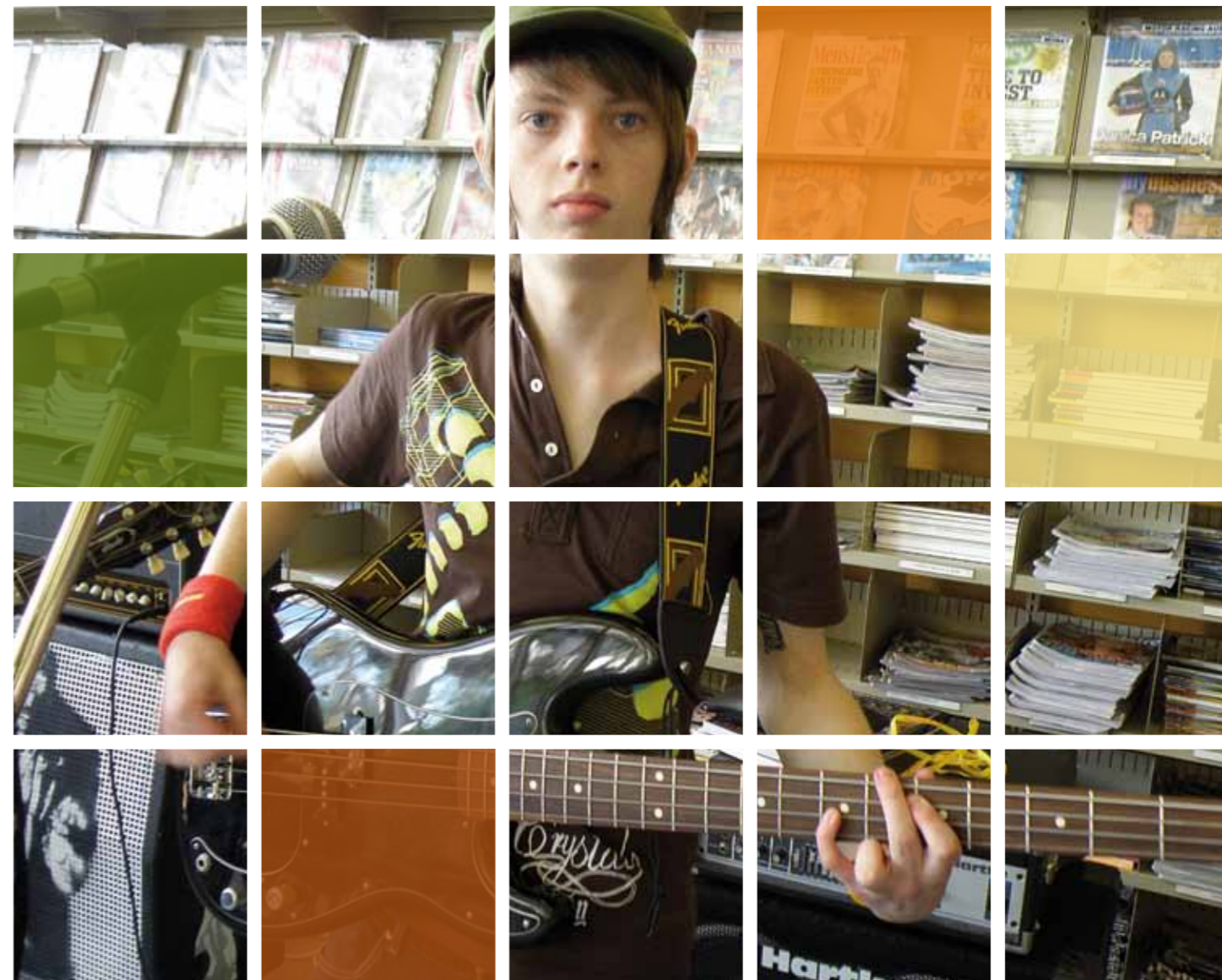


inform
educate
inspire
connect



General enquiries
Telephone 9408 7888

Libraries

Banyule

Ivanhoe
255 Upper Heidelberg Road
Ivanhoe 3079
Telephone 9497 5780

Rosanna
72 Turnham Avenue
Rosanna 3084
Telephone 9459 6171

Watsonia
Ibbottson Street
Watsonia 3087
Telephone 9435 2397

Whittlesea

Lalor
2A May Road
Lalor 3075
Telephone 9465 2353

Mill Park
394 Plenty Road
Mill Park 3082
Telephone 9437 8189

Thomastown
52 Main Street
Thomastown 3074
Telephone 9464 1864

Nillumbik

Diamond Valley
Civic Drive
Greensborough 3088
Telephone 9434 3809

Eltham
Panther Place
Eltham 3095
Telephone 9439 9266

Regional Service

Home Library Service
Outreach Library Service
Mobile Library

www.yprl.vic.gov.au



Yarra Plenty Regional Library Annual Report 2008-2009



Yarra Plenty
REGIONAL LIBRARY







Contents

Part 1

Message from the Chairperson	1
Regional Library Board 08-09	3
Libraries Building Community Capacity	7
Libraries as Community Hubs	17
Libraries Online	27
Skilled and Confident Library Staff	29
Seamless Integrated Technology	32
Sustainable and Responsible Finance and Governance	33
Statistics 08-09	34

Part 2

CD attached on back page

General Purpose Financial Report	1
Standard Statements	25

“This year we saw 20% increase in community participation of our programs.”

Message from the Chairperson



As the Chairperson of the Regional Library Board it gives me great pleasure to present the Annual Report for 2008/09.

Black Saturday Bushfires

All Australians were devastated by the horror of the Black Saturday bushfires in Victoria on Saturday 7 February. The fires directly affected 11 of Victoria's 45 public library services, and 3 of our Mobile Library stops were affected, with services curtailed until access issues were resolved. The Mobile Library staff offered much appreciated support to community members, many of whom they have known for years; and the Mobile had extended hours at Whittlesea township where the public access computers were heavily used.

Library staff have played an important leadership role working at a national level with the Australian Library and Information Association to create the position of ALIA Disaster Recovery Project Manager. The library has facilitated a book donation appeal to enable people to rebuild their personal libraries. Members of the public as well as libraries and book suppliers have donated items.

Bringing the Library to the People

New initiatives in outreach services this year include weekly storytimes at Epping Plaza shopping centre; a special promotion during Library and Information week at Rosanna Station that distributed books to train travellers and encouraged them to add them to the Bookcrossing site; and new storytime sessions on the mobile library at a number of locations. The very valued program 'Finding MY Place' has continued to provide support to at risk secondary students and new reading programs have been introduced to grow the love of reading.

New Capital Works

A new prime mover was purchased for the Mobile library this year.

In October 08 the Victorian Government announced a \$500,000 grant for extensions and refurbishment to Eltham library including a new children's library; an outdoor storytelling area; more computers and a learning lounge; a reading lounge and a book return and sorter. Work on this exciting development will commence late 2009.

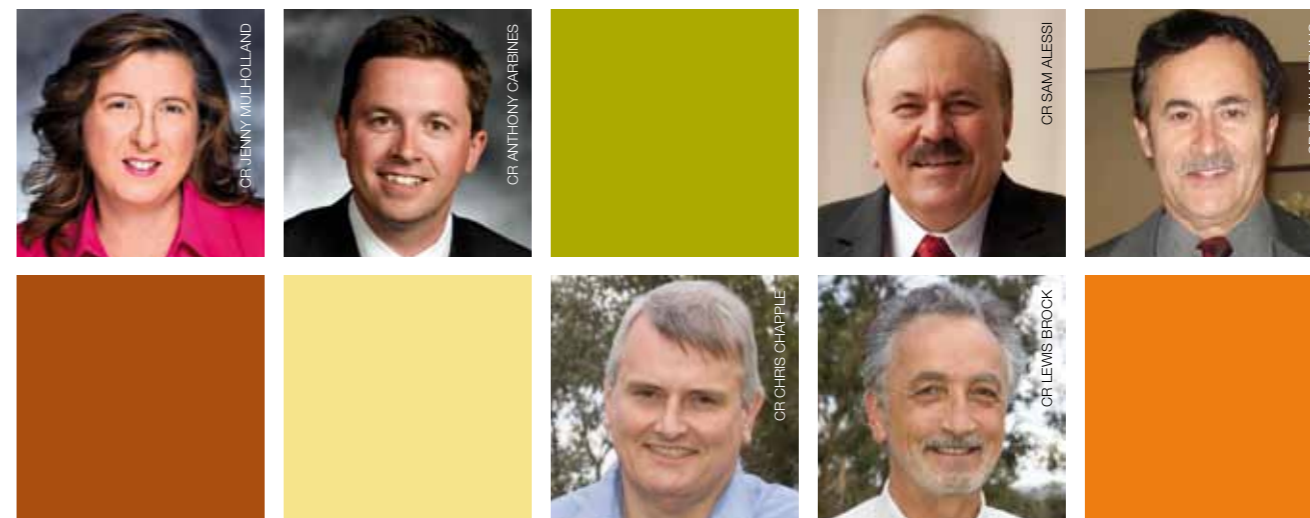
Quality Audit

Being the best we can is a state wide project that focuses on planning and continuous improvement developed by a workgroup of Victorian public librarians, State Library staff, consultants from Australian Continuous Improvement Group, and representatives from the Scottish Library and Information Council. The library was awarded 4 stars by peer reviewers – this means the library has major strengths and a high standard of service provision, with any weaknesses not having an impact on library users' experience.

I would like to thank all library staff and volunteers for their continued hard work and commitment to Yarra Plenty and also that of my fellow board members for their support through the year. Special thanks are due to Cr Anthony Carbines, Chairperson of the Board to March 09.

Cr Sam Alessi

“We believe public libraries should be community centres with a strong community focus.”



Regional Library Board 08-09

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

Chairperson

Cr Sam Alessi (from March 09)

Members



Banyule City Council
Cr Jenny Mulholland
Cr Anthony Carbines
Cr Tom Melican (to February 09)



Whittlesea City Council
Cr Sam Alessi
Cr Frank Merlino



Nillumbik Shire Council
Cr Chris Chapple
Cr Lewis Brock
(Deputy Chairperson from March 09)
Cr Greg Johnson (to February 08)
Cr Warwick Leeson (to February 08)

Chief Executive Officer

Ms Christine Mackenzie (2004 – Current)

Yarra Plenty Regional Library

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

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

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

The library service covers an area of 983 square kilometres and includes metropolitan, urban fringe and rural areas. It services a population of 323,840 of whom 128,000 are members. The collection of just over 444,890 items achieves a circulation of 3.09 million. There is a staff of 151 and a budget in 08-09 of \$10.73 million. This year more than 59,000 people participated in a variety of activities.

The cost of library provision last year was \$33.14 per capita or just 9 cents a day. Averaged out, each person in the region made 4.2 visits and borrowed 12 items for the year.

The library service provides access to information and resources to all. We value a culture of innovation and pride ourselves on providing resources, programs, services and up to date technology which are continually evolving to meet the needs of our community.



Yarra Plenty Regional Library Vision

We believe public libraries should be community centres with a strong community focus.

Our aim is to build a library service around an informed, connected, inclusive, community where libraries are highly valued and well used.

Strategic Library Plan

The Library Plan 2008–2012 is the result of a planning session with the Board and senior staff held in September 07. It builds on a number of initiatives that have been introduced over the past four years.

These include:

- Strategic frameworks in major service delivery areas
- Shelf-ready library materials using supplier-aided selection
- RFID and self-service checkout at all branches
- Robust, redundant, affordable network

The strategic plan identifies six outcomes:

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



Ivanhoe Library



Rosanna Library



Watsonia Library



Lalor Library



Mill Park Library



Thomastown Library



Diamond Valley Library



Eltham Library



Mobile Library



Outreach Library Vehicle

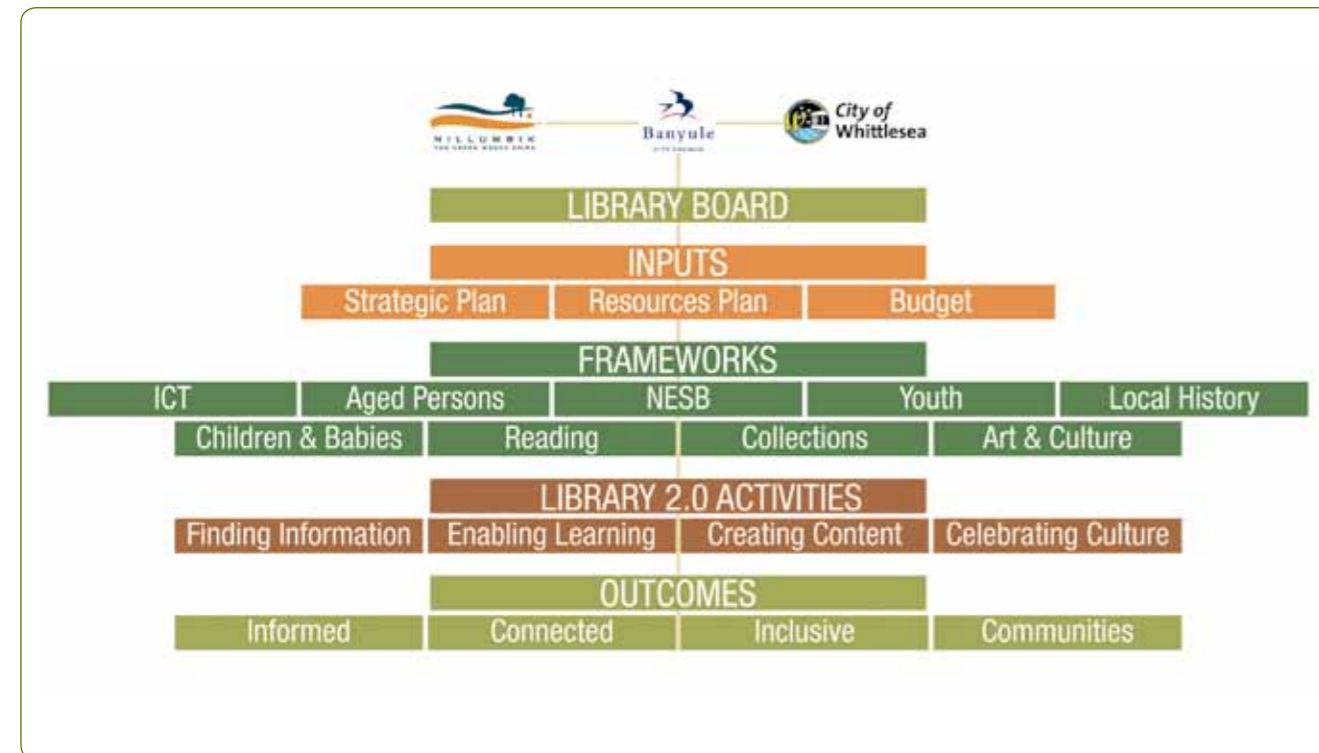
1. Libraries Building Community Capacity

YPRL Framework

Yarra Plenty Regional Library is governed by a Library Board, which comprises 2 councillors from each of the 3 member councils. The Library Board sets our strategic direction and has developed both a Strategic Plan and a Resources Plan, which outlines our financial planning; and approves the annual budget.

From the Strategic Plan a number of Frameworks have been developed. These are 5 year plans that look at each of the service delivery areas, describe where we are currently at, where we would like to be and how we are going to get there. They have been developed in consultation with key stakeholders and the community.

