Library Agreement adopted by the Board in November 2015.

The overall increase in library operations expenditure is 1.30%. Member council contributions increase 2.99% in 2019-2020, primarily due to the abolishment of overdue library fees impact on other revenue.

The 2019/2020 Budget has been prepared based on the minimum required to ensure maintenance of a high-quality Regional Library service for the communities of Banyule, Nillumbik and Whittlesea.

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## RECOMMENDATION

**THAT the Board resolves to formally adopt the 2019/2020 Budget and Strategic Resource Plan 2019/2020 to 2022/2023 as included in this Agenda.**

M: \_\_\_\_\_

S: \_\_\_\_\_



**Budget 2019/2020**  
**Strategic Resource Plan 2019/2020 to 2022/2023**

**20 June 2019**

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## Yarra Plenty Regional Library – Budget 2019/2020

### 1 Background

Yarra Plenty Regional Library (YPRL) 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 in 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.

There are nine branch libraries located at Diamond Valley, Eltham, Ivanhoe, Rosanna, Watsonia, Lalor, Mill Park, Thomastown and Whittlesea and one mobile library and one outreach vehicle. YPRL also provides a Home Library Service which supports the library needs of people that are home bound due to frailty, illness or disability. The 2019/2020 Budget provides for the continuation of existing service levels at all service points. The Regional Library Service is co-ordinated from the PRACC North building in the City of Whittlesea in South Morang. YPRL also provides computer and collection procurement services to Murrindindi Library Service, including full access to the library's database.

YPRL's funding is provided as follows:

<b>Funding Summary</b>	<b>2017-2018 Actual</b>	<b>2018-2019 Revised Budget</b>	<b>Proposed 2019-2020 Budget</b>	<b>% Change</b>	<b>\$ Change</b>
<b>Council Contributions</b>	11,840,832	12,003,030	12,362,364	2.99%	359,334
<b>State Government</b>	2,344,258	2,391,143	2,443,752	2.20%	52,609
<b>Other Revenue</b>	851,641	812,128	598,530	-26.30%	-213,598
<b>Total Income</b>	<b>15,036,731</b>	<b>15,206,301</b>	<b>15,404,646</b>	<b>1.30%</b>	<b>198,345</b>

The Library Service is funded by Member Councils, the State Government and its own operations on the following basis:

- Council Contributions - 80.3% (2018/2019 78.9%)
- State Government Operational Grants - 15.9% (2018/2019 15.7%)
- Library Operations & Other Grants - 3.9% (2018/2019 5.3%)

The Library Service has prepared this budget with an appreciation of the cost pressures on member Councils and is reviewing operating and purchasing processes to find efficiencies and cost savings. Library services continue to be one of the most popular and valued of all Council services. 137,983 residents of Banyule, Nillumbik and Whittlesea are Library members accessing library services regularly.

YPRL is required to prepare and adopt an annual budget under the provisions of the Local Government Act 1989 (the Act). The budget is required to include specific financial information as well as details about the fees and charges that the Library intends to levy.

The budget document provides key information about revenue, operation results, service levels, cash and investments, capital works, financial position, financial sustainability and outlines where the energy of Library staff will be focussed over the coming year to achieve the objectives of the Library Plan 2017-2021.

## 2 Budget Processes

The preparation of the budget begins with senior officers reviewing expenditure over the last year and preparing an annual budget that can deliver the library service and program of projects in accordance with the Library Agreement and the 2017-21 Library Plan. The Draft Budget is prepared in accordance with the Act and submitted to the Board for approval in principle.

The Library Service is then required to give public notice that it intends to adopt the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by the Board.

The final step is for the Board to adopt the budget after receiving and considering any submission from interested parties.

The budget is required to be adopted and a copy submitted to the Minister by 30 June each year. The key dates for the 2019/2020 budget process are summarised below:

1	Draft Budget submitted to the Board for comment	Feb - 28
2	Proposed Budget submitted to the Board for approval	Apr - 17
3	Public notice advising intention to adopt Budget	Apr - 22
4	Budget available for public inspection and comment until	Jun - 01
5	Budget and submissions presented to the Board for adoption	Jun - 20
6	Copy of adopted Budget submitted to the Minister by	Jun - 30

## 3 Linkage to the 2017- 2021 Library Plan

This section describes how the Annual Budget links to the achievement of the Library Plan within an overall planning framework. This framework helps ensure that the community needs and aspirations captured in the Library Plan can be delivered with the funding provided and the actions described in the Priority Action Plan 2019/2020. The Board will be held accountable through the Annual Report and the Annual Audited Financial Statements.

### 3.1 Library Vision

*Informed creative communities: connected and empowered*

The Strategic Resource Plan must be reviewed in conjunction with the Library Plan and must be adopted by 30th June each year. This Strategic Resource Plan is based on the Yarra Plenty Regional Library Plan 2017-2021. The 2019/2020 Budget describes the financial resources required to sustain the organisation and its assets and undertake programs and initiatives outlined in the Priority Action Plan.

**The Mission of YPRL is:**

To be a sector leading library service

We will provide opportunities for our diverse communities to read, learn, create and connect, supported by equitable access to collections, technology, programs and welcoming and safe spaces. We aim to be the “third space” after home and work or education and to be regarded as the community lounge room.

**Goals**

YPRL has identified six goals that are supported by a number of strategies and actions that will drive the delivery of services as follows:

- Provide free access to dynamic collections which inform and delight
- Inspire our diverse communities to participate in empowering activities and learning opportunities
- Invest in our people and culture because they are at the heart of everything we do
- Advocate for greater awareness of and investment in the powerful and transforming story of our public libraries
- Create innovative digital and physical infrastructure to deliver sector leading services
- Optimise public value through sustainable financial management and governance

**Focus Areas**

- Knowledge and Information
- Public Participation
- People and Culture
- Advocacy
- Infrastructure and Innovation
- Finance and Governance

The Priority Action Plan for the 2018/19 financial year is attached as Appendix E

**4 Budget Influences**

**4.1 Budget Principals and Legislative Requirements**

The 2019/2020 budget has been prepared according to the following principles:

- A small operating (accounting) surplus.
- A balanced operating plus capital expenditure budget – that is, the annual budget has been framed so that income matches the operating budget plus planned capital expenditure;
- Application of the Member Council cost apportionment as per the Regional Library Agreement (adopted by the Board on 26 November 2015);
- Maintenance of existing service and staffing levels at existing branches and Mobile and Outreach library services.

**4.2 Legislative requirements**

Under the Local Government Act 1989 and associated Legislation, YPRL is required to prepare and adopt an annual budget for each financial year incorporating specific information contained in this document.

The 2019/2020 Budget is for the year 1 July 2019 to 30 June 2020 and is prepared in accordance with the Act and Regulations. The budget includes Financial Statements, these being a budgeted Income & Capital Expenditure Statement, Balance Sheet, and Cash Flow. These Statements are required so that informed decisions can be made about the adoption of the budget. Refer Table 5.2.4 and Appendix A for the detailed Statements.

The budget includes a Strategic Resource Plan (refer Section 8).

## 5 Analysis of Operating and Capital Budget

This section of the report analyses the expected revenues and expenses of the Library Service for the 2019/2020 year

### 5.1 Total Revenue (operating and capital)

Total Revenue is primarily provided by Council Contributions, and is matched to budgeted expenditure. Due to careful management of overall expenditure, the total revenue increase required to balance the budget for 2019/2020 is \$198k, a 1.30% increase against the 2018/2019 budget and is below CPI.

Council contributions represent 80.3% of the required funding; State Government Operating Grants 15.9% and other revenue is 3.9% (refer table below).

Funding Summary	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change
<b>Council Contributions</b>	11,840,832	12,003,030	12,362,364	2.99%	359,334
<b>State Government</b>	2,344,258	2,391,143	2,443,752	2.20%	52,609
<b>Other Revenue</b>	851,641	812,128	598,530	-26.30%	-213,598
<b>Total Income</b>	<b>15,036,731</b>	<b>15,206,301</b>	<b>15,404,646</b>	<b>1.30%</b>	<b>198,345</b>

#### 5.1.1 Council Contributions

The Member Council contributions are based on the Library Agreement which results in the proposed contributions increasing from the 2018/2019 budgeted amount of \$12.03M to \$12.36M (\$359k or 2.99%).

The cost apportionment formula, which determines the distribution of costs across the three Member Councils, uses the direct costs of all services to all branches and a number of other usage based cost drivers. Direct costs include salaries and utilities at each branch. Indirect costs include Collections Costs, ICT Expenditure, Organisational Development, Community Engagement, the Mobile Library and Library Support Services. Indirect costs are apportioned to each branch based on criteria contained in the Regional Library Agreement, then total branch library costs (Direct + Indirect apportionment) are allocated to each Council on the basis of the agreement usage formula.

The costs outlined below are prepared in accordance with the cost apportionment model agreed to by Member Councils, and signed off in November 2015.

