

**GOLDFIELDS LIBRARY CORPORATION**

**2007/2008**

**BUDGET**

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## **INTRODUCTION**

The Goldfields Library Corporation (formerly North Central Goldfields Regional Library Corporation) was established in January 1996 to provide library services to the City of Greater Bendigo, Macedon Ranges Shire, Mount Alexander Shire and Loddon Shire. The Corporation also supplies a Mobile Library service to some areas of Buloke Shire and Central Goldfields Shire on a fee for service basis.

Roughly based along the Calder Highway and extending outwards, the service covers an area of 12,979 square kilometres, one of the largest library regions in the state of Victoria. The service reaches a population of over 150,000, has a collection of almost 250,000 items, lends over 1.3 million items a year and employs approximately 35 full time staff.

Libraries are located at Bendigo, Castlemaine, Eaglehawk, Gisborne, Heathcote, Kangaroo Flat, Kyneton and Woodend with the Regional Headquarters located at the Bendigo Library. The Mobile Library services 17 stops throughout the region and the Pyramid Hill service point library is located within the local Rural Transaction Centre. A Home Delivery Service operates to all major special accommodation centres throughout the region and to housebound patrons within the general Bendigo area.

### **1. BUDGET SUMMARY**

This Budget represents the operations of the Goldfields Library Corporation for the twelve months July 2007 to June 2008.

#### **Contributions from Member Councils**

The Budget is prepared on the basis of a base contribution of \$18.09 per capita (\$16.95 in 2006/7) from the four member Councils to cover capital and operating expenses. Member Councils cover all utility costs associated with operating the libraries directly. Population figures are based on ABS statistics (June 2006), and are provided by the Department for Victorian Communities.

	<b>2006/7</b>	<b>@ \$ 16.95</b>	<b>2007/8</b>	<b>@ \$18.09</b>
Greater Bendigo	95,968	\$1,626,657	97,774	\$ 1,768,732
Loddon	8,364	\$ 141,770	8,351	\$ 151,070
Mount Alexander	17,242	\$ 292,252	17,339	\$ 313,663
Macedon – 73.6%	30,060	\$ 509,517	30,607	\$ 553,680
<b>Total Population</b>	<b>151,634</b>		<b>154,071</b>	
<b>TOTAL INCOME</b>		<b>\$ 2,570,196</b>		<b>\$ 2,787,145</b>

## State Government Funding

The State Government funding is based on the estimated population figures, with minor adjustments for areas with a growing or declining population. The Corporation receives 100% of the State Government library funding grant from the City of Greater Bendigo, Mount Alexander Shire and Loddon Shire Councils. The Corporation also receives 73.6% of Macedon Ranges Shire Council's State Government library funding grant allocation. The Corporation receives 100% of the State Government Local Priority Funding grant from three member Councils, and 73.6% from Macedon Ranges Shire Council.

### State Government Core Funding:

<i>Council</i>	<i>2006/2007</i>	<i>2007/2008</i>
City of Greater Bendigo	\$ 473,777	\$ 487,990
Loddon Shire	\$ 75,788	\$ 78,062
Mount Alexander Shire	\$ 109,956	\$ 113,255
Macedon Ranges Shire*	\$ 162,591	\$ 167,468
TOTAL	\$ 822,112	\$ 846,775

- *Calculation based on the Corporation receiving 73.6% of Macedon Ranges Shire Council's State Government Library Funding.*

### State Government Local Priority Funding:

<i>Council</i>	<i>2006/2007</i>	<i>2007/2008</i>
City of Greater Bendigo	\$ 24,936	\$ 25,684
Loddon Shire	\$ 3,989	\$ 4,108
Mount Alexander Shire	\$ 5,787	\$ 5,961
Macedon Ranges Shire*	\$ 8,558	\$ 8,815
TOTAL	\$ 43,270	\$ 44,568

- *\*Calculation based on the Corporation receiving 73.6% of Macedon Ranges Shire Council's State Government Local Priority Funding.*

Some key features of the budget are: -

The budget contains sustained support for the IT area and maintains the amount allocated for resources. A capital amount of \$400,000 has been allocated to replace the Mobile Library trailer and will be funded from the plant replacement reserve.

The budget contains provision for the continued use of a library vehicle and library delivery vehicle, purchased in 2007. The budget also contains the lease payments to cover the costs of our library management system over the next twelve months and allows a reasonable amount to be allocated to new programs and initiatives, and staff training.

## Services

Current services are maintained in all libraries and service points. Opening hours will be reviewed during the next twelve months, including the Mobile Library and Outreach Services, which incorporates Home Delivery services and services provided to special accommodation centres.

## Staffing

The total staffing costs include increments due to a new Enterprise Bargaining Agreement (EB) of 4%, annualised salaries and the annual movement of staff within their Bands. The current staffing level is approximately 35 Effective Full Time (EFT). The Budget contains an allocation for relief staff to cover holidays, sick leave and staff training.

## Other Expenditure

The majority of Operating Costs have been increased by 3.3% based on the previous year's actual budget and predicted CPI increases. Some costs are predicted to rise at a higher rate and are expected to fall in line with current patterns, such as the increase in use of the Internet and new databases.

The Corporation budgets for an operating surplus of \$ 341,239 and a cash surplus of \$25,887. The Corporation also budgets to continue an annual transfer to its Development Initiative Reserve of \$29,000 and Equipment and Plant replacement reserve of \$124,000. It is planned that the money held in the Development Initiative will be used to fund new initiatives during the 2008-2010 financial years, namely the upgrade or replacement of the Library Management System and the introduction of new circulation and inventory technologies such as RFID.\*

## Capital Resources

Capital Resources include capital items such as books, audiovisual items, DVDs, and compact discs but not non-capital items such as newspapers, periodicals and databases. Because the nature of this type of material is not depreciable, these items cannot be regarded as assets. The Corporation continues to focus on improving the book stock by upgrading the current stock while maintaining its special collections. The fresh and current stock has impacted in all the Goldfields libraries and is reflected with a significant increase in circulation and visits (over 15%) to the Goldfields libraries over the past two years.

The amount allocated for resources (books, audiovisual items, CDs, DVDs), will reach \$692,000 which is 17.25% of the total income, a reduction of 1.40% on the previous year because of the cessation of the Book Bonanza grant offered by the State Government over the past three years. However, as loans and visits to the Goldfields

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\* Radio Frequency Identification Device - is a system that allows libraries to improve its services to customers (faster checkouts, tracking of materials) and to keep a more accurate account of their collections.

Libraries have significantly increased over the past two years, Member Councils have increased the resources budget to cover some of the loss from the Book Bonanza.

