CITY LIBRARY STATUS REPORT – JULY TO DECEMBER 2005

Committee   Community Services

Presenter   Cr Wilson

Purpose

1. To provide Council with the Joint Venture City Library Six Monthly Operational Report for July to December 2005 and the Financial Report for July to December 2005, incorporating the Mid Year Budget Review.

Recommendation

2. That Council approve the Joint Venture City Library:

    2.1.   Six Monthly Operational Report for July to December 2005; and

    2.2.   Financial Report for July to December 2005 which incorporates the Mid Year Budget Review.

Council Report Attachment:
1.   Community Services Committee, Agenda Item 3.5, 6 April 2006

C O M M U N I T Y   S E R V I C E S   C O M M I T T E E   R E P O R T

Agenda Item 3.5

6 April 2006

CITY LIBRARY STATUS REPORT – JULY TO DECEMBER 2005

Division   Assets & Services

Presenter   Terry Makings, Director Assets & Services

Purpose

1.   To provide the Committee with the Joint Venture City Library Six Monthly Operational Report for July to December 2005 and the Financial Report for July to December 2005 incorporating the Mid Year Budget Review.

Recommendation

2.   That the Community Services Committee recommend Council approve the Joint Venture City Library:

2.1.   Six Monthly Operational Report for July to December 2005; and

2.2.   Financial Report for July to December 2005 which incorporates the Mid Year Budget Review.

Key Facts

3.   City Library, located in Flinders Lane, is a Joint Venture (JV) between the City of Melbourne and CAE. City Library operates under an approval from the Minister under the *Local Government Act* 1989. Yarra-Melbourne Regional Library Corporation (YMRLC) manages City Library pursuant to the City Library Service Agreement.

4.   Yarra-Melbourne Regional Library Corporation currently provides library services in the City of Melbourne and the City of Yarra under the Regional Library Agreement. The library services are provided through seven branch libraries.

Six Monthly Operational Report July to December 2005

5.   Reports on City Library operational activities are presented to the City Library Joint Venture Management Committee on a six monthly basis.

6.   The Six Monthly Operational Report from July to December 2005 (Attachment 1) includes: key achievements by strategic area; risks or trends; Annual Plan to date and statistical data and activity data analysis.

7. The Six Monthly Operational Report states that City Library is one of the busiest libraries in Victoria – possibly the busiest, and the statistics for July to December 2005 confirm the high level of support for City Library by patrons as demonstrated by the table below:

Total loans as at 31 December 2005	404,996
Total library visits as at 31 December 2005	262,833
Membership as at 31 December 2005	29,448

Note: Library was closed for 3 days in December 2005 for stocktaking.

Financial Report from July to December 2005 incorporating the Mid Year Budget Review

8. The Financial Report from July to December 2005 incorporating the Mid Year Budget Review (Attachment 2) must be approved by the JV partners before being formally adopted by the Joint Venture Management Committee.

Financial Overview Commentary

Operating Result

9. The operating result to the end of the second quarter represents a $212,580 deficit, compared to a budgeted deficit of $207,768. The revised forecast projects a $501,830 deficit compared to a budgeted deficit of $480,978 – an unfavourable variance of $20,852.

Revenue

10. Total YTD revenue of $1,487,999 is $9,126 (1%) favourable to budget. This trend is expected to continue and is reflected in an end of year $15,248 better than budget results.

Fees and Charges

11. Fees and charges income has continued its first quarter trend being better than budget by $4,778 (8%).

Interest Revenue

12. Interest revenue is better than budget by $5,683 (72%).

Expenses

13. Overall, expenditure is over budget by $8,639 (1%).

Employee costs

14. Employee costs are showing an under budget result of $3,989 (1%). The revised forecast is projecting a modest overspend in this area of $6,900 (<1%).

Depreciation

15. Overall, depreciation is $2,266 over budget. This is comprised of an unfavourable variance of $13,171 in collections and a $10,905 favorable variance in other fixed assets.

JV Expenses

16. JV expenses are overspent by $15,837. Of this amount, $13,161 relates to over expenditure in Rental Outgoings resulting from an increase in 2004-05 and further increases in 2005-06.

Capital Expenditure

17. Capital Expenditure is under budget by $3,882. Capital expenditure will be made in accordance with original plans.

Time Frame

18. The City Library Joint Venture between the City of Melbourne and CAE (formally the Council of Adult Education) commenced on 24 September 2002 and terminates on the date of withdrawal of one of the Venturers or on the date the City Library is dissolved in accordance with the Joint Venture Agreement. The Initial Term of the Service Agreement between the Joint Venture and Yarra-Melbourne Regional Library Corporation for 'City Library Joint Venture' operates from 9 February 2004 until 30 June 2007.

Relation to Council Policy

19. The *City of Melbourne Council Plan 2005-2009* includes Strategic Objective 3: Inclusive and Engaging City. The aim of this Objective is to ensure the city welcomes and enables all people to participate fully in city life and to provide an attractive and stimulating place in which to live, work, and visit with a high level of cultural vibrancy and creativity.

20. Strategies to achieve this objective which have direct relevance to Library services are:

> *"3.1.01 - Develop community and cultural development programs to promote cultural diversity and experience in community life.*
>
> *3.1.02 - Facilitate the development of social capital.*
>
> *3.1.03 - Promote increased participation in sporting, leisure and recreation activities."*

Consultation

21. A Melbourne City Council Councillor and Senior Officer representatives of the City of Melbourne, together with the CAE and Yarra-Melbourne Regional Library Corporation, have been involved in discussions regarding the Six Monthly Operational Report July to December 2005 and the Half-Yearly Financial Report from July to December 2005 incorporating the Mid-Year Review.

Government Relations

22. Under the terms of the City Library Joint Venture Agreement, the City Library Service Agreement and the City Library Amending Agreement, the Six Monthly Operational Report July to December 2005 and the Financial Report 1 July to 31 December 2005 incorporating the Mid Year Budget Review must be approved by the Joint Venture partners before being formally adopted by the Joint Venture Management Committee.

Finance

23. Funding of $1,734,000 has been provided in the 2005/06 Budget for City Library.

Legal

24. The recommendation contained in the report is within the powers and functions of the Council pursuant to the *Local Government Act 1989*.

Sustainability

25. City Library enhances the accessibility of learning and leisure activities to residents, workers and visitors by ensuring that library services serve the community need by planning and monitoring the use of technology so that City Library remains relevant, accessible and useful to the whole community. The provision of library services in the Central Business District (CBD) contributes to the social capital within the community and therefore social equity outcomes.

26. City Library contributes to Melbourne's reputation as a smart and progressive 'Knowledge City' in particular its liveability and lifestyle options by creating a hub for the community within the city that caters for the interests of everyone: city residents and workers, CAE students and others seeking to learn and visitors.

27. The creation of City Library within a heritage building ensures the sustainability of an important building and the design ensures easy accessibility.

Comments

28. City Library is a highly successful focal point for the city community while also attracting national and international visitors and workers. There has been excellent feedback from all sectors of the community who have had a "City Library experience".

29. City Library exhibits an important example of the City of Melbourne's City Plan 2010 theme – *"Inclusive and Engaging City – Strategic Direction 3.2 – Deliver and provide access to facilities and services to support those living in, visiting and working in the City."*

Background

30. In September 2001, Melbourne City Council (Council) endorsed negotiations to develop and operate a library, information and education service (City Library) in an unincorporated joint venture arrangement with CAE (formally the Council of Adult Education). This followed an Expression of Interest process completed by Council in June 2001.

31. Approval from the Minister of Local Government and the Treasurer, pursuant to Section 193 of the *Local Government Act 1989* was obtained on 9 September 2002, and the City Library Joint Venture Agreement (including the sublease and the Service Agreement for 'City Library Joint Venture' (Service Agreement) between Council, CAE and Yarra-Melbourne Regional Library Corporation) was executed on 24 October 2002.

32. The Joint Venture partners, in partnership with Yarra-Melbourne Regional Library Corporation, played key roles in establishing the City Library for the City of Melbourne community and in its ongoing development.

33.   City Library officially opened to the public on 31 May 2004 as the first free lending library in the CBD for 34 years.

34.   City Library has meeting rooms, 29 computers with internet access, an art gallery and facilities for listening to music and is a unique model of a community facility with the opportunity to become a national exemplar through extending the boundaries of library services and lifelong learning.

35.   City Library exhibits an important example of the City of Melbourne's City Plan 2010 theme – "*Inclusive and Engaging City – Strategic Direction 3.2 – Deliver and provide access to facilities and services to support those living in, visiting and working in the City*."