Council Contributions	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change
<b>Banyule</b>	4,513,734	4,494,711	4,728,849	5.21%	234,138
<b>Nillumbik</b>	2,693,887	2,760,620	2,742,476	-0.66%	-18,144
<b>Whittlesea</b>	4,633,207	4,747,699	4,891,039	3.02%	143,340
<b>Total Council Contributions</b>	<b>11,840,828</b>	<b>12,003,030</b>	<b>12,362,364</b>	<b>2.99%</b>	<b>359,334</b>

### 5.1.2 State Government Operating Grants

The draft budget is based on the State Government operating grant increasing by 2.2% against the 2018/2019 budget, which is a 2.0% increase upon the actual amount received in the 2018/2019 financial year. The State Government Grant is determined by factors that include population growth, socio economic status and other demographic influences. Under the cost apportionment model, the State Government Operating Grant is deducted directly from each council's allocated costs, to determine council contributions.

State Government Operating Grant	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change
<b>Banyule</b>	750,162	786,000	773,547	-1.58%	-12,453
<b>Nillumbik</b>	398,524	412,535	408,948	-0.87%	-3,587
<b>Whittlesea</b>	1,195,572	1,192,608	1,261,258	5.76%	68,650
<b>Total Income</b>	<b>2,344,258</b>	<b>2,391,143</b>	<b>2,443,752</b>	<b>2.20%</b>	<b>52,609</b>

### 5.1.3 Other Revenue (Including Premiers Reading Fund and Local Priorities Funding)

The total of the Library's other revenue is budgeted to decrease by \$214k or 26.3% - primarily due to the proposed abolishment of overdue fees (\$190k, or 1.2% of total revenue).

Overdue library fees have a disproportionate negative impact on financially vulnerable and low socioeconomic members of council communities. Removing overdue fees will improve library resource access and amenity to the community members most in need, and reduce barriers to full, unrestricted access to the library service for all.

Other Revenue	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change
<b>Overdue Fees</b>	213,017	190,189	0	-100.00%	-190,189
<b>Facility Hire Fees</b>	66,909	68,700	68,700	0.00%	0
<b>Other User Fees</b>	171,261	198,744	167,750	-15.59%	-30,994
<b>Local Priorities Funding</b>	123,983	125,850	130,884	4.00%	5,034
<b>Premier's Reading Fund</b>	56,595	56,595	58,859	4.00%	2,264
<b>Non-Recurrent Grants</b>	53,635	0	0	N/A	0
<b>Miscellaneous</b>	96,295	92,050	92,338	0.31%	288
<b>Interest Revenue</b>	69,946	80,000	80,000	0.00%	0
<b>Total Other Revenue</b>	<b>851,641</b>	<b>812,128</b>	<b>598,530</b>	<b>-26.30%</b>	<b>-213,598</b>

Refer Appendix C for the schedule of fees and charges.

## 5.2 Expenditure – Operating and Capital

The total operating plus capital expenditure budget is \$15.4m, which is a below CPI increase of \$190k, or 1.3% from the 2018/2019 Budget.

2019/2020 Expenditure Summary Total	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change
<b>Employee Costs</b>	9,295,913	9,430,751	9,617,136	1.98%	186,385
<b>Administration &amp; Other Costs</b>	580,719	407,459	386,359	-5.18%	-21,100
<b>Branch Costs</b>	883,493	937,290	909,136	-3.00%	-28,154
<b>ICT Costs</b>	1,134,250	1,170,204	1,097,676	-6.20%	-72,528
<b>Corporate Services</b>	205,074	233,080	220,351	-5.46%	-12,729
<b>Public Participation</b>	145,927	155,650	143,650	-7.71%	-12,000
<b>Loss on Asset Revaluation</b>	1,208,128	0	0	N/A	0
<b>Collection Non-Capital</b>	937,137	932,496	950,966	1.98%	18,470
<b>Capital - Reserve Transfers</b>	8,085	0	75,000	N/A	75,000
<b>Capital - Collection</b>	1,847,847	1,813,525	1,819,171	0.31%	5,646
<b>Capital - Local Priorities</b>	21,968	125,850	130,884	4.00%	5,034
<b>Capital - Lease Repayments</b>	0	0	54,317	N/A	54,317
<b>Total Expenditure</b>	<b>16,268,541</b>	<b>15,206,305</b>	<b>15,404,646</b>	<b>1.30%</b>	<b>198,341</b>

### 5.2.1 Employee expenses

Increase of \$186k (1.98%) in Salary Costs primarily due to the realignment of Long Service Leave expense in line with projected entitlement costs for a highly established workforce (\$123k). In order to cover this budgeted expense, and the 2% wage increase allowed for in the Enterprise Agreement currently under review by Fair Work, efficiency dividends have been applied to restrain wage cost growth across branches and LSS.

### 5.2.2 Other Budget Expenditure Items

- Decrease of \$21k (-5.2%) in Administration Costs due to reduced consultancy costs and other savings, net of associated ongoing expenditure required to relocate the LSS function location in 2019.
- Decrease of \$28k (-3.0%) in Branch Costs primarily due to a more competitive cleaning tender and a conservative furniture and fittings budget;
- Decrease of \$73K (-6.2%) in Information Communication & Technology (ICT) due to savings in software licencing, reduced photocopier costs, and an accounting standard change AASB 16 (See AASB 16 note below);
- Decrease of \$12K (-7.7%) in Public Participation program of due to the savings in branding concept development and regional events;
- A transfer of \$75k to the Asset Replacement Reserve in order to ensure adequate future funds availability to replace depreciated assets and maintain service quality.
- New Item – Capital – Lease Repayments. \$54k in 'new' expenditure.
- New accounting standard AASB 16 comes into effect on 1st July 2019, and requires that certain types of operating leases receive a different accounting treatment. YPRL has 6 leases impacted by this change, which results in approximately \$54k being reallocated from ICT Costs to 'Capital' Lease Repayments.



### **5.2.3 Capital Budget**

Total increase of \$24k (0.88%) across Collection Capital and Non-Capital. This figure allows for an increase in direct resource acquisition expenditure of 1.9%, with savings made in supplier processing due to the weaker purchasing power of the Australian Dollar reducing physical acquisitions.

The Collections Asset Strategic Framework and Plan 2018-2022 articulates a rationale, priorities and targets for the Library's collection from a service provision as well as a strategic asset maintenance perspective. It describes where we are now, what internal and external influences are impacting on the service, where we should be and identifies four key areas of focus to achieve the Framework's overall objective.

The four focus areas which underpin the Framework are:

- Current and relevant collections
- Optimised access
- Curated collections
- Ensured sustainability

The 2019/2020 Collections budget represents the minimum required to deliver the 2019-2020 actions described in the Framework.

### **Capital Budget**

#### **• Collection**

The 2018/19 Budget provides for \$1.81M to be spent on the procurement of physical collection items such as adult, junior and teen books, DVDs, CDs and audiobooks. An inflationary indexation of 2% has been applied for Collection (Capital and Non-Capital) costs. This is to maintain the Library collection at its current standard and to accommodate the need and demand to establish a new collection to cater for the growing Punjabi and Hindi speaking population.

The Collections Asset Strategic Framework Plan 2018-2022 articulates a rationale, priorities and targets for the Library's collection from a service provision as well as a strategic asset maintenance perspective. It describes where we are now, what internal and external influences are impacting on the service, where we should be and identifies four key areas of focus to achieve the Framework's overall objective. The four focus areas which underpin the Framework are:

- Current and relevant collections
- Optimised access
- Curated collections
- Ensured sustainability

#### **• Asset Replacement Reserve**

The 2019/2020 budget provides for \$75K to be transferred to a reserve to fund the replacement of Library assets such as the Mobile Library. As at 30 June 2018 the amount in Reserve was \$1.424M. As accounting depreciation alone does not cover asset replacement cost, prudent Asset Replacement Reserve transfers are necessary in order to ensure that capital is available to replace current in-service assets with items of comparable functionality.

#### 5.2.4 Operating (Accrual) Budget

The following statement is the Operating Budget prepared in accordance with the relevant accounting standards and includes all income and expenditure on an accrual basis. It excludes all capital expenditure.