The frameworks all highlight the 4 main activities that we have badged as Library 2.0 activities – i.e. finding information, enabling learning, creating content and celebrating culture. Through these activities we achieve our strategic plan goals of informed, connected, inclusive communities.



In order to have strong communities, there is a need to develop capacity.

Building community capacity means libraries partnering with other agencies to deliver wider agendas (i.e., Council, State and Federal) and developing co-operative arrangements that will improve and expand services to the community.

Services need to be focussed and balanced according to social justice precepts. Libraries can also bridge the digital divide and offer equitable access to new technologies. The library needs to identify opportunities to strengthen communities and recognise leverage in integrated activities.

Increased Attendance to Programs
Attendance to our programs increased by 20% over the year to 59,000 visits.



Art therapy at Watsonia Library in partnership with Banyule Council



Chinese Healthy Cooking at Mill Park with Library staff member Jack



Our community learning and getting connected



Booksalve Program author Kim McKay



Children attending Mandarin Storytime at Lalor Library

1. Libraries Building Community Capacity continued



Reading Development Strategy – Yarra Plenty Reads

One of the aims of the Reader Development Strategic Framework is to:

Develop a comprehensive range of collections, services and programs that increase people's enjoyment of reading and raise the status of reading as a creative activity through reader development.

Yarra Plenty Reads is the overarching branding for all reader-centred events hosted by the library and encourages the love of reading through ongoing programs and services. These include displays, book and writing groups, book reviews, author visits, literary events and the Yarra Plenty Reads blog. This year there were 28 author events showcasing 37 authors, including Toni Jordan, Sally Rippin, Phil Kettle, Alice Pung, Peter Steele and Chris Wallace-Crabbe.

"I can truly say that the bedside reads program has been very enjoyable. The discussions have been wide ranging and opened up, for me, doorways to new topics of interest as well as hearing the views of others that extend the mind and challenge my point of view that can benefit from a little challenge."

Merrin



Yarra Plenty Reads program author visit Juliet Peniston-Bird

A series of specifically branded reading programs has been developed as part of Yarra Plenty Reads. The programs are:



bedside reads launched in July

bedside reads

Looking for the next great read for your bedside table? Join our guest readers and other fellow book lovers for a monthly chat about books.

live reads

Reading events where authors, illustrators, poets, play writers and publishers reveal the stories behind their published work.

screen reads

Which is better, the book or the film? Weigh in on a lively discussion.

community reads

Join a vibrant group to share writing and reading experiences with others.



Booklovers Festival – bedside reads launch at Watsonia Library with author James Phelan



Member using the DAISY player

Book Groups

The Library has been supporting Book Groups for more than 20 years. There are over 70 registered groups that are either library facilitated, or independently run groups who use our collections. An innovative new book club that caters for people with a print disability was established this year at Diamond Valley Library in partnership with Vision Australia. Members of the Vision Book Group listen to their chosen audio book through personal DAISY players, which are specially designed digital playback devices.



Author Alice Pung launched Mill Park Library Writers Group

Writing Groups Thriving

There are thriving writing groups run at Ivanhoe and Mill Park libraries, and another will be established at Watsonia Library in coming months. The Mill Park Library Writers Group was launched in February with a visit from author **Alice Pung**. Forty people heard Alice talk about incorporating life experiences into writing.

"One local mother manages to turn up to every meeting of the Mill Park Library Writers' Club, even though she has a young family. She is a writer of young adult fiction but has never had the chance to finish her stories. One night she read aloud one of her stories. She had tears in her eyes. When asked what was wrong, she said this was the first time she felt she had a sense of purpose with her writing. Throughout her life, apart from having her family, she felt she hadn't achieved anything worthwhile, but coming to this group and sharing her stories meant she had found direction."

Jack, Mill Park staff member

Well-Versed

The increasing popularity of poetry as a performance medium was showcased in a heat of the Melbourne Writers' Festival's **Poetry Idol** competition held at Diamond Valley Library on a Sunday afternoon in May. This event attracted a large audience who were treated to a high standard of poetry and helped to lift the profile of 16 local and established poets with the winners of the heat offered a place in the final to be staged at the Melbourne Writers' Festival in August.



Chris Papachristos



Anita Carcour

It has become a tradition for Watsonia Library to support poets and poetry. This year the library celebrated Poetry Week with the Poet Tree, encouraging their many local poets to contribute. Poet **Steve Smart** performed at the library as part of the *Winter in Banyule* arts festival celebrations. Greensborough College senior students also came to the library for a workshop with Steve. Valentine's Day and Watsonia's 20th anniversary were also celebrated with poetry readings.

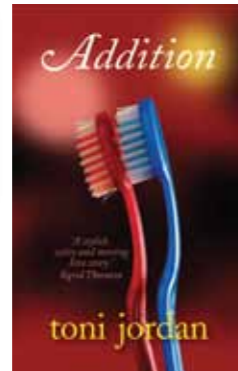


Watsonia Library 20th anniversary celebrations November 2008

1. Libraries Building Community Capacity continued

Summer Reads

Facilitated by the State Library of Victoria in partnership with public libraries, the annual Summer Reads program aims to engage people in reading over the summer months.



The 20 books on the Summer Read reading list were in high demand, prompting 628 loans, with Toni Jordan's book *Addition* the most popular.



Children's Adventure Day

Children were treated to a jam-packed day of creative adventure on Sunday 31 August at Eltham Library. Organised in partnership with Eltham Bookshop, the day of words, performance and discussion with accomplished guest presenters was designed to spark children's interest in reading and encourage talented youngsters to pursue writing and illustration, as well as expand parent's reading choices for themselves and children.



Thirteen-year-old local talent **Holly Sievers** launched her book of poetry *Waiting for Doors to Open* and talked about how poetry is still relevant in today's world.

Education Week

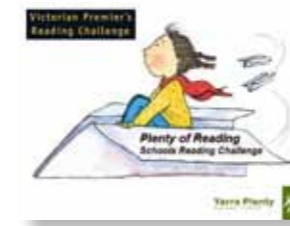
Clowning was employed to inspire peaceful behaviours in children at Watsonia Library during Education Week in May 2009. About 100 students from three schools attended the **Real Hope Program**, which was presented in partnership with the Victorian Department of Education and Early Childhood Development. The sessions promoted anti-bullying, non-violence, peace and values in society, and an after-school program taught children from all ages and backgrounds about positive values in the community.



Real Hope performance at Watsonia Library during Education Week

A child with a terminal illness made the Real Hope session particularly relevant for the children who attended. The program's message of happiness resonated and the program had a tangible positive impact.

Plenty of Reading for the Premier's Reading Challenge



Our annual Plenty of Reading program is a local edition of the state-wide Premier's Reading Challenge and was established to work together with local schools on the Challenge. Schools register their classrooms, the children read a book from the list during the week, and registered classrooms enter the draw to win an author visit.



Author Phil Kettle talks about his books

About 800 students from 27 primary and secondary schools took part. Students from Mill Park Primary School, Eltham College and Montmorency Primary School were rewarded for their reading prowess by a visit from **Phil Kettle**, Premier's Reading Challenge ambassador and author of the *Too Cool* books, and the *Boyz Rule* and *Girlz Rock* series.

The Readers in Residence Program

This reading program is conducted in retirement and nursing homes in Heidelberg and Ivanhoe. Begun in February by Ivanhoe staff, 6 local aged care residences are visited once a month and activities such as book chats, resources show & tell, DAISY technology demonstrations, and word-related games and discussions about books and reading are conducted.

This program complements and extends the Outreach Vehicle service by bringing residents together to chat informally about books and reading and gives them an opportunity to borrow reading material that caters to their tastes and interests.

"I feel that Readers in Residence helps to create interest in books. Lisa is a real gem and I truly look forward to her insightful delivery of the program each month."

Peg – Sir William Hall Hostel



Watsonia Library Chinese collection

Language Cafes

Thomastown Library has been holding conversational English as a Second Language classes, attracting 15 regular attendees. The group, which is designed to promote and encourage social interaction, began with an elderly Italian couple who attended regularly to practise their English and now encompasses people of diverse ages and cultural backgrounds. The popular Italian Chat Group at Diamond Valley Library engages both members of the Italian speaking community and native English speakers learning Italian. A Language cafe Chinese program has also successfully run at Ivanhoe Library.

"A mother from Peru had no family in Australia and was looking for work, but was nervous about her English language skills and quite anxious about talking on the phone. After attending the ESL sessions at Thomastown she had gained enough confidence to approach a stranger in conversation, and within a few weeks, had found herself a job via a telephone interview."

Nadia, Thomastown staff member

1. Libraries Building Community Capacity continued

Local History

Programs and activities featuring local history and heritage attract high attendance. The popularity of genealogy programs shows the consistent interest in family history research. The library's local history and genealogy blogs now average 100 hits a week.

Family History Month in August saw the library take part in the 2008 *Monster Petition Project* to mark the Centenary of Victorian Women Vote. Three hundred signatures were collected on a calico banner, to contribute to the aim of 30,000 signatures to acknowledge the achievement of the original monster petition in 1891 which helped introduce a bill for women's suffrage in Victoria.



2008 Monster Petition Project signatures from Rosanna and Mill Park Library

Reminiscing Together

Lively exchanges of ideas and memories mark the reminiscence sessions that happen at Watsonia library. The sessions focus on memories of growing up in Melbourne and are led by the Local History Librarian and the Community Liaison Librarian once a month. A core group of 10 regularly attend and share memories on topics such as marriage and family, food, and sport.



Marketing YPRL MOI event



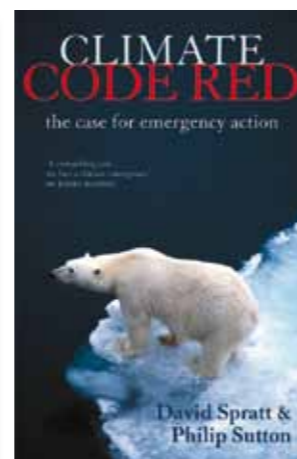
Marketplace of Ideas

Discover a marketplace with a difference. It doesn't sell food or clothes; you don't need money to buy something – it is a marketplace of ideas. Residents were inspired and enriched by the multitude of ideas and information concerning emissions trading and climate change at the first Marketplace of Ideas held at Ivanhoe, Mill Park and Eltham libraries in October 2008.

The Marketplace of Ideas (MOI) emerged from the library's goal to **build community capacity**, as detailed in the Strategic Plan. The idea behind the program is to develop an informed citizenry by providing residents with an opportunity to discuss and discover more about important current topics.



Cr Greg Johnson presents at the MOI at Eltham Library



Author David Spratt talked at the MOI about his book

Environmental Home Audit for Loan

Residents can assess the environmental sustainability of their homes with the Sustainable Home Audit Kit made available for loan from Eltham and Diamond Valley libraries in conjunction with Nillumbik Shire Council.

The kit contains:

- a home sustainability assessment checklist and manual
- a power meter to measure electricity use and green house gas emissions
- a measuring cup to measure the water flow of fittings



Lucinda from Going Green Solutions presents at Eltham Library



Library member Garry Leach shows the Environmental Home Audit Kit

Building Library Collections

One of our aims is to partner with other agencies to deliver wider agendas and one example of this is a partnership with Vision Australia and other regional libraries. The focus of the partnership is to give Victorians who are blind, have low vision, or have a print disability, access to digital media.

This *Libraries Building Communities* project provided each library service with DAISY players to issue to members of their communities with print disability. DAISY players allow easy download of audio books and other information from a site provided by Vision Australia.

This project was extremely successful – it created awareness among library staff and the community about services available to people with a print disability, and inspired the creation of a special book group that meets regularly at Diamond Valley Library.

Vision impairment had meant a former library member could not handle print material, but by making books available in the DAISY format they have been able to reconnect with the library and join a book club.

Dianne, Diamond Valley staff member

Bridging the Digital Divide

The digital download collection continues to gain popularity. More than 1000 library members have used the service since it was added in January 2008. Users are taking advantage of the recent availability of iPod compatible titles and Mobipocket and ePub formats were also added to the collection allowing users to download their reading material to a variety of devices.



1. Libraries Building Community Capacity continued

Building Library Collections continued



Premier's Reading Challenge Boost
A grant of \$53,000 was received from the State Government to further enhance junior collections to promote and support the Premier's Reading Challenge. Items were purchased in print, audio book and DVD formats.

Maintaining a Relevant Library Collection

Turnover is a major indicator of a collection's performance. This measure is used to ascertain whether collections are under-utilised or over-performing. Guidelines have been established for appropriate turnover for each genre in the collection and strategies devised to assist staff in improving collection performance.

Popularity of Graphic Novels

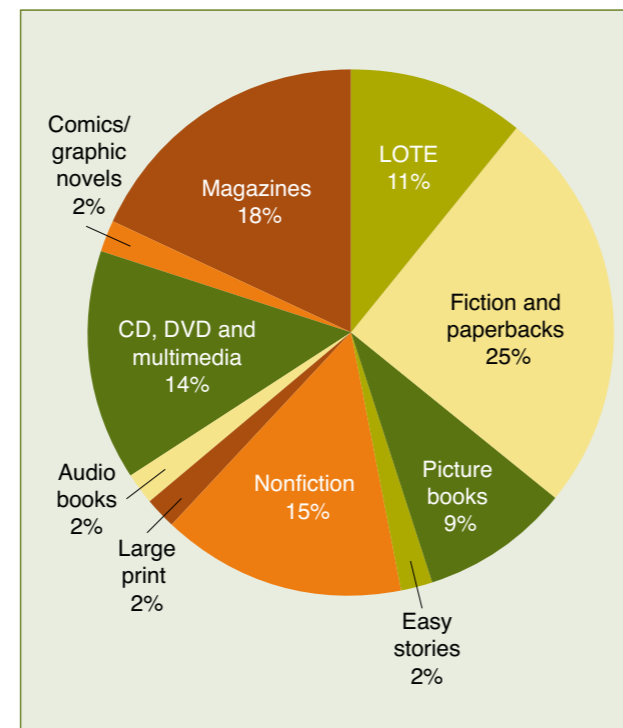
Graphic novels have become a very popular genre for teenagers and children. They are widely used to encourage children to read in different formats and especially for children who may be reluctant readers.