Attachments:
1.   City Library Six Monthly Operational Report July to December 2005
2.   City Library Financial Report 1 July to 31 December 2005 incorporating Mid Year Budget Review

CITY LIBRARY

DISCOVER MORE...

Operational Report

Six monthly report
July - December 2005

Contents

1. July - December KPIs
2. Key achievements by strategic area
3. Risks or trends
4. Annual Plan to date
5. Tables

Presented by Peter Fraser, City Library Manager, January 2006

1   July - December KPIs

2005-2006   **KEY PERFORMANCE INDICATORS – CITY LIBRARY**

1   LIBRARY AS PLACE

OUTCOME	KPI	MEASURE	RESULTS/COMMENT
A vibrant, comfortable City destination	Fast response to customer input	90% of qualitative customer feedback responded to within 5 business days;	Achieved
	High standard of disability access	Disability consultant endorses library signage and physical accessibility by December 2005	Changed focus: propose May presentation to City of Melbourne disability advisory group with focus on new website
	Current, high level of visits is sustained and increased	Monthly visitor rate increases 5%	Surpassed, YTD. Currently 15% higher than the monthly average 04/05 but see comments under 'Risks or Trends'.
	Strong use of facilities: email, seminar and meeting rooms, gallery	Hire and usage fees meet budget targets	Seminar/meeting room hire is very low; Gallery hire is well above budget; Email charging – delayed, as advised, but should achieve target; Overall, revenue is on track.

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## 2	KNOWLEDGE AND LEARNING

OUTCOME	KPI	MEASURE	RESULTS/COMMENT
Stimulate and support community learning	Annual Plan learning programs and learning service enhancements delivered on time and as planned	Six-monthly report to JVMC	Annual Plan attached
	CAE students and teachers highly satisfied with library	Annual report - based on CAE Library Advisory Committee data and feedback	-
	Increased level of Reference service use	Reference enquiries increase by 5%	To be measured by survey in second half year.
A collection to excite, inspire, inform and entice	Achieve Best Practice standard for stock renewal	15% of stock is replaced in 2005-06	YTD rate: 12% Tender process may reduce item costs and increase replacement rate.

## 3	ENGAGEMENT

OUTCOME	KPI	MEASURE	RESULTS/COMMENT
Widely valued and highly used by City communities	Customer satisfaction	Customer satisfaction sustained at current levels as measured in NEXUS survey	Feedback suggests 91% good-excellent will be maintained in the NEXUS survey (June)
	High turnover	7	At current loan rate, will achieve 7 stockturns.
	Increased loans	5% increase in monthly rate of loans	04/05 year: 58952. 05/06 to date: 67499 YTD this is a massive 15% increase but monthly loans generally peaked in June 05.

4 RESOURCES

FINANCIAL RESOURCES

OUTCOME	**KPI**	MEASURE	RESULTS/COMMENT
Manage and enhance resources and systems for excellent service	Deliver performance objectives within budget	Budget targets and timelines met	Most targets (including bottom line) and timelines met Variations to be reported in next months budget review

HUMAN RESOURCES

OUTCOME	**KPI**	MEASURE	RESULTS/COMMENT
Manage and enhance resources and systems for excellent service	OH&S audits and training ensure resources and staff capacity to meet legislative and statutory OH&S requirements	OH&S training in legislative requirements by December 2005; OH&S training for staff in special OH&S roles by December 2005 OH&S audit of workplace by March 2006	Managers have been trained in Workcover responsibilities; Manual training completed by all staff; fire wardens had evacuation training ;Cardio-pulmonary resuscitation training booked -
	High staff satisfaction	Performance Review and Development Program outcomes reported Annually to JVMC	Performance Reviews scheduled Feb 06

INFORMATION & COMMUNICATIONS TECHNOLOGY

OUTCOME	**KPI**	MEASURES	RESULTS/COMMENTS
Manage and enhance resources and systems for excellent service	Website attracts increased use	Web page based enquiries (e -metrics) increase by 5%	Data collection commenced November with new website. Base of 250 000 hits, but Information Services team is seeking more detailed data.

2   Key achievements by strategic area

Unanticipated and extended projects took precedence in this six-month period:

- Tendering for shelf-ready supply of library materials – with a two to five year contract period.
- Guiding the Tender for a Statewide Library Management System consortium to ensure maximum benefits to City Library
- Unexpected complications in PC booking and email charging
- An early start to Enterprise Agreement negotiations
- An opportunity to participate, as a standalone library, in the Department of Victorian Communities (DVC) Annual Survey of Victorian Public Library Services. This gives us an opportunity to benchmark City Library services and costs. It required extensive initial research, but will be relatively easy to maintain in future years.

A windfall period of Leave without Pay and delayed full replacement of a maternity leave position enabled the library to budget off-desk time – more than two days a week - needed by various key staff guiding these projects. A planned, but very large project, was the three-day stocktake completed in December. It is proposed to build this into annual workplans in future – stocktaking one third of the collection each year.

LIBRARY AS PLACE

Disability
Signage was replaced to meet high and medium priority disability standards: these standards will be retained in any additional signs eg when collections are moved. External signage was reviewed to improve visibility before approval. Staff were trained in use of disability software. The library website was completely reviewed and redesigned (see below) with a focus on disability standards. It will be shown to City of Melbourne's Disability advisory group for comment, use, help in publicising the site, an advice on possible enhancements in 06/07

Seminar and meeting rooms
23 bookings were made. City of Melbourne is a major user. Others include Department of Defence, Privacy Commissioner, Marine Safety and private schools. Users value the quality of facilities and service but bookings are well below target.

Gallery, projections, music .
Running well ahead of budget, this has become a favorite activity and hire space in the library. A continuous sequence of exhibitions included partnerships with City of Melbourne and NGV. A piano played at lunchtimes or during the rush hour at 5pm is very popular with the public. A program of wall projections was established and publicised on the web.

KNOWLEDGE AND LEARNING

Learning courses
CAE has greatly supported City Library as a learning library. CAE@CityLibrary programs included Artists in Conversation, author talks (Shane Maloney and Li Cunxin), Melbourne Festival events, philosophy talks, seminars, and a concert by Steve Sedergreen and Gil Askey. CAE course-related displays were introduced using the Athenaeum table and shelf-end course information brochure displays.

Support for learning
139 CAE students and 508 other learners and general public took introductory Library Tours; 238 took catalogue or internet searching sessions. Other tools to help learners include: display and promotion of CAE courses, information packs for CAE staff and students, course reading guides, and class bookings of the Computer Lab.

English as a Second Language, Literacy students and people from CALD backgrounds seeking English Language skill assessment for employment or study, gained from a total reorganization of the library's exceptional collection of English Language learning resources. The ESL/Literacy Librarian trained City Library and YMRL staff.

Community programs
The Community Programs team hosted a wide and innovative range of events such as Accoustica (music events), poetry readings, book sales, ethnic festivals, Learning@citylibrary (catalogue searching), Christmas tree giving program (with City Mission), a photo competition, an *a cappella* choir and a bush storyteller.

Reference services
Reference service is difficult to provide at City Library due to the location of the Reference Desk and the need to prioritise joining new members rather than helping them find material. Collecting statistics has proved difficult and City Library now proposes to adopt the DVC approach of doing audits on four weeks of the year.

ENGAGEMENT

Visits, loans, new members
These figures are sustaining levels that make City Library one of busiest libraries in Victoria – possibly the busiest.

Feedback
Feedback is collected by email, mail, feedback boxes and a comments register at the main service counter. Of 144 feedback forms, 50 praised the ambience, content and services of the library – including the piano, multicultural collection, CD and DVD collections, website Gallery information, computer booking system, and staff people skills and friendliness. 28 asked questions or requested

items for the collection and a wireless network; 66 gave suggestions or criticism: the reservations process, adding a spellchecker to the catalogue, overflowing shelving trolleys, choice of books, busyness of staff, limitations of new computer system, and criticism of other library patrons.

CALD communities

City Library has three collections focused on CALD communities (Chinese, Vietnamese and Indonesian). Chinese audiovisual items account for over 8% of loans. A 'Multicultural Services Folder' is now available explaining library series with FAQs in Arabic, Chinese, Greek, Indonesian, Italian, Japanese, Korean, Somali, Spanish, Turkish and Vietnamese. Indonesian communities are being reached via *Nusantra*, Victoria's only Indonesian-dedicated bookshop, and *Periwa*, the Victoria-Indonesia Society.

Children and young adults

358 children, parents and a handful of teachers participated in childrens storytimes, craft and face-painting, homework support program plus 54 students with their teachers in 2 orientation tours. There was also a Summer Reading Club for children.