Operating Budget	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change
<b>REVENUE</b>					
<b>Council Contributions</b>	11,840,832	12,003,030	12,362,364	2.99%	359,334
<b>State Government</b>	2,344,258	2,391,143	2,443,752	2.20%	52,609
<b>Other Revenue</b>	851,641	812,128	598,530	-26.30%	(213,598)
<b>TOTAL REVENUE</b>	<b>15,036,731</b>	<b>15,206,301</b>	<b>15,404,646</b>	<b>1.30%</b>	<b>198,345</b>
<b>EXPENSES</b>					
<b>Employee Costs</b>	9,295,913	9,430,751	9,617,136	1.98%	186,385
<b>Administration &amp; Other Costs</b>	580,719	407,459	386,359	-5.18%	(21,100)
<b>Branch Costs</b>	883,493	937,290	909,136	-3.00%	(28,154)
<b>ICT Costs</b>	1,134,250	1,170,204	1,097,676	-6.20%	(72,528)
<b>Corporate Services</b>	205,074	233,080	220,351	-5.46%	(12,729)
<b>Public Participation</b>	145,927	155,650	143,650	-7.71%	(12,000)
<b>Loss on Asset Revaluation</b>	1,208,128	0	0	N/A	0
<b>Collection Non-Capital</b>	937,137	932,496	950,966	1.98%	18,470
<b>Depreciation</b>	1,699,364	1,900,000	1,960,800	3.20%	60,800
<b>TOTAL EXPENSES</b>	<b>16,098,090</b>	<b>15,166,930</b>	<b>15,361,074</b>	<b>1.30%</b>	<b>194,144</b>
<b>NET ACCOUNTING SURPLUS/(DEFICIT)</b>	<b>(1,061,359)</b>	<b>39,371</b>	<b>43,572</b>		<b>4,201</b>

#### 6 Budgeted Cash Position

The following table represents a summary of the Standard Cash Flow Statement and indicates the cash results from the operating, investing and financing activities of the Library Service for the 2019/2020 year. The net budgeted increase in 2018/2019 is \$0k and \$75k in the 2019/2020 year.

Cash Flows	2017/2018 Actual \$	2018/2019 Budget \$	2019/2020 Budget \$
<b>Operating</b>	1,762,703	2,020,161	2,133,952
<b>Investing</b>	(1,928,999)	(1,939,375)	(2,004,372)
<b>Financing</b>	0	0	0
<b>Net Increase (decrease) in cash held</b>	<b>(166,296)</b>	<b>80,786</b>	<b>129,580</b>
<b>Cash at beginning of financial year</b>	<b>4,868,240</b>	<b>4,701,944</b>	<b>4,782,730</b>
<b>Cash at end of financial year</b>	<b>4,701,944</b>	<b>4,782,730</b>	<b>4,912,311</b>

### 6.1.1 Cash at End of the Year

Overall total cash is forecast to increase to \$4.78M as at 30 June 2020.

The majority of the Corporation's Cash is restricted. By 30 June 2020 the Corporation is estimated to have \$1.3M in its Asset Replacement Reserve, following a \$225k drawdown for truck repairs in early 2019. It is estimated that \$2.3M is required to fund employee entitlements such as Long Service Leave and Annual Leave as at 30 June 2020.

## 7 Budgeted Financial Position – Balance Sheet

The following table represents a summary of the Library's assets, liabilities and equity.

Balance Sheet Summary	2017/2018 Actual \$	2018/2019 Budget \$	2019/2020 Budget \$
<b>Assets and Liabilities</b>			
<b>Total Assets</b>	9,065,748	9,205,254	9,379,937
<b>Total Liabilities</b>	2,705,382	2,805,517	2,861,628
<b>Net Assets</b>	6,360,366	6,399,737	6,518,309
<b>Equity</b>	6,360,366	6,399,737	6,518,309

The Library's Assets comprise its bank balance (which is primarily restricted cash) and non-current assets (the majority being the collection), whilst the liabilities comprise payables and employee provisions. Equity consists of member contributions the accumulated accounting surplus and reserves.

## 8 Strategic Resource Plan

The Library Service is required by the Act to prepare a Strategic Resource Plan (SRP) covering both financial and non-financial resources and including key financial indicators for at least the next four financial years to support the Library Plan.

### 8.1 Plan Development

The Library Service has prepared a Strategic Resource Plan (SRP) for the four years 2019/2020 - 2022/2023 as part of its ongoing financial planning budget. The SRP takes the stated goals and strategic actions in the plan and establishes that the necessary financial underpinnings are in place to deliver on the plan.

The key objective, which underlies the development of the SRP, is financial sustainability in the short and medium to long term. This will be achieved while the Library Service delivers its strategic objectives as per the Library Plan; the key financial objectives which inform the SRP are:

- Maintenance of existing service levels
- Achieve an operating (accounting) surplus each year
- Maintenance of capital expenditure on the library collection in line with the Collections Framework
- Achieve a balanced budget on a cash basis
- Review of operations and services to identify efficiencies and cost savings.

In preparing the Strategic Resource Plan, the Library Service has also been mindful of the need to comply with the following principles of sound financial management as contained in the Act:

Prudently manage financial risks relating to debt, assets and liabilities

Consider the financial effects of the library service's decisions on future generations

Provide full, accurate and timely disclosure of financial information.

## 8.2 Financial Resources

The following table summarises the key financial results for the next 4 years as set out in the Plan for the years 2019/2020 to 2022/2023. Appendix A contains the Income & Capital Statement, Balance Sheet, and Cash Flow, which provide a more detailed analysis of the financial resources to be used over the four year period.

Financial Indicators Summary	2017/2018 Actual \$	2018/2019 Budget \$	2019/2020 Proposed \$	2020/2021 Projection \$	2021/2022 Projection \$	2022/2023 Projection \$
Accounting Surplus/(Deficit)	( 1,061,359)	39,371	43,572	1,394,443	45,332	46,239
Cash and Investments	4,701,944	4,782,731	4,912,312	3,692,984	3,824,769	3,957,690
Cash Increase/(Decrease)	( 166,296)	80,787	129,580	( 1,219,328)	131,785	132,921
Capital Works	1,928,999	1,939,375	1,950,055	3,339,056	2,028,837	2,069,414

The key outcomes of the Strategic Resource Plan are as follows:

- Financial sustainability:**

Operating result to continue in a surplus position

Cash and investments are projected to decrease from \$4.70M at 30 June 2019 to \$3.96M at 30 June 2023. Cash is held in order to cover outstanding liabilities and restricted purposes such as employee provisions and reserves. The Asset Replacement Reserve is projected to be \$0 as at 30 June 2021, subsequent to replacement of the mobile library vehicles at an estimated cost of \$1.35M.

- Contributions strategy:**

Council contribution increases are forecast at an average of 2.24% per annum over the next four years. Overall budgetary requirements are reviewed each year in the context of the prevailing economic conditions and any cost efficiencies that the Library can achieve.

- Capital works strategy:**

at an average of \$2.35M per year. The SRP includes the replacement of the mobile library vehicles in 2020/21.

## 8.3 Service Delivery Strategy

Service levels will be maintained in all existing Libraries. While the Plan casts forward to 2023 work is needed to determine what the staffing and operating needs will be with the opening of the new Ivanhoe Library and the new Library in Mernda.

## 8.4 Non Financial Resources

In addition to the financial resources over the planning period, the following table summarises the human resources requirements over the next four years.

The 2019/2020 (and future years) excludes any additional staff numbers or increased service provision for existing or new libraries.

	2017/2018 Actual \$	2018/2019 Budget \$	2019/2020 Proposed \$	2020/2021 Forecast \$	2021/2022 Forecast \$	2022/2023 Forecast \$
Employee Cost	9,295,913	9,430,751	9,617,136	2,492,627	2,542,479	2,593,329
Employee Numbers - EFT	92.48	91.75	93.43	93.43	93.43	93.43

## 8.5 Funding Strategies

In developing the Strategic Resource Plan, strategies have been developed for revenue and capital works.

## 8.6 Revenue

The average contribution increase for councils in 2019/2020 are budgeted at 2.99%. Overall budgetary requirements are reviewed each year in the context of the prevailing economic conditions and any cost efficiencies that the Library can achieve. The Government Operational Library Grant is budgeted to increase by 2% from 2018/2019 actual. This is also reviewed each year as it is dependent upon population increases in each Member municipality and the actual amount allocated annually by the State Government.

## 8.7 Capital Works

A key objective is to maintain the Library Service's assets in a condition required to ensure consistent or improving service levels year on year. Capital asset renewal is an ongoing process which impacts service provision for the life of the assets, typically several years after the budget has been approved. Sufficient Capital Expenditure is required to ensure service levels are maintained in the short, medium, and long term.

The total 2019/2020 Capital Works Budget is \$1.95M with \$1.82M being for the Collection.

The Budget also provides for \$75K to be transferred to the Asset Replacement Reserve in 2019/2020 from Accumulated Surplus and continued annually thereafter to ensure that when major assets (such as the Mobile Library, Plant Items and ICT Infrastructure) require replacement there are sufficient funds for such replacements.

The following influences have impacted on the Capital Works Budget for the 2019/2020 and following years:

- The budgeted Council contributions
- State Government grants available
- The level of cash and investment reserves required to fund future capital expenditure programs.

Refer to 5.2.3 and Appendix A for further details regarding Capital Works.

## 8.8 Financial Indicators

The following table outlines a summary of budgeted financial ratios for the years to 2022/2023 (Refer Appendix D for a more detailed schedule) These ratios are used as a guide to assess the financial health of YPRL and show that the Library is financially sustainable provided the ongoing commitment of Member Councils to goals and financial requirements the SRP.

Please note that the Working Capital ratio allows for the possibility of no LSL taken. In practice, every time a staff member elects to take Long Service Leave, the current liability ratio will increase.

