YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION
PROGRESS REPORT – JULY TO DECEMBER 2005

Committee   Community Services

Presenter   Cr Wilson

Purpose

1.   To present to Council the Yarra-Melbourne Regional Library Corporation progress reports.

Recommendation

2.   That Council endorse the Yarra-Melbourne Regional Library Corporation:

   2.1.   Second Quarter Report on Annual Service Plan 2005-2006;

   2.2.   Statistical Data and Activity Report July to December 2005; and

   2.3.   Half-Yearly Financial Report July to December 2005.

Council Report Attachment:
1.   Community Services Committee, Agenda Item 3.6, 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**

6 April 2006

YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION
PROGRESS REPORT – JULY TO DECEMBER 2005

Division   Assets & Services

Presenter   Michael O'Hanlon, Manager Community Development

Purpose

1.   To provide Council with the Yarra-Melbourne Regional Library Corporation progress reports.

Recommendation

2.   That the Community Services Committee recommend Council endorse the Yarra-Melbourne Regional Library Corporation:

    2.1.   Second Quarter Report on Annual Service Plan 2005-2006;

    2.2.   Statistical Data and Activity Report July to December 2005; and

    2.3.   Half- Yearly Financial Report July to December 2005.

Key Issues

3.   Library Services in the City of Melbourne and the City of Yarra are currently provided by the Yarra-Melbourne Regional Library Corporation (YMRLC). The Regional Library Service is provided through seven branch libraries. The City of Yarra has five (regional) libraries at: Rathdowne Street North Carlton, Stanton Street Collingwood, Moor Street Fitzroy, St. Georges Road North Fitzroy, and Church Street Richmond. The City of Melbourne has two (regional) libraries at: North Melbourne Town Hall and George Street East Melbourne. The City of Melbourne also has a neighbourhood access point, known as LibraryLink, located at Café Domain in South Yarra.

4.   City Library, located in Flinders Lane, is not part of the Regional Library Service and is a Joint Venture (JV) between the City of Melbourne and CAE. City Library officially opened to the public in May 2004 and operates under an approval from the Minister under the *Local Government Act 1989*. Yarra-Melbourne Regional Library Corporation manages City Library under the City Library Service Agreement.

Second Quarter Report on Annual Service Plan 2005-2006

5. Reports on the Annual Service Plan are presented to the Yarra-Melbourne Regional Library Board each quarter.

6. It is a requirement of the Regional Library Agreement and Service and Funding Agreement that member Councils receive quarterly reports on the Budget and Service Plan following approval by the Regional Library Board.

7. The Service Plan 2005-2006 Second Quarter Report Executive Summary at Attachment 1 summarises key contextual issues and achievements of the second quarter of 2005-06 and indicates ongoing and emerging issues as YMRLC moves into the third quarter of the planning period.

Quarterly Statistical Data

8. The Regional Library Activity Commentary at Attachment 2 provides a summary of key areas of operational activity. The Statistical Data and Activity Target Analysis at Attachment 3 provides a municipal comparison of activities.

Financial Report

9. The YMRLC Financial Report for 1 July to 31 December 2005 and detailed notes are provided as Attachment 4.

10. A revised Forecast, normally presented with the half yearly report, was presented to the Regional Library Board at its March 2006 meeting and was not available at the time this report was in preparation.

11. The Financial Report states that the second quarterly report indicates that the Corporation is on track to meet budget targets with no significant variations.

Time Frame

12. Yarra-Melbourne Regional Library Corporation's Annual Service Plan 2005/2006 and Financial Budget Year 2005/2006 operate from 1 July 2005 to 30 June 2006.

Relation to Council Policy

13. 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.

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

> *"3.1.02 - Develop community and cultural development programs to promote cultural diversity and experience in community life.*
>
> *3.1.03 - Facilitate the development of social capital.*
>
> *3.2.05 - Promote increased participation in sporting, leisure and recreation activities."*

Consultation

15. Councillor and Senior Officer representatives of both the Cities of Yarra and Melbourne and other YMRLC Board members were involved in the development of the Corporation's Annual Service Plan 2005/2006 and the 2005/2006 Financial Year Budget.