Events

Displays and events focus on City-related themes and school holidays eg Read around Oz, Christmas displays and choir, Crafts and hobbies, NAIDOC week, Writer's Festival, Melbourne Festival and a Lantern-making event for Vietnamese New Year attended by 13 children plus parents.

RESOURCES – Financial resources

Budget is monitored and reviewed via Finance Review Committee and a six-monthly reviewed budget will be presented to the February JV.

RESOURCES – Human resources

City Library's high level of traffic and turnover generates heavy staff demands. Strategies to address this include workflow and systems - see under Risks or Trends – staff participation in wider projects including cross-team involvement in CAE and other displays and tours, website development, multicultural services, projects, events and book sales – and training.

Training:

Training to date includes: Customer Service Training in Advanced Dynix and Customer Service scenarios - led by the Customer Services Coordinator. Time Management: for managers; First Aid for designated staff; Fire Warden Evacuation training; Manual handling; Negotiation Skills for Enterprise Agreement working group managers and staff; Pharos booking system training; Outlook training; Excel training for designated staff; Training in the IELTS collection and its use: by the ESL/Literacy librarian

YMRL resources and links

City Library Links are now a focus of all YMRLC management team meetings. City Library staff participate in several YMRLC committees and co-presented a YMRLC Planning Day, a staff exchange program was implemented and YMRLC and City Library coordinated a collections Tender process together.

RESOURCES – Information and communications technology

SWIFT

City Library had not expected to have the opportunity for a high profile in the negotiations for a new Library Management System – but is now a key participant representing the needs of joint-use libraries and other City Library specific needs, to gain:

- A benchmark LMS to improve service and functionality – the existing system is unsupported.
- Retained data and LMS should there ever be any changed management relationship.
- Competitive price and support
- Alignment with State Government library priorities outlined in the Ministerial Advisory Committee on Library Services' *MAC Vision*
- Participation in a network representing a third of the library population of Victoria.

PC booking system

Launched December, this immediately reduced queues. It increases number of sessions available each day because it prevents users overstaying their booked time and allows sessions to start any time, not just on the hour or half hour. The system was introduced with staff training, extensive publicity and staff support for new users. *"Congratulations…terminals are now always ready at the precise starting time. No more inconsiderate people going over time. Haven't seen this system elsewhere: congratulations on being so innovative"*

Web page based enquiries (e-metrics)

City Library changed its web host to save costs, improve design and management, and to gain website tools that overcome obstacles of low-power equipment and visual disabilities. Given extensive staff input, a total navigation restructure, and options for users to choose different levels of access depending on their system capacity and their reading capacity, City Library achieved a benchmark website.   The downside has been a reduction in the capacity to capture usage data. In the coming six months the library will determine what is the most meaningful data to capture and count. Meanwhile, we can report that there are 250 000 hits a month.

3 Risks or Trends

Risks to customer satisfaction:
The proportion of brand new stock must decline; customers may need more one-to-one guidance to find suitable library items.

Room hire:
City Library will target Business uses of the Seminar room in the second half year but we are not confident that usage will greatly increase. Hirers make return bookings and value the quality of facilities and service, but many businesses seem to use onsite rooms, or hotels. The inability to isolate the room from the library suits some groups, eg schools, but not others.

Loans and visits:
With the exception of an extraordinary surge of loans and visits in August 05, visits, loans and new memberships appear to now be following an overall pattern established in the previous 12 months - but sustained at a much higher level. Factors that will affect the next half year include:

Have we reached a saturation point - that would require very targeted initiatives to significantly increase?
New external signage will increase awareness of City Library
Commonwealth Games – main impact is likely to be internet/email use
Closer planning with CAE should increase CAE student use. While all students receive service explanations and are offered, via CAE staff, information packs, catalogue training and orientation tours, in depth support when students subsequently visit the library is hard to guarantee due to time required on membership and circulation activities.
Email charging may reduce visitor and new member rates – although we expect revenue targets will be met

Customer service and staff focus:
As advised, high traffic and transactions are affecting desk service, staff work satisfaction, and opportunities for in-depth customer advice. The City Library Manager undertook to develop and regularly report strategies by which staff concerns and improved efficiencies will be addressed.

A report has been prepared for JV (attached) and the City Library Manager seeks approval to provide benchmark data to the February JV.

4   Annual Plan to date – items targeted for July to December

1   LIBRARY AS PLACE

OUTCOME   **A VIBRANT, COMFORTABLE CITY DESTINATION**

OBJECTIVES	ACTIONS	STATUS	COMMENT
1.1 Create a safe, welcoming place **1.2 City Library profile is positive and matches objectives** **1.3 Increased awareness and use** **1.4 Accessible to all**	• Prioritised capital plan: furniture, equipment, works	✓	Implemented with process for changes within defined $ limits
	• Marketing plan implemented in partnership with JV partners	✓	Established cross-marketing relationships CAE markets continuous CAE/ CL learning events series
	• High visibility external signage in place	✓	Ground floor sign installed - banner to be confirmed
	• Landmark sign/sculpture with CoM support	?	This issue is in the hands of CoM, Cox Sanderson Ness (CSN) Architects and Cornwell Design – led by CSN. CL unable to influence outcome: reasonable expectation that it will happen in 06/07.
	• Increase room hire	X	Gallery increased but Seminar room use is low. Business promotion planned for next six months
	• Monitor impact of email charging on computer facilities	Delayed	Awaits charging system. Implementation of first stage (self-booking system) caused an apparent reduction in use: see 'Trends or Risks' section of Report
	• Review accessibility of City Library and its facilities and make changes as needed	Changed strategy	Resheduled to May. Combined with disability group introduction to CL website disability enhancement
	• Train staff to use, promote, and explain adaptive technologies	✓	Implemented. Audited software and trained staff in its use.

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2   KNOWLEDGE AND LEARNING

OUTCOME   STIMULATE AND SUPPORT COMMUNITY LEARNING – at the library, online and with others

OBJECTIVES	ACTIONS	STATUS	COMMENT
2.1 Extensive range of library user education for all users	• Two Catalogue and Library Skills Seminars and monthly user education tours	Changed strategy	Learning@City Library catalogue use sessions for general public 45 user education tours for 647 people; 17 catalogue or internet search sessions for 238 people . Services are also explained personally to *all* new members
	Alliance: with CAE, create guides to learning pathways: via web, print, learning pathways information session	✓	Commenced: CAE's standard reading guides are now being added to website for use by general public
2.2 CAE community supported with study and teaching resources and advice	• Service developed and needs monitored in consultation with *Library Advisory Committee*	✓	Ongoing
	• Establish CL criteria for support materials: eg all guides to be 'pathways' not just lists; and to have tutor input or annotations	(✓)	Tutor input protocols to be established.
	• Develop improved communication procedures for Short Course tutors to clarify services, procedures and simplify administration	(✓)	Meetings with sessional tutors but communication strategy undeveloped. Target: February
	• Roster and delegate staff to manage peak library joining times and induction needs of CAE students	✓	Staff rostered and 12 induction sessions run of annual target 30 - peak for new enrolments is February
2.3 Online learning opportunities and resources	• Plan, deliver and evaluate 9 x topic-based internet skills sessions for public eg how to book holidays or do banking online;	Delayed	Rescheduled to fourth quarter 05/06 (this is also a result of SWIFT project). Relevant officer has been delegated to manage email charging implementation then to create these internet sessions.
2.4 Learning and cultural events engage the community	• Stakeholders help plan and deliver events program	✓	Extensive CAE CoM Under 26 project
	Quarterly events and projections program – includes events run for, or by, targeted community groups	✓	Women's Circus projections; Melbourne Poets Union event