Financial Ratios Summary	2017/2018 Actual	2018/2019 Budget	2019/2020 Proposed	2020/2021 Forecast	2021/2022 Forecast	2022/2023 Forecast
<b>Working Capital</b>						
Ratio:	1.78	1.78	1.79	1.33	1.35	1.37
<b>Investment Gap</b>						
Ratio:	1.10	1.02	0.99	1.67	0.99	0.99
<b>Underlying Result</b>						
Ratio:	-0.07	0.00	0.00	0.09	0.00	0.00
<b>Debt Servicing &amp; Commitment</b>						
YPRL has no debt	N/A	N/A	N/A	N/A	N/A	N/A

## **9 Statutory Disclosures**

The Library is required to present information in its Annual Budget and Strategic Resource Plan pursuant to the Act and the Regulations.

These following Appendices provide such information:

- Standard Financial Statements– refer Appendix A
- Schedule of Loan Borrowings – refer Appendix B
- Fees and Charges Schedule – refer Appendix C
- Financial Ratios -refer Appendix D
- Prescribed Indicators and Measures of Service Performance – Refer Appendix E
- Council Contribution Calculations - Refer Appendix F

**Budgeted Standard Statements – 2017/2018 (Actual), 2018/2019 Revised Budget, 2019/2020 Budget, and 2020/2021 to 2022/2023 Projection**

# Yarra Plenty Regional Library Group

## Budgeted Income Statement for the years ending 30 June 2019/2020 - 2022/2023



	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	% Change	\$ Change	Future Growth Projection %	Projection 2020/2021	Projection 2021/2022	Projection 2022/2023
<b>Revenue</b>									
Council Contributions - Banyule	4,513,734	4,494,711	4,728,849	5.21%	234,138	1.98%	4,822,582	4,918,172	5,015,655
Council Contributions - Nillumbik	2,693,887	2,760,620	2,742,476	-0.66%	(18,144)	1.98%	2,796,836	2,852,273	2,908,808
Council Contributions - Whittlesea	4,633,207	4,747,699	4,891,039	3.02%	143,340	1.98%	4,987,987	5,086,855	5,187,682
State Government Funding	2,344,258	2,391,143	2,443,752	2.20%	52,609	2.00%	2,492,627	2,542,479	2,593,329
Grant - Local Priorities	123,983	125,850	130,884	4.00%	5,034	2.00%	133,502	136,172	138,895
Grant - Premiers Reading Fund	56,595	56,595	58,859	4.00%	2,264	2.00%	60,036	61,237	62,461
Overdue Fees	213,017	190,189	0	-100.00%	(190,189)	0.00%	0	0	0
Facility Hire Fees	66,909	68,700	68,700	0.00%	0	2.50%	70,418	72,178	73,982
Other User Fees	171,261	198,744	167,750	-15.59%	(30,994)	2.00%	171,105	174,527	178,018
Non-Recurrent Grants	53,635	0	0	0.00%	0	0.00%	0	0	0
Miscellaneous	96,295	92,050	92,338	0.31%	288	2.50%	94,646	97,012	99,437
Interest Revenue	69,946	80,000	80,000	0.00%	0	0.00%	80,000	80,000	80,000
<b>Total Revenue</b>	<b>15,036,727</b>	<b>15,206,301</b>	<b>15,404,646</b>	<b>1.30%</b>	<b>198,345</b>	<b>1.98%</b>	<b>15,709,738</b>	<b>16,020,905</b>	<b>16,338,268</b>
<b>Expenses</b>									
Employee Costs	9,295,913	9,430,751	9,617,136	1.98%	186,385	2.00%	9,809,479	10,005,668	10,205,782
Administration & Other Costs	580,719	407,459	386,359	-5.18%	(21,100)	1.80%	393,313	400,393	407,600
ICT Costs	1,134,250	1,170,204	1,097,676	-6.20%	(72,528)	2.00%	1,119,630	1,142,022	1,164,863
Corporate Services	205,074	233,080	220,351	-5.46%	(12,729)	1.80%	224,317	228,355	232,465
Public Participation	145,927	155,650	143,650	-7.71%	(12,000)	1.80%	146,236	148,868	151,548
Loss on Asset Revaluation	1,208,128	0	0	0.00%	0	0.00%	0	0	0
Collection Non-Capital	937,137	932,496	950,966	1.98%	18,470	2.00%	969,985	989,385	1,009,173
Branch Costs	883,493	937,290	909,136	-3.00%	(28,154)	2.00%	927,319	945,865	964,782
Reserve Transfers	8,085	0	75,000	0.00%	75,000	0.00%	(1,275,000)	75,000	75,000
Depreciation	1,699,364	1,900,000	1,960,800	3.20%	60,800	2.00%	2,000,016	2,040,016	2,080,817
<b>Total Operating Expense</b>	<b>16,098,090</b>	<b>15,166,930</b>	<b>15,361,074</b>		<b>194,144</b>	<b>1.98%</b>	<b>14,315,295</b>	<b>15,975,573</b>	<b>16,292,029</b>
<b>Net Accounting Surplus/(Deficit)</b>	<b>(1,061,363)</b>	<b>39,371</b>	<b>43,572</b>		<b>4,201</b>		<b>1,394,443</b>	<b>45,332</b>	<b>46,239</b>
<b>Add Back Depreciation</b>	<b>1,699,364</b>	<b>1,900,000</b>	<b>1,960,800</b>	<b>3.20%</b>	<b>60,800</b>	<b>2.00%</b>	<b>2,000,016</b>	<b>2,040,016</b>	<b>2,080,817</b>
<b>Less Capital - Collection</b>	<b>(1,847,847)</b>	<b>(1,813,525)</b>	<b>(1,819,171)</b>	<b>0.31%</b>	<b>5,646</b>	<b>2.00%</b>	<b>(1,855,554)</b>	<b>(1,892,665)</b>	<b>(1,930,518)</b>
<b>Less Capital - Local Priorities &amp; Other</b>	<b>(21,968)</b>	<b>(125,850)</b>	<b>(130,884)</b>	<b>4.00%</b>	<b>5,034</b>	<b>2.00%</b>	<b>(1,483,502)</b>	<b>(136,172)</b>	<b>(138,895)</b>
<b>Less Capital - Lease Repayments</b>	<b>0</b>	<b>0</b>	<b>(54,317)</b>	<b>0.00%</b>	<b>54,317</b>	<b>2.00%</b>	<b>(55,404)</b>	<b>(56,512)</b>	<b>(57,642)</b>
<b>Net Operating plus Capital</b>	<b>(1,231,814)</b>	<b>(4)</b>	<b>(0)</b>		<b>129,998</b>		<b>0</b>	<b>0</b>	<b>0</b>

# Yarra Plenty Regional Library Group

## Balance Sheet Projection 2019/2020 - 2022/2023



	30 June 2018 Actual	30 June 2019 Revised Budget	30 June 2020 Proposed Budget	30 June 2021 Projection	30 June 2022 Projection	30 June 2023 Projection
<b>Current Assets</b>						
Cash and Cash Equivalents	4,701,945	4,782,731	4,912,312	3,692,984	3,824,769	3,957,690
Trade and other receivables	21,367	51,000	52,020	53,060	54,122	55,204
Other current assets	35,788	25,500	26,010	26,530	27,061	27,602
<b>Total Current Assets</b>	<b>4,759,100</b>	<b>4,859,231</b>	<b>4,990,342</b>	<b>3,772,574</b>	<b>3,905,952</b>	<b>4,040,496</b>
<b>Non Current Assets</b>						
Bookstock, Plant & Equipment	4,306,648	4,346,023	4,389,595	5,784,038	5,829,371	5,875,610
<b>Total Non Current Assets</b>	<b>4,306,648</b>	<b>4,346,023</b>	<b>4,389,595</b>	<b>5,784,038</b>	<b>5,829,371</b>	<b>5,875,610</b>
<b>Total Assets</b>	<b>9,065,748</b>	<b>9,205,254</b>	<b>9,379,937</b>	<b>9,556,613</b>	<b>9,735,322</b>	<b>9,916,106</b>
<b>Current Liabilities</b>						
Trade and other payables	678,035	691,596	705,428	719,536	733,927	748,605
Provisions	2,001,836	2,041,873	2,082,710	2,124,364	2,166,852	2,210,189
<b>Total Current Liabilities</b>	<b>2,679,871</b>	<b>2,733,468</b>	<b>2,788,138</b>	<b>2,843,901</b>	<b>2,900,779</b>	<b>2,958,794</b>
<b>Non Current Liabilities</b>						
Provisions	25,511	72,049	73,490	74,960	76,459	77,988
<b>Total Non Current Liabilities</b>	<b>25,511</b>	<b>72,049</b>	<b>73,490</b>	<b>74,960</b>	<b>76,459</b>	<b>77,988</b>
<b>Total Liabilities</b>	<b>2,705,382</b>	<b>2,805,517</b>	<b>2,861,628</b>	<b>2,918,860</b>	<b>2,977,238</b>	<b>3,036,782</b>
<b>Net Assets</b>	<b>6,360,366</b>	<b>6,399,737</b>	<b>6,518,309</b>	<b>6,637,752</b>	<b>6,758,085</b>	<b>6,879,324</b>
<b>Equity</b>						
Members Contributions	3,770,080	3,770,080	3,770,080	3,770,080	3,770,080	3,770,080
Accumulated Surplus	2,590,286	2,629,657	2,748,229	2,867,672	2,988,005	3,109,244
<b>Total Non Current Liabilities</b>	<b>6,360,366</b>	<b>6,399,737</b>	<b>6,518,309</b>	<b>6,637,752</b>	<b>6,758,085</b>	<b>6,879,324</b>