Given the growing demand for up to date and popular information, we have again increased the budget to continue to support our online resources. In addition we will be continually upgrading the Library Corporation's website, offering new services and generally improving our users' online experience with the Goldfields Library Corporation. These enhancements are supported with appropriate training for staff and library users.

There has been a significant improvement in the choice of online services to our users in addition to our current collection of 1.74 items per capita, which satisfies the anticipated goal of 2 items per capita.

### Capital Expenditure

Information Technology - includes computer hardware upgrades, Internet needs, printers, some minor hardware and other associated equipment. As the cost of IT hardware continues to come down and the longer life cycle of some hardware items, the 2007/2008 IT budget has also reduced to \$ 90,000. The Corporation will not need a new server during this financial year. It is anticipated that a server will be replaced during the 2008/9 financial year.

The Library Corporation owns the library vehicle and has purchased the library delivery vehicle. The library vehicle will be replaced during the 2007/8 financial year, while the library delivery vehicle will be replaced during the 2009/10 financial year.

Furniture and Equipment - an amount of \$36,150 had been allocated to update Furniture and Equipment for the libraries during 2007/8. This amount has been based on the previous year's budget plus an increase of 3.3%. The new Kyneton library is due for completion towards the end of July 2007. Funds from the 2006/7 budget have been used to fit out the new library with shelving and furniture.

There will also be some changes to the Gisborne and Woodend libraries as the customer service centre will be relocated from the Gisborne library to the Woodend library. The costs to refurbish these libraries will be borne by the Macedon Ranges Shire Council. The Bendigo Regional Archive Centre is planned to be located within the Bendigo Library's Goldfields Research Centre towards the end of October and will be funded by the City of Greater Bendigo and the Public Record Office of Victoria.

Smaller items of equipment are covered in the Operating Budget under Minor Items of Equipment.

IT Network Operating Costs - IT operating costs include software licences, upgrades and general maintenance of the servers, ISDN network and the lease of the Civica based Spydus library management system.

This financial year will also see an improved web interface with an upgrade of the Library Corporation's website as well as the new self-serve Internet booking system where users can book the Internet using their library card. This frees up valuable staff time to undertake reference and research enquiries as well as other customer service functions.

Leasing - Leasing costs include the library management system, the library's talking technology (an automated telephone reserve and reminder system), five photocopiers, of which three are located at Bendigo and one each at Castlemaine and Kangaroo Flat. The photocopiers situated at the other libraries are owned by the Corporation.

Consulting and Professional Services - This amount of money has been maintained so that the Corporation can continue to develop and implement a number of projects (strategic and operational) over the next 12 months. For example, the GLC is currently undertaking a risk management strategy and it is anticipated that a number of projects and policies will be updated and developed as a result of this strategy.

The GLC has also included funding to implement marketing and communications projects. Funding has not been available in the past to undertake formal marketing and promotions activities and it is envisaged that improved promotions will further boost circulation and visits to the libraries as well as target our communities that are not aware of, or using the services provided by the GLC.

**2. BUDGET SUMMARY - OPERATING AND CASH**

NCGRL Contributions Member Councils	(2,787,145)
State Library Grant - Core Funding	(846,775)
State Library Grant - Local Priority	(44,568)
Mobile Library income	(77,036)
Book Recovery	(5,200)
Donations/Contrib/Reimb Received	(5,500)
Fines	(32,000)
Inter Library Loans	(1,500)
Interest on Investments	(55,000)
Internet/Prints	(25,000)
Microfilm/Microfiche Reader	(800)
DVD/Video Fees	(55,000)
Photocopying	(14,500)
Proceeds Asset Sales	(37,400)
Reservations	(5,500)
Resource Donations	(13,000)
Revenue Sundry Charges & Materials	(6,000)
<b>Total Income</b>	<b>(4,011,924)</b>
Labour	2,127,377
Workcover	17,250
Fringe Benefits Tax and Other Taxes	4,750
Accommodation/Travelling/Parking	3,000
Advertisements	5,200
Audit Fee	7,270
Bank Charges and Fees	4,050
Board Costs	2,700
Library Vehicle Operating Expenses	12,000
Program Promotions	20,000
Computer Software Maintenance Services	176,500
Consulting and Professional Services	50,000
Contract Service Fees RTC P/Hill	5,165
Cost of Assets Sold	32,524
Database Costs	24,500
Finance/ Administration Charge	45,250
Freight/Courier Charges	8,000
Headquarters Rental Charge	20,000
Insurance - Public Liability	53,000
Inter Library Loan Costs	1,000
Internet Expense	45,000
Libraries Australia (formerly Kinetica)	6,000
Lease - Photocopiers	15,150

Lease - Talking Technology	12,500
Maintenance Services	20,000
Membership/Industry Training	4,500
Microfiche/Microfilm Reader Expenses	1,370
Minor Equip Purchases (Non Capital)	10,000
Mobile Vehicle and Van Operating Expenses	46,155
Newspapers	8,000
Periodicals	32,000
Photocopier Expense	7,550
Postage	7,700
Printing and Stationery	31,500
Processing Supplies	30,000
Telephone Rental and Calls	30,600
Training	20,000
Telephone System Lease	5,850
Depreciation Plant and Equip at Value	43,043
Depreciation Furn and Fitt at Value	91,204
Depreciation NCGRL Resources	543,027
HR function	15,000
Communications and Marketing	25,000
<b>Total Expenditure</b>	<b>3,670,685</b>
Operating Result (Surplus) / Deficit	<b>(341,239)</b>
Adjustments to Obtain Cash Result	
Remove Depreciation	(677,274)
Add Capital Expenditure - Resources	692,000
Add Capital Expenditure - Info Tech	90,000
Add Capital Expenditure - Furn & Equip	36,150
Add Capital Expenditure - Vehicle	400,000
Add Capital Expenditure – CEO Motor vehicle	41,000
Fair Value of Assets Donated	13,000
Remove WDV Assets Sold	(32,524)
Transfer Dev Initiative	29,000
Transfer to Plant and Equipment Reserve	124,000
Tfr from Plant & Equip Replacement Reserve	(400,000)
<b>Cash Result (Surplus) / Deficit</b>	<b>(25,887)</b>

### **3. INCOME – TOTAL INCOME**

The total income for the Goldfields Library Corporation will be \$4,011,924 and comprises the following key items:

#### **Government Income - State/Local/Other**

Council Contributions: \$2,787,145 (154,071 population x \$18.09)

The per capita increases from local government is based on the population of each Council and with the agreement that each would contribute \$18.09 per capita for 2007/8. This means that all current services will be maintained and some services will be further developed, particularly in the area of online information provision.