Graphic novels are very popular

Items Added 08/09

Fiction and Paperbacks	20,202
Adult	12,659
Junior	5,723
YA	1,820
Picture Books	7,253
Easy Stories	1,186
Non-fiction	11,666
Large Print	1,711
Audio Books	1,490
CD, DVD and Multimedia	10,764
Comics/graphic Novels	1,536
Magazines	14,111
English	9,475
LOTE	4,636
LOTE	8,300
AV	3,353
Print	4,947
Toys	95
Images	310
Local History/Reference	157
TOTAL ITEMS	78,781



Percentage of items added 08/09

Current Collection

	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	IVANHOE	ROSANNA	WATSONIA	MOBILES	TOTAL
Collection 08/09	51,408	55,965	69,858	69,308	38,913	52,549	41,280	43,831	14,341	437,453
Collection 07/08	55,284	59,036	67,273	70,971	38,488	58,003	47,364	49,671	14,375	460,465
Circulation* 08/09	366,115	539,928	371,960	465,388	150,263	393,715	302,203	360,924	140,070	3,090,566
Circulation* 07/08	388,441	512,126	400,653	495,209	161,560	415,149	331,368	359,871	125,938	3,190,315
Turnover 08/09	7.1	9.6	5.3	6.7	3.8	7.4	7.3	8.2	8.6	8.1
Turnover 07/08	7.0	8.7	6.0	7.0	4.2	7.2	7.0	7.2	8.8	6.9

*excludes online renewals

*excludes Library Support Services collection

Loans by Material Type

MATERIALS	LOANS 07/08	%07/08	LOANS 08/09	NO OF ITEMS 07/08	NO OF ITEMS 08/09	% 07/08	TURNOVER 07/08	TURNOVER 08/09
Fiction*	916,484	26.7	1,077,077	107,934	120,102	23.2	8.5	8.9
Picture books	447,070	13.0	457,215	37,369		8.0	12	12
Easy readers	62,390	1.8	66,027	5,078		1.1	12.3	13.2
Non fiction	616,195	17.9	603,842	154,591		33.3	4.0	5
Large print	149,015	4.3	134,554	22,957		4.9	6.5	6.4
Audio books	79,829	2.3	72,743	11,047		2.4	7.2	9.2
CDs, DVDs	510,146	14.9	533,874	33,228		7.2	15.4	13
Magazines	193,485	5.6	184,132	20,224		4.4	9.6	9.5
LOTE	459,504	13.4	426,567	63,687		13.7	7.2	6.6
Local history	Not for loan			2,151		0.5		
Reference	Not for loan			5,940		1.3		
Toys	1,202	0.0	1,739	352		0.1	3.4	3.8

* Includes paperbacks

Inter Library Loans

LibraryLink Victoria is a new service that allows borrowers to place their own interlibrary loans for items in Victorian public libraries. The popularity of this service has grown and there has been a 24% increase in usage.

Number of online requests received by YPRL borrowers and other library services.

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
08/09	914	678	743	638	553	562	786	666	923	792	669	874	8,798
07/08	655	537	603	537	561	503	592	601	442	735	706	630	7,102
% DIFF	+39.5%	+26%	+23%	+19%	-1.44%	+12%	+33%	+11%	+109%	+8%	-6%	+39%	+24%

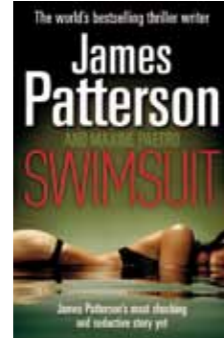
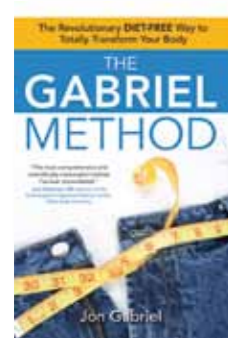
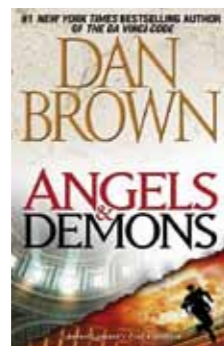
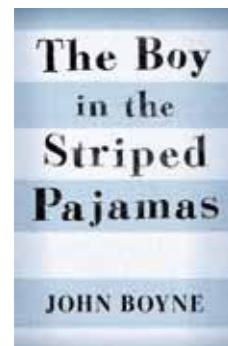
1. Libraries Building Community Capacity continued

2. Libraries as Community Hubs

The 10 Most Popular Books for the Year 2008-2009

The Boy in the Striped Pyjamas by John Boyne
Angels and Demons by Dan Brown
Gone Tomorrow by Lee Child
Always Looking Up by Michael J. Fox
Dear Fatty by Dawn French

The Gabriel Method by John Gabriel
Twilight by Stephenie Meyer
Swimsuit by James Patterson
My Sister's Keeper by Jodi Picoult
The Slap by Christos Tsiolkas



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

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

Library and Information Week 2009

Libraries your passport to discovery

Libraries provided passports to some interesting discoveries during this year's Library and Information Week in May. Train travellers at Rosanna Railway Station received a free book for their journey and were encouraged to visit the nearby library, which had opened early for the week. The 500 withdrawn library books distributed to delighted passengers were registered with an innovative site for book readers called **BookCrossing.com**, where people are encouraged to set books free "in the wild" for other readers to find. Connex discovered handing out free books in conjunction with the library was an excellent exercise in positive customer relations and were enthusiastic about extending the project to other railway stations.

An extraordinary art exhibition at Eltham Library brought the visual and written arts together. The exhibition featured local painters' pieces that were inspired by books like *Alice in Wonderland* and *The Magic Faraway Tree*. Local writers had in turn written stories inspired by the pictures for the exhibition, called "Let me Paint you a Story". The library ran a "discovery" competition, issuing passports to visitors who then had to guess the books depicted in the paintings and which paintings inspired the stories.



Chinese calligraphy at Watsonia Library

Cultural Diversity Week

Libraries hosted a global fiesta full of new tastes, sights and sounds when many diverse cultures went on show in March to celebrate Cultural Diversity Week, Victoria's largest event for the promotion of cultural, linguistic and religious diversity and community harmony.

Four hundred and seventy five visitors took part in 17 events. The sounds of West African drumming filled Rosanna library, the beguiling stories of East Timorese weavers enthralled at Watsonia, gingerbread was consumed at a German Marchfest at Eltham and the always popular Italian musical group Duo Combo got toes tapping at Diamond Valley.



Cultural activity at Mill Park Library

2. Libraries as Community Hubs continued

Engaging Children – Storytimes and Beyond

Our regular storytimes for children create a love of books and reading and build literacy skills in our young residents. With attendance at **40,000** for the year, the storytimes are popular and growing. Rosanna Library's Tiny Tots session for under 3s grew to 60 children this year so an extra storytime session had to be created. Whittlesea Libraries have been taking the library to the community every Thursday and children at Epping Plaza shopping centre can engage with stories, songs and craft. Thomastown Library also takes storytime to a nearby playgroup for Koori children. Four new storytimes on the Mobile Library provide for children in outlying Nillumbik areas and West Heidelberg.

"We are regular visitors to Rosanna library and enjoy our time there so much ... We attend pre-school story time with Lee-Ann. She does an amazing job! She is so funny, educational, patient and just overall one of the friendliest people! She has helped me make my boys' enjoyment of libraries a positive experience that will stay with them.... Long live the library!"

Paula, who has twin 3-year-old boys



Epping Plaza Storytime with staff member Melissa from Thomastown Library



Cr Tom Melican at Rosanna Library

National Simultaneous Storytime

One hundred and sixty local children (and their carers) joined thousands of other children across Australia yelling 'Baa Baa' on Wednesday 27 May as part of National Simultaneous Storytime. This year's simultaneous reading was of the Jackie French book *Pete the Sheep*, which tells the story of Shaun the shearer, who, instead of having a sheepdog to help him, has a sheep.

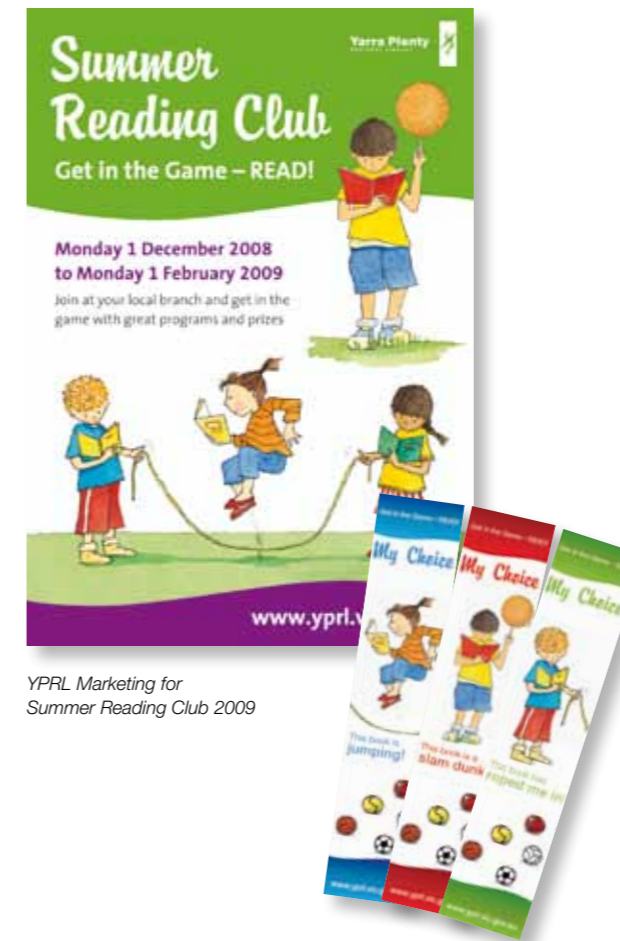


Cr Lewis Brock at Eltham Library

Banyule Mayor, Cr Tom Melican, and Nillumbik's Cr Lewis Brock were special guest readers.

Summer Reading Club

Kids were encouraged to "Get In the Game – READ!" during this year's Summer Reading Club. The program is increasing in popularity with the assistance of marketing and a diverse and interesting range of programs throughout all our branches. There was a 50% increase in numbers this year – 1,400 children registered to read 13 books over the school holidays, and there were parties to celebrate the launch and the completion of the program.



YPRL Marketing for Summer Reading Club 2009



Ashley Barnett – The Amazing Ashley

Library Helps Magic Happen

Ten years ago, a young library member asked if Eltham Library would like to host a free magic show as he wanted to practise performing in front of an audience. Ashley Barnett, 16, and his two pigeons produced a very competent magic show for a small but enthusiastic audience. Five years later, now known as The Amazing Ashley, he returned to do his new show. This time he came with both pigeons and a large, outgoing chicken, and performed for 50 people. This year, Ashley visited the library to perform the magic he had since performed on TV shows and at Crown Casino. Interest in this performance was so great that the show had to be held in the library's community room. Everyone had a wonderful time including Ashley's latest animal helper, Bernard the big white fluffy rabbit. This time, Ashley performed his famous show as a special favour because the library had given him a chance when he was starting out.

2. Libraries as Community Hubs continued

Children's Corners

The children's sections at Watsonia, Thomastown and Lalor received a makeover, with walls and windows decorated with the colourful animals that are part of the branding for core children's activities.



Watsonia Library Children's area



Thomastown Library Children's area



Lalor Library Children's area



Finding MY Place Lalor North Secondary College final presentation

Finding MY Place

The library based *Finding MY Place* program has been described as "phenomenal" and feedback has shown the positive effect it has on young people's lives and on their future. It provides young people who are at risk of disengaging from school with access to appropriate systems and resources to enable them to reach their full potential. Run in partnership with Whittlesea Youth Commitment and Hume Whittlesea Local Learning Employment Network this year it helped 91 students from Lalor, Mill Park, Thomastown and Epping secondary schools.

Letters from the Students

"The students went on a journey to find themselves, were presented with opportunities from their local community, and had the chance to socialise with other students facing the same issues. It is a phenomenal program."

Lyndal Yaldas, VCAL, Transition and Pathways Coordinator, Epping Secondary College

"The session/speaker that had the greatest impact on me was Alex's story about his life and drugs. ... I have lots of friends with that kind of life and I foolishly went with them. Listening to Alex's story made me realise how much I could have hurt my family and friends if I went the same way."

A participating student

Game On for Teens

Budding guitar heroes, dancers and active Wiis were let loose on the first Friday evening in March as Lalor Library held its first teen games night. Since then the popular event has happened on the first Friday of the month and regularly attracts over 20 young people.

The teens really enjoy having the library to themselves and it has become the place for gamers to play without being interrupted, to hang out with friends, and eat pizza.



Staff member Jane shows how it all works

Youth Week – Get Loud at the Library

National Youth Week celebrates young people for the positive contribution they make to their communities.

Now in its third successful year, Get Loud library events are becoming a staple on the community calendar. Young people are invited to have fun and show their support for local performers, as well as being involved in organising events. Get Loud celebrates local talent, and featured bands at Watsonia, Thomastown and Diamond Valley in April.

Popular performers *Frankie Wants Out* brought their red-hot swing tunes to Watsonia and DJs, hip hop and poetry were added to the acoustic music line-up at Thomastown.

These events are held in partnership with member councils' youth departments and FREEZA. The library obtained a \$5,000 grant to run the programs that were enjoyed by 325 young people.



Youth Week performance by Guy Treadwell and Dave Warneke at Diamond Valley Library

2. Libraries as Community Hubs continued



Library members enjoy a Multilingual Computer Class at Ivanhoe Library

Getting Connected

Regular computer classes teaching the basics of Microsoft Word, the Internet and email have transcended basic learning to promote social interaction and to change lives. This year classes have been supplemented with in-library events teaching the basics of social Internet sites like Facebook and Twitter, and eBay learning events remain popular.

"We have special regular members called the "groupies" who attend a computer class once a month. It has now become a social outing for them as well as learning something new."

Jane, Rosanna staff member

A borrower hoped that attending computer classes at Rosanna Library and practising at home would help her get a job. Recently she came into the library with a big grin on her face. She had got a job. She said she had gained a lot of confidence attending the classes which made her apply for the job.

Jane, Rosanna staff member

Multilingual Computer Classes

When a staff member at Ivanhoe started her Internet class for Chinese speakers with "Ni Hao!" (hello), all the students were surprised and applauded warmly. The welcome was indicative of the class' purpose — to connect with and help Chinese language speakers in the library. More than 30 Chinese people attended the class, most of them from the Chinese Adult Group of the Migrant Resource Centre. The eager students were shown how to review library cards and renew borrowed items online and how to use Google Language Tool and Google Maps Street View.

Simeon from West Heidelberg said that it was a great help for him because it meant he could read the letters from Centrelink. A Gu from Greensborough said that he couldn't use the Melways because of his bad eye sight, but now he can use Google Maps.

Annette, Ivanhoe staff member



Community member Getting Connected with Eltham Library staff member Peter

Techno Playgroup

Ivanhoe library's new monthly Techno Playgroup provides an opportunity for people to develop computer skills and explore new technologies in an informal and social environment. Topics have included internet security, online games, advanced email, and backing up your computer. Running the sessions has revealed how much social interaction assists with learning and how exploring technology can bring together a diverse group of people.



Ivanhoe Library staff member Annette supports a library member with Techno Playgroup program

"Techno Playgroup is interesting and informative ... The more you learn the more you want to... The teachers always come well prepared and their handouts give valuable ongoing assistance."

Participant, Techno Playgroup

"Keep up the good work in bringing us, the users, up to date with the new technology so we can keep up with the changing world and to be part of the local community."

Bee, Techno Playgroup member



Resident Nese Roberts and Volunteer Kathy sharing on a Home Library visit

Volunteers

Two hundred volunteers provide valuable support in our branches as well as bringing both the library and companionship to the housebound as part of YPRL's home library service. Their valuable contribution was celebrated on Australia Day with a thank you party. Thirty-two volunteers enjoyed afternoon tea with an Australian flavour.

2. Libraries as Community Hubs continued

Culture of Inclusiveness

The library promotes inclusiveness, access, positive attitudes, resources and information for people with disabilities through events programming, staff training and the Disability Action Plan, adopted in October.