# Yarra Plenty Regional Library Group

## Cash Flow Projection 2019/2020 - 2022/2023



	2017-2018 Actual	2018-2019 Revised Budget	Proposed 2019-2020 Budget	Projection 2020/2021	Projection 2021/2022	Projection 2022/2023
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### CASH INFLOWS/(OUTFLOWS) FROM OPERATING ACTIVITIES

#### Receipts

Council Contributions	13,024,911	13,203,333	13,598,600	13,868,146	14,143,030	14,423,360
State Government Funding	2,344,258	2,391,143	2,443,752	2,492,627	2,542,479	2,593,329
Interest Received	72,286	80,000	80,000	80,000	80,000	80,000
Other	536,932	732,128	518,530	529,706	541,126	552,794

#### Payments

Payments to suppliers	(4,429,119)	(4,131,254)	(4,024,289)	(4,102,963)	(4,183,949)	(4,265,783)
Payments to employees	(9,238,126)	(9,430,751)	(9,617,136)	(9,809,479)	(10,005,668)	(10,205,782)
Net GST payment	(548,439)	(630,500)	(670,500)	(549,000)	(697,000)	(711,000)

#### Net Cash Provided by Operating Activities

	<b>1,762,703</b>	<b>2,214,099</b>	<b>2,328,958</b>	<b>2,509,037</b>	<b>2,420,018</b>	<b>2,466,918</b>
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### CASH INFLOWS/(OUTFLOWS) FROM INVESTING ACTIVITIES

(Payments)/Receipts for Bookstock, plant & equipment	(1,928,999)	(2,133,313)	(2,199,377)	(3,728,365)	(2,288,232)	(2,333,997)
<u>Net Cash used in Investing Activities</u>	<b>(1,928,999)</b>	<b>(2,133,313)</b>	<b>(2,199,377)</b>	<b>(3,728,365)</b>	<b>(2,288,232)</b>	<b>(2,333,997)</b>

Net increase/(decrease) in cash held	(166,296)	80,786	129,580	(1,219,328)	131,785	132,921
Cash held at beginning of financial year	4,868,240	4,701,944	4,782,730	4,912,311	3,692,983	3,824,768
<b>Cash at end</b>	<b>4,701,944</b>	<b>4,782,730</b>	<b>4,912,311</b>	<b>3,692,983</b>	<b>3,824,768</b>	<b>3,957,689</b>

## Appendix B

### Schedule of Loan Borrowings

Schedule of Borrowings
Projected Liability as at 1 July 2019 = 0
The SRP does not propose any non-lease based borrowing be undertaken over the 4 year forecast.

## Appendix C

### Fees and Charges Schedule

Item	Charge
Overdue charge	None
Lost library card	\$2.50
Lost items	Cost of the item
Book sales	As marked
Inter library loans	\$10 service fee Cost recovery: \$16.50 if applicable
Use of meeting room	As per member council's schedules
Use of training room	As per member council's schedules
Printing and copying	A4: 25c per page (B&W) A3: 50c per page (B&W) A4: 80c per page (colour) A3: \$1.60 per page (colour)
Debt recovery	\$15 service fee plus debt
Book club fee	\$100 per club per annum

All fees and charges inclusive of GST as it applies.

## Appendix D - Financial Ratios

Financial Ratios	2017/2018 Actual \$ 000's	2018/2019 Budget \$ 000's	2019/2020 Proposed \$ 000's	2020/2021 Forecast \$ 000's	2021/2022 Forecast \$ 000's	2022/2023 Forecast \$ 000's
<b>Working Capital</b> To assess the Library's ability to meet current commitments						
	\$4,759	\$4,859	\$4,990	\$3,773	\$3,906	\$4,040
<b>Current Assets/Current Liabilities</b>	\$2,680	\$2,733	\$2,788	\$2,844	\$2,901	\$2,959
<b>Ratio:</b>	1.78	1.78	1.79	1.33	1.35	1.37
<b>Investment Gap</b> To assess the Library's capital expenditure against depreciation						
	\$1,870	\$1,939	\$1,950	\$3,339	\$2,029	\$2,069
<b>Capital spend/ depreciation</b>	\$1,699	\$1,900	\$1,961	\$2,000	\$2,040	\$2,081
<b>Ratio:</b>	1.10	1.02	0.99	1.67	0.99	0.99
<b>Underlying result</b> Measures the Library's surplus as a percentage of revenue						
	-\$1,061	\$39	\$44	\$1,394	\$45	\$46
<b>Net surplus/ total revenue</b>	\$15,037	\$15,206	\$15,405	\$15,710	\$16,021	\$16,338
<b>Ratio:</b>	-0.07	0.00	0.00	0.09	0.00	0.00
<b>Debt Servicing&amp; Debt Commitment</b>  YPRL has no debt						

## Appendix E

### Prescribed Indicators and Measures of Service Performance

Services funded under this budget are measured via the below indicators of service performance, and will be reported against in the 2019/2020 annual report performance statement.

#### Knowledge & Information

- Percentage of new items loaned in the first year of purchase
- Patron Satisfaction Rating for Collections
- Turnaround of Patron Requests
- Loans of eBooks, eAudiobooks and eMagazines as a percentage of total loans
- Age of Collection
- Local authors supported through works acquisition

#### Measure

Percentage  
Survey Rating  
Survey Rating  
  
Percentage  
Percentage  
Number of local authors

#### Public Participation

- Attendance at all programs
- Visits to libraries
- Events and Activities - Children
- Events and Activities - Adults

#### Measure

Number of attendees  
Number of visits  
Survey Rating - Percentage  
Survey Rating - Percentage

#### People & Culture

- Library User Satisfaction - Staff Service
- Library User Satisfaction - Staff Knowledge
- Staff Engagement and Satisfaction

#### Measure

Survey Rating  
Survey Rating  
Survey Rating

#### Advocacy

- Partnerships to deliver services and programs
- Grants and Sponsorship of services and programs
- Delivery of presentations at key forums and conferences

#### Measure

Number of partnerships  
Dollar Value  
Number of presentations delivered

#### Infrastructure and Innovation

- Provision of public PC's exceed demand
- Provision of Internet via Wi-Fi and PC Access
- Library User Satisfaction - Library Opening Hours
- Library User Satisfaction - Library Safety
- Library User Satisfaction - Welcoming Spaces
- Maker Space Engagement

#### Measure

Percentage of opening hours  
Percentage of opening hours  
Survey Rating  
Survey Rating  
Survey Rating  
Percentage

#### Finance and Governance

- Adjusted Underlying Surplus
- Sound Liquidity Provision
- Sound Asset Renewal
- Annual Audit Completion
- Cost per loan metric
- Staff Expenditure per Capita metric
- Water usage
- Energy Usage

#### Measure

Dollar Value  
Liquidity Ration  
Asset Renewal Ratio  
Annual Audit Successful Completion  
Dollar Value (Ratio)  
Dollar Value (Ratio)  
Litres  
Kilowatt hours

Yarra Plenty Regional Library Group  
Council Contribution Calculations 2019/2020 Budget