11

…   KNOWLEDGE AND LEARNING   Continued

OUTCOME   A COLLECTION TO EXCITE, INSPIRE, INFORM AND ENTICE

OBJECTIVES	ACTIONS	STATUS	COMMENT
2.6 Collection is easily accessed – physically and via the catalogue	• Complete stocktake and relevant database maintenance	✓	Stocktake completed. Brief analysis report to JV Feb Meeting
	• Relocate/weed final items from storage to City Library.	Deferred	To second half year.
	• Assess and improve English language learning resources and their accessibility.	✓	Resources thoroughly reviewed. Extensively re-packaged, relabeled and displayed in more user-friendly categories. Introduced new IELTS section. Improved access by training CL and YMRLC staff.
	• Implement cataloguing and processing review to improve data and improve efficiencies of outsourcing	✓	Managed by Tender and by extensive review of cataloguing and processing specifications. Tenders sought in September, and again, with modifications, in December.
2.7 A responsive and relevant collection for all target groups	• Report collection use data 2004/05 (and use to guide strategic plan and collection development policy).	✓	Data was reported to CLMT and is being used to guide profile purchasing for new CL Tender - and collection weeding.
	• Develop *Collection Management Policy* – including relationship to YMRL *Collection Policy* and collections.	Modified	City Library Collection Criteria have been appended to YMRLC Collection Policy - and used for CL Tender. Detailed selection profiles will be negotiated with Tenderer(s) Weeding guidelines will be developed and implemented Apr - June
2.8 Reliable catalogue for City & YMRL users accurate database, economic purchasing	• Investigate alternative suppliers of cataloguing and processing.	✓	
	• Review financial and service implications City Library cataloguing/processing methods including evaluation of YMRL as a potential service provider	Changed	Request for Tender was developed to achieve best quality supply and price for cataloguing and processing.
2.9 Informed and guided library users	• Meet Service Charter standards - including response to requests for new items and interlibrary loans	✓	
	• Produce print and online guides, signage and displays to assist users in their access to the collection.	✓	
	Develop strategies to further promote 'Collections of Desire'	✓	Introduced new Collections of Desire section on new website

3   ENGAGEMENT

OUTCOME   WIDELY-VALUED AND HIGHLY-USED BY CITY COMMUNITIES

OBJECTIVES	ACTIONS	STATUS	COMMENT
3.1 **Community needs and expectations identified & inform strategic plan**	• Map City community agencies; liaise to assess needs	(✓)	Channel 31 (Bent TV interview); Midsumma, Melbourne Poet's Union, City Mission, new City Resident group.
	• Maintain effective formal & informal feedback methods and meet standards of reviewed *User Charter*	✓	
	• Conduct annual patron surveys: YMRL surveys, focus group, CL exit survey.	Oct, Apr	Annual surveys are scheduled for second half year. Will not use a focus group. Syndicate group survey completed September
3.2 **Community alliances and liaisons developed**	• Coordinate information provision with city agencies	✓	City of Melbourne, Federation Square Information Centre; State Library of Victoria;
	• 1 x public information/advice forum with another agency eg Flinders Quarter	X	
	• Gallery prioritises City artists for exhibitions (with talks)	✓	
	• Priority on Indonesian community liaison	✓	Loans up 15% [target 10%].
3.3 **Diverse City groups supported by specific projects, programs, technologies and alliances**	• Investigate library service/program needs of city Aboriginal community and City Youth and seek agency alliances or grant-funded projects	(✓)	Homework program with City Mission; developing partnership with "Sticky" for Zines project. Have not yet investigated aboriginal community needs.
	• All generic CL information to be in Vietnamese, Chinese and Indonesian languages	✓	Also in Japanese, Korean and Hindi
3.4 **Comprehensive community information available for patrons**	• Range of print and electronic noticeboards maintained targeting different groups	✓	
3.5 **Maximum synergies with all YMRL libraries via staff communication & informed, coordinated planning**	Develop strategies to engage expertise & enthusiasm of all JV & library partners in library service development: eg negotiate involvement in JV partner organisation planning forums (eg Marketing)	✓	Ongoing. See Key Achievements

4   RESOURCES

OUTCOME   M ANAGE AND ENHANCE RESOURCES AND SYSTEMS FOR EXCELLENT SERVICE

FINANCIAL RESOURCES

OBJECTIVES	ACTIONS	STATUS	COMMENT
4.1 Budget is effectively monitored, reviewed and managed	• Schedule key operational tasks and deliver to budget and timelines	✓	Most budget targets and timelines met. Overall budget on target at Dec 05. Some large variations of individual line items. Six-monthly budget review tabled February
	• Quarterly reviews: Sept, Dec, March, May 2006	✓	Constantly monitored by FRC to ensure no unadvised risks or major changes.
	• Develop in-house grants calendar to seek funding support for initiatives delivering City Library objectives	X	CL is now included in YMRLC grants planning– which is staffed. Is investigating 'packages' for sponsorship or grants with JV consultant.

HUMAN RESOURCES

OBJECTIVES	ACTIONS	STATUS	COMMENT
4.2 High, reliable awareness of JV, YMRL priorities and legislative requirements	• City Library and YMRL meetings minutes and JV newsletter accessible on all staff computers	(✓)	YMRL and CL meeting minutes are on in tranet and local drive; JV newsletter in abeyance
	Review, with YMRL, policy/procedure update procedures	(✓)	Policies go to YMRL RMT meetings. Process to be developed for updating on new intranet.
4.3 High staff commitment, trust and satisfaction	• Improve communication & participation by: o Six-monthly all-staff forums; new cross-team committees; staff representing proposals to Staff Meetings or CLMT;	(✓) Oct, Mar	No October forum. Staff have presented proposals to CLMT No presentations sought to date
	o CL Coordinators invited to represent relevant reports at JV as appropriate	-	
	o Staff participate in Strategic Plan development/review	-	Strategic Planning timeline TBA. 18 month planning review and development commences January 06
4.4 Staff improve skills, and model lifelong learning	• Trial staff-exchange/ work- experience (YMRL, State Library etc) for professional development and alliances	✓	Implemented YMRL exchange (one CL staff member; 6 YMRL). To be reviewed and used to improve services.
	• Training plans built from Performance Appraisal	New date	New Performance Appraisal date is Feb 06
	• Investigate Mentoring scheme for staff	Deferred	Deferred to second half year
4.5 Safe workplace	• New OHS strategies: committee, training, annual audit	✓	Manual handling training for all staff; Professional ergonomic/workflow assessment of check-in room. Fire wardens had evacuation training

INFORMATION & COMMUNICATIONS TECHNOLOGY

| OBJECTIVES	ACTIONS	STATUS	COMMENT
4.5 **Introduce technology enhancements to:** • **Improve customer access** • **Manage customer charging**	• Refine and monitor, current email management systems	✓	In progress: In house email booking system improved control; phase two (introduced in December) was a self-booking system that immediately reduced staff time and generally pleased patrons
	• Tender (Sept), refine (Oct), test, train staff (Nov), document and implement (Dec) computer based email charging and control	(✓)	This project will be completed Feb/March
	• Develop Dynix generated reports; analyse target audience patron statistics and usage.	Deferred	New reports established but more will be developed in second half year. Focus was on gathering data for DVC annual statewide report. CL is included separately and this is our first inclusion.

5 Tables

Period	Visits	Loans					New members added				
July 2004 - June 2005		CAE	Melb res	City worker	Other	Total	CAE	Melb res	City worker	Other	Total
JUL	34497	8913	12081	14774	17757	53525	205	620	754	967	2546
AUG	38649	9487	11984	15126	19966	56563	109	364	521	846	1840
SEPT	37337	8038	13462	15383	21430	57075	66	393	402	708	1569
	110483					**167163**					**5955**
OCT	40111	7190	12514	14521	20153	54378	54	341	341	539	1275
NOV	37066	6458	13766	14592	21334	56150	28	361	273	591	1253
DEC	31170	4587	13336	13286	22204	53413	16	288	210	551	1065
	108347					**163941**					**3593**
JAN door counter faulty	*17268	4372	14485	14246	23059	56162	83	401	341	630	1455
FEB	41143	6481	13357	15217	21474	56538	289	393	311	698	1697
MAR	43316	8304	14697	16297	24730	64028	160	435	360	730	1685
	101727					**176728**					**4837**
APR	40408	6115	15509	15633	25232	62489	58	416	337	728	1539
MAY	49069	7757	16683	16609	26641	67690	67	362	388	686	1503
JUNE	46188	6210	17501	18439	27354	69414	46	401	537	791	1775
	135665					**199593**					**4817**
Full year totals 2004/05	456222					707425					19202
Monthly average 2004/05	38019					58952					1600

Period	Visits	Loans					New members added				
July - December 2005		CAE	Melb res	City worker	Other	Total	CAE	Melb res	City worker	Other	Total
JULY	45144	5899	16661	18436	27861	68857	124	387	341	740	1592
AUG	51069	7479	18341	20191	29258	75269	89	341	364	618	1412
SEPT	44424	5560	17496	18747	27443	69246	40	297	279	568	1184
	140637					**213372**					**4188**
OCT	46868	6468	17292	18104	26193	68057	55	333	251	562	1201
NOV	43920	5502	17370	17132	27017	67021	24	329	205	577	1135
DEC	31408	3623	15078	14770	23075	56546	16	261	177	431	885
	122196					**191624**					**3221**
Six month totals	262833					404996					7409
Monthly average	43805					67499					1235

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Library was closed for 3 days in December 2005 for stocktake