State Government Library Grant - Core Funding: \$ 846,775

The previous Funding and Service Agreement included a recurrent Operating Grant based on CPI and population increases, while Local Priority grants were fixed at 5%.

The State Government library grant funding allocation is dependent on the terms of the new Funding and Service Agreement that will come into effect on 1 July 2007 and will operate until 30 June 2011. This agreement is currently under review. However, based on the terms of the previous four year agreement, the GLC estimates a grant of \$846,775 from the State Government. This amount includes the Operating and Local Priority grants for The City of Greater Bendigo, Loddon Shire Council and Mount Alexander Shire. The Corporation receives 73.6% of the Macedon Ranges Core Funding Grant operating and Local Priority Grants.

State Government Local Priority Grant: \$ 44,568

Based on the terms of the previous four year agreement, Local Priority grants for each member Council is 5%. The Corporation receives 73.6% of the Macedon Ranges Local Priority Grant.

Mobile Library Contributions: \$ 77,036

This represents monies received from the sale of Mobile Library Services to Buloke and Central Goldfields Shire Councils.

#### **Other Income**

Book Recovery: \$5,200

This represents monies received for books that have been damaged or lost.

Donation/Contributions Received: \$5,500

This comprises donations or monies received for sundry contributions.

Fines: \$32,000

The Budget takes into account the income from fines and fees, but as material is now being returned much more promptly due to email and Talking Technology phone reminders, no change has been estimated for the coming year.

Interest on Investments: \$55,000

Interest income is expected to be around \$55,000. This is due largely to the funds the Corporation has set aside in Reserves and for Long Service Leave requirements. The Corporation is also able to capitalise on contributions made by member Councils and the Government in that these funds are invested until the funds are required.

Internet prints: \$25,000

This amount covers monies received from Internet prints. This amount is based on the current usage of the Internet.

DVD Fees: \$55,000

These fees help generate funds to develop the collection in this format. It is expected that we will receive \$55,000 from loans during the year.

Photocopying: \$14,500

This amount represents monies received from photocopying charges.

Proceeds Asset Sale: \$37,400

This amount represents the expected income from sale of the library trailer and library vehicle.

Reservations: \$5,500

Monies received from charges related to a fee on adult fiction.

Value of Donated Books: \$13,000

Consists of books donated and valued at the current average price of books.

Revenue Sundry Charges & Materials: \$6,000

Covers other minor income, such as the sale of library bags.

#### **4. OPERATING EXPENDITURE – TOTAL EXPENDITURE**

The total operating expenditure is **\$3,670,685** and comprises the following:

##### **Labour Costs**

Labour costs total \$ 2,127,377 and comprise the following:

Wages: \$1,929,099

Cost of all labour to operate all services points.

Superannuation: \$158,979

Cost of employer superannuation contributions.

Long Service Leave: \$39,299

This is separated from labour costs, but part of employee costs

##### **Other Expenses**

Workcover: \$17,250

The Workcover premium was reduced in the previous 12 months (however this amount increases if any claims are made).

Fringe Benefit Taxes:\$4,750

Tax on CEO's vehicle and any other FBT expenses.

Accommodation/travelling/parking: \$3,000

Charges associated with staff attending training or conferences.

Advertisements: \$5,200

This covers costs of required public notices.

Audit Fee: \$7,270

This covers costs for the compulsory annual audit.

Bank charges and Fees: \$4,050

This covers all bank fees and charges.

Board Costs: \$2,700

This covers Board costs of meetings, acknowledgement of volunteers work and any extra Board costs.

CEO /Vehicle Operating Expenses: \$12,000

This covers the costs of operating CEO's car. This has increased due to fluctuations in fuel prices and costs to maintain the vehicle (such as services, tyres, vehicle registration etc).

Program Promotions: \$20,000

This is used to purchase materials needed for regular storytime and adult activity programs for the Corporation, such as author visits, readings and other promotions.

Computer Software Maintenance: \$176,500

IT operating costs that covers all software licences, upgrades and general maintenance of the ISDN network, the lease of the Civica based Spydus library management system, the web interface and the Internet self booking system.

This IT budget is for the purchase of:

<b>Item</b>	<b>Expenditure \$</b>
Lease of Civica's Spydus Library Management System	85,000
Web user interface maintenance	15,000
MS Office upgrade and renewal of MS software Licences	25,000
Server maintenance	50,000
Wireless Technology for new mobile library trailer	1,500
<b>Total</b>	<b>\$176,500</b>

Consulting and Professional Services: \$50,000

Covers costs of specialist services unable to be supplied by library staff and will include the ongoing review of the HR functions, the risk management strategy and the development of a communications strategy for the Corporation.

Contract Services Fee RTC/Pyramid Hill: \$5,165

Covers charges for the Rural Transaction Centre to operate the library service at Pyramid Hill.

Cost of Assets sold: -\$32,524

This represents the written down value of assets sold – library trailer and CEO motor vehicle.

Data Base Costs: \$24,500

This includes amounts spent on various reference related items which are now purchased on an annual licence fee for use basis. Some purchases are achieved through consortium purchases, which means greater savings to the Corporation. It also includes the introduction of some new online databases.

Financial Administration Charge: \$45,250

Covers the costs due to the City of Greater Bendigo for managing the Corporation's payroll and accounts.

Freight/Courier charges: \$8,000

Freight costs for book delivery to Pyramid Hill RTC service point library and Home Delivery charges.

Headquarters Rental Charge: \$20,000

Covers the cost of payment to the City of Greater Bendigo for the use of a portion of the first floor of Bendigo Library as Headquarters space. This has been maintained at \$20,000 as the Public Records Office of Victoria will be co-locating to an area alongside the Goldfields Research Centre on the first floor of the Bendigo Library.

Insurance Public Liability: \$ 53,000

Insurance which covers all GLC libraries.

Internet Expense: \$45,000

Charges associated with Internet use for internal communication, Email, research use and outgoings. This has increased due to the increased demand for Internet usage.

Libraries Australia: \$6,000

Access charges associated with cataloguing library materials and set by National Library of Australia.

Lease photocopiers: \$15,150

Cost of leasing five photocopying machines.

Lease – Talking Technology: \$12,500

Covers the cost of technology which automatically contacts patrons by telephone holding overdue items or who have books on hold.

Maintenance Services \$20,000

Covers maintenance in all libraries of non building items

Membership/Industry Training: \$4,500

Covers costs for membership to trade and industry associations

Minor Equipment Purchases: \$10,000

This covers purchases of small items which are considered non-capital.

Mobile Library and Library Van Operating Costs: \$46,155

Costs associated with running the Mobile Library and the library van such as repairs, tyres, fuel, parking at COGB premises, etc.