Library Branch		Diamond Valley	Eltham	Ivanhoe	Lalor	Mill Park	Rosanna	Thomastown	Watsonia	Whittlesea	
Expenditure Allocation per Supplemental Agreement Schedule											
A(1)(a)	Direct Expenditure	702,846	1,154,011	893,337	832,495	1,114,276	687,689	609,551	810,141	430,705	7,235,052
A(1)(b)(i)	Collection Costs	313,837	497,788	525,222	506,272	704,749	304,824	276,422	456,004	143,928	3,729,045
A(1)(b)(iii)	Computer Expenditure	100,954	197,870	193,832	185,756	189,794	113,069	169,603	133,260	64,611	1,348,748
A(1)(b)(iii)	Organisational Development	25,418	44,451	33,958	30,664	41,807	27,573	21,717	30,380	17,854	273,823
A(1)(b)(iv)	Community Engagement	52,883	72,808	57,083	65,433	113,567	44,123	58,631	47,924	59,876	572,330
A(1)(b)(v)	Branch Courier	13,111	13,111	13,111	13,111	13,111	13,111	13,111	13,111	13,111	118,000
A(1)(b)(vi)	Mobile Library Expenditure	159,657	159,657	34,564	32,529	32,529	34,564	32,529	34,564	32,529	553,121
A(1)(b)(vii)	Capital Expenditure (N/A)	-	-	-	-	-	-	-	-	-	-
A(1)(b)(viii)	Administration	125,418	125,418	125,418	125,418	125,418	125,418	125,418	125,418	125,418	1,128,762
A(1)(b)(ix)	Executive Management	47,947	47,947	55,485	45,854	45,854	55,485	45,854	55,485	45,854	445,765
Total Branch Expenditure Attribution		1,542,071	2,313,061	1,932,011	1,837,531	2,381,105	1,405,857	1,352,836	1,706,287	933,885	15,404,646
B(1)	Less Direct Income										
	Photocopying	7300	22500	17400	24700	30300	11200	11900	23000	5300	153,600
	Fund Raising	1650	500	2800	1150	1900	1600	800	3400	500	14,300
Net Branch Expenditure Attribution		1,533,121	2,290,061	1,911,811	1,811,681	2,348,905	1,393,057	1,340,136	1,679,887	928,085	15,236,746
A(2)(a)	Banyule Usage	27%	18%	93%	3%	7%	91%	4%	84%	11%	
A(2)(a)	Nillumbik Usage	64%	78%	3%	1%	4%	5%	3%	8%	6%	
A(2)(a)	Whittlesea Usage	9%	3%	4%	95%	89%	4%	94%	8%	83%	
	Total Usage	100%	100%	100%	100%	100%	100%	100%	100%	100%	
	Banyule Allocation	411,540.40	422,446.66	1,778,909.04	63,098.80	154,820.12	1,273,632.56	48,533.53	1,409,708.03	101,046.65	5,663,736
	Nillumbik Allocation	982,553.17	1,787,733.63	57,383.87	18,486.57	102,439.60	66,774.50	37,549.31	137,870.48	53,713.38	3,244,505
	Whittlesea Allocation	139,027.74	79,880.99	75,518.52	1,730,096.11	2,091,645.38	52,650.22	1,254,053.30	132,308.45	773,324.86	6,328,506
	Total Allocation	1,533,121	2,290,061	1,911,811	1,811,681	2,348,905	1,393,057	1,340,136	1,679,887	928,085	15,236,746
			Banyule	Nillumbik	Whittlesea	Total					
		Weighted Usage	37.34%	21.51%	41.15%						
	Comparison: Council Weighted Usage 2018/2019		36.86%	21.31%	41.83%						
Net Attributed Library Expenditure			\$ 5,663,736	\$ 3,244,505	\$ 6,328,506	\$ 15,236,746					
Less Estimated State Government Grant			\$ 773,547	\$ 408,948	\$ 1,261,258	\$ 2,443,752					
	State Government contribution component		13.7%	12.6%	19.9%	15.4%					
Regional Income (By % Council Contribution)											
B(3)	Interest on Investments		\$ 30,410	\$ 17,652	\$ 31,938	\$ 80,000					
B(2)	Damaged Book Charges		\$ 5,284	\$ 3,044	\$ 5,822	\$ 14,150					
B(2)	Overdues		\$ -	\$ -	\$ -	\$ -					
B(2)	Grant Funding		\$ 70,853	\$ 40,818	\$ 78,072	\$ 189,743					
B(2)	Murrindindi		\$ 24,043	\$ 13,851	\$ 26,493	\$ 64,388					
B(2)	Inter Library Loans		\$ 392	\$ 226	\$ 432	\$ 1,050					
B(2)	Book Club		\$ 2,689	\$ 1,549	\$ 2,963	\$ 7,200					
B(2)	Miscellaneous		\$ 27,670	\$ 15,941	\$ 30,489	\$ 74,100					
Total Regional Income			\$ 161,341	\$ 93,081	\$ 176,209	\$ 430,630					
Balance Council Contribution 2019/2020			\$ 4,728,849	\$ 2,742,476	\$ 4,891,039	\$ 12,362,364					
Year on Year Variance 2018/2019 to 2019/2020			\$ 234,138	(\$ 18,144 )	\$ 143,340	\$ 359,334					
Year on Year Variance % 2018/2019 to 2019/2020			5.21%	-0.66%	3.02%	2.99%					
Comparison: Council Contribution 2018/2019			\$ 4,494,711	\$ 2,760,620	\$ 4,747,699	\$ 12,003,030					
Year on Year Variance 2017/2018 to 2018/2019			(\$ 19,023 )	\$ 66,733	\$ 114,492	\$ 162,202					
Year on Year Variance % 2017/2018 to 2018/2019			-0.42%	2.48%	2.47%	1.37%					
Comparison: Council Contribution 2017/2018			\$ 4,513,734	\$ 2,693,887	\$ 4,633,207	\$ 11,840,828					
Year on Year Variance 2016/2017 to 2017/2018			(\$ 45,618 )	\$ 3,841	(\$ 212,780 )	(\$ 254,557 )					
Year on Year Variance % 2016/2017 to 2017/2018			-1.00%	0.14%	-4.39%	-2.10%					
Comparison: Council Contribution 2016/2017			\$ 4,559,352	\$ 2,690,046	\$ 4,845,987	\$ 12,095,385					
Total Increase over the last 3 years			\$ 169,497	\$ 52,430	\$ 45,052	\$ 266,979					
Total Increase over the last 3 years %			3.72%	1.95%	0.93%	2.21%					
Average Per Annum Increase over the last 3 years			1.24%	0.65%	0.31%	0.74%					

### Agenda Item 3: July Food for Fines Amnesty

Responsible Officer: Chief Executive Officer

Author: Lisa Dempster, Executive Manager Public Participation

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#### REPORT

##### INTRODUCTION

With the acceptance of a Fine Free budget YPRL has been investigating the implementation of going fine free from the 1<sup>st</sup> July with understandable messaging and Library Management System changes implemented in a timely way.

It is proposed that a second Food for Fines Amnesty be done for July to reset all members accounts going forward.

The Food for Fines Amnesty will encourage patrons to re-engage with YPRL by offering an opportunity to “wipe the slate clean” and have any outstanding fines wiped and cards unblocked during July.

##### SUMMARY

This paper requests that the Board empower YPRL to run a Food for Fines Amnesty to encourage patrons with overdue fines to re-engage with the newly-fine free library.

##### REPORT

The goals of the Food for Fines Amnesty project are to:

- Promote YPRL as a fine-free library
- Offer an opportunity for those with any outstanding fines to wipe the slate clean and return to borrowing at the library
- For the library to demonstrate its commitment to community by distributing food and donations to people in need.

The Food for Fines Amnesty will invite patrons to donate food and household items to the food drive in lieu of paying their overdue fines. Their fines will be wiped and they will be able to start borrowing again.

In the case of lost items, the fine will be wiped but the costs of replacing the items will be sought.

As with 2018, Food for Fines Amnesty, YPRL will partner with Food Bank Victoria who will distribute the donated food and personal items to people in need.

Foodbank Victoria is an independent not-for-profit organisation with almost 90 years' of food relief experience. They are the state's oldest and largest organisation of its kind. Each month, Foodbank Victoria sources and distributes food to over 100,000 Victorians who rely on its food assistance – more than a quarter of whom are children. 42% of Foodbank Victoria's resources are distributed within northern Melbourne. Foodbank Victoria will collect and distribute donated items on behalf of YPRL.

Across one month in 2018, YPRL's first Food for Fines Amnesty forgave \$21,800 in outstanding fines. Our libraries collected 1860kg of food in total, which provided 3348 meals for those experiencing food insecurity in Victoria.

## CONSULTATION

- Executive Leadership team, Branch Managers, Branch staff.
- Industry research.

## KEY DATES

4 June	Inform staff of plan and dates
16 June	Brief staff
26 June	All signage, equipment, information distributed to branches
1 July	Signage in libraries, email to all members, PR begins with two key messages: <ul style="list-style-type: none"> <li>• YPRL is now fine free</li> <li>• If you currently have outstanding fines you can wipe the slate clean with our Food for Fines amnesty in July</li> </ul>
1 July	Food for Fines Amnesty begins – libraries start accepting donations
31 July	Food for Fines Amnesty ends. Food is collected and delivered to Foodbank.

## POLICY STRATEGY AND LEGISLATION

## LINKS TO STRATEGIC PLAN

Focus 1 Knowledge and Information -

Goal: Provide free access to dynamic collections which inform and delight

Focus 2 Public Participation

Goal: Inspire our diverse communities to participate in empowering activities and learning opportunities

**Focus 4 Advocacy**

Goal: Advocate for greater awareness of and investment in the powerful and transforming story of our public libraries

**DECLARATIONS OF CONFLICT OF INTEREST**

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

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**RECOMMENDATION**

**THAT the Board resolves for: YPRL to run a Food for Fines amnesty from 1 – 31 July 2019**

**M:** \_\_\_\_\_  
**S:** \_\_\_\_\_



## Agenda Item 4: IDAHOBIT Day Report

Responsible Officer: Chief Executive Officer

Author: Lisa Dempster, Executive Manager Public Participation

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### REPORT

#### INTRODUCTION

Yarra Plenty Regional Library (YPRL) prepared an inclusive International Day Against Homophobia, Biphobia, Interphobia & Transphobia (IDAHOBIT Day) program for Friday May 17th.

One of the planned events, a Rainbow Storytime with a local drag queen reading to participants, attracted some negative media and social media attention in the lead up to the event.