16. Community consultation also takes place with the broader library community, which informs and contributes to planning and service development. This occurs through membership and/or use of the service, provision of feedback, participation in annual and periodic user surveys, participation in library "Friends" or other specific groups and the development of the proposed Service and Funding Agreement.

17. YMRLC's consultation and feedback mechanisms are reviewed regularly.

Government Relations

18. Under the terms of the Regional Library Agreement and the Service and Funding Agreement 2003-2006, the Corporation must report to Council on its operational activities and financial status on a quarterly basis.

Finance

19. There are no direct financial implications arising from the recommendations in this report.

Legal

20. The Regional Library Corporation is a separate legal entity, established under section 196 of the *Local Government Act 1989,* ("the Act") by the Council and the City of Yarra. The recommendation made in this report is consistent with the Act and the terms and conditions of the Regional Library Agreement.

Sustainability

21. The provision of library services contributes to the social capital within the community and therefore social equity by providing a range of tailored services and promoting the specific library needs of disadvantaged or particular target groups. This service makes some contribution to ensuring that the information and communication infrastructure is world standard through the use of technology so that the library service remains relevant, accessible and useful to the whole community. Library services also contribute to Melbourne's reputation as a smart and progressive 'Knowledge City'. Environmental outcomes are pursued through efficiencies in resource use, waste reduction and by managing all relevant assets effectively to maximise long term sustainability and relevance.

Comments

22. It is important to note that the Regional Library Service targets for the second quarter have not been met in regard to:

22.1. Loans -1.3% below year-to-date target;

22.2. Visits -2.1% below year-to-date target;

22.3. Membership -3.4% below year-to-date target;

22.4. Reference Enquiries -15.4% below year-to-date target; and

22.5. Web Catalogue Use -2.6% below year-to-date target.

Background

23.   Yarra-Melbourne Regional Library Corporation (YMRLC) was established in 1995 when the City of Melbourne and the City of Yarra entered into a Regional Library Agreement (RLA) under Section 193 of the *Local Government Act 1989*. The Regional Library Agreement has been reviewed twice since, in 2000 and 2003. The functions and responsibilities of the Regional Library Board are set out in the RLA.

24.   The Regional Library Board is responsible for the Corporation's strategy, finances and governance, on behalf of the City of Melbourne and the City of Yarra.

25.   The councils have also entered into a Service and Funding agreement with YMRLC and the overview and management of library services is the responsibility of the YMRLC Board. Councillor and Senior Officer representatives on the YMRLC Board actively involve Council in the monitoring and development of the library services through participation.

26.   City of Melbourne libraries are located in East Melbourne and North Melbourne together with LibraryLink located at the Domain Bakery in South Yarra. YMRLC also operates the City of Melbourne's Corporate Library located on level 4 in Council House. City of Yarra libraries are located in Carlton, Collingwood, Fitzroy, North Fitzroy and Richmond.

27.   YMRLC also operates the City Library (opened May 2004) under a Service Agreement between YMRLC and Joint Venture partners, the City of Melbourne and CAE. The City Library is subject to a separate report.

28.   Each Council retains responsibility for determining service levels and overall library budgets including capital projects. The Regional Library Agreement provides that the Councils must approve, in writing, an Annual Budget, Annual Service Plan and Corporate Plan prior to their adoption of by the YMRLC.

Attachments:
1.   YMRLC Annual Service Plan Second Quarter Report October – December 2005
2.   YMRLC Statistical Data and Activity Target Commentary July to December 2005
3.   YMRLC Quarterly Statistical Data October-December 2005
4.   YMRLC Financial Report 1 July to 31 December 2005
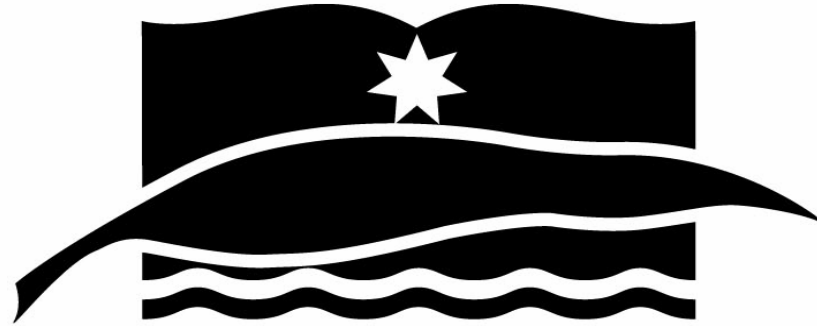
YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION

SERVICE PLAN
2005-2006

THEME : "OPENING NEW DOORS"

Second Quarter Report
October – December 2005

YMRLC Service plan

The Yarra-Melbourne Regional Library (YMRL) Service Plan for 2005-2006 is based on the Balanced Scorecard approach identified in the new Regional Library Plan process. It is organised around the Library Plan's five themes - Services, Systems & Processes, Community and Stakeholder engagement, People Teams and Culture, and Finance & Assets and incorporates their strategic objectives.

Initiatives are generated from a range of community engagement strategies undertaken by the library service throughout the year, including survey results, feedback forms and comments recorded at libraries and on the website. Library staff contribute their experience and expertise, proposing service development needs and opportunities based on analysis of demographic and membership data for key target groups and as the plan developed, there was further consultation with library users, staff and Board members.

The theme of this Service Plan is *"Opening New Doors".*

This year we will consolidate a range of initiatives that will facilitate the opening of new doors to our library service and our collections for the community we serve.

We will do this by:

✓ *the continued development of the Yarra-Melbourne Virtual Library,*
✓ *a focus on Access for all abilities*
✓ *the development of Reading Services to support creative, knowledgeable and enthusiastic staff connecting the community with our collections,*
✓ *and more focused engagement and targeted promotion of the library service to disadvantaged, marginalized and non-user groups.*

Developing synergy with our member councils will open new doors to strategic partnerships and delivery of services that are aligned with council planning and increase our understanding of our community and their needs.

We will be opening new doors to the East Melbourne Library and Community Centre and Richmond Library this year as well as a new door to our catalogue via the implementation of the new Library Management System.

Specific objectives are linked to new Library Plan 2005-10 and shown as linked to Library Plan Outcomes.

Best Value strategies and activities are aligned with Best Value Principles in the final section.

This annual Service Plan is a key component of the Service and Funding Agreement between the Regional Library and the member Councils and as such it incorporates activities and targets to meet agreed Key Performance Indicators.

Quarterly progress reports will be presented to the Regional Library Board and member Councils.

YMRLC Service plan

Services

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct- Dec 05
1.1	Develop services to support the reading culture within the Yarra & Melbourne communities	▪ Identify opportunities to increase patrons' choices and enjoyment of reading through service provision with specified target groups. ▪ Develop website in line with strategic approach to Reading Services. ▪ Implement the "Readers Advising" program focusing on adult collections.	June 06 June 06 June 06	
1.2	Maximize community access to services.	▪ Increase access to services via our website. ▪ Promote and continuously develop Virtual Library as one of our integral library places. ▪ Review the provision of enhanced access to services to those who are disadvantaged by disability. ▪ Develop and promote English as a Second Language (ESL) and Adult Literacy (AL) collections and services to current and potential library patrons. ▪ Promote library information to online Culturally And Linguistically Diverse (CALD) users in Languages Other Than English (LOTE). ▪ Provide and promote LOTE children's collections with a focus on bilingual books.	June 06 June 06 Dec 05 June 06 June 06 Dec 05	C. Bilingual picture book collections have been purchased for the redeveloped East Melbourne Library & Fitzroy Library. These will be promoted & shelved in the children's areas of the libraries to provide children's books in a range of languages for families from CaLD communities, as well as promoting diversity by providing children the opportunity to experience books written in a variety of languages & scripts.