Newspapers: \$8,000

Costs of major daily newspapers at all libraries.

Periodicals: \$32,000

Covers the costs of magazines and periodicals at all libraries.

Photocopier Expense: \$7,550

Covers costs of repairs to machines that are owned by the Corporation as well as cartridges and associated items.

Postage: \$7,700

Covers the postage of paper overdue notices to patrons who cannot be located via Talking Technology plus general office postage for all libraries.

Printing and Stationery: \$31,500

Covers the costs of all paper related items such as docket printouts, member handouts, general printing and stationery. This also relates to the number of loans and reservations (i.e. more loans and reservations increases printing of library dockets).

Processing Supplies: \$30,000

Covers the costs of covering items, spine labels, bar codes, identification tags and other items needed to make items shelf ready. This also relates to the number of items purchased and necessary repairs to items held.

Telephone rental and calls: \$30,600

Telephone costs for all libraries.

Training: \$20,000

Costs associated for staff training.

Telephone System Lease: \$5,850

Covers the costs of leased head office system

HR Function: \$15,000

This money is to be used to cover the cost of providing an HR function for staff for the year on an as needs basis.

Communications and Marketing: \$ 25,000

This money is to be used to cover the cost to implement communications and marketing projects such as special promotions, public awareness campaigns and new programs.

**Depreciation**Depreciation Plant and Equipment at Valuation: \$43,043

Depreciation on Mobile Library trailer and the library motor vehicles.

Depreciation on Furniture and Fittings at Valuation: \$91,204

The depreciation on all other items except for book resources. This has increased, due largely to the increase in spending in this area. Computers now depreciate over 4 years (it used to be 3 years), which extends the useful life and the depreciation charge to the Corporation.

Depreciation NCGRL Resources: \$543,027

Resources such as bookstock are depreciated on a straight-line formula that relates to actual cost to age of item.

## **5. CAPITAL EXPENDITURE**

### Resources: \$692,000

Expenditure under this item represents the library stock component of the budget. Loan and non-loan materials that are subject to depreciation are included in this area. In addition to the Capital Expenditure the Corporation will receive Resources to the value of \$13,000 free of charge from members of the public donating books.

### IT Costs: \$90,000

IT capital costs covers the upgrades of the new library server, PCs, printers, scanners and other IT equipment.

PC Replacement – Includes quality 19" LCD Monitors	\$ 43,200
Laserjet workgroup printers – 2 X Bendigo, Kyneton, Castlemaine, Gisborne	\$ 15,000
Workgroup Color Laserjet for Bendigo Workroom	\$ 6,000
Inkjet Presentation printer for Outreach Services	\$ 400
16 Port Gigabit Network switch for Gisborne, Kyneton, Kangaroo Flat libraries	\$ 1,800
24" Presentation monitor for Bendigo Circulation desk for constant slideshow presentation.	\$ 1,200
UPS for server rack	\$ 6,500
UPS for Circulation PC	\$ 600
Replacement omni Barcode scanners (circulation desks)	\$ 6,400
Replacement line scanners, (workstations)	\$ 2,400
Thermal Receipt Printer for additional circulation PC at Kyneton library and Bendigo replacement	\$ 1,500
Z Folder and sealing unit for sealed notices	\$ 5,000
<b>TOTAL</b>	<b>\$ 90,000</b>

We replace each of the three servers every four years. In 2007/8 we will not be replacing a server.

### Furniture and Equipment: \$36,150

The costs associated with upgrading furniture and equipment at all libraries.

### Mobile Library Trailer:\$400,000

Cost of new Mobile Library trailer to be purchased during 2007/8.

### Library Vehicle \$41,000

Cost of a replacement library vehicle to be purchased during 2007/8, with the nett cost significantly less after changeover.

**6. RESERVE TRANSFERS**Transfer into Development Initiative: \$29,000

An annual amount is set aside and the value is slowly accumulating. This will be spent on approved service initiatives such as new programs or improvements to the bookstock.

Transfer to Reserves: \$124,000

The budget allows for a transfer in 2007/8. Annual transfers to this Reserve will allow the Corporation to have adequate funds for the next changeover of the library prime mover and trailer.

Transfer from Reserves: (\$400,000)

Funds originally carried over from 2006/7 towards costs of Mobile Library trailer, but will be spent during the 2007/8 year when the trailer is replaced.

## **7. FACILITY OPERATIONS**

This program incorporates the operation of the Goldfields libraries, service point libraries, Mobile Library, home delivery and Outreach Services. Identified staff costs are apportioned against each facility. The Corporation has a total of 50 employees on the payroll with an Effective Full Time (EFT), staffing rate of 35.47. We also employ a further 9 staff on a casual basis to cover annual leave and sick leave with only staff in face to face contact with the public being replaced at these times.

The proposed budget includes the continuation of all current opening hours at all libraries, except for the Woodend Library. The Woodend Library's hours will be extended from 28.5 hours per week to 41.5 hours per week when the new customer service centre is located within the Library. The Bendigo Library hours will be reviewed following the housing of the Bendigo Regional Archives on the first floor of the library, scheduled for late 2007, as will the Kyneton Library's hours following the opening of the new Library during the second half of 2007. This allocation also includes the continuation of the current Mobile Library service, the home delivery service and the delivery service to the special accommodation centres.

### Headquarters Operation – 5.03 EFT

Headquarters operation has one full time staff which is the Chief Executive Officer. Other staff move between Headquarters duties and other Bendigo Library duties.

### Bendigo Library – 15.39 EFT

The Bendigo Library has a staff of 15.39 EFT and provides services to the public for 48 hours per week.

### Castlemaine Library – 3.23 EFT

The Castlemaine Library has a staff of 3.23 EFT and provides services to the public for 44 hours per week.

### Gisborne Library – 2.49 EFT

The Gisborne Library has a staff of 2.49 EFT and provides services to the public for 46 hours per week.

### Heathcote Library 0.41 EFT

The Heathcote Library has a staff of 0.41 EFT and provides services to the public for 14 hours per week.

### Kangaroo Flat Library – 3.46 EFT

The Kangaroo Flat Library has a staff of 3.46 EFT and provides services to the public for 41.5 hours per week.

### Kyneton Library 1.37 EFT

The Kyneton Library has a staff of 1.37 EFT and provides services to the public for 42 hours per week.

### Woodend Library – 1.19 EFT

The Woodend Library has a staff of 1.19 EFT and will provide library and Council services to the public for 41.5 hours per week. This library is to be co-staffed by employees of the

Macedon Ranges Shire (1.0 EFT who also manages library business as well as Council business).