#### SUMMARY

As part of IDAHOBIT Day, Whittlesea Library presented a Rainbow Storytime where a local drag queen was invited to join our librarians to read to participants.

On Saturday 11 May, Whittlesea Library announced on its Facebook page that a drag queen would be reading at Rainbow Storytime as part of IDAHOBIT day. After the announcement, there was a furious backlash led by a political blogger. After moderating its comments for hate speech, swearing, and anti-LGBTQI sentiment for several hours, Whittlesea branch staff took the post down.

There was also a nasty campaign targeted at the online social media presence of Drag Queen Annie who had agreed to perform at the library.

Media picked up the story and started contacting YPRL on Monday 12 May for comment.

#### REPORT

YPRL's Media Policy was adhered to throughout the process, including that:

- All media contact was authorised by the CEO of YPRL.
- YPRL worked with City of Whittlesea media liaison contacts to ensure a coordinated message.
- YPRL staff were advised not to make contact with the media or respond to media enquiries, including on social media.
- YPRL staff were advised not to make written or oral comments on social media which claim to represent or may be understood to represent the views or authority of YPRL.

The Board were informed of the issue and the library's proposed response on Monday morning. The Chair of the Board and a Councillor from City of Whittlesea were individually contacted by the CEO to discuss the issues raised, the library's media strategy, and the proposed response on the day.

All communication with the media was handled centrally with a disciplined narrative regarding the whole IDAHOBIT program and the aims of the day. YPRL's agreed media strategy was not to comment on the story. On Monday 12 May YPRL released a statement about the event, the importance of IDAHOBIT Day and the safety of the library.

Drag Queen Annie was prepared to comment and was briefed by YPRL staff not to speak for or on behalf of the library, nor to represent their views. Her experience of online bullying about the Rainbow Storytime became the focus of the media story, rather than the library hosting the event being the story.

Media coverage included:

- Whittlesea Leader
- Herald Sun
- 7News Australia
- 7's Sunrise
- KIIS radio
- 3AWW radio
- Yahoo News
- SBS Viceland
- North Central Review
- qNews
- Star Observer
- Now to Love
- Mouthsofmum (blog)

Facebook was the main site of comments about the event and sentiment included negative and positive opinions about the Rainbow Storytime. YPRL staff were actively moderating the comments and removing anything that included hate speech, swear words, or was in breach of YPRL's Responsible Conduct Policy.

Although initially the Whittlesea Facebook page attracted many negative commenters, after the weekend of 11-12 May the focus of the conversation soon moved to the Sunrise Facebook page which posted about their interview with Annie. City of Whittlesea's Facebook page also attracted a small number of comments. One complaint was received in writing to the City of Whittlesea.

Through internet commenting, there was a perceived threat that protestors may attend the event. YPRL developed and implemented a full safety plan including hiring a security guard, briefing local police, developing a running sheet, and undertaking staff safety briefings.

On IDAHOBIT Day, the event was very well attended (125 people). It was a calm and secure event which only supporters and interested parties attended. There was one media outlet in attendance (Whittlesea Leader).

Both at the event and online, many in the local community commented on the importance of the library hosting such events and supporting initiatives such as IDAHOBIT Day.

#### POLICY STRATEGY AND LEGISLATION

- YPRL's Media Policy and Media Contact Protocol
- YPRL's Responsible Conduct Policy

#### LINKS TO STRATEGIC PLAN

YPRL's Marketing Strategy links to the Library Plan by addressing the following goals:

- *Public Participation:* Inspire our diverse communities to participate in empowering activities and learning opportunities

#### DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

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#### RECOMMENDATION

**That the Board resolves to note the report.**

**M:** \_\_\_\_\_

**S:** \_\_\_\_\_

## Agenda Item 5: ICT Progress Report

Responsible Officer:	Chief Executive Officer
Author:	David Kay, Executive Manager Technology and Assets
Attachment:	ICT Project Status Spreadsheet

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### REPORT

#### SUMMARY

This report is for the Board's information.

#### INTRODUCTION

There are many completed projects, with a number of other projects active and progressing well. These projects are outlined in the ICT status spreadsheet, which has been included.

#### REPORT

##### The ICT Plan Roll Out

As part of the Technology and Assets portfolio planning ICT equipment upgrades, the updated status is as follows:

- **Desktop and Laptop Refresh Project**

All desktops and laptops have been deployed across branches except for Mill Park Library - scheduled at the completion of the refurbishment project between July 1 - July 8 - and the Library Support Service office – scheduled to align with the move to new premises.

- **Pharos PC booking and Print Management Implementation**

The kiosks have been installed at all branch libraries and the training of a branch staff member has been completed. All branches were fully operational by 6 June. To manage the transition to the new equipment and process, all printing and photocopying has been provided free of charge to those patrons on the new system until the last branch was made operational on June 6<sup>th</sup>.

- **Branch Server Replacement**

The further upgrade to our out of date server equipment is proceeding to schedule. All Branches are expected to be upgraded by the end of June

- **Move from microwave to NBN**

NBN is now installed at the Lalor branch. This will remove Lalor from the microwave link back to LSS and provide better speeds and a more reliable, stable service. It will also allow Lalor to be independent of Thomastown, if Thomastown experiences an interruption. Currently, Mill Park, Whittlesea, Eltham, Rosanna, Ivanhoe and now Lalor have NBN connected.

##### Bibliotheca smartShelf trial

The Bibliotheca smartShelf was installed at Diamond Valley early May for a 4-week trial. The smartShelf allows library users to return their items by simply placing them on the smartShelf within the library. The smartShelf updates user accounts and sets item

security, making items ready for circulation by other users. Additionally, the smartShelf can also be a place for users to browse and find items that other users just returned.

This replaces the need for items to be placed through a chute, collected and scanned for release and shelved for the next user by library staff.

Staff report that thin items and DVDs and CDs are not automatically being returned and are ensuring that they do monitor the equipment and member responses.

### **ICT Policy and Procedures**

As part of YPRL governance review, the Kaon policies were considered too general and out of date for YPRL use. Accordingly, a consultant, Peter Elliot, has been contracted to review the current ICT policy/s to streamline all existing general policies and bring all necessary policies and procedures into line with current practices and ensure YPRL ICT policies, procedures are compliant with relevant LGA laws. This is expected to come to the Board in August 2019.

### **CONSULTATION**

Consultation was undertaken with the Executive Leadership team, the ICT team, and local Library staff.

### **LINKS TO STRATEGIC PLAN**

Focus Area 5      Infrastructure and Innovation

*Goal:      Create innovative digital and physical infrastructure to deliver sector leading services*

*Strategies: Nurturing and supporting innovation using technology and creative spaces*

*Providing robust and flexible network infrastructure, sustaining our service delivery*

*Responding and evolving as technology needs of our community change*

*Providing or adapting flexible spaces that serve the changing needs of our community*

### **DECLARATIONS OF CONFLICT OF INTEREST**

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### **CONCLUSION**

The ICT team continues to roll out the 3-year ICT plan and working to ensure our networks and systems are secure, efficient and relevant.

The conducting of an ICT Audit in Q3-4 2019, in consultation with experts in the field, and research into global library best practices, will assist YPRL to inform our future technology direction and the development of the next 3 year ICT plan.