Dancing with Alzheimer Australia

Thomastown Library was filled with beautiful music and happy dancers whirling with colourful scarves in September. It was Alzheimer month and **Alzheimer Australia** was leading a session of free dancing movement for people with disabilities. The large number of participants from Social Link danced until they were happy and exhausted.



Thomastown Library program in partnership with Alzheimer Australia



Mobile Library Services

Mobile Storytime

The mobile library hosts four monthly storytimes on its route, at Pantom Hill, Arthurs Creek, Christmas Hills and West Heidelberg.

New mothers from West Heidelberg Maternal and Child Health Service learned about the benefits of reading and storytelling to young children during a special Bookaroo session on the Mobile.

New Prime Mover

The new prime mover arrived in August 2008, much to the delight of the mobile library staff.



Mobile library new prime mover with drivers Alan and Ian



Olympic Village Primary School children enjoy storytime on the Mobile Library

Return after the Bushfires

A special day was organised on Tuesday 5 May to mark the return of the mobile library to the St. Andrews area and provide an opportunity for locals to connect with each other in the wake of the Victorian bushfires. Entertainer Alex Hearst delighted visitors on the day and children took part in a special storytime and craft activity. The mobile library was unable to visit the area during the bushfires aftermath.



Entertainer Alex Hearst



Mobile Library customer Rose Lance



Kellan and Alannah enjoy new books in local bushfire recovery area



Staff and volunteers sorting new books for bushfire community

Getting the Message Out

Marketing and communication initiatives continue to be developed to ensure that people know what collections, programs, services and facilities are available at their local library.

As well as extensive local media coverage, YPRL has been featured in various industry journals like the ALIA journal, InCite, on topics such as marketing, professional development, local history and Web 2.0. An article on computer games and education in The Age cited Lalor Library's success introducing games consoles and games-playing events at the library.



Article in InCite written by Inter Library Loans/Serials Coordinator Deanne Jones

2. Libraries as Community Hubs continued

Nexus Community Survey

The annual community survey in September revealed a high level of satisfaction with the library service in the community, with participants rating it an average of 8.7 out of 10; an improvement on last year's rating.

Three hundred local residents — both users and non-users — participated in the survey, which was conducted by Nexus Research. Our libraries are highly valued and well-used.

The libraries rated particularly well in the areas of staff courtesy and helpfulness, which is considered by users to be the most important aspect of the service. Staff knowledge, ease of locating a book or information and the range and quality of books available were also considered important. The level of satisfaction also increased regarding the range of library-based events and activities on offer. YPRL libraries also score well in the area of technology, with users indicating increased satisfaction with the availability of access to computers and the Internet at our libraries. Investment in high-quality architectural design over the years as well as decluttering is paying off, with users very satisfied with presentation of library buildings.

The survey found an estimated 46% of adults in the region had visited a public library within the last 12 months.

"Thorough the development of the Yarra Plenty Regional Library strategic framework and the board planning day, we have been able to establish a clear and sound direction which has been undertaken by staff and is reflected in the successful outcomes of this year's Nexus customer survey"

Cr. Anthony Carbines, YPRL Board

YPRL libraries also score well in the area of technology, with users indicating increased satisfaction with the availability of access to computers and the internet at our libraries, and with our website. Borrowers also registered a high degree of satisfaction with the self check units, saying they are easy to use.



Abdi tests out the new RFID technology

3. Libraries Online

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

New social networking technologies enhance the ability to find, share and combine information more easily.



YPRL staff Jane and Fiona working with social internet sites

The Community Plugs In

An exciting program offering online learning for the community was launched in July 08. The 6-week *Taste of Web 2.0* course took 259 people through 14 different web 2.0 technologies. Participants were able to receive assistance at their local branch or via email or phone.

"I really enjoyed doing this and would welcome another project like this."

A Taste of Web 2.0 participant



YPRL marketing for community Web 2.0 course

Web 2.0 Learning Portal for Professionals

The New Technologies Co ordinator facilitates a Web 2.0 online course for professionals, which attracts participants from all over Australia, particularly teachers. This online program, complete with podcast instructions, resources and online mentors, offers 'hands-on' experience of the 23 things (or small activities) that can be done on the web to explore and expand knowledge of the Internet.



3. Libraries Online continued

Unconference

The second Melbourne library unconference was held at Thomastown Library in September. Over 125 people attended the uncon, which provided all attendees with an opportunity to participate and contribute. The theme was "Learning through Play" and there was an emphasis on the role of video games in engaging young people and encouraging literacy.



Attendees of the Unconference learn about "Learning through Play"

ARK Master Class

YPRL was selected by the ARK Group to host a Library 2.0 workshop conducted as part of a national two-day master class. The program was led by Helene Blowers, creator of the Web 2.0 23 Things program, at Mill Park Library in February. The session was attended by 15 librarians from around Australia and revealed how the library is integrating Web 2.0 into its offering.



National visitors to Helene Blowers Masterclass Library 2.0

Promoting Video Games as Positive Learning Tools

Lalor Library was highlighted in an article on computer games in The Age on Thursday 9 April. The article is very affirming about video and computer games and describes them as positive learning tools for children. There are Wii consoles at Ivanhoe and games at Watsonia, Mill Park and Lalor Libraries.

Lalor Library in north-eastern Melbourne has enjoyed success through introducing consoles such as the Xbox and Wii into the library, as well as networked PC games. Branch manager Felicity Macchion says her priority in introducing gaming three years ago was to offer disadvantaged community members access to new technology, and she has been thrilled with the results. "Implementing video-gaming into the library environment has increased memberships, borrowings and has created an enjoyable atmosphere for all ages."

Games "valuable learning tool" The Age, April 9 2009



Article from The Age 2009

4. Skilled and Confident Library Staff

In order to realise our exciting and positive vision for the future of our libraries we need to recruit, retain and develop a diverse, appropriately skilled workforce. Library staff need to be familiar and comfortable with the new ways of engaging and helping users find information, gather knowledge and create content.

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

The People & Learning Department covers occupational health and safety, training and development, human resources management and industrial relations.

Occupational Health & Safety

Significant emphasis has been placed on OH&S during the last year. Some of the initiatives undertaken:

- Automated dump bins installed at Ivanhoe
- Automated returns chute installed at Rosanna
- Scissor lift for Ivanhoe to assist with the processing of heavy cartons of books delivered from suppliers
- OH & S risk assessments completed for each site visited by the mobile library
- OH & S audits of all branches completed and to be continued on a rotational basis
- Electrical testing and tagging completed for all electrical appliances
- Smaller trolleys supplied to branches to reduce the risk of injury caused by staff pushing the older, larger and heavier trolleys around branches
- A warm-up-for-work program introduced

Training and Development

The *Library Worker 2.0 Training Program* continues to provide staff with training and development opportunities to meet their individual needs. The five streams of Finding Information, Creating Content, Enabling Learning, Connecting with the Community, and Leading the Organisation have been retained and supplemented with a sixth stream of Personal Development. Over 270 individual registrations were received.

Two library tours were organised for staff during August 08. Sixteen staff elected to take Tour 1, which visited libraries at East Melbourne, Carnegie, Clayton and Wheelers Hill. Tour 2 involved 11 staff visiting libraries at Sydenham, Caroline Springs, West Footscray and Altona Meadows. Staff gained a great deal from the tours by observing first hand the physical layout of the libraries; the different décor of each library and the way each library is run.

Equipment

During 08 each branch was provided with a data projector, laptop and screen. This has meant that each branch now has the ability to run training and information sessions at any time. It has also enabled branch staff to take training sessions out into the community in places such as retirement villages and aged care facilities.

Training

Customer Service Officers have received training in how to answer basic information enquiries, which will assist with improving the level of customer service.

Bright Ideas

Rosanna Community Liaison Librarian Joyce Dickson and Local History and Genealogy Librarian Liz Pidgeon were awarded the first Bright Ideas prize for their Bookcrossing at Rosanna Railway Station contributions. The monthly prize has been introduced in order to reward ideas from staff concerning continuous improvement and better customer service.



Rosanna Library staff Joyce and Jo with Connex worker David during Library Week

4. Skilled and Confident Library Staff continued

Training and Development continued

Management Development Program

The Management Development Program has been designed to develop participants interested in pursuing managerial roles. Participants are not required to possess managerial experience and are selected for the program on merit by their managers.

“One of the fundamental things I have learned in the program is the differences between management and leadership: Management is about having order and consistency, coping with complexity and problem solving. Leadership is about coping with change, setting a clear direction, achieving a vision and being motivating and inspiring.”

One of the highlights of the program was participating in a three day workshop on Teamwork. The brief given was to “develop appropriate visual aids to assist people with disabilities to effectively access Yarra Plenty Library products and services.”

I found the process of being challenged to present a final product and analysing team dynamics confronting and rewarding.”

Jennet, Management Development Program participant

Exchange librarians from PLCMC

Two librarians from the Public Library of Charlotte & Mecklenburg County arrived in September as part of a staff exchange between the two libraries. Kim Whittington and Mark Englebrecht took part in a wide-ranging professional program including time at the branches, attendance at workshops and the unconference. A key project plan developed with Mark and Kim was our youth and children games program for our Wiis and online programming. The exchange has offered a wonderful opportunity for staff to participate and learn more about a leading US public library system.



Mark and Kim Exchange Staff from North Carolina – Charlotte & Mecklenburg County Library Service with staff member Kerry

Presentations by Library Staff

Jane Grace, Manager Outreach

City of Whittlesea New Migrants Welcome to the Libraries

Felicity Macchion, Branch Manager Lalor Library

Press Play at State Library of Victoria (March)

Christine Mackenzie, CEO

Public Libraries in a Digital World presented at Australia's digital culture – creating, capturing, preserving seminar, National Library of Australia, Canberra 18 Nov 08

Public libraries in a web 2.0 world presented at ARK seminar, Mill Park Library, 6 Feb 09

Great Public Libraries tour of the world keynote speech Western Australian Local Government Libraries Conference Perth 6 Feb 09

Public libraries and Web 2.0 Western Australian Local Government Libraries Conference Perth 6 Feb 09

Reflections on the Great Public Library Tour, IFLA Metropolitan Libraries Section Conference, Brisbane 12 May 09

Gayle Rowden, Manager Operations

LibMark Marketing to Seniors Seminar

Conferences Attended by Library Staff

Paul De Marchi, Senior Administration Officer

FinPro Conference – Banyule
Australian Taxation and Payroll Conference – Melbourne

Deanne Jones, Interlibrary Loans/Serials Co ordinator

Libraries Australia Forum 2008 – Sydney Powerhouse Museum
VUGANZ AGM 2008 – State Library of NSW

Christine Mackenzie, CEO

ALIA 2008 Biennial Conference, Alice Springs, Sept 08
IFLA Metlib Conference, Brisbane, May 09

Kerri Pleydell-Sander, Reading & Literacy Coordinator

Aurora Leadership Institute 19-24 February 2009

Gayle Rowden, Manager Operations

Next Chapters – public library services for older adults in Australia and New Zealand – Auslib Sydney May 2009

Awards

The ALIA Board of Directors announced in August 2008 that CEO Christine Mackenzie was awarded the distinction of an ALIA Fellowship.

Guests Visiting YPRL

Hon Mr John Cain President of the Library Board of Victoria visited Lalor and Thomastown libraries in April.

Colleagues from NSW, WA and New Zealand also visited during the year.



Hon Mr John Cain visits Thomastown and Lalor Libraries

Organisations and Committees

Tania Barry, Branch Manager Mill Park Library

Convenor NLS4
Committee Member, ALIA VIC
Committee Member, VALA

Organisations and Committees continued

Anita Catoggio, Manager Collections

Collections Co operative member
DAISY Project Steering Committee member

Jacinda Davey, Children's and Youth Services, Watsonia

Watsonia Shop Traders

Ian Gofton, Manager People & Learning

North East Region HR Group

Jane Grace, Manager Outreach

Banyule Child and Family Services Network
Banyule Arts and Cultural Advisory Group 2009
Best Start Partnership Nillumbik
LibMark Committee
NEAMI Banyule
Schools as Community Hubs
SLV Libraries Building Knowledge for Library Advocacy Work Group
Thomastown Precinct Alliance
Whittlesea Multicultural Community Council
Whittlesea Early Years Partnership
Whittlesea Children's Services Network
Whittlesea Community Futures Partnership
Whittlesea Youth and Community Working Group

Deanne Jones, InterLibrary Loans/ Serials Coordinator

LibraryLink Victoria User Group
Viclink ILL Sub-Committee
Libraries Australia Document Delivery Sub-Committee
LibraryLink Workshop
Innovate ILL Processes
LibraryLink User Group Report

Felicity Macchion, Branch Manager Lalor Library

Press Play panel member at the State Library of Victoria

Christine Mackenzie, CEO

Public Libraries Victoria Network (PLVN) member
IFLA Metlib standing committee member
ALIA Public Libraries Advisory Committee
ALIA Online Content & Regulation Committee
Public Lending Right (PLR) Committee
Spokesperson for Being the Best We Can Statewide project

Liz Pidgeon, Local History Librarian

Local Studies Special Interest Group (Victoria)
Whittlesea Heritage Program Committee

Kerri Pleydell-Sander, Reading and Literacy Coordinator

SLV Reader Development Group
YACCIN
School-Focussed Youth Services, Whittlesea
Banyule Child and Family Services Network

5. Seamless Integrated Technology

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



Technology for the community

Continuous Improvement

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

Along with new PCs being rolled out, several new statistical reporting functions have been implemented to help better manage library business.

PCs

Staff PCs were updated in 6 branches. Most public PCs have also been updated, and Apple iMac equipment for public use in all our libraries has been purchased. Catalogue-only PCs in all branches have been replaced by more cost-effective thin-client machines running a Linux operating system.

Printers

New multi-function printers are replacing separate devices and a new print payment system is being introduced, which will replace the old card system. Using the new printers, a scanning system was developed that allowed the archiving of all paper personnel records within a few weeks. The same system improves the ability to store and retrieve newspaper and photo clippings for genealogy purposes.

Reporting

There were several initiatives to better gather statistics and provide more sophisticated reporting on library activities.

These include:

- A new door count system that can track at monthly and weekly levels with the ability to drill down to the hourly level across all branches
- New reporting enables assessment of the level of utilisation of public access PCs. Graphs indicate the branches with the highest demand, and which hours are the busiest by branch and day of the week.
- Reporting on internet usage has been improved to enable identification of bottlenecks and better manage resource peaks.
- Branch reporting for programs and activities has been standardised.

A major productivity tool was developed for the Manager Collections, providing visual insights into many aspects of Collection management.

6. Sustainable and Responsible Finance and Governance

The Library Service is governed by a Board comprising 2 councillors from each of the 3 municipalities. The Audit Committee is a sub committee of the Board and advises it on financial and risk management issues.

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

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



Corporate Service Team Members 2009

Online Payment System

The introduction of an on line payment system has facilitated the ability of borrowers to pay fines and other outstanding monies 24 hours a day 7 days a week.

Internal Audit

A review of all policies and procedures relating to Business Continuity and Disaster Recovery was completed as part of the library's Internal Audit program to ensure that the library's critical processes could be restored in a timely and cost-effective manner. A comprehensive report was taken to the Audit Committee for review and comment.

Risk Management

The Risk Management Working Group meets monthly to proactively manage identified organisational risks. Regular reports are provided to the Audit Committee and the Board. The Working Group is currently reviewing the recommendations made by the internal auditors regarding Business Continuity and Disaster Recovery.