Outreach Services and Mobile Libraries – 2.9 EFT

This combined service operates one Mobile Library service, the home delivery service, the special accommodation delivery service, Eaglehawk service point library and the Pyramid Hill Rural Transaction Centre Library service and has a total staff of 2.9 EFT. The Mobile Library is on the road for 47.25 hours per week and open to the public for 29.5 hours. The Eaglehawk library is open 3 hours per week.

## **8. REGIONAL HEADQUARTERS**

The Regional Headquarters section provides the technical and administrative support for the Corporation's library service. The section is divided into the following categories:-

- Administration
- Collections
- Services

### **Administration**

The Administration section is responsible for the overall management of the Regional Library Corporation. The Administration Section is situated upstairs in the Bendigo Library.

#### Chief Executive Officer

The CEO's office is the centre for the management and administration of the Regional Library Corporation. It provides leadership and co-ordination for all activities.

#### Office Facility

Expenditure under this item includes the headquarters facility rental and maintenance at the Bendigo site.

#### Finance

Provides for accounting services from the City of Greater Bendigo and audit and banking charges.

#### Operating Costs

Expenditure under this section deals with the day-to-day operation of the Corporation's libraries and headquarters unit and includes items such as all service provision, Internet access costs, telephones and postage and some levels of insurance for the library service.

#### Investments

The City of Greater Bendigo invests available funds during the year on behalf of the Corporation.

### **Collections**

The Collections section is responsible for the departments that handle new stock from the time items enter the service and are catalogued through to their final distribution to libraries. Regional collections are partly sourced and handled within Macedon and Mount Alexander regions.

#### Collections and Programs

Provides for the maintenance of the entire collection and for supervision by the Collection Manager and includes staffing and associated costs.

#### Acquisitions

Provides for the preparation of new material for cataloguing and processing. It includes staffing and associated database and stationery costs.

Cataloguing

Provides for the entering of new and donated items onto the Spydus Library System and maintains the integrity of the database. It includes cataloguing staff for the GLC libraries and costs associated with retrieving records from the National Library of Australia's Libraries Australia database.

Processing

Provides for the physical preparation and repair of items. Staff and processing materials for music, video and audio materials are included in this allocation.

Periodicals

Provides for the acquisition of magazines and newspapers for the region.

Interlibrary Loans

Provides for all interlibrary loans facilities and costs but excludes staffing costs.

Information and Education

The Information and Education Manager handles all information, educational and reference enquiries.

Circulation Officers and Casual Staff

The Circulation Officers and Casual Staff have a staffing cost only.

Goldfields Research Centre

Provides for the development and acquisition of materials in family and local history as well as special collections. It also provides for the purchase of materials for this department region wide.

**Services**

The Services Section is responsible for the departments that deliver particular services to the public. They manage and support the activities to the Corporation's libraries, including the Mobile Library and Outreach Services.

The Services Section is also responsible for the provision and maintenance of the Spydus Library Automated System and the Information Technology Networks.

Information Technology Services

The Information Technology Services manages the hardware and software of the various networks, systems and library servers, both internally and externally-region wide.

Automated Library Management System

Provides for the maintenance and ongoing support of the Automated System. It also provides for software and hardware licenses.

Overdues

Provides for the identification and retrieval of items not returned by the due date. It includes staffing and overdue notices costs.

Children's and Family Services

Provides for the development of programs to stimulate and encourage reading by the young members of the Library Service. It includes staffing costs and other costs associated with the provision of the purchase and allocation of materials for this department region wide.

Outreach Services

Including the Mobile Library service, provides services to the region and outer rural areas (The Mobile Library services 17 stops throughout the region) and the Pyramid Hill service point library. A Home Delivery Service operates to all major special accommodation centres throughout the region and to housebound patrons within the general Bendigo area.

Reference Services

Provides for the development of reference and information programs throughout the region. It also provides for the purchases of materials for this department region wide.

Music

Provides for the development and acquisition of music, DVDs and audiovisual items. Cataloguing of items also takes place in this department.

**9. STRATEGIC RESOURCE PLAN**

The Strategic Resource Plan incorporates the resources required, both financial and non-financial to achieve the objectives and strategic activities identified in the Library Plan. The budget represents the operations of the Goldfields Library Corporation for the twelve months July 2007 to June 2008.

The Goldfields Library Corporation Budget

The Budget is prepared on the basis of a base contribution of \$18.09 per capita (\$16.95 in 2006/7), from the four member Councils to cover capital and operating expenses. Member Councils cover all utility costs associated with operating the Libraries directly. Population figures are based on ABS statistics and are provided by the Department for Victorian Communities.

	<b>2006/7</b>	<b>@ \$ 16.95</b>	<b>2007/8</b>	<b>@ \$18.09</b>
Greater Bendigo	95,968	\$1,626,657	97,774	\$ 1,768,732
Loddon	8,364	\$ 141,770	8,351	\$ 151,070
Mount Alexander	17,242	\$ 292,252	17,339	\$ 313,663
Macedon – 73.6%	30,060	\$ 509,517	30,607	\$ 553,680
<b>Total Population</b>	<b>151,634</b>		<b>154,071</b>	
<b>TOTAL INCOME</b>		<b>\$ 2,570,196</b>		<b>\$ 2,787,145</b>

State Government Funding

The State Government funding is based on the estimated population figures, with minor adjustments for areas with a growing or declining population. The Corporation receives 100% of the State Government Library Funding grant from the City of Greater Bendigo, Mount Alexander Shire and Loddon Shire Councils. The Corporation also receives 73.6% of Macedon Ranges Shire Council's State Government Library Funding grant allocation. The Corporation receives 100% of the Local Priority Funding State Government grant from three member Councils, which is included in the total amounts, and 73.6% from Macedon Ranges which is included as a separate line item.