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### RECOMMENDATION

**THAT the Board resolves to receive the report**

**M:** \_\_\_\_\_

**S:** \_\_\_\_\_

No.	Prog?	Activity	Priority 1 to 5	Description	Status	Comments	Relative cost	Start date	Complete date
1	✓	ICT Audit	1	Hardware and Software	Active	Internal review of ICT systems and processes to determine optimised practice and pricing	None	Q1 2019	Q3 2019
2	✓	Equipment rollover	1	Replacing all Desktop PC's and laptops	Active	All branches updated except Mill Park and LSS head office	\$767,681	1/03/19	Q2 2019
3	✓	Pharos PC and Print Management	1	Replacing old print management system with Pharos PC and print management	Active	All branches have received their kiosks and training of Learning Coordinators is complete - Whittlesea, Eltham, Ivanhoe have been completed and all will be fully operational by 6 June	\$99,345	Q1 2019	Q2 2019
4	✓	Core infrastructure	1	Replace branch firewalls and switches	Active	Replacements at Whittlesea, Ivanhoe, Rosanna & Eltham done. Lalor next.	\$73,000	Q2 2018	Q4 2019
5	✓	RFID upgrade	1	Replacement for current RFID self-service units & other equipment	Active	Bibliotecha chosen for Mill Park, and will RFQ for the remaining in new FY.	Existing	Q1 2019	Q42019
6	✓	Residual ADSL	1	ADSL connections being removed and replaced by NBN	Active	Services being removed as branches are migrated from the wireless network	None	15/05/17	TBD
7	✓	Server upgrade	1	Replacement for current branch & LSS DR servers or similar.	Active	New servers are in place and migration is in process.	Existing	Q4 2018	Q2 2019
8	✓	LMS Renewal	1	LMS comparison to MAV Tender	Active	Renew current LMS SirsiDynix licence and review the MAV tender	None	Q2 2019	Q4 2019
9	✓	LSS move	1	LSS move and ICT technology	Active	All tech including PCs, phones, photocoping, printing, server, firewall and switches are being installed. \$16,000 purchase and \$1,500 lease per quarter	\$16,000	Q2 2019	Q3 2019
10	✓	NBN	1	NBN Roll Out	Active	NBN has been installed Lalor, and also Whittesea, Eltham, Rosanna, and Ivanhoe. LSS new office to be completed for the move.	Low	Q2 2019	Q3 2019
11		YPRL service help desk	2	Review / replace or optimise ticketing system	Paused	Temporary hold until internal ICT Audit conducted. Need to integrate with other departments and perhaps new Finance system	\$6000	Q3 2017	Q4 2019
12	✓	Branch security	2	Remedial works resulting from completed security audit	Active	Remedial action meetings with Branch and Council staff ongoing. Internal actions underway.	TBD	Q1 2019	Q2 2020
13	✓	BCM risk	2	Update ICT Business Continuity Management plan.	Pending	BCM Test to be conducted.	None / low	Q3 2019	Q4 2019
14	✓	Network segmentation	2	Introduce network segmentation for network security	Active	Completed at Rosanna, Ivanhoe, Whittlesea and Eltham - Lalor next	Low	Q3 2018	TBD
15	✓	Bibliotecha smartShelf trial	3	The Bibliotecha smartShelves self checking system	Active	A shelf have been installed at Diamond Valley for trial. Will measure the outcome to decide if we roll out to other branches with large collections borrowing.	TBA	Q2 2019	TBD
16	✓	Gaming	3	Gaming screens, consols and games	Active	Have increased budget and set up a working group to increase gaming spaces and offers to increase youth participation in libraries	8,000	Q3 2019	Q3 2020
17	✓	Document Management	3	Investigate the options for a Document Management System at YPRL (Finance Dept)	Active	Prompted by HLB Mann Judd Audit and aimed at improving the management of Corporate documents & records. This will piggy back on updating the Finance System. Possible use of Office 365 Sharepoint	TBA	Q3 2018	Q4 2019
18		YPRL Website	3	Review / market test for functionality vs cost	Pending	Monitor functionality, costs and App development	Low	Q2 2019	Q3 2019
19	✓	Smartphone App review	3	Review Solus App and Biblio App offers	Active	Review App functionality and pricing compared to Biblio offer	TBD	Q2 2019	Q4 2019
20	✓	Position descriptions	4	Review all PDs at Performance Review	Pending	Currently reviewing actual workloads and work being done. For P&C to enact if any changes.	None	TBD	TBD
21		Corporate images	5	Establish dedicated storage & image management system (marketing)	Active	1 Tb partition created. Metadata discussions and software application selection underway.	None / low	Q4 2016	Q2 2019
22		YPRL Intranet	5	Find replacement - implement / train / docs	Active	Investigate update, including using Sharepoint from Office 365	None / low	TBD	TBD
23		RFID system review	5	Optimise for utility & productivity	Unstarted	RFID system to be reviewed for technology updates	None	TBD	TBD
24		Eltham Sorter	5	Following user survey, review options for open and closed hours returns.	Paused	Current sorter will remain for now, unless Council purchase a new sorter. YPRL may look at smart bins instead.	TBA	Q3 2017	Q4 2019
25		Robotics	5	Review the corporate approach & activity	Paused	Region wide, support STEM activities etc. NAO robot received - programs developed.	\$16,000	1/07/17	Q4 2019
26		LMS tender	5	Tender process for new Library Management System contract	Pending	Board approval for one year extension already, and requesting another one year extension. Depending on the MAV tender awarded to SirsiDynix, YPRL may join this consortium.	TBA	TBD	Q4 2020

Completed Projects from 2018 onwards

	Done	LGPRF data	Improve & simplify reporting to Councils of key library indicators	Complete	Work with CoW Corporate Accountability & Performance Dept. to develop new reporting template.	None	Oct. 2017	Q1 2018
	Done	Residual ADSL	Thin clients and staff LMS traffic still goes through ADSL connections.	Complete	Services reviewed for consistency.	None	15/05/17	Q2 2018
	Done	Security cameras	CCTV camera installation & commissioning	Complete	Policy & procedures developed. Signs installed. Remedial actions complete.	\$6000	Q4 2016	Q1 2018
	Done	Office 365	Evaluate the benefits of an Office 365 migration	Complete	Project completed - al mailboxes migrated	\$10,500	21/09/17	Q1 2018
	Done	MDM implementation	Mobile Device Management	Complete	Implement new Mobile Device Management system. Jamf Pro platform selected. Implemented.	\$1066 PA	25/09/17	Q1 2018
	Done	iPads	Calculate which iPads are due for replacement at each branch & replace	Complete	Mix of iPad 4th Gen, iPad Air & iPad Air2. Also 50 iPads from grant. iPads delivered, configured & rolled out.	Existing	1/08/17	Q1 2018
	Done	Create network DMZ	Create Demilitarised Zone within YPRL network	Complete	Groundwork for secure external communications to YPRL network assets. Project completed.	\$6,000	Q4 2017	Q1 2018
	Done	Asset Management	Identify, consolidate and manage all assets in a common online portal.	Complete	Use Equigroup's Asset Advantage portal. All assets now entered.	None	9/10/17	Q1 2018
	Done	Remote access	Install Remote Desktop Gateway	Complete	Improve security of remote access following brute force attack on YPRL.	\$3,000	9/10/17	23/5/18
	Done	RMAD for AD	Implement Recovery Manager for Active Directory	Complete	Important BCM component aimed at rapid service restoration following an AD failure. Handover 4-8 June 2018	\$5,000 pa	Q2 2018	Q2 2018
	Done	Lalor returns bins	OHS incident report regarding broken bins at Lalor	Complete	Equipment in use beyond its service life. Both bins replaced with new equipment.	\$12,000	Q2 2018	Q2 2018
	Done	Branch security review	External review of branch / mobiles security following recent thefts	Complete	All branches visited. Report finalised and accepted by YPRL ELT.	\$10,000	Q1 2018	Q2 2018
	Done	After hours chutes	Product not working acceptably - library users having difficulties returning items.	Complete	All chutes upgraded with the exception of Rosanna which will be assessed as part of a planned building upgrade	\$55,000	16/08/16	Q3 2018
	Done	Data Communications	Migrate all data communications away from point-to-point radio links	Complete	Fibre migration for Ivanhoe & Rosanna. Fibre installed - commissioning & switch / firewall upgrade to follow.	\$20,000	Q4 2017	Q3 2018
	Done	Deep Freeze Cloud	Migrate all public PCs to Deep Freeze Cloud	Complete	Improve management of public PC protection software using Cloud based tools	None	Q3 2018	Q4 2018
	Done	ICT planning	Develop three-year ICT operational timeline	Complete	Multi year internal resource plan for proposed ICT works completed	None	Q3 2018	Q4 2018
	Done	Smart Bin trial	Smart RFID bins and sort assistant trial	Complete	Installed at Mill Park together with Sort-Assist software for testing purposes. Trial ended October 31. Successful.	\$30,000	Q2 2018	Q4 2018
	Done	Group Policy	Review & optimise Domain Group Policy	Complete	Review existing policies in the context of improving efficiencies and user experience	None	Q1 2019	Q2 2019
	Done	Branch Comms security	All branch comms cabinets are currently unsecured	Complete	Where doors close, keep locked. Where doors can't close, reroute cables on maintenance.	None	Q2 2017	Q2 2019
✓	Done	LMS Upgrade	Symphony LMS upgrade	Complete	Updated to most current version no: Symphony 3.6	None	Q2 2019	Q2 2019
✓	Done	Rosanna TV Mount	OHS issue at Rosanna as they were carrying the TV from office to gaming area	Complete	TV now mounted to wall for Wii exercise programs	\$900	Q2 2019	Q2 2019
✓	Done	Desktop refresh	Updating User Experience	Complete	Google, Spotify, SEEK, LinkedIn, Gmail, Google Maps, YouTube, RealEstate, Facebook, Instagram on front public PC screens	None	Q2 2019	Q2 2019

## Agenda Item 6:     **Audit Committee Report**

Responsible Officer:     Chief Executive Officer  
Author:                     Jane Cowell, CEO

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### **REPORT**

#### **SUMMARY**

This report is for the Board's information.

The Audit Committee meeting will be held immediately prior to the Board meeting.

A verbal report will be given to the Board.

#### **LINKS TO STRATEGIC PLAN**

Focus Area 6     Finance and Governance

*Goal:     Optimise public value through sustainable financial management and governance*

*Strategy: Committing to good governance practices in all we do*

#### **DECLARATIONS OF CONFLICTS OF INTEREST**

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

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### **RECOMMENDATION**

**THAT the Board resolves to receive the report**

**M:** \_\_\_\_\_  
**S:** \_\_\_\_\_



## SECTION F

### Consideration of action petitions and joint letters

## SECTION G

### General Business