Visits

Total visits by month: Jul - Dec 2005

Month	Number of Visits
JULY	45144
AUG	51069
SEPT	44424
OCT	46868
NOV	43920
DEC	31408

17
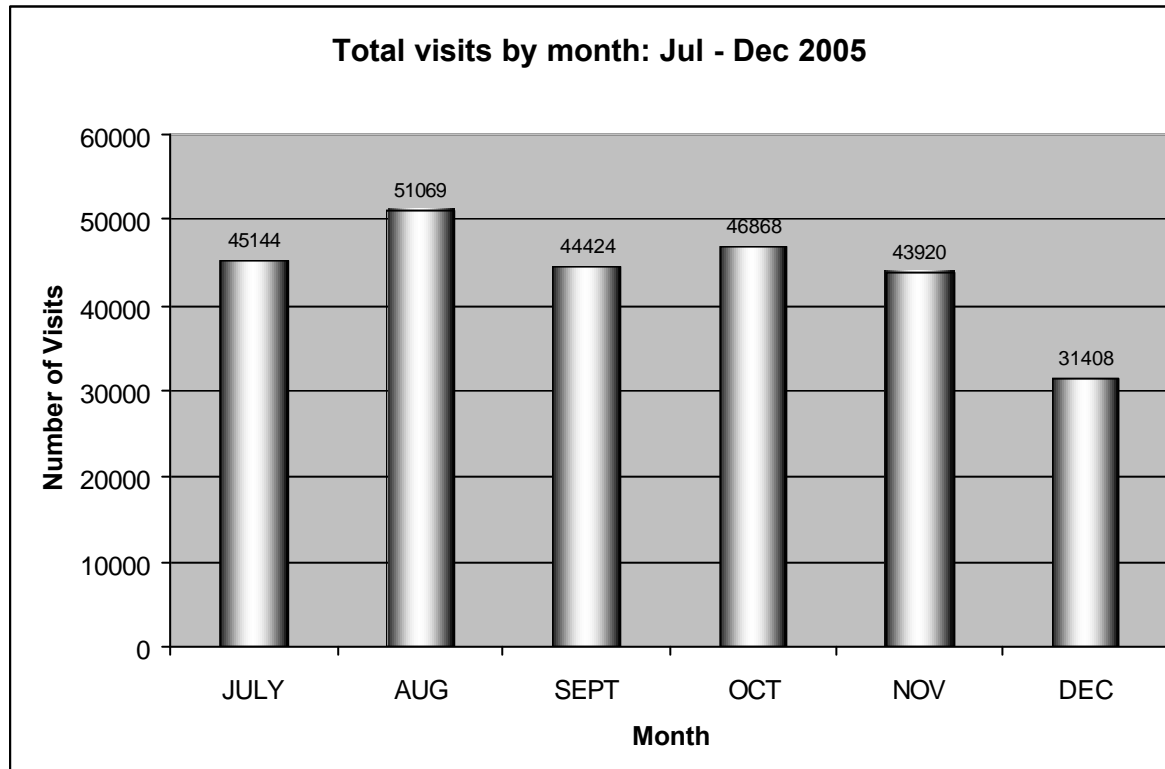
Visits compared to previous periods
Similar pattern to previous corresponding periods but at a higher level
Library was closed for 3 days, for stocktake, in December this year

Total visits by Quarter Jul 04 - Dec 05

Quarter	Total visits
TOTAL JUL-SEPT 2004	110483
TOTAL OCT-DEC 2004	108347
TOTAL JAN-MAR 2005	101727
TOTAL APR-JUN 2005	135665
TOTAL JUL-SEPT 2005	140637
TOTAL OCT-DEC 2005	122196
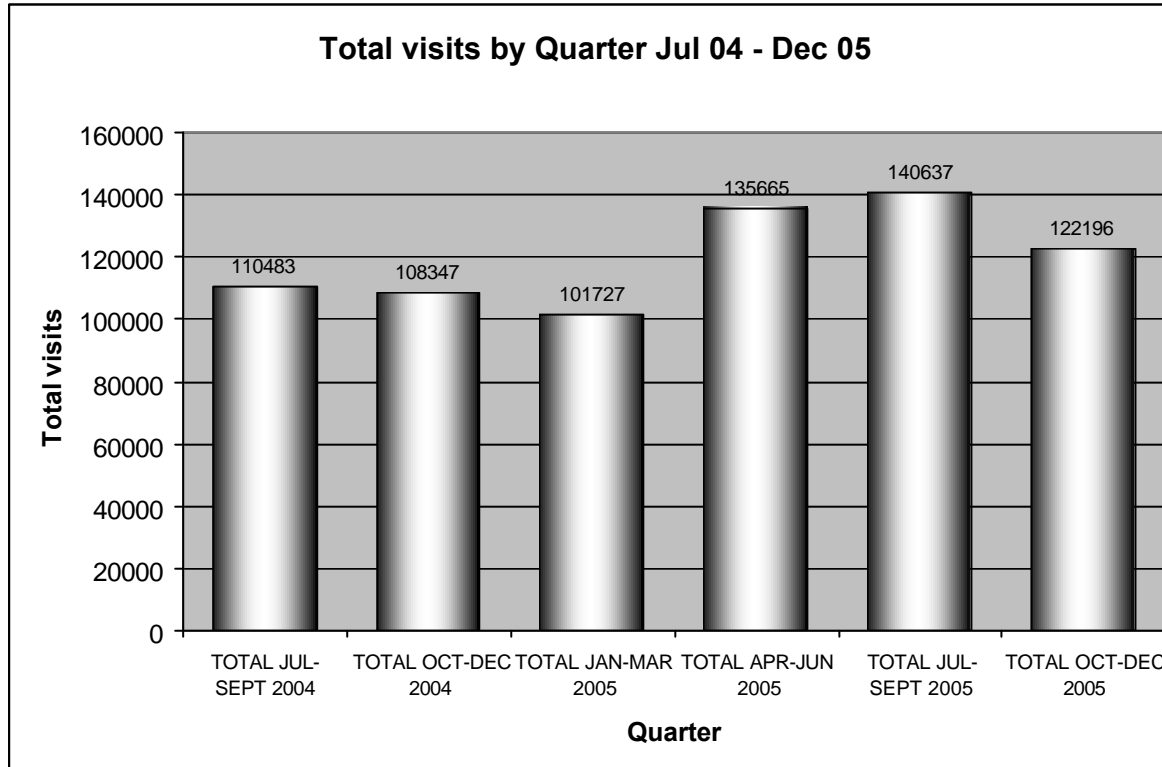
Daily pattern of visits
Basically visits are highest at start of week and decline over week
Hour for hour, Saturday is about equal in visits to Friday

July-Dec 2005 average daily visits

Day	Visits
Average Saturday	423
Average Monday	2227
Average Tuesday	2060
Average Wednesday	2014
Average Thursday	1860
Average Friday	1659

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Loans

Total loans by month: Jul - Dec 2005

Month	Number of Loans
JULY	68857
AUG	75269
SEPT	69246
OCT	68057
NOV	67021
DEC	56546