State Government Core Funding:

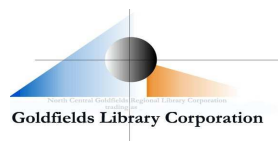
<i>Council</i>	<i>2006/2007</i>	<i>2007/2008</i>
City of Greater Bendigo	\$ 473,777	\$ 487,990
Loddon Shire	\$ 75,788	\$ 78,062
Mount Alexander Shire	\$ 109,956	\$ 113,255
Macedon Ranges Shire*	\$ 162,591	\$ 167,468
<b>TOTAL</b>	<b>\$ 822,112</b>	<b>\$ 846,775</b>

- *Calculation based on the Corporation receiving 73.6% of Macedon Ranges Shire Council's State Government Library Funding.*

State Government Local Priority Funding:

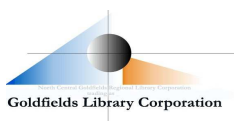
<i>Council</i>	<i>2006/2007</i>	<i>2007/2008</i>
City of Greater Bendigo	\$ 24,936	\$ 25,684
Loddon Shire	\$ 3,989	\$ 4,108
Mount Alexander Shire	\$ 5,787	\$ 5,961
Macedon Ranges Shire*	\$ 8,558	\$ 8,815
TOTAL	\$ 43,270	\$ 44,568

*\*Calculation based on the Corporation receiving 73.6% of Macedon Ranges Shire Council's State Government Local Priority Funding.*

**10. STANDARD STATEMENTS****Standard Statement of Financial Performance**

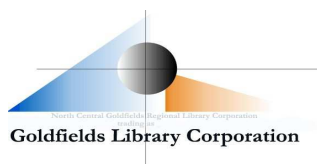
	2007/08	2008/09	2009/10	2010/11
	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
Member Contributions	2,864,181	3,007,273	3,172,837	3,341,247
Grants	891,343	916,791	943,001	969,996
User Fees, Charges and Fines	139,500	141,288	143,407	145,558
	<u>3,895,024</u>	<u>4,065,351</u>	<u>4,259,245</u>	<u>4,456,801</u>
<b>Revenue from outside operating activities</b>				
Interest	55,000	40,000	42,000	44,100
Other Income	11,500	11,590	11,681	11,774
Proceeds From Sale of Fixed Assets	37,400	30,090	30,541	48,499
Assets Received Free of Charge	13,000	13,000	13,000	13,000
	<u>116,900</u>	<u>94,680</u>	<u>97,223</u>	<u>117,374</u>
<b>Total Revenue</b>	<u><b>4,011,924</b></u>	<u><b>4,160,031</b></u>	<u><b>4,356,468</b></u>	<u><b>4,574,175</b></u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Benefits	2,149,377	2,257,114	2,370,271	2,489,120
Plant and Equipment Costs	287,225	298,742	310,792	323,398
Depreciation	677,274	684,047	690,887	697,796
Administration and Maintenance Charges	203,250	211,210	219,026	227,156
Other Expenses	321,035	335,351	350,502	366,551
Written Down Value of Assets Sold	32,524	30,090	31,595	51,175
<b>Total Expenses</b>	<u><b>3,670,685</b></u>	<u><b>3,816,554</b></u>	<u><b>3,973,072</b></u>	<u><b>4,155,196</b></u>
<b>Net Result</b>	<u><b>341,239</b></u>	<u><b>343,478</b></u>	<u><b>383,396</b></u>	<u><b>418,979</b></u>
<b>Movements in Equity</b>				
Net Increase (Decrease) in Reserves	-	-	-	-
<b>Total Movement in Equity</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Changes in Equity</b>	<u><b>341,239</b></u>	<u><b>343,478</b></u>	<u><b>383,396</b></u>	<u><b>418,979</b></u>

## Standard Statement of Financial Position

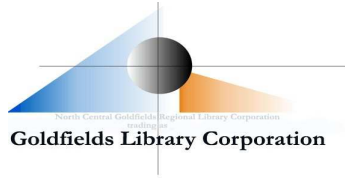


### STANDARD STATEMENT OF FINANCIAL POSITION

	2007/08 \$	2008/09 \$	2009/10 \$	2010/11 \$
<b>CURRENT ASSETS</b>				
Cash Assets	926,438	850,381	1,069,061	1,253,440
Receivables	3,850	4,500	7,000	8,000
Other Financial Assets	28,000	30,000	30,000	30,000
<b>Total Current Assets</b>	<u>958,288</u>	<u>884,881</u>	<u>1,106,061</u>	<u>1,291,440</u>
<b>CURRENT LIABILITIES</b>				
Payables	206,000	150,000	165,000	175,000
Employee Benefits	470,000	480,000	490,000	501,157
<b>Total Current Liabilities</b>	<u>676,000</u>	<u>630,000</u>	<u>655,000</u>	<u>676,157</u>
<b>NET CURRENT ASSETS</b>	<u>282,288</u>	<u>254,881</u>	<u>451,061</u>	<u>615,283</u>
<b>NON-CURRENT ASSETS</b>				
Plant, Resources and Equipment	4,891,027	5,289,222	5,505,635	5,790,392
<b>Total Non-Current Assets</b>	<u>4,891,027</u>	<u>5,289,222</u>	<u>5,505,635</u>	<u>5,790,392</u>
<b>NON-CURRENT LIABILITIES</b>				
Employee Benefits	85,000	112,310	141,507	171,507
<b>Total Non-Current Liabilities</b>	<u>85,000</u>	<u>112,310</u>	<u>141,507</u>	<u>171,507</u>
<b>NET NON-CURRENT ASSETS</b>	<u>4,806,027</u>	<u>5,176,912</u>	<u>5,364,128</u>	<u>5,618,885</u>
<b>NET ASSETS</b>	<u>5,088,315</u>	<u>5,431,793</u>	<u>5,815,189</u>	<u>6,234,168</u>
<b>EQUITY</b>				
Member Contributions	2,236,785	2,236,785	2,236,785	2,236,785
Asset Revaluation Reserve	1,306,784	1,306,784	1,306,784	1,306,784
Plant & Equipment Reserve	148,000	228,000	328,000	428,000
Development Initiative Reserve	407,077	292,077	137,077	152,077
Accumulated (Deficit) / Surplus	989,669	1,368,147	1,806,543	2,110,522
<b>TOTAL EQUITY</b>	<u>5,088,315</u>	<u>5,431,793</u>	<u>5,815,189</u>	<u>6,234,168</u>