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	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct- Dec 05
1.3	Increase level of awareness and satisfaction with services/activities.	▪ Develop and promote annual calendar of events across regional and specialist teams. ▪ Investigate and improve opportunities for maximum awareness of services and activities.	Sept 05 June 06	
1.4	Maintain and increase library usage and membership.	▪ Measure activities against targets to inform planning processes for improvement of collections and services. ▪ Targets: Loans : 4% on 04-05 total Visits : 3% on 04-05 total Membership : 4% on 04-05 total Reference : 5 % on 04-05 total Local History : Maintain 04-05 total Housebound : Maintain current capacity 04-05 Website usage : 25% on 04-05 total Web catalogue : 20% on 04-05 total Database usage : 20% on 04-05 total Internet access : 20% on 04-05 total	Sep 05, Dec 05, Mar 06, June 06	See attached Executive Summary
1.5	Deliver excellent customer service at all libraries.	▪ Analyze and develop solutions that provide for effective and efficient workflow. ▪ Analyze and make recommendations about appropriate and effective use of work and public spaces with a focus on the redeveloped libraries at East Melbourne and Richmond. ▪ Review Library Users Charter. ▪ Implement recommendations of Customer Service strategy	Mar 06 Dec 05 Dec 05 June 06	East Melbourne Library is still currently under construction. Careful consideration has gone into effective use of space. Further analysis will occur after the re-opening. Richmond library has been reviewing it space usage now that the library refit is finished. Charter reviewed and approved by RMT. Currently to be presented at next CC.

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct- Dec 05
1.6	Establish fully operational libraries which meet the needs of the community.	▪ Provide advice on service aspects of functional design and fitout for East Melbourne Library and Community Centre and Richmond Library.	Dec 05	Regular meetings scheduled with CoM, architects, & relevant YMRL staff to discuss timelines & sign off on details of completion as they occur. Planning progressing well with a major focus on environmentally recyclable fittings and furniture.
		▪ Maximize effective use of space for collections, community engagements and service delivery at Carlton and North Melbourne Libraries.	Sept 05	
		▪ Work in partnership with councils to meet timelines identified for the completion and opening of the new East Melbourne Library and Community Centre and Richmond Library.	Dec 05	As above

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Community and Stakeholder Engagement

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
2.1	To raise awareness of the value of YMRL and the services we provide to the community.	▪ Implement recommendations of Needs Analysis and Priority Programs Project with agreed Local Priorities Funding allocation.	June 06	
2.2	Inform collections and services planning through a range of community consultation mechanisms.	▪ Ascertain and report on residents' views via a community survey. ▪ Conduct an Exit Survey to ascertain how visitors are using our libraries and services. ▪ Gather feedback about Reading Services programs and events. ▪ Library Coordinators to participate in liaison sessions with Library User Groups.	Dec 05 June 06 June 06 Mar 06	Completed
2.3	Engage with member Councils to develop library services that support their strategic objectives.	▪ Identify and participate in opportunities to engage with relevant City of Melbourne and City of Yarra council service and planning initiatives. ▪ Work with member councils in developing a synergistic approach to service delivery priorities though networking and liaison with local community groups and broader community based networks.	June 06 June 06	
2.4	Maximize community access to library services via targeted partnership projects.	▪ Continue to support Yarra University of the Third Age. ▪ Investigate possible partnership approach to the development of Babies and Books strategies. ▪ Build on the current homework programs partnership model for future sustainability. ▪ Investigate potential links with council services to provide updated information relevant to housebound community. ▪ Continue to work with Local Historical Societies to promote access to and development of Local History collections and services.	Sept 05 Dec 05 Mar 06 Mar 06 June 06	Discussions scheduled with Sound Text Media in Jan 06 to look at partnership options. The development of a Babies & Books program is also being discussed at a national level with PLA & also as a national Friends of Libraries project.

2.5	Raise profile of public libraries to maximize security of funding.	▪ Contribute to Council, Municipal Association of Victoria (MAV), Regional Libraries Syndicate and Public Libraries Australia (PLA) strategies to improve public library funding.	June 06	