Loans by member type

Total loans by member type: July-December 2005

Other City of Melbourne residents 13%

Workers in City of Melbourne 27%

CBD Residents 12%

CAE Members 9%

Other 39%

Loan trends

Top line represents loans to date 2005/06

Monthly loans - July 2004-December 2005
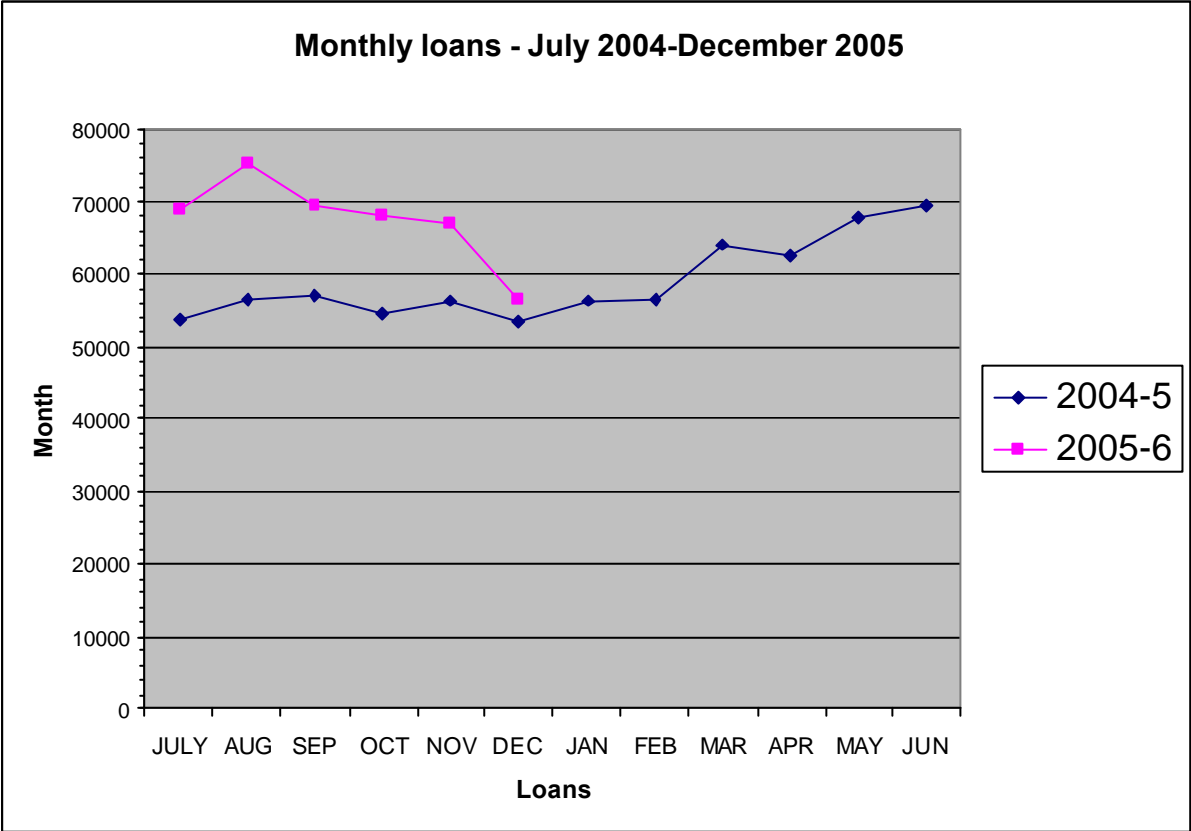
Members

New members added - compared to previous periods
Similar pattern to previous corresponding periods

New members added by Quarter: Jul 2004 - Dec 2005
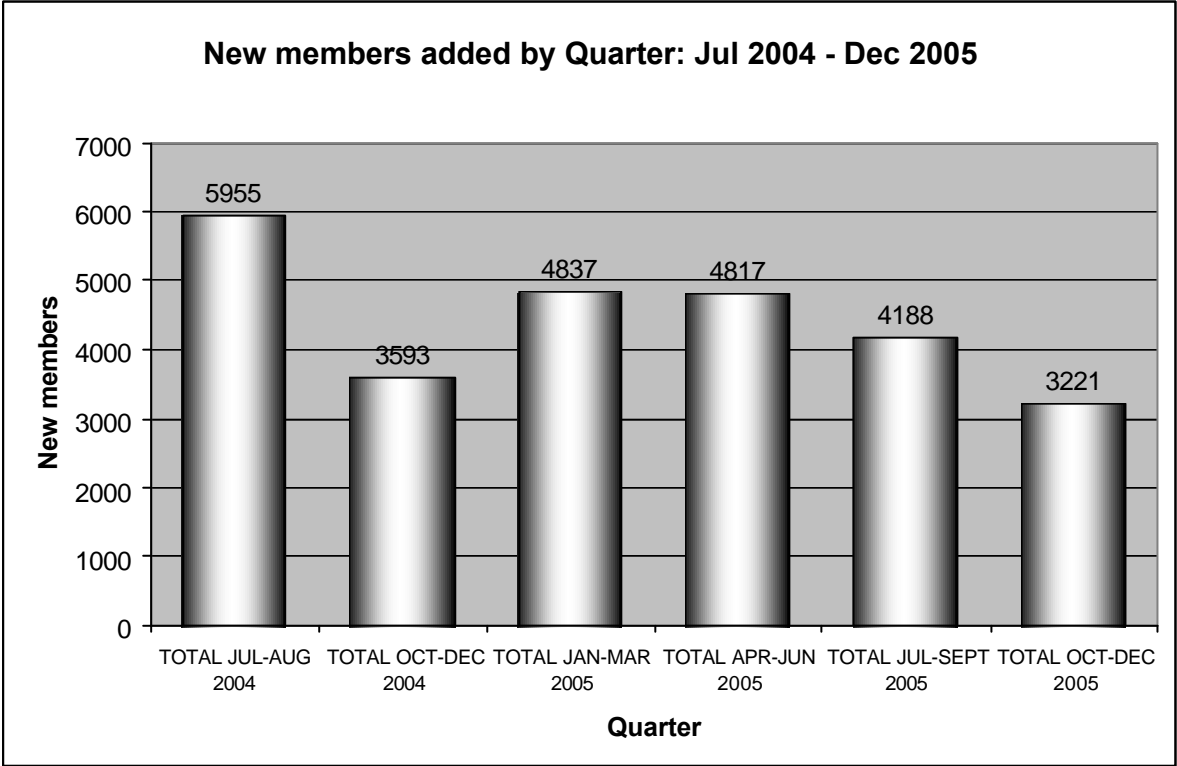
New members by member type

Monthly average loans by patron type:
July-December 2005

Workers in City of
Melbourne
27%

Other City of
Melbourne residents
13%

Other
39%

CBD Residents
12%

CAE Members
9%
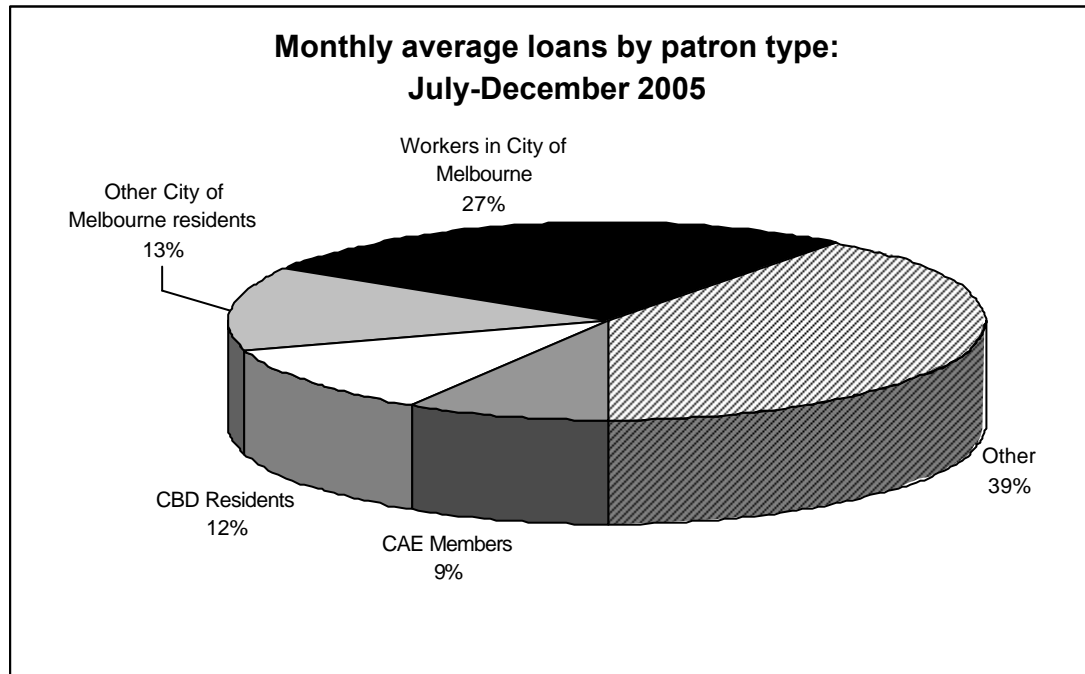
DISCOVER MORE... CITY LIBRARY

FINANCIAL REPORT

July 1, 2005
to
December 31, 2005

incorporating Mid Year Budget Review

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DISCOVER MORE... **CITY LIBRARY**

Financial Overview For the Year to Date   31-Dec-05

OPERATING RESULT

The operating result to the end of the second quarter is a $212,580 deficit, compared to a budgeted deficit of $207,768. The Revised Forecast projects a $501,830 deficit compared to a budgeted deficit of $480,978 - an unfavourable variance of $20,852

Revenue
Total YTD Revenue of $1,487,999 is $9,126 (1%) favourable to budget. This trend is expected to continue and is reflected in an end of year $15,248 better than budget result.

Partner Contributions
Partner contributions have been provided in accordance with the budget.

Fees and Charges
Fees and Charges income has continued its first quarter trend being better than budget by $4,778 (8%). Note 2 details specific line items and indicates that positive variances in a number of areas including Fines & Overdues, Reservations and Gallery Hire have offset an unfavourable variance in Room Hire.