**Standard Statement of Cash Flows**

	<b>STANDARD STATEMENT OF CASH FLOWS</b>			
	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>	<b>Inflows/ (Outflows)</b>
<b>Cash Flows from Operating Activities</b>				
<b>Payments</b>				
Employee Related Costs	(2,129,942)	(2,214,704)	(2,315,574)	(2,447,963)
Plant and Equipment Costs	(316,003)	(342,876)	(343,531)	(353,263)
Administration and Maintenance Charges	(218,298)	(252,771)	(244,493)	(248,647)
Other Expenses	(352,534)	(387,436)	(393,007)	(399,006)
GST paid on Investing Activities	(138,412)	(109,933)	(92,590)	(102,073)
GST submitted to the ATO	(179,777)	(201,474)	(230,595)	(254,351)
	<u>(3,334,965)</u>	<u>(3,509,194)</u>	<u>(3,619,790)</u>	<u>(3,805,302)</u>
<b>Receipts</b>				
Member Contributions	3,155,219	3,287,540	3,489,571	3,676,472
Grants	980,477	1,006,815	1,036,101	1,066,995
User Fees, Charges and Fines	153,450	152,916	152,748	159,337
Interest	56,077	39,350	39,500	43,100
Other Revenue	12,650	12,749	12,849	12,951
GST Received from Investing Activities	3,740	3,009	3,054	3,054
	<u>4,361,613</u>	<u>4,502,378</u>	<u>4,733,823</u>	<u>4,961,910</u>
Net Cash Inflow/(Outflow) from Operating Activities	<u>1,026,649</u>	<u>993,184</u>	<u>1,114,033</u>	<u>1,156,608</u>
<b>Cash Flows from Investing Activities</b>				
Proceeds from Sale of Assets	37,400	30,090	30,541	48,499
Payment for Plant, Resources and Equipment	(1,384,119)	(1,099,332)	(925,895)	(1,020,728)
Net Cash Inflow/(Outflow) from Investing Activities	<u>(1,346,719)</u>	<u>(1,069,242)</u>	<u>(895,354)</u>	<u>(972,229)</u>
Net Increase/(Decrease) in Cash Held	(320,070)	(76,058)	218,681	184,379
Cash at the Beginning at Year	<u>1,246,508</u>	<u>926,438</u>	<u>850,380</u>	<u>1,069,061</u>
Cash at the End of the Year	<u>926,438</u>	<u>850,380</u>	<u>1,069,060</u>	<u>1,253,440</u>
<b>Reconciliation of Operating Result and Net Cash Flows from Operating Activities for the year ending 30 June</b>				
<b>Net surplus/(deficit) from operations</b>	341,239	343,478	383,396	418,979
Depreciation and amortisation	677,274	684,047	690,887	697,796
Net movement in current assets and liabilities	8,136	(34,340)	39,752	39,833
<b>Net cash inflow/(outflow) from operating activities</b>	<u>1,026,649</u>	<u>993,184</u>	<u>1,114,035</u>	<u>1,156,608</u>

**Standard Statement of Capital Works****STANDARD STATEMENT OF CAPITAL WORKS**

	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Resources	692,000	706,987	749,406	794,371
Plant and Vehicles	441,000	41,820	42,656	88,510
Computer Equipment	90,000	262,700	295,481	98,345
Furniture and Equipment	36,150	37,235	38,352	39,502
<b>Total Capital Works</b>	<b>1,259,150</b>	<b>1,048,742</b>	<b>1,125,895</b>	<b>1,020,728</b>

Represented by:

Renewal	916,250	719,960	# 456,936	620,606
Upgrade	342,900	328,782	468,959	400,122
Expansion	-	-	-	-
New Assets	-	-	200,000	-
<b>Total Capital Works</b>	<b>1,259,150</b>	<b>1,048,742</b>	<b>1,125,895</b>	<b>1,020,728</b>

**11. KEY STRATEGIC ACTIVITIES****1. The library as the heart of the community – a sense of place**

A public library in regional Victoria is seen as the heart of some sections of the community. It disseminates information and it holds the community memory. Libraries promote social wellbeing.

***Goldfields Library Corporation will continue to promote its libraries as the heart of their communities and ensure that everyone in the community is made to feel welcome.***

Strategies/Actions	Performance Indicators/Outcomes	Timelines
<ul style="list-style-type: none"> <li>➤ Ensure that Libraries are attractive in appearance, both internally and externally with appropriate signage that is directional and explanatory. Libraries are to be warm, inviting, friendly and engaging.</li> <li>➤ Ensure that Branch Libraries are accessible with appropriate opening hours.</li> <li>➤ Provide space in each Library for community services, programs, events and displays.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual inspections of all Branches with report to the Board</li> <li>➤ OH &amp; S inspections of all Branches as required under the OH &amp; S Act</li> <li>➤ Increase in visits per total membership by 1%</li> <li>➤ Increase in membership by 1%</li> <li>➤ Annual review of the opening hours.</li> <li>➤ Increase the number of events, programs and displays by 5%</li> <li>➤ Increase the number of attendees at events, programs and displays by 10%</li> </ul>	<p>To be completed by 30 June 2008</p> <p>To be completed by 30 June 2008</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 1% over 4 years (2005/6 visits = 722,839).</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 1% over 4 years (2005/6 new members =6,146)</p> <p>Review to be undertaken by 30 June 2008</p> <p>Increase by 5% over 4 years (2005/6=350) Report progress at 30 June 2008.</p> <p>Increase by 10% over 4 years (2005/6= 11,140) . Report progress at30 June 2008.</p>

## ***2. The library as a way into communities – a sense of belonging***

A public library in regional Victoria is often the first place a new resident, or a person new to community life, comes to become oriented and accepted as a citizen of the community. Those isolated by distance can access the library through the Internet and remain a part of their community. In no other place can all sections of the community meet on equal footing as citizens.

***Goldfields Library Corporation will continue to acknowledge our patrons in a personal manner and ensure that all visitors are treated equitably.***

Strategies/Actions	Performance Indicators/Outcomes	Timelines
<ul style="list-style-type: none"> <li>➤ Maintain or increase membership annually.</li> <li>➤ Produce new Library information flyer.</li> <li>➤ Ensure 24/7 access through website.</li> <li>➤ Harness the Friends of Libraries groups enthusiasm.</li> <li>➤ Support staff training. Develop a training schedule for staff.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual survey for customer feedback</li> <li>➤ Number of members. Increase in visits per member by 1%</li> <li>➤ Produce at least one new general flyer for distribution at least once a year</li> <li>➤ Number of new members. Increase in membership by 1%</li> <li>➤ Number of users on the web. Increase number by 10%</li> <li>➤ Online usage increase by 10% in:               <ul style="list-style-type: none"> <li>a. renewals</li> <li>b. holds</li> <li>c. catalogue search</li> <li>d. database usage</li> </ul> </li> <li>➤ Friends of Libraries group activities. Meeting with CEO at least once a year. Report outcomes to the Board</li> <li>➤ Report on number of training sessions attended by staff</li> </ul>	<p>To be completed by 30 June 2008</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 1% over 4 years (2005/6 visits = 722,839; members 2005/6 =67,709) At 30 June 2008</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 1% over 4 years. (2005/6 new members =6,146) Report progress at 30 June 2008. Increase by 10% over 4 years (Number of users 2005/6 on web catalogue= 42,330). Report progress at 30 June 2008. Increase by 10% over 4 years (Number of users 2005/6 on web catalogue= 42,330).</p> <p>Report at 30 June 2008</p> <p>Report at 30 June 2008</p>

### ***3. The library as a knowledge base – a sense of enhancement***

A public library in regional Victoria is a centre for the discovery of information and the creation of knowledge.