Systems & Processes

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
3.1	Provide Information and Communication Technology (ICT) that supports the library's service and business needs.	▪ Develop the new ICT Plan 2006-2009. ▪ Ensure ICT support is at an appropriate level based on the library's business needs.	June 06 Mar 06	
3.2	Improve and integrate the Continuous Improvement (CI) Program.	▪ Deliver measurable improvements at branches, each branch completing one project. ▪ Complete CI workplan targets. ▪ Deliver measurable improvements in two key regional areas. ▪ Develop a branch and regional implementation plan. ▪ Review CI processes and develop a framework to facilitate integration into organizational culture.	June 06 June 06 June 06 Mar 06 Mar 06	
3.3	Provide a safe environment for patrons and staff.	▪ Ensure organisational compliance with statutory requirements ▪ Develop a disaster recovery program for all sites.	June 06 June 06	
3.4	Deliver an improved service interface with implementation of new Library Management System.	▪ Implement the new system on time, within budget and with minimal service disruption. ▪ Undertake staff and public user education. ▪ Develop and deliver Communication Strategy to support implementation Library Management System (LMS).	June 06 June 06 Dec 05	Completed. Communication Plan attached to Jan LMS report
3.5	Create a high profile for redeveloped libraries at East Melbourne and Richmond.	• Develop and Implement a promotion and marketing plan for the new East Melbourne Library and Community Centre including community facilities and exhibition space. ▪ Promote redeveloped libraries and services with a schedule of Grand Tours and training sessions.	Dec 05 Mar 06	Ongoing. Continue to work with CoM to feed into their promotion plan
3.6	Maintain a planning framework that supports the provision of a responsive library service to the community.	▪ Review planning timelines including alignment of new Service Plan 05-06 and other major plans with Library Plan 2005-2010. ▪ Implement Balanced Scorecard approach and integrate into organisational business.	Sept 05 Sept 05	

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	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
3.7	Provide responsive financial information.	▪ Consolidate recent finance initiatives eg implementation of new finance software to ensure efficient service delivery to internal customers.	Mar 06	

People, Teams & Culture

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
4.1	Provide for quality sustainable staffing for the organisation.	▪ Undertake an analysis of the existing workforce to identify potential gaps or opportunities.	Dec 05	TS review part of analysis completed. Changes currently being implemented. East Melbourne staffing strategy developed as part of this analysis. Weekend staffing Review in progress. Broader Analysis continuing.
		▪ Identify key library education providers with which to partner in order to promote YMRLC as a desirable employer.	Dec 05	In-hand. Meetings held with RMIT & Charles Sturt University
		▪ Develop training plan and calendar.	Oct 05	
		▪ Apply a staff resource strategy to support the operational service needs of East Melbourne Library and Community Centre.	Dec 05	Strategy developed and currently in process of being implemented.
		▪ Apply a staffing formula across all YMRL libraries to achieve a close match between activity levels and staff resources.	June 06	
		▪ Develop a framework under which teams assess, analyse and evaluate current spread of activities and staff within Housebound and Children's & Youth Services.	June 06	
4.2	Support and develop a	▪ Develop a plan for access to Technical Services (TS) staff knowledge and expertise.	Sept 05	

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
	focus on excellent internal and external customer service.	▪ Improve staff knowledge of TS processes.	Dec 05	Communications Strategy implemented. Includes TS staff representatives on the Readers Services group & Information Services Officers group; and placing TS staff members on fixed shifts in specific branches, to increase their participation in the branch team and share their knowledge.
		▪ Review linkages across staff teams including City Library.	Dec 05	Potential linkages identified & 6 CL staff members of regional teams. Staff exchange program completed with positive outcomes for CL & YM including joint ESL/AL promotional strategies & staff training
		▪ Implement appropriate training in customer service.	June 06	
		▪ Incorporate Customer Service strategy into Position descriptions, performance appraisals and action plans.	June 06	
		▪ Improve staff skills in stakeholder engagement.	Dec 05	CDC has been meeting with LC's & is working on strategies for developing community engagement & is working on a documentation tool. Priority has been on developing LBC Grant submission (in partnership). Staff skills component deferred to 3rd Quarter

OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
	▪ Provide and evaluate staff training in Readers Advising.	June 06	
	▪ Increase TS membership of regional staff teams.	June 06	
	▪ Continue to develop the YMRL Intranet to facilitate effective and efficient communication across the organisation.	June 06	

Finance & Assets

	OBJECTIVE	TASKS/ACTIVITIES	DATE	2nd Quarter Oct – Dec 05
5.1	Maintain a framework that provides a responsive and cost effective library service to the community.	▪ Contribute to review of