Financial Software

The Greentree financial software purchasing module has allowed the library to move from paper based to electronic purchase orders which provides a greater level of security when processing payments to suppliers.

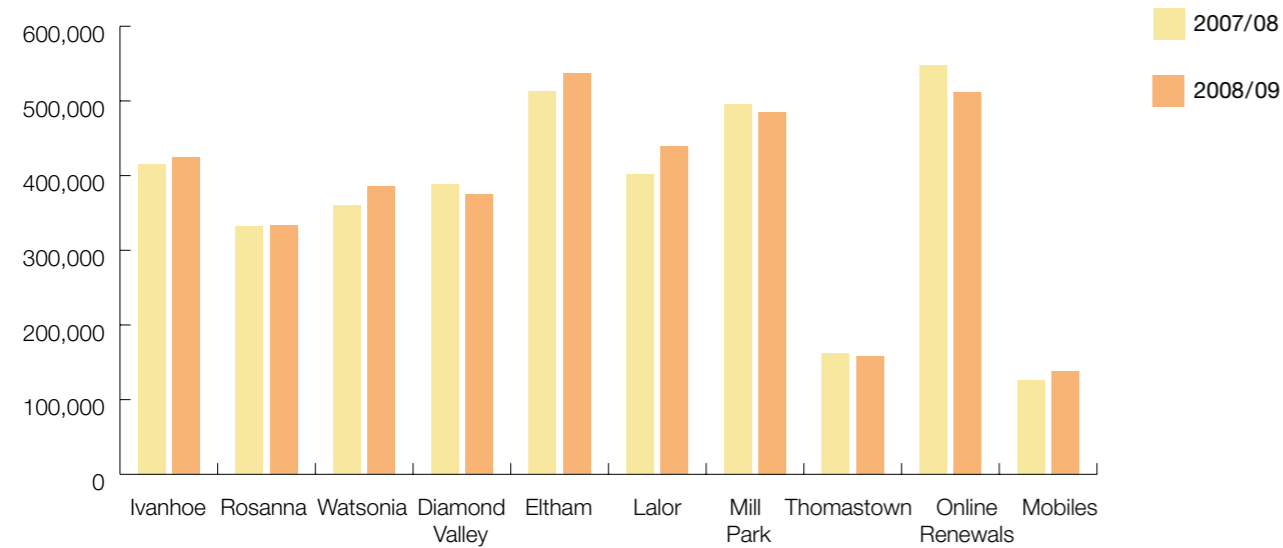
The library service's payroll system is also being reviewed for enhancements which will greatly improve budget reporting processes in this area.

Statistics 08-09

Loans

Loans have remained steady overall, with a noticeable increase at Lalor Library.

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	ONLINE RENEWALS	MOBILES	TOTAL
07/08	415,149	331,368	359,871	388,441	512,126	400,653	495,209	161,560	547,545	125,938	3,737,860
08/09	423,657	332,745	385,096	374,812	536,404	438,668	484,914	157,634	511,796	137,713	3,783,439
% Diff	2.0%	0.4%	6.6%	-3.6%	4.5%	8.7%	-2.1%	-2.5%	-7.0%	8.6%	1.2%

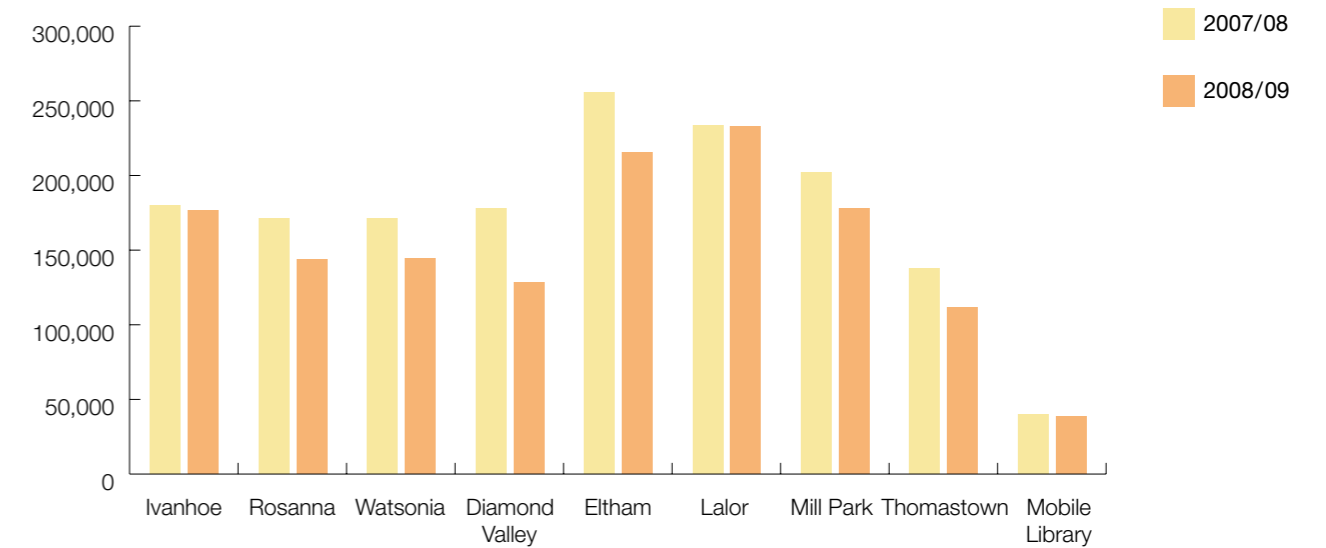


Statistics 08-09 continued

Visits

New door counters were installed at the beginning of the 08/09 year, providing more reliable and accurate statistics.

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	MOBILE LIBRARY	TOTAL
07/08	179,880	171,425	171,283	177,775	255,571	233,241	202,247	137,696	39,982	1,569,100
08/09	176,581	143,689	144,427	127,957	215,689	232,776	177,563	111,799	38,648	1,369,129
% Diff	-1.9%	-19.3%	-18.6%	-38.9%	-18.5%	-0.2%	-13.9%	-23.2%	-3.5%	-14.6%

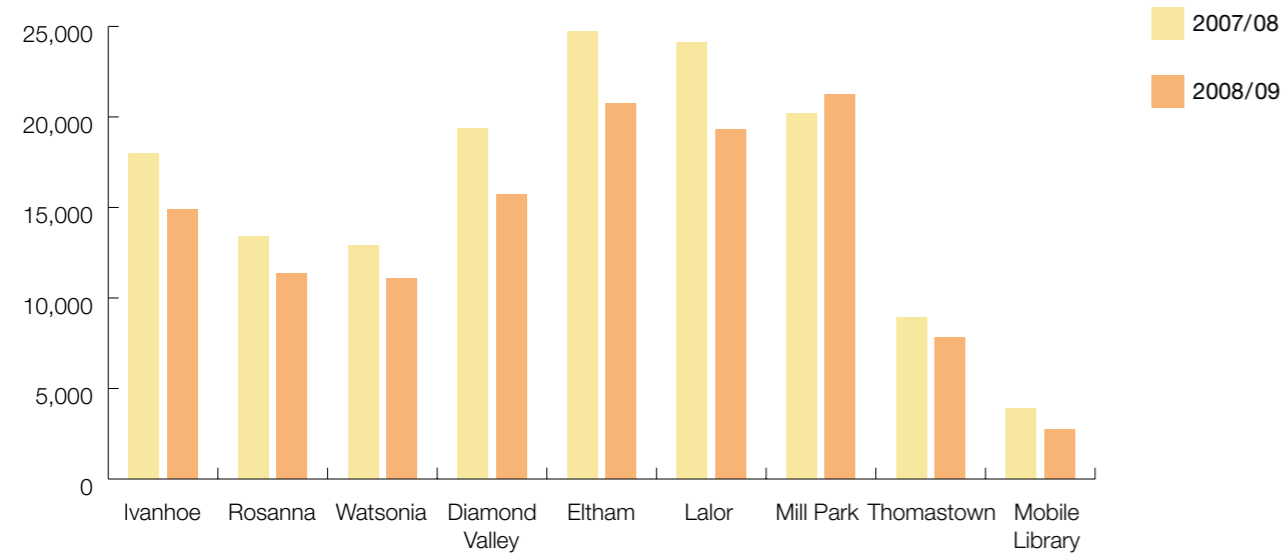


Statistics 08-09 continued

Members

Regular monthly purging of inactive members now ensures accurate statistics.

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	MOBILE LIBRARY	TOTAL
07/08	17,972	13,421	12,887	19,372	24,737	24,127	20,169	8,944	3,892	145,521
08/09	14,882	11,330	11,091	15,714	20,720	19,282	21,213	7,814	2,723	124,769
% Diff	-20.8%	-18.5%	-16.2%	-23.3%	-19.4%	-25.1%	4.9%	-14.5%	-42.9%	-16.6%

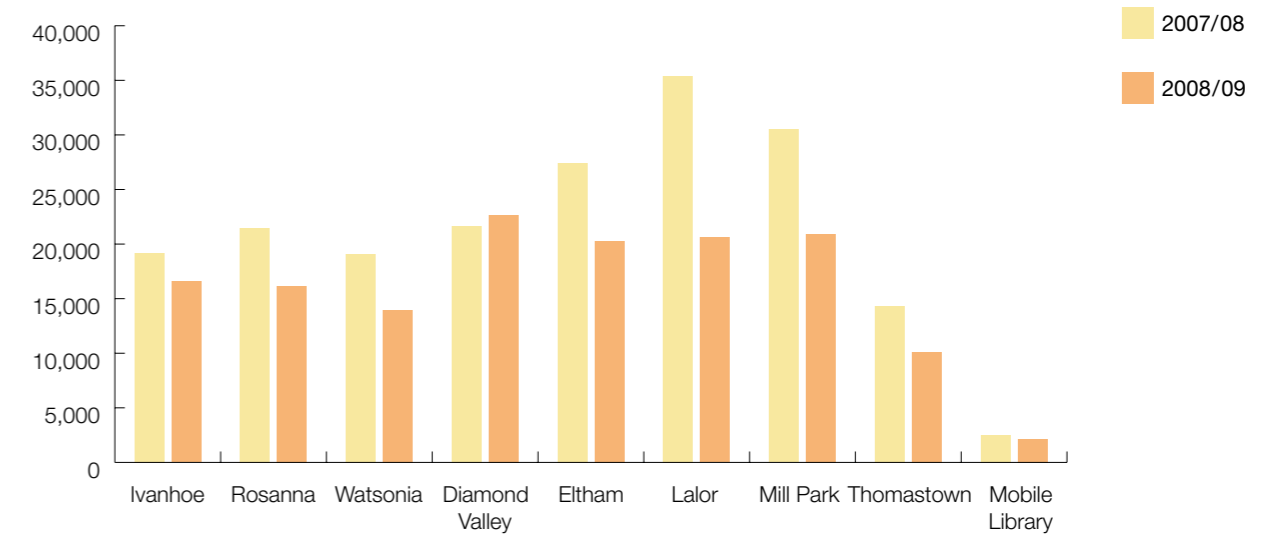


Statistics 08-09 continued

Information

Issues regarding some branch statistics were identified and have now been corrected.

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	MOBILE LIBRARY	TOTAL
07/08	19,166	21,455	19,057	21,622	27,462	35,376	30,500	14,314	2,483	191,435
08/09	16,577	16,147	13,930	22,662	20,284	20,598	20,918	10,142	2,137	143,395
% Diff	-15.6%	-32.9%	-36.8%	4.6%	-35.4%	-71.7%	-45.8%	-41.1%	-16.2%	-33.5%

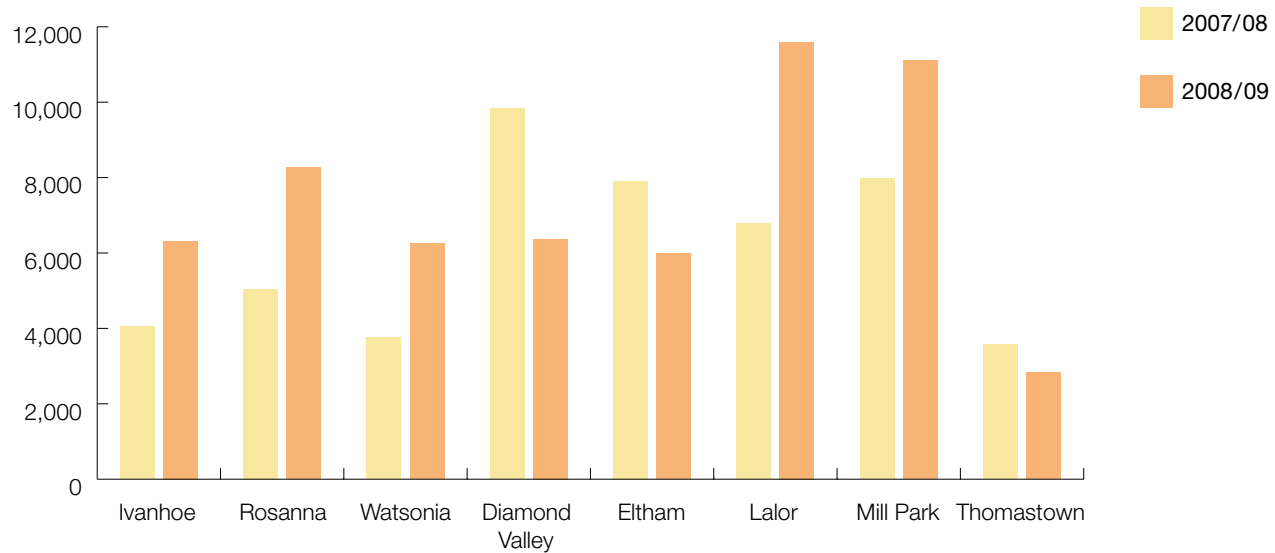


Statistics 08-09 continued

Attendance at Activities

It is pleasing to note the increase in attendance at activities and this mirrors the high level of satisfaction with library programs highlighted in the Nexus Survey.

	IVANHOE	ROSANNA	WATSONIA	DIAMOND VALLEY	ELTHAM	LALOR	MILL PARK	THOMASTOWN	TOTAL
07/08	4,049	5,048	3,764	9,834	7,913	6,789	7,982	3,573	48,952
08/09	6,323	8,260	6,252	6,376	5,994	11,592	11,102	2,838	58,737
% Diff	56.2%	63.6%	66.1%	-35.2%	-24.3%	70.7%	39.1%	-20.6%	20.0%



VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Members of the Board, Yarra Plenty Regional Library Corporation

The Financial Report and Standard Statements

The accompanying financial report for the year ended 30 June 2009 of Yarra Plenty Regional Library Corporation which comprises of income statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the certification of financial statements has been audited.

The accompanying standard statements for the year ended 30 June 2009 of the Council which comprises of standard income statement, standard balance sheet, standard cash flow statement, standard capital works and asset reconciliation statement, the related notes and the certification of standard statements have been audited.

The Members of the Board's Responsibility for the Financial Report and Standard Statements

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

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

This responsibility includes:

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

Auditor's Responsibility

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report and standard statements based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report and standard statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report and standard statements. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report and standard statements, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report and standard statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Members of the Board, as well as evaluating the overall presentation of the financial report and standard statements.