The Revised Forecast is projecting an increase of $5,787 above the original budget. All revenue items are expected to increase or be maintained excluding Room Hire.

Interest Revenue
Interest revenue is better than budget by $5,683 (72%). The budget was predicated on an average cash balance of $300,000. To date the average cash balance has been in excess of $600,000. This is impacted on by the timing of capital purchases and partner contributions.

The Revised Forecast has been predicated on an average cash balance of $350,000 at 5% interest rate. The balances held in the first quarter will be diminished by significant payments for outstanding reimbursement of construction costs and the Library Management System.

Sale of Assets
Sale of Assets income is over budget by $648 with forecast targets reflecting the YTD result.

Other Revenue
Other Revenue is $1,939 under budget. This budget item was comprised of interest on overdue and late paid Partner Contributions. JVMC resolved to waive interest on late contributions in 04-05 and as such nothing has been charged YTD in 05-06. In line with the year to date experience, the forecast has been revised downwards.

Expenses
Overall, expenditure is over budget by $8,639 (1%). This trend is forecast to continue.

Employee Costs
Employee Costs are showing an under budget result of $3,989 (1%). Note 4 provides a breakdown between salaries and oncosts.

The Revised Forecast is projecting a modest overspend in this area of $6,900 (<1%). This is to accommodate essential work to complete full integration of old CAE library items that are currently being held in storage. It is not possible to absorb this within the original budget due to expenditure already incurred on the stocktake and involvement of key collections staff in the collection's tendering and re-tendering process, City Library staff involvement in the Enterprise Agreement negotiations and Library Management System commitments.

Library Management System Implementation
It is anticiapted that the first call on the Library Management System funding may be required in the thrid and fourth quarters to cover implementation, staff costs and training. This could be in the order of $20,000. A clearer picture should be available regarding acquisition date and pricing schedule at the end of the next quarter

DISCOVER MORE... CITY LIBRARY

Financial Overview For the Year to Date   31-Dec-05

Materials and Contracts
Materials and Contracts expenditure is on budget. There a small variances in most categories most significantly Maintenance and Occupancy. Over expenditure in these areas are the result of under budgeted expenditure in air conditioning, cleaning and electricity charges.

The Revised Forecast is projecting an end of year overspend of $8,040 with current trend continuing. Additional marketing expenditure is required to replenish stock of promotional products which have shown an unexpected increase in sales year to date.

Depreciation
Overall, Depreciation is $2,266 over budget. This is comprised of an unfavourable variance of $13,171 in Collections and a $10,905 favourable variance in Other Fixed Assets.

The Revised Forecast has retained the original Depreciation budget in anticipation of this target being met overall. The Depreciation on the Library Management System has been revised downwards as the anticipated purchase date has changed from 1 January 06. Whereas six months depreciation was budgeted it is now more likely to be only three months. The $9,922 favourable variance forecast relates to this item.

JV Expenses
JV expenses are overspent by $15,837. Of this amount, $13,161 relates to over expenditure in Rental Outgoings resulting from an increase in 04-05 and further increases in 05-06. The balance relates to an overspend of $1,026 for Business Manager Remuneration and $1,650 for Chairman costs. This may be a function of the budget profile rather than an actual overspend.

FINANCIAL POSITION

Cash & Investments
The City Library is currently holding $542,519 in cash - a $228,000 reduction from the beginning of the financial year.

Debtors
City Library's debtors total $706.

Payables
Payables total $344,910. Of this amount, $333,719.70 relates to Creditors. Amounts owing to Yarra-Melbourne Regional Library Corporation at balance date for reimbursement was $132,340. This has since been paid. A further $153,444 is owing to CAE for reimbursement of construction costs following resolution of the matter at December's Finance Committee.

Capital Expenditure
Capital Expenditure is under budget by $3,882. Capital expenditure will be made in accordance with original plans.

2005-2006
Financial Report

Operating Statement

For the month ended	31-Dec-05	Notes	Budget	Revised Forecast	Variance Rev For to Budget	YTD Proposed Budget	YTD Actual	Variance Budget $	%
REVENUE									
Partner Operating Contributions									
City of Melbourne		1	1,423,427	1,423,427	(0)	711,714	711,714	(0)	(0%)
CAE		1	948,569	948,569	0	474,285	474,285	(0)	(0%)
Partner Capital Contributions									
City of Melbourne		1	270,000	270,000	0	135,000	135,000	0	0%
CAE		1	180,000	180,000	0	90,000	90,000	0	0%
Total Contributions from Partners			**2,821,996**	**2,821,996**	**(0)**	**1,410,998**	**1,410,998**	**(0)**	(0%)
Fees and Charges		3	134,300	140,087	5,787	57,150	61,928	4,778	8%
Interest Revenue			15,750	28,340	12,590	7,875	13,513	5,638	72%
Sale of Assets			200	1,311	1,111	100	748	648	648%
Other Revenue			5,500	1,260	(4,240)	2,750	811	(1,939)	(71%)
Total Revenue			**2,977,746**	**2,992,994**	**15,248**	**1,478,873**	**1,487,999**	**9,126**	1%
EXPENSES					0				
Employee Costs		4	1,201,172	1,208,072	(6,900)	597,639	593,650	3,989	1%
JV Expenses		10	656,022	687,103	(31,081)	325,051	340,887	(15,837)	(5%)
Management Fee			114,845	114,845	(0)	57,422	57,423	(0)	(0%)
Materials and Contracts		5	562,730	570,770	(8,040)	257,528	257,353	175	0%
Depreciation		6	918,626	908,704	9,922	449,000	451,266	(2,266)	(1%)
Audit Fee			5,330	5,330	-	-	-	-	0%
Carrying Value of Written Down Assets			-	-	-	-	-	-	0%
Doubtful Debts Expense			-	-	-	-	-	-	0%
Interest Expense			-	-	-	-	-	-	0%
Total Expenses			**3,458,724**	**3,494,824**	**(36,100)**	**1,686,641**	**1,700,579**	**(13,938)**	(1%)
OPERATING SURPLUS (DEFICIT)			**(480,978)**	**(501,830)**	**(20,852)**	**(207,768)**	**(212,580)**	**(4,812)**	2%

**2005-2006
Financial Report**

Statement of Financial Position	Notes		
as at		**31-Dec-05**	**30-Jun-05**

Current Assets

Cash	7	542,519	770,576
Funds held on behalf of City Library by YMRLC	7	0	0
Investments		0	0
Receivables	8	50,012	64,799
Prepayments		19,337	17,250
Total Current Assets		**611,869**	**852,624**

Non Currrent Assets	11		

Collections		2,926,899	2,764,159
Accumulated Depreciation		(796,092)	(570,455)
		2,130,807	**2,193,704**
Plant & Equipment		1,265,332	1,242,953
Accumulated Depreciation		(522,608)	(383,842)
		742,724	**859,111**
Leasehold Improvements		2,740,172	2,708,241
Accumulated Depreciation		(346,459)	(277,988)
		2,393,713	**2,430,253**
Total Non Current Assets		**5,267,244**	**5,483,068**
Total Assets		**5,879,113**	**6,335,692**

Current Liabilities

Payables		357,595	601,595
Interest Bearing Liabilities		0	0
Deferred Revenue		0	0
Total Current Liabilities		**357,595**	**601,595**

Non Current Liabilities			
Total Non Current Liabilities		**0**	**0**
Total Liabilities		**357,595**	**601,595**
Net Assets		**5,521,518**	**5,734,098**

Equity

Investment - Melbourne City Council		3,970,897	3,970,897
Investment - CAE		2,383,929	2,383,929
Total Partner Investment		**6,354,826**	**6,354,826**
Accumulated Surplus (Deficit)		(620,728)	(168,245)
Unapplied Surplus (Deficit)		(212,580)	(452,483)
Asset Revaluation Reserve		0	0
Total Equity		**5,521,518**	**5,734,098**

**2005-2006
Financial Report**

Statement of Cash Flows

	Notes	31-Dec-05	31-Dec-04
as at			
Cash Inflows / (Outflows) from Operating Activities			
Library Fees		62,940	40,922
Interest Received		17,114	20,386
Contributions (from Partners)		1,410,998	1,014,000
Payments to Suppliers		(1,485,225)	(909,893)
Other Receipts		1,559	507
Net Cash Provided by Operating Activities		7,386	165,922
Cash Inflows / (Outflows) from Investing Activities			
Payments for Books and Other Library Materials	11	(181,133)	(192,444)
Payments for Other Property, Plant and Equipment	11	(54,310)	(73,221)
Net Cash Provided by Investing Activities		(235,443)	(265,665)
Equity Funding by Partners		0	182,700
Net Cash Provided by Financing Activities		0	182,700
Net Increase (Decrease) in Cash Held		**(228,057)**	**82,957**
Cash at Beginning of the Year		770,576	694,524
Cash at the end of the period	7	542,519	777,481

2005-2006
Financial Report
December-05
Notes

		Budget	Revised Forecast	Rev For Variance	YTD Budget	Actual	Variance
Note 1	**Partner Contributions**						
	City of Melbourne	60%					
	CAE	40%					
	City of Melbourne						
	Operating Costs	1,423,427	1,423,427	(0)	711,714	711,714	(0)
	Total Operating	1,423,427	1,423,427	(0)	711,714	711,714	(0)
	Capital						
	Capitalised Library Materials (CLM)	222,000	222,000	0	111,000	111,000	0
	Other Fixed Assets	48,000	48,000	0	24,000	24,000	0
	Total Capital	270,000	270,000	0	135,000	135,000	0
	Total Contribution City of Melbourne	**1,693,427**	**1,693,427**	**(0)**	**846,714**	**846,714**	**(0)**
	CAE						
	Operating Costs	948,569	948,569	0	474,285	474,285	0
	Total Operating	948,569	948,569	0	474,285	474,285	0
	Capital						
	Capitalised Library Materials (CLM)	148,000	148,000	(0)	74,000	74,000	(0)
	Other Fixed Assets	32,000	32,000	0	16,000	16,000	0
	Total Capital	180,000	180,000	(0)	90,000	90,000	(0)
	Total Contribution CAE	**1,128,569**	**1,128,569**	**0**	**564,285**	**564,285**	**0**
	TOTAL PARTNER CONTRIBUTIONS	**2,821,996**	**2,821,996**	**(0)**	**1,410,998**	**1,410,998**	**(0)**

2005-2006
Financial Report
December-05
Notes

		Budget	Revised Forecast	Variance	YTD Budget	Actual	Variance
Note 2	**Fees and Charges**						
	Fines and Overdues	35,000	50,875	15,875	17,500	24,429	6,929
	Reservations	13,000	21,367	8,367	6,500	10,289	3,789
	Sale of Promo Products	1,000	3,253	2,253	500	2,198	1,698
	Public Access Computer Hire	20,000	20,000	-	-	119	119
	Room Hire	43,000	15,273	(27,727)	21,500	8,391	(13,109)
	Gallery Hire	5,000	9,900	4,900	2,500	6,559	4,059
	Photocopy Fees	14,000	14,000	0	7,000	6,717	(283)
	Other	3,300	5,420	2,120	1,650	3,227	1,577
	Total	**134,300**	**140,087**	**5,787**	**57,150**	**61,928**	**4,778**
Note 3	**Interest Revenue**	15,750	28,340	12,590	7,875	13,513	5,638
Note 4	**Employee Costs**						
	Salaries	924,516	931,416	(6,900)	462,258	474,951	(12,693)
	Oncosts	264,763	264,763	-	132,381	115,872	16,509
	Other	11,893	11,893	-	3,000	2,827	173
	Total	**1,201,172**	**1,208,072**	**(6,900)**	**597,639**	**593,650**	**3,989**
Note 5	**Materials and Contracts**						
	Recurrent Library Materials	54,200	50,600	3,600	31,600	29,170	2,430
	Processing	7,500	9,092	(1,592)	1,000	2,092	(1,092)
	Circulation Services	13,300	12,430	870	3,500	2,156	1,344
	Commercial Services	11,600	8,920	2,681	4,800	2,906	1,894
	Maintenance	17,900	25,845	(7,945)	8,450	13,428	(4,978)
	Marketing	30,000	33,490	(3,490)	4,150	3,468	682
	ICT	246,800	243,321	3,479	124,898	120,054	4,844
	Occupancy	122,320	129,551	(7,231)	61,160	65,798	(4,638)
	Administration & General	59,110	57,521	1,589	17,970	18,281	(311)
	Total Materials & Contracts	**562,730**	**570,770**	**(8,040)**	**257,528**	**257,353**	**175**

2005-2006
Financial Report
December-05
Notes

		Budget	Revised Forecast	Variance	YTD Budget	Actual	Variance
Note 6	**Depreciation**						
	Collection - Books @ 15%, Other @ 25%	461,717	461,717	0	230,858	244,029	(13,171)
	Audio Visual Equipment @ 25%	16,365	16,365	(0)	8,183	8,931	(748)
	Computers and Peripherals @ 33%	112,772	112,772	(0)	56,386	45,480	10,906
	Communication Equipment @ 15%	-	390	(390)	-	234	(234)
	Furniture and Equipment @12.5%	57,401	57,401	(0)	28,700	27,923	777
	Office Equipment @ 15%	31,235	31,235	(0)	15,617	14,669	948
	Photocopiers @ 20%	10,285	10,285	(0)	5,143	5,185	(42)
	Leasehold Improvements @ 5%	136,512	136,513	(0)	68,256	68,471	(215)
	Library Management System @ 33%	20,625	10,313	10,313	-	-	-
	Software @ 33%	71,714	71,714	0	35,857	36,343	(487)
	Sub Total Other Fixed Assets	**456,909**	**446,988**	**9,922**	**218,142**	**207,237**	**10,905**
	Total Depreciation	**918,626**	**908,704**	**9,922**	**449,000**	**451,266**	**(2,266)**
Note 7	**Cash**						
	Cash at Bank, Petty Cash, Floats etc	540,865					
	Gift Fund	1,654					
	Total	**542,519**					
Note 8	**Debtors**						
	City of Melbourne	160					
	CAE	0					
	Other	546					
	Total	**706**					
Note 10	**JV Expenses**						
	Business Manager remuneration	58,300	58,300	0	29,150	30,176	(1,026)
	Chairman re-imbursement	3,500	3,500	0	1,750	3,400	(1,650)
	Rental	514,222	514,222	(0)	254,151	254,151	0
	Rental Outgoings	80,000	111,081	(31,081)	40,000	53,161	(13,161)
	Total JV Expenses	**656,022**	**687,103**	**(31,081)**	**325,051**	**340,887**	**(15,837)**

2005-2006
Financial Report
December-05
Notes

DISCOVER MORE... CITY LIBRARY

Note 11   Capital Expenditure for the period ended   31-Dec-05

	Budget 2005-2006 $	Carried Forward $	YTD Budget $	Actual $	Variance $	%
Collections	370,000	-	185,000	181,133	3,867	2%
Audio Visual Equipment	6,200	-	1,200	1,076	124	2%
Furniture and Fittings	16,700	-	5,800	5,403	397	2%
Office Equipment	16,450	-	5,275	1,545	3,730	23%
Computers & Peripherals	4,400	3,500	3,500	-	3,500	80%
Software	10,000	10,000	11,000	14,355	(3,355)	(34%)
Leasehold Improvements	17,750	19,500	21,550	31,931	(10,381)	(58%)
Signage	8,500	21,000	6,000	-	6,000	71%
Library Management System	-	125,000	-	-	-	0%
Total Expenditure	**450,000**	**179,000**	**239,325**	**235,443**	**3,882**	2%
				-	-	

FINANCE ATTACHMENT

CITY LIBRARY STATUS REPORT – JULY TO DECEMBER 2005

Funding of $1,734,000 has been provided in the 2005/06 Budget for City Library.

Joe Groher
Manager Financial Services

LEGAL ATTACHMENT

CITY LIBRARY STATUS REPORT – JULY TO DECEMBER 2005

Detailed legal advice has been provided in the past in relation to the City Library joint venture. The recommendation contained in the report is within the powers and functions of Council under the *Local Government Act 1989* ("the Act").

Section 3C(1) of the Act provides that:

> *"The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions"*

In seeking to achieve its primary objective Council must have regard to the following objective under section 3C(2) of the Act, among others—

> *"(e)   to ensure that services and facilities provided by the Council are accessible and equitable;"*

Section 3D(2) of the Act sets out that the role of a Council includes—

> *"(c)   maintaining the viability of the Council by ensuring that resources are managed in a responsible and accountable manner;"*

Further, section 3E of the Act provides that the functions of a Council include—

> *"(b)   planning for and providing services and facilities for the local community;*
>
> *(c)   providing and maintaining community infrastructure in the municipal district;"*

Section 141 of the Act allows Council to apply any money to enable it to perform the functions and exercise the powers conferred on the Council by or under the Act or any other Act.

Instrument of Delegation

On 28 February 2006 the Council resolved to delegate to the Community Services Committee the power, duties and functions directly relating or ancillary to Libraries and Community Centres.

Kim Wood
Manager Legal Services