***Goldfields Library Corporation will continue to provide relevant resources, information and knowledge to meet the needs of their community.***

<b>Strategies/Actions</b>	<b>Performance Indicators/Outcomes</b>	<b>Timelines</b>
<ul style="list-style-type: none"> <li>➤ Maintain relevant material for borrowing and online.</li> <li>➤ Seek new partnerships with relevant special interest groups.</li> <li>➤ Support staff training. Develop a training schedule for staff.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual survey for customer feedback</li> <li>➤ Increase in number of loans by 10%</li> <li>➤ Increase in Visits per total membership by 1%</li> <li>➤ Online usage increase by 10%</li> <li>➤ Report on the number of training programs attended by staff</li> <li>➤ Develop at least one Partnership project per year with at least one interest group such as :               <ul style="list-style-type: none"> <li>a. Friends of Libraries Groups</li> <li>b. Historical Society</li> <li>c. PROV</li> </ul> </li> </ul>	<p>To be completed by 30 June 2008</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 10% over 4 years (2005/6 loans = 1,317,539)</p> <p>Statistics recorded monthly. . Report progress at 30 June 2008.. Increase by 1% over 4 years (2005/6 visits = 722,839)</p> <p>Report progress at 30 June 2008.Increase by 10% over 4 years (Number of users 2005/6 on web catalogue= 42,330).</p> <p>Report at 30 June 2008</p> <p>Report at 30 June 2008</p>

#### **4. The library as a centre for life long learning – a sense of growth**

A public library in regional Victoria provides the resources needed for its citizens to grow and develop throughout their lives. People will move through several stages of life, each requiring different levels of knowledge and understanding, and the library offers resources to meet these needs.

***Goldfields Library Corporation will continue to develop and grow as a centre for life long learning for all members of its communities.***

Strategies/Actions	Performance Indicators/Outcomes	Timelines
<ul style="list-style-type: none"> <li>➤ Develop linkages with educational centres and community interest groups.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quarterly Meetings with interest groups and report to Board</li> <li>➤ Develop one specific annual project per year with an educational institute or interest group</li> <li>➤ Report staff attendance at community programs and events</li> <li>➤ Annual Survey for customer feedback</li> <li>➤ Increase in number of loans by 10%</li> <li>➤ Increase in Visits per total membership by 1%</li> </ul>	<p>Final report by 30 June 2008</p> <p>By 30 June 2008</p> <p>By 30 June 2008</p> <p>To be completed by 30 June 2008</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 10% over 4 years (2005/6 loans = 1,317,539)</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 1% over 4 years (2005/6 visits = 722,839)</p>

### ***5. The library as a source of entertainment – a sense of pleasure***

A public library in regional Victoria is a source of pleasure and entertainment for its community. The library provides a diverse range of resources that support a wide range of interests.

***Goldfields Library Corporation will continue to make available all the necessary resource capital to ensure that visiting the library is enjoyable and pleasurable.***

Strategies/Actions	Performance Indicators/Outcomes	Timelines
<ul style="list-style-type: none"> <li>➤ Maintain resource funding to provide a responsive, quality collection.</li> <li>➤ Promote new releases that include suggested purchase requests from the community.</li> <li>➤ Enhance the physical environment and bring enjoyment to our Library community through special events.</li> <li>➤ Extend non-print collections and children's story time.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Annual survey for customer feedback</li> <li>➤ Monthly promotion of new releases</li> <li>➤ Increase the number of events, programs and displays by 5%</li> <li>➤ Increase in visits per total membership by 1%</li> <li>➤ Increase in the number of non print loans by 10%</li> <li>➤ Increase in number of loans by 10%.</li> </ul>	<p>To be completed by 30 June 2008</p> <p>Final Report by 30 June 2008</p> <p>Increase by 5% over 4 years (2005/6=350) Report progress a t30 June 2008.</p> <p>Statistics recorded monthly. . Report progress at 30 June 2008.Increase by 1% over 4 years (2005/6 visits = 722,839)</p> <p>Statistics recorded monthly. Report progress at 30 June 2008. Increase by 10% over 4 years (2005/6 non-print loans = 120,299)</p> <p>Statistics recorded monthly. . Report progress at 30 June 2008. Increase by 10% over 4 years (2005/6 loans = 1,317,539).</p>

## **12. BUDGET PROCESS**

### **Process**

In accordance with Section 129 (1) of the Local Government Act 1989 (Democratic Reform Act 2003), the Corporation must prepare a budget for each financial year commencing 1<sup>st</sup> July.

As soon as practicable after the Corporation has prepared its budget, the Corporation must advertise via a public notice that the budget has been prepared. The notice must:

- (a) contain the prescribed particulars.
- (b) advise that copies of the budget are available for inspection at the Corporation's libraries during normal business hours for at least fourteen days after the publication of the public notice;

The public notice will also include the date on which the Corporation will meet to adopt its Budget. A person may make a written submission within that fourteen day period on any proposal contained in the Budget.

After the Corporation has complied with this procedure under the Act, the Corporation may adopt the Budget. The Corporation must then give public notice that it has adopted the Budget. The Budget must be adopted by 31<sup>st</sup> August, 2007.

### **Proposed Public Notice of Preparation of Budget.**

Notice of intention to adopt a budget pursuant to Section 129 (1) of the Local Government Act 1989 (Democratic Reform Act 2003). Copies of the 2007/2008 budget are available for inspection at the public libraries at Bendigo, Castlemaine, Gisborne, Heathcote, Kangaroo Flat, Kyneton, Woodend and Mobile Libraries and at member Council offices. Any person may make a written submission to the Board on any proposal contained in the budget at a meeting of the Corporation to be held at the Cusack Room, Bendigo Library, Hargreaves Street, Bendigo, Friday 15th June 2007 at 3pm.

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Chief Executive Officer  
North Central Goldfields Regional Library Corporation,  
PO Box 887,  
Bendigo, 3552.

**Proposed Notice of Motion to Adopt the Corporation Budget**

That the 2007/2008 budget be adopted by the Corporation and the Chief Executive Officer be authorised to give public notice of this decision to adopt such Budget, in accordance with Section 130(2) & (3) of the Local Government Act 1989 (Democratic Reform Act 2003).

**Proposed Public Notice of Adoption of Budget**

In accordance with Section 130(9) of the Local Government Act 1989 (Democratic Reform Act 2003), notice is given that the Goldfields Regional Library Corporation at its meeting held on Friday 15th June 2007 at 3 pm adopted its Budget for the year July 1, 2007 to June 30, 2008.

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Chief Executive Officer