1

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email comments@audit.vic.gov.au Website www.audit.vic.gov.au

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

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

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

This auditor's report relates to the financial report and standard statements published in both the annual report and on the website of the Yarra Plenty Regional Library Corporation for the year ended 30 June 2009. The Members of the Board of the Yarra Plenty Regional Library Corporation are responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Yarra Plenty Regional Library Corporation website.

Independence


The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

Auditor's Opinion

In my opinion:

- the financial report presents fairly, in all material respects, the financial position of Yarra Plenty Regional Library Corporation as at 30 June 2009 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Local Government Act 1989*.
- The standard statements present fairly, in all material respects, in accordance with the basis of preparation as described in note 1 to the statements and comply with the requirements of the *Local Government Act 1989*.

MELBOURNE
22 September 2009


D D R Pearson
Auditor-General

YARRA PLENTY REGIONAL

LIBRARY SERVICE

General Purpose Financial Report

For the Year Ended 30 June 2009

Index

Item	Page
Financial Statements	
Income Statement	1
Balance Sheet	2
Statement of Changes In Equity	3
Cash Flow Statement	4
Notes to Financial Statements	
Introduction	5
Note 1 Significant Accounting Policies	
(a) Basis of Accounting	5
(b) Recognition of Assets	5
(c) Borrowing Costs	6
(d) Depreciation of Non-current Assets	6
(e) Employee Entitlements	7
(f) Investments	7
(g) Revenue Recognition	8
(h) Allocation between current and non-current	8
(i) Leases	8
Note 2 Contributions to Regional Library Service	9
Note 3 Revenues and Expenses	9
Note 4 Depreciation Expense	10
Note 5 Finance Costs	10
Note 6 Sale of Fixed Assets	10
Note 7 Trade and Other Receivables	10
Note 8 Cash and Cash Equivalent Assets	10
Note 9 Other Assets	11
Note 10 Trade and Other Payables	11
Note 11 Provisions	11
Note 12 Employee Costs	11
Note 13 Superannuation	12
Note 14 Related Party Transactions	14
Note 15 Bookstock, Plant and Equipment	15
Note 16 Reconciliation of Cash	17
Note 17 Reconciliation of Cash Flows from Operating Activities to Profit or Loss	17
Note 18 Reserves	17
Note 19 Restricted Assets	18
Note 20 Contributions by Participating Councils	18
Note 21 Interest Bearing Loans and Borrowings	18
Note 22 Operating Lease Commitments	19
Note 23 Commitments for Capital Expenditure	19

Index

Item		Page
Note 24	Contingent Liabilities	20
Note 25	Financing Facilities	20
Note 26	Relevant Financial Ratios	20
	(a) Working Capital	20
	(b) Adjusted Working Capital	20
	(c) Debt Servicing	20
	(d) Debt Commitment	21
	(e) Debt Exposure	21
	(f) Investment Gap	21
	(g) Underlying Result	21
Note 27	Financial Instruments	
	(a) Accounting Policy, Terms and Conditions	22
	(b) Net Fair Values	23
	(c) Credit Risk Exposure	23
	(d) Liquidity Risk	23
	(e) Interest Rate Risk	24
	(f) Sensitivity Disclosure Analysis	25
Note 28	Auditor's Remuneration	26
Note 29	Events Occurring After Balance Date	26
	Certification of Financial Statements	27

Income Statement
For the Year Ended 30 June 2009

	Note	2009 \$	2008 \$
Revenue			
Contributions to Regional Library Service	2	11,106,782	9,086,392
Library Fees		254,390	214,959
Interest		125,426	147,275
Other Revenue	3	596,086	565,734
Total Revenue		<u>12,082,685</u>	<u>10,014,361</u>
Expenses			
Employee Costs	12	5,999,624	5,943,579
Headquarter Building Costs		108,409	104,989
Depreciation	4	1,563,717	1,473,962
Administration Costs		970,400	854,466
Finance Costs	5	94,471	92,838
Computer Services		451,210	368,187
Collection Services		539,332	498,860
RFID Project Expense		-	500,213
Other Expenses	3	565,590	587,086
Total Expenses		<u>10,292,752</u>	<u>10,424,181</u>
Net Loss on disposal of property, plant and equipment	6	(8,617)	-
Surplus/(Deficit) for the year		<u>1,781,316</u>	<u>(409,820)</u>

The above income statement should be read with the accompanying notes

**Balance Sheet
As at 30 June 2009**

	Note	2009 \$	2008 \$
Assets			
Current Assets			
Cash and cash equivalents	8	2,842,537	1,490,954
Trade and other receivables	7	81,161	54,423
Other Assets	9	60,786	8,332
Total Current Assets		<u>2,984,484</u>	<u>1,553,709</u>
Non-Current Assets			
Bookstock, plant and equipment	15	<u>4,763,587</u>	<u>4,630,177</u>
Total Non-Current Assets		<u>4,763,587</u>	<u>4,630,177</u>
Total Assets		<u><u>7,748,071</u></u>	<u><u>6,183,887</u></u>
Liabilities			
Current Liabilities			
Interest Bearing Loans and Borrowings	21	286,897	312,658
Trade and other payables	10	462,067	494,469
Provisions	11	1,096,618	1,022,515
Total Current Liabilities		<u>1,845,582</u>	<u>1,829,642</u>
Non-Current Liabilities			
Interest Bearing Loans and Borrowings	21	629,869	875,863
Provisions	11	154,435	141,512
Total Non-Current Liabilities		<u>784,304</u>	<u>1,017,375</u>
Total Liabilities		<u><u>2,629,886</u></u>	<u><u>2,847,017</u></u>
Net Assets		<u><u>5,118,185</u></u>	<u><u>3,336,869</u></u>
Equity			
Members Contributions		3,770,079	3,770,079
Accumulated Surplus (Deficit)		1,294,090	(487,226)
Reserves	18	<u>54,016</u>	<u>54,016</u>
Total Equity		<u><u>5,118,185</u></u>	<u><u>3,336,869</u></u>

The above balance sheet should be read with the accompanying notes

**Statement of Changes In Equity
For the Year Ended 30 June 2009**

Note	Total	Members Contribution	Accumulated Surplus/ (Deficit)	Asset Revaluation Reserve
2009	2009	2009	2009	2009
	\$	\$	\$	\$
Balance at beginning of the financial year	3,336,869	3,770,079	(487,227)	54,016
Surplus/(Deficit) for the year	1,781,316	0	1,781,316	0
Net asset revaluation (decrement)	0	0	0	0
Balance at end of the financial year	<u>5,118,185</u>	<u>3,770,079</u>	<u>1,294,089</u>	<u>54,016</u>
	Total	Members Contribution	Accumulated Surplus/ (Deficit)	Asset Revaluation Reserve
2008	2008	2008	2008	2008
	\$	\$	\$	\$
Balance at beginning of the financial year	3,746,689	3,770,079	(77,407)	54,016
Surplus/(Deficit) for the year	(409,820)	0	(409,820)	0
Net asset revaluation (decrement)	0	0	0	0
Balance at end of the financial year	<u>3,336,869</u>	<u>3,770,079</u>	<u>(487,227)</u>	<u>54,016</u>

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

Cash Flow Statement
For the Year Ended 30 June 2009

	Note	2009 Inflows/ (Outflows) \$	2008 Inflows/ (Outflows) \$
Cash flows from operating activities			
Contributions (incl GST)		10,417,547	8,278,828
Grants Received from Government (incl GST)		1,799,914	1,716,204
Payments to suppliers (incl GST)		(2,717,225)	(3,015,223)
Payments to Employees		(6,073,512)	(5,911,222)
Interest Received		123,072	163,729
Library Fees (incl GST)		257,550	214,482
Other Receipts (incl GST)		626,262	679,963
Net GST Payment		(922,773)	(698,334)
Net cash provided by operating activities	17	<u>3,510,835</u>	<u>1,428,427</u>
Cash flows from investing activities			
Payments for library books, plant and equipment		(1,760,973)	(1,340,439)
Proceeds from sale of bookstock/equipment		22,907	-
Net cash used in investing activities		<u>(1,738,066)</u>	<u>(1,340,439)</u>
Cash flows from financing activities			
Finance Costs		(95,041)	(89,909)
Proceeds from interest bearing loans and borrowings		-	600,000
Repayment of interest bearing loans and borrowings		(109,206)	(76,914)
Payments for leased plant and equipment		(216,939)	(221,751)
Net cash from financing activities		<u>(421,186)</u>	<u>211,426</u>
Net increase/(decrease) in cash and cash equivalents		1,351,583	299,414
Cash and cash equivalents at the beginning of the financial year		<u>1,490,954</u>	<u>1,191,540</u>
Cash and cash equivalents at the end of the financial year	16	<u>2,842,537</u>	<u>1,490,954</u>
Restrictions on cash assets	19		

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

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Introduction

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

Note 1 Significant Accounting Policies

(a) Basis of Accounting

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

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

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

(b) Recognition of Assets

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

All items of property, plant and equipment, or groups of such items with a value greater than \$500 (\$500 in 2007/2008) are recognised as assets.

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

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

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 1 Significant Accounting Policies

(c) Borrowing Costs

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

(d) Depreciation of Non-Current Assets

Non-current assets having limited useful lives are systematically depreciated over their useful lives to the corporation in a manner which reflects consumption of the service potential embodied in those assets.

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

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

Major depreciation periods are:

Plant and equipment	5 to 15 years
Library books	2 to 7 years
Leased Assets	1 to 4 years

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

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

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 1 Significant Accounting Policies

(e) Employee Entitlements

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

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

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

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

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

Annual and Long Service Leave provisions are calculated using discount rates as published in the Department of Treasury and Finance "Accounting and Financial Reporting Bulletin - Issue: June 2009" ranging from 3.005% to 5.620%.

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

(f) Investments

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

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 1 Significant Accounting Policies

(g) Revenue Recognition

Grants

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

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

	\$
Computer and Wireless Grant (2008 nil)	77,000

Library Fees And Other Income

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

(h) Allocation between Current and Non-Current

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Library's operational cycle, or if the Library does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

(i) Leases

Finance Leases

Leases of assets where substantially all the risks and benefits incidental to ownership of the asset, but not the legal ownership, are transferred to the Library Service are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are amortised on a straight line basis over their estimated useful lives to the Library Service where it is likely that the Library will obtain ownership of the asset or over the term of the lease, whichever is shorter. Leased assets are currently being amortised over a 1 to 4 year period.

Operating Leases

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

Notes to the Financial Report
For the Year Ended 30 June 2009

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

The following contributions were received during the year.

	Municipalities' Contributions	State Government Grant	2009 Total \$	2008 Total \$
Shire of Nillumbik	2,153,206	330,788	2,483,994	1,574,118
City of Banyule	3,535,640	613,652	4,149,292	3,610,288
City of Whittlesea	3,781,651	691,845	4,473,496	3,901,986
	<u>9,470,497</u>	<u>1,636,285</u>	<u>11,106,782</u>	<u>9,086,392</u>

Contributions received from municipalities are higher than normal due to the early receipt of payments related to the 2009/10 financial year. They include the following amounts received prior to June 30, 2009.

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

Note 3 Revenues and Expenses

The following items are included in these categories

	2009 \$	2008 \$
Other Revenue		
Photocopying Fees	62,106	56,305
Fundraising	33,149	40,220
Murrundindi Computer Rental	53,000	51,500
Telephone	804	893
Grant Funding	227,084	275,965
Miscellaneous	219,943	140,851
	<u>596,086</u>	<u>565,734</u>
Other Expenses		
Document Copy	70,758	59,333
Fundraising Expenses	9,048	15,646
Transport Costs	184,030	183,517
Outreach Services	132,544	114,837
People & Learning Expenses	89,126	74,759
Minor Equipment	5,956	4,706
Grant Expenditure	54,371	108,626
Written Down Value of Obsolete Assets	-	10,462
Audit Fees Payable	19,757	15,200
	<u>565,590</u>	<u>587,086</u>

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 4	Depreciation Expense	2009	2008
		\$	\$
	Depreciation expense for the year was charged in respect of:		
	Plant and equipment and motor vehicles	130,927	122,769
	Library books and audio visuals	1,170,873	1,132,255
	Leased IT equipment	261,917	218,938
	Total	<u>1,563,717</u>	<u>1,473,962</u>
Note 5	Finance Costs		
	Interest - Borrowings	34,236	31,096
	Interest - Finance leases	60,235	61,742
		<u>94,471</u>	<u>92,838</u>
Note 6	Sale of Fixed Assets		
	Proceeds on sale of fixed asset	22,907	-
	Less: written down value of fixed asset disposed	(31,524)	-
		<u>(8,617)</u>	<u>0</u>
Note 7	Trade and Other Receivables		
	<u>Current</u>		
	Interest accrued on investments	5,888	3,534
	Other	75,273	50,889
		<u>81,161</u>	<u>54,423</u>
Note 8	Cash and Cash Equivalent Assets		
	Interest bearing deposits - Current	2,841,724	1,189,059
	Bank - Overdraft	(507)	300,575
	Cash on Hand	1,320	1,320
		<u>2,842,537</u>	<u>1,490,954</u>

Notes to the Financial Report
For the Year Ended 30 June 2009

		2009	2008
		\$	\$
Note 9	Other Assets		
	Prepayments	60,786	8,332
Note 10	Trade and Other Payables		
	<u>Current</u>		
	Payables	435,796	320,363
	Accruals	26,271	174,106
	Total	<u>462,067</u>	<u>494,469</u>
Note 11	Provisions		
	<u>Current</u>		
	Annual Leave	392,250	345,777
	Long Service Leave	<u>704,368</u>	<u>676,738</u>
		1,096,618	1,022,515
	<u>Non-current</u>		
	Annual Leave	43,131	51,299
	Long Service Leave	<u>111,304</u>	<u>90,213</u>
		154,435	141,512
	Total	<u>1,251,053</u>	<u>1,164,027</u>
	Amounts expected to be settled no more than 12 months after end of reporting date	420,000	521,000
	Number of employees at the end of the year	161	162
Note 12	Employee Costs		
	The following items are included as employee costs:		
	Salaries	5,283,300	5,227,591
	Superannuation	477,958	478,225
	Workcover Levy	76,515	71,761
	Annual Leave/Long Service Leave Provision	<u>161,851</u>	<u>166,002</u>
		5,999,624	5,943,579

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 13 Superannuation

Post Employment Benefit

The Library makes employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). Obligations for contributions are recognised as an expense in profit or loss when they are due. The Fund has two categories of membership, each of which is funded differently.

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

Defined Benefit Plan

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

The Library makes employer contributions to defined benefit category of the fund at rates determined by the Trustee on the advice of the Fund's Actuary. On the basis of the results of the most recent full actuarial investigation conducted by the Fund's Actuary as at 31 December 2008, the Library makes the following contributions:-

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

Fund surplus or deficit (ie the difference between fund assets and liabilities) are calculated differently for funding purposes (ie calculating required contributions) and for the calculation of accrued benefits as required in AAS 25 to provide values needed for the AASB 119 disclosure in the Library's financial statements. AAS 25 requires that the present value of the benefit liability which is calculated in respect of membership completed at the calculation date makes no allowance for future benefits that may accrue. The actuarial investigation concluded that although the Net Market Value of Assets was in excess of Accrued Benefits at 31 December 2008, based on the assumptions adopted, there was a shortfall of \$71 million when the funding of future benefits was also considered. However, the Library has been advised that no additional contributions will be required as at 30 June 2009. The Actuary will undertake the next actuarial investigation as at 30 June 2010 to ascertain if additional contributions are required.

Notes to the Financial Report for the year ended 30 June 2009

Note 13 Superannuation

The Fund's liability for accrued benefits was determined by the Actuary at 31 December 2008 pursuant to the requirements of Australian Accounting Standard AAS25 follows:

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

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

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

	2009	2008
	\$'000	\$'000
Contributions		
Defined Benefit Plan		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	<u>106</u>	<u>134</u>
Employer contributions payable to Local Authorities Superannuation Fund (Vision Super)	<u>-</u>	<u>-</u>
Accumulation Fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	<u>372</u>	<u>330</u>
Employer contributions payable to Local Authorities Superannuation Fund (Vision Super)	<u>-</u>	<u>14</u>

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 14 Related Party Transactions

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

Councillors	Sam Alessi Frank Merlino Thomas Mellican (Retired Dec 08) Warwick Leeson (Retired Dec 08) Anthony Carbines Greg Johnson (Retired Dec 08) Jenny Mulholland (Commenced Mar 09) Chris Chapple (Commenced Mar 09) Lewis Brock (Commenced Mar 09)
Chief Executive Officer	Christine Mackenzie

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

Income Range:	2009 No	2008 No
NIL	9	6
\$150,000 - \$159,999	-	1
\$170,000 - \$179,999	1	-
Total	<u>10</u>	<u>7</u>
Total remuneration for the reporting period for responsible persons mentioned above	\$ 172,821	\$ 152,176

(c) Senior Officers Remuneration

The number of senior officers, other than the Responsible Persons, whose total remuneration exceeded \$100,000 during the reporting period, are shown below in their relevant income bands:

There are no senior officers whose total remuneration exceeds \$100,000

- (d) Retirement benefits paid by the library in connection with the retirement of Responsible Persons amounted to Nil.
- (e) No loans have been made, guaranteed or secured by the library to a Responsible Person of the library during the reporting period.
- (f) **Other Transactions**
Other related party transactions requiring disclosure have been considered and there are no matters to report.

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 15	Bookstock, Plant and Equipment	2009	2008
		\$	\$
	Plant and equipment		
	- at cost	1,958,647	1,817,258
	Less: Accumulated Depreciation	<u>680,506</u>	<u>662,565</u>
		1,278,141	1,154,693
	 Bookstock - at cost	 7,875,981	 8,792,048
	Less Accumulated Depreciation	<u>4,849,405</u>	<u>5,982,961</u>
		3,026,576	2,809,087
	 Leased IT Equipment	 1,193,828	 1,179,438
	Less Accumulated Depreciation	<u>734,958</u>	<u>513,041</u>
		<u>458,870</u>	<u>666,397</u>
	 Total bookstock, plant and equipment	 <u><u>4,763,587</u></u>	 <u><u>4,630,177</u></u>

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 15 Bookstock, Plant and Equipment

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

2009	Bookstock	Plant and Equipment	Leased Equipment	Total
	\$	\$	\$	\$
Balance at the beginning of the year	2,809,088	1,154,693	666,397	4,630,177
Additions	1,388,361	285,899	54,390	1,728,650
Disposals/Withdrawals	(2,304,427)	(144,510)	(40,000)	(2,488,937)
Revaluation increments/ (decrements)	-	-	-	-
Depreciation Expense	(1,170,873)	(130,927)	(261,917)	(1,563,717)
Accumulated Depreciation written back	2,304,427	112,986	40,000	2,457,413
Carrying amount at the end of the year	3,026,576	1,278,141	458,870	4,763,587

2008	Bookstock	Plant and Equipment	Leased Equipment	Total
	\$	\$	\$	\$
Balance at the beginning of the year	2,604,597	1,204,650	302,248	4,111,495
Additions	1,336,745	83,274	583,087	2,003,106
Disposals/Withdrawals	(2,396,713)	(85,682)	-	(2,482,395)
Revaluation increments/ (decrements)	-	-	-	-
Depreciation Expense	(1,132,255)	(122,768)	(218,938)	(1,473,961)
Accumulated Depreciation written back	2,396,713	75,219	-	2,471,932
Carrying amount at the end of the year	2,809,088	1,154,693	666,397	4,630,177

Notes to the Financial Report
For the Year Ended 30 June 2009

Note 16 Reconciliation of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and at banks.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	2009	2008
	\$	\$
Cash at Bank (Overdraft)	(507)	300,575
Cash on hand	1,320	1,320
Money Market At Call Account	401,508	366,755
Interest Bearing Deposits	2,440,216	822,304
	<u>2,842,537</u>	<u>1,490,954</u>

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

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

	2009	2008
	\$	\$
Net Result For the Reporting Period	1,781,316	(409,820)
Cash flows in operating surplus attributable to non-operating activities :		
Depreciation	1,563,717	1,473,962
(Profit)/Loss on disposal of plant & equipment	8,617	10,463
Finance Costs	95,041	89,909
Changes in assets and liabilities :		
(Increase)/Decrease in receivables	(26,738)	98,656
(Increase)/Decrease in prepayments	(52,454)	11,439
Increase/(Decrease) in payables	54,310	123,576
Increase/(Decrease) in provision for employee entitlements	87,026	30,242
Net cash provided by operating activities	<u>3,510,835</u>	<u>1,428,427</u>

Note 18 Reserves

<u>Asset Revaluation Reserve</u>	2009	2008
	\$	\$
Balance at beginning of the year	54,016	54,016
Balance at end of the year	<u>54,016</u>	<u>54,016</u>

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 19 Restricted Assets

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

	2009	2008
	\$	\$
Long Service Leave - Investments	723,492	716,570

Note 20 Contributions by participating Councils

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

	2009	2008
	%	%
Shire of Nillumbik	20.50	20.20
City of Banyule	44.10	44.90
City of Whittlesea	35.40	34.90
	<u>100.00</u>	<u>100.00</u>

Note 21 Interest Bearing Loans and Borrowings

	2009	2008
	\$	\$
Term Loan - Current		
Borrowings - secured	117,294	109,206
Term Loan - Non-current		
Borrowings - secured	296,587	413,881
Total	<u>413,881</u>	<u>523,087</u>

The maturity profile for Library's borrowings is:

-Not later than one year	117,294	109,206
-Greater than one year but not later than five years	296,587	413,881
	<u>413,881</u>	<u>523,087</u>

Finance Leases

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

	2009	2008
	\$	\$
-Not later than one year	213,354	254,815
-Greater than one year but not later than five years	365,680	542,581
Minimum lease payments	579,034	797,396
Less : future finance charges	76,149	131,962
Recognised in the balance sheet as:	<u>502,885</u>	<u>665,434</u>

Aggregate carrying amount of interest bearing loans and borrowings

Current	286,897	312,658
Non-current	629,869	875,863
	<u>916,766</u>	<u>1,188,521</u>

Notes to the Financial Report
For the Year Ended 30 June 2009

Note 22	Operating Lease Commitments	2009	2008
		\$	\$
	Motor Vehicles		
	Payable:		
	-Not later than one year	37,080	24,331
	-Greater than one year but not later than five years	41,588	14,089
		<u>78,668</u>	<u>38,420</u>
	Headquarters Rental		
	Payable:		
	-Not later than one year	106,982	106,982
	-Greater than one year but not later than five years	60,412	167,394
		<u>167,394</u>	<u>274,376</u>
	Term of the Lease: Commencing on 1 February 2006 and ending on 31 January 2011		
	Telemessaging		
	Payable:		
	-Not later than one year	-	16,782
	-Greater than one year but not later than five years	-	-
		<u>-</u>	<u>16,782</u>
	Photocopier Lease		
	Payable:		
	-Not later than one year	59,500	44,475
	-Greater than one year but not later than five years	79,334	6,292
		<u>138,834</u>	<u>50,767</u>
	Computer Lease		
	Payable:		
	-Not later than one year	51,853	-
	-Greater than one year but not later than five years	99,385	-
		<u>151,238</u>	<u>-</u>

Note 23 Commitments for Expenditure

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

	2009	2008
	\$	\$
Bookstock	209,972	192,323
RFID, Courier and Cleaning Contract Expenditure	509,410	687,648
	<u>719,382</u>	<u>879,971</u>

The periods expected to elapse from the reporting date to the expected date of payment are as follows :

-Not later than one year	524,308	466,610
-Greater than one year but not later than five years	195,074	413,361
	<u>719,382</u>	<u>879,971</u>

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 24 Contingent Liabilities

The Yarra Plenty Regional Library Service has no known contingent liabilities as at 30 June 2009.

Note 25 Financing Facilities

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

The Yarra Plenty Regional Library Service does have credit card facilities with an unused credit limit of \$35,000 at 30 June 2009

Note 26 Relevant Financial Ratios

(a) Working Capital	2009		2008		2007	
	\$		\$		\$	
	000's		000's		000's	
To assess the corporation's ability to meet current commitments						
	2,984	1.62	1,554	0.85	1,364	0.91
Current Assets/Current Liabilities	<u>1,845</u>		<u>1,829</u>		<u>1,486</u>	

(b) Adjusted Working Capital

To assess the corporation's ability to meet current commitments

	2,984	2.54	1,554	1.17	1,364	1.60
Current Assets/Current Liabilities	<u>1,176</u>		<u>1,328</u>		<u>854</u>	

Current liabilities have been reduced to reflect the long service leave that is shown as a current liability because Library does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date, but is not likely to fall due within 12 months after the end of the period.

(c) Debt Servicing Ratio

To identify the capacity of library to service it's-outstanding debt

	94	0.01	93	0.01	57	0.01
Debt Servicing Costs/Total Revenue	<u>12,082</u>		<u>10,014</u>		<u>9,783</u>	

Notes to the Financial Report
For the Year Ended 30 June 2009

Note 26 Relevant Financial Ratios

(d) Debt Commitment Ratio

	2009		2008		2007	
To identify library's debt redemption strategy	\$		\$		\$	
	000's		000's		000's	
Debt servicing and redemption costs/ Council Contributions	<u>421</u>	0.04	<u>392</u>	0.05	<u>178</u>	0.02
	9,470		7,526		7,463	

(e) Debt Exposure Ratio

To identify library's exposure to debt

Total Indebtedness/ Total Realisable Assets	<u>917</u>	0.31	<u>2,847</u>	1.83	<u>1,729</u>	1.27
	2,984		1,554		1,364	

(f) Investment Gap

To assess Library's capital expenditure against depreciation

Capital Spend/Depreciation	<u>1,729</u>	1.11	<u>2,003</u>	1.36	<u>1,341</u>	0.79
	1,564		1,474		1,706	

(g) Underlying Result

Measures the Library's surplus/(deficit) as a percentage of revenue.

Net surplus (deficit)/ Total revenue	<u>1,781</u>	0.15	<u>(409)</u>	(0.04)	<u>(223)</u>	(0.02)
	12,082		10,014		9,783	

Notes to the Financial Report
For the Year Ended 30 June 2009

Note 27 Financial Instruments

(a) Accounting Policy, Terms and Conditions

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
Financial Assets			
Bank Deposits On Call	8	Valued at face value. Interest recognised as it accrues	Current account interest fluctuates between 2.90% and 7.90%. The rate at balance date was 2.90%
30/60/90 day Bank Bills	8	Valued at face value. Interest recognised as it accrues.	Bills can be redeemed at call. Interest rates fluctuated between 3.3% and 7.44%. The average rate at balance date was 3.35%
Receivables	7	Receivables are carried at nominal amounts	General debtors are unsecured and interest free.
Financial Liabilities			
General Payables	10	Liabilities are recognised for amounts to be paid in the future for goods received and services provided to the Library Service as at balance date whether or not invoices have been received.	General payables are unsecured and are normally settled within 30 days of receipt of invoice.
Interest bearing loans and borrowings	20	Loans are accounted for at their principle amounts, which represent the present value of cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and is recognised as part of payables Finance leases are accounted for at their principle amount with the lease payments discounted to their present value using the interest rate implicit in the leases.	The loan is secured by the library's assets. The interest rate is fixed at 7.21%. As at balance date the Library had leases with an average lease term of 3.5 years.

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 27 Financial Instruments (cont'd)

(b) Net Fair Values

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

(c) Credit Risk Exposure

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

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

(d) Liquidity Risk

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

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

To help reduce these risks we:

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

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

Notes to the Financial Report
For the Year Ended 30 June 2009

Note 27 Financial Instruments (continued)

(e) Interest Rate Risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. The library manages interest rate risk by fixing the rate of interest bearing loans and borrowings for the period of the loan or lease.

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

2009						
	Note	Floating Interest Rate	Fixed Interest Maturing In:		Non-interest Bearing	Carrying Amount
			< 1 year	>1 year < 5 years		
		\$	\$	\$	\$	\$
Financial Assets						
Cash Assets	8		2,841,724		1,320	2,843,044
Receivables	7				81,161	81,161
Total financial assets			2,841,724		82,481	2,924,205
Weighted Average Interest Rate						3.45%
Financial Liabilities						
Bank Overdraft	8	507				507
Payables	10				462,067	462,067
Interest Bearing Liability			286,897	629,869		916,766
Total Financial Liabilities		507	286,897	629,869	462,067	1,379,340
Weighted Average Interest Rate						8.81%

2008						
	Note	Floating Interest Rate	Fixed Interest Maturing In:		Non-interest Bearing	Carrying Amount
			< 1 year	>1 year < 5 years		
		\$	\$	\$	\$	\$
Financial Assets						
Cash Assets	8	300,575	1,189,059		1,320	1,490,954
Receivables	7				54,423	54,423
Total financial assets		300,575	1,189,059		55,743	1,545,377
Weighted Average Interest Rate						5.84%
Financial Liabilities						
Payables	10				494,469	494,469
Interest Bearing Liability			312,658	875,863		1,188,521
Total Financial Liabilities			312,658	875,863	494,469	1,682,990
Weighted Average Interest Rate						14.82%

Notes to the Financial Report
For the Year Ended 30 June 2009

Note 27 Financial Instruments (continued)

(f) Sensitivity Disclosure Analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the library believes the following movements are 'reasonably possible' over the next 12 months.

- A parallel shift of -1% and +1% in market interest rates (AUD) from the year end rate of 3.45%

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

Market Risk Exposure	Interest Rate Risk				
	Carrying Amount	-1% (100 basis points)		+1% (100 basis points)	
		Profit	Equity	Profit	Equity
Financial Assets:					
Cash and Cash Equivalents (i)	2,842,537	(28,425)	(28,425)	28,425	28,425
Financial Liabilities:					
Payables (ii)	462,067	-	-	-	-
Interest Bearing Liabilities(iii)	916,766	-	-	-	-
Total Increase/(decrease)		(28,425)	(28,425)	28,425	28,425

Market Risk Exposure	Interest Rate Risk				
	Carrying Amount	-1% (100 basis points)		+1% (100 basis points)	
		Profit	Equity	Profit	Equity
Financial Assets:					
Cash and Cash Equivalents (i)	1,490,954	(14,910)	(14,910)	14,910	14,910
Financial Liabilities:					
Payables (ii)	310,335	-	-	-	-
Interest Bearing Liabilities(iii)	1,161,960	-	-	-	-
Total Increase/(decrease)		(14,910)	(14,910)	14,910	14,910

- (i) Sensitivity of cash and cash equivalents to a +/- 1% movement in interest rates
- (ii) General payables are unsecured and normally settled within 30 days. They are not impacted by foreign currency fluctuations
- (iii) All Interest bearing liabilities have fixed interest rates and are not sensitive to market fluctuations

**Notes to the Financial Report
For the Year Ended 30 June 2009**

Note 28	Auditor's Remuneration	2009	2008
		\$	\$
	Audit fee to conduct external audit-Victorian Auditor General	7,750	7,100
	Internal Audit Fees - WHK Horwath	-	7,150
	Internal Audit Fees - Grant Thornton	12,007	-
	Fees for other services - EMES Consulting	-	950
		<u>19,757</u>	<u>15,200</u>

Note 29 **Events Occurring After Balance Date**

There have been no events occurring subsequent to balance date.

Certification of Financial Statements

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

M Tame

Michele Tame CPA
Principal Accounting Officer

Dated : 18/9/09

In our opinion the accompanying financial statements present fairly the financial transactions of the Yarra Plenty Regional Library Corporation for the year ended 30 June 2009 and the financial position of the Library as of that date.

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

We have been authorised by the Library Board on 10th September 2009 to certify the financial statements in their final form.

F Merling

Frank Merling
Councillor

Dated : 18/9/09

C Chapple

Chris Chapple
Councillor

Dated : 18/9/09

C Mackenzie

Christine Mackenzie
Chief Executive Officer

Dated: 18/9/09

YARRA PLENTY REGIONAL

LIBRARY SERVICE

Standard Statements

For the Year Ended 30 June 2009

INDEX

Item	Page
Standard Income Statement	1
Standard Balance Sheet	2
Standard Cash Flow Statement	3
Standard Capital Works and Asset Reconciliation Statement	4
Notes to Standard Statements	5
Certification of Standard Statements	10

Yarra Plenty Regional Library Service
(Incorporated under Section 196 of the Local Government Act, 1989)

Comparison Report Standard Income Statement

For the year ending 30 June 2009

	Budget 2008/09 \$	Actuals 2008/09 \$	Variations \$	%	Note
REVENUE					
Contributions to Regional Library Service	8,308,795	9,470,497	1,161,702	14%	2
State Government Funding	1,611,016	1,636,285	25,269	2%	2
Local Priorities	88,275	86,121	(2,154)	(2%)	
Library Fees	335,000	254,390	(80,610)	(24%)	3
Interest	115,000	125,426	10,426	9%	4
Other	275,000	509,965	234,965	85%	6
TOTAL REVENUE	10,733,086	12,082,685	1,349,599		
EXPENSES					
Employee Costs	6,057,661	5,999,624	58,037	1%	18
Headquarter Building Costs	107,000	108,409	(1,409)	(1%)	7
Depreciation	1,788,275	1,563,717	224,558	13%	8
Administration Costs	959,000	970,400	(11,400)	(1%)	9
Finance Costs	108,000	94,471	13,529	13%	15
Computer Services	458,000	451,210	6,790	1%	
Collection Services	403,000	539,332	(136,332)	(34%)	10
Other	503,150	565,590	(62,440)	(12%)	11
TOTAL EXPENSES	10,384,086	10,292,752	91,334		
Net Loss on disposal of property, plant and equipment	-	(8,617)	(8,617)		5
NET RESULT FOR THE REPORTING YEAR	349,000	1,781,316	1,432,316		

Yarra Plenty Regional Library Service
(Incorporated under Section 196 of the Local Government Act 1989)

Comparison Report Standard Balance Sheet

As At 30 June 2009

	2008/2009 \$	2008/2009 \$	2008/2009 \$	Variations \$	Variations %	Note
	Budget	Actual	Actual			
ASSETS						
CURRENT ASSETS						
Cash Assets	1,621,221	2,842,537	1,221,316	75%	16	
Trade and Other Receivables	68,761	81,161	12,400	18%	12	
Prepayments	35,180	60,786	25,606	73%	12	
TOTAL CURRENT ASSETS	<u>1,725,162</u>	<u>2,984,484</u>	<u>1,259,322</u>			
NON-CURRENT ASSETS						
Bookstock, plant and equipment	4,666,050	4,763,587	97,537	2%	8	
TOTAL NON-CURRENT ASSETS	<u>4,666,050</u>	<u>4,763,587</u>	<u>97,537</u>			
TOTAL ASSETS	<u>6,391,212</u>	<u>7,748,071</u>	<u>1,356,859</u>			
LIABILITIES						
CURRENT LIABILITIES						
Interest bearing loans and borrowings	409,519	286,897	(122,622)	(30%)	15	
Trade and Other Payables	357,000	462,067	105,067	29%	13	
Provisions	1,070,963	1,096,618	25,655	2%	14	
TOTAL CURRENT LIABILITIES	<u>1,837,482</u>	<u>1,845,582</u>	<u>8,100</u>			
NON-CURRENT LIABILITIES						
Interest bearing loans and borrowings	891,000	629,869	(261,131)	(29%)	15	
Provisions	39,635	154,435	114,800	290%	14	
TOTAL NON-CURRENT LIABILITIES	<u>930,635</u>	<u>784,304</u>	<u>(146,331)</u>			
TOTAL LIABILITIES	<u>2,768,117</u>	<u>2,629,886</u>	<u>(138,231)</u>			
NET ASSETS	<u>3,623,095</u>	<u>5,118,185</u>	<u>1,495,090</u>			
REPRESENTED BY:						
Members Contributions	3,770,079	3,770,079	-			
Accumulated Surplus/(Deficit)	(201,000)	1,294,090	1,495,090			
Reserves	54,016	54,016	-			
EQUITY	<u>3,623,095</u>	<u>5,118,185</u>	<u>1,495,090</u>			

Yarra Plenty Regional Library Service
(Incorporated under Section 196 of the Local Government Act 1989)

Comparison Report Standard Cash Flow Statement

As at 30 June 2009	Budget 2008/2009	Actuals 2008/2009	Variations	Note
	\$	\$	\$ %	
Cash flows from operating activities				
Contributions (incl GST)	9,139,675	10,417,547	1,277,872 14%	2
Grants Received from Government (incl GST)	1,772,118	1,799,914	27,796 2%	2
Local Priorities Funding	97,104	94,733	(2,370) (2%)	17
Payments to suppliers (incl GST)	(2,673,165)	(2,717,225)	(44,060) 2%	18
Payments to Employees	(6,057,661)	(6,073,512)	(15,851) 0%	4
Interest Received	115,000	123,072	8,072 7%	3
Library Fees (incl GST)	337,000	257,550	(79,450) (24%)	6
Other Receipts (incl GST)	302,500	531,529	229,029 76%	
Net GST Payment	(787,295)	(922,773)	(135,478) 17%	
Net cash provided by operating activities	2,245,275	3,510,835	1,265,560	
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for library books, plant and equipment	(1,553,775)	(1,760,973)	(207,198) 13%	8
Proceeds from sale of bookstock/equipment	-	22,907	22,907 100%	5
Net cash used in investing activities	(1,553,775)	(1,738,066)	(184,291)	
CASH FLOWS FROM FINANCING ACTIVITIES				
Finance Costs	(108,000)	(95,041)	12,959 (12%)	15
Repayment of Borrowings	(109,000)	(109,206)	(206) 0%	15
Payments for leased plant and equipment	(240,000)	(216,939)	23,061 (10%)	8
Net cash from financing activities	(457,000)	(421,186)	35,814	
Net increase/(decrease) in cash held	234,500	1,351,583	1,117,083	16
Cash at the beginning of the financial year	1,386,721	1,490,954	104,233	
Cash at the end of the financial year	1,621,221	2,842,537	1,221,316	16

Yarra Plenty Regional Library Service
(Incorporated under Section 196 of the Local Government Act 1989)

Comparison Report Standard Capital Works & Asset Reconciliation Statement

For the year ending 30 June 2009	2008/2009		2008/2009	Variances		Note
	\$ Budget	\$ Actual		\$	%	
Bookstock	1,553,775	1,388,361	(165,414)	(11%)	8	
IT Equipment	0	24,222	24,222	100%	8	
Vehicles	0	204,680	204,680	100%	8	
Plant & Equipment	0	56,997	56,997	100%	8	
Leased IT Equipment	0	54,390	54,390	100%		
Total Capital Works	1,553,775	1,728,650	174,875			

Represented By:

Renewal	1,553,775	1,728,650	174,875	11%
Upgrade				
Expansion				
New Assets				
Total Capital Works	1,553,775	1,728,650	174,875	

Property, Plant and Equipment movement Reconciliation Worksheet

	2009	2009	
	\$	\$	%
Total Capital Works	1,553,775	1,728,650	11%
Asset Revaluation Movement			
Depreciation Expense	(1,788,275)	(1,563,717)	(13%)
Written Down Value of assets sold	-	(31,524)	(100%)
Net Movement in property, plant & equipment	(234,500)	133,409	367,909

Notes to Standard Statements

Note

1 Basis of preparation of Standard Statements

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

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

The Standard Statements have been prepared on accounting bases consistent with those used for the General Purpose Financial Statements and the Budget. The results reported in these statements are consistent with those reported in the General Purpose Financial Statements.

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

The Standard Statements compare the Library's financial plan, expressed through its budget, with actual performance. The Local Government Act 1989 requires explanation of any material variances. Material is defined for the purposes of these statements as any amount greater than \$20,000 or 10%.

The budget figures included in the Statements are those adopted by the Library on 21 June, 2008. The budget was based on assumptions that were relevant at the time of adoption of the budget. The Library set guidelines and parameters for revenue and expense targets in this budget in order to meet the Library's business plan and financial performance targets for both the short and long term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

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

Notes to Standard Statements

Note

2 Contributions to Regional Library Service

Contributions to the library service are accounted for as they are received and therefore amounts received prior to 30 June in any year are taken up in that year. The variation in contributions is mainly due to timing of contribution payments.

Reconciliation:	\$
	000's
2009/10 payments received in 2008/09 year	
- Nillumbik Council	430
-Whittlesea Council	756
	1,186

3 Library Fees

It was anticipated that library fees would increase significantly with the introduction of an on line payment system which would allow borrowers to pay fines and charges using a credit card over the internet. The system was introduced in October 08 but has not had a major impact on the amount of payments received.

4 Interest Income

Interest income was expected to decline because of the current economic crisis. Some investments made just prior to the drop in interest rates have resulted in better than anticipated returns.

5 Net Gain(Loss) on disposal of property, plant and equipment

Income was received for the sale of the library's prime mover and some minor items (\$22,907). The written down value of assets sold represents the book value of disposed prime mover, minor equipment, computer assets and withdrawn bookstock (\$30,894).

6 Other Income

Other areas of increased income include:

	Budget	Actual	Variance
	\$	\$	\$
	000's	000's	000's
Sale of Services	98	169	71
Community Rooms	52	63	11
Premier Reading Fund	0	53	53
Reimbursement of Consultant Fees	0	14	14
Best Start Funding from Nillumbik	0	23	23
Grant Funding	0	88	88
Fundraising	40	33	(7)
Copying Costs	80	62	(18)
Miscellaneous Other	5	4	(1)
Total	275	509	234

- Sale of services now includes income from managing Library 2.0 training for other organisations as well as provision of Library Management Software services to Murrindindi.
- Premier reading funds have been expended on additional collection items.

Notes to Standard Statements

Note

6 Other Income (cont.d)

- Copying income has declined in line with decreased demand and is expected to improve when new print solution system is introduced in the 09/10 financial year
- Reimbursement, Best Start and miscellaneous grant funds are "one off" amounts which are non recurring.

The increased variance in the cash flow statement reflects the inclusion accrued income which was taken up in the 07/08 year.

7 Headquarters Building Costs

Rental expense for lease of Library Headquarters

8 Depreciation Expense and Capital Purchases

The following depreciation charges apply to library assets:

Bookstock :	6 years
Plant & Equipment:	5 to 10 years
Motor Vehicles	10 to 15 years
Computer Equipment	3 to 5 years

The budget for depreciation was estimated based on prior period actuals and should have been reduced to reflect the decrease in rate from 20% to 17%.

The movement in collection assets of \$165,000 is due to the reclassification of some classes of bookstock from capital item to expense as shown in note 10.

The overall increase in capital works is due to the purchase of the new prime mover which was scheduled for replacement in the 07/08 budget. Some additional leased items were also obtained.

9 Administration Costs

There are small variations in a number of administration funds

10 Collection Services Expenditure

The variance in this area was due to underspending in processing costs due to the expectation that suppliers would charge an additional fee for adding RFID tags which did not occur. Some items which had been budgeted as capital are now included as operational spend due to the nature of the item or a revised estimate of their useful life to less than 1 year.

	Budget	Actual	Variance
	\$	\$	\$
	000's	000's	000's
Supplier Processing	276	256	20
Lote Processing	38	26	12
Newspapers & Magazines	0	80	(80)
On Line Subscriptions	0	89	(89)
	<hr/> 314	<hr/> 451	<hr/> (137)

Notes to Standard Statements

Note

11 Other Expenditure

The variation in other expense is shown below and includes grant expenditure which had been budgeted as a capital item.

	Budget \$ 000's	Actual \$ 000's	Variance \$ 000's
Outreach	125	134	(9)
People & Learning	92	89	3
Transport	182	184	(2)
Copying Costs	80	70	10
Minor Equipment	5	6	(1)
Fundraising	10	9	1
Audit	10	20	(10)
Grants	0	54	(54)
	504	566	(62)

12 Receivables and Prepayments

Receivables include the following amounts	\$ 000
Outstanding invoices	70
Accrued income	5
Accrued Interest	6
	81
Prepayments include prepaid IT maintenance amounts	60
	60

13 Trade and Other Payables

Payables include the following amounts:	\$ 000
Sundry Creditor Payments	
- ATO quarterly bas amount	315
- Audit Fees	8
- Loan Interest	2
- Bookstock creditors	11
- Other trade creditors	100
Accrued Salaries	26
	462

14 Provisions

Movement in provisions is dependent on amounts of leave taken and changes to discount rates as advised by the Department of Treasury and Finance.

Notes to Standard Statements

Note

15 Interest bearing loans and borrowings

Borrowings

The library service has an outstanding loan related to the purchase of RFID the RFID system. The debt will be repaid in the 2012 financial year and has a fixed interest rate of 7.21%.

Finance leases

Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense (shown as finance costs).

16 Cash Assets and Cash at End of Financial Year

Increase in cash assets reflects receipt of early payments from member councils as shown at note 2.

17 Payments to Suppliers

Payments are in line with predicted amounts.

18 Payments to Employees

Unexpended funds in this area have occurred due to the non finalisation of the library's Enterprise Agreement. The amount will be used to offset any back payments that arise when the agreement is finalised.

Certification of Standard Statements

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

M Tame

Michele Tame CPA
Principal Accounting Officer

Dated: 18/9/09

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

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

We have been authorised by the Library Board on 10th September 2009 to certify the standard statements in their final form.

F. Merlino

Frank Merlino
Councillor

Dated: 18/9/09

Chris Chapple
Councillor

Dated: 18/9/09

Christine Mackenzie

Christine Mackenzie
Chief Executive Officer

Dated: 18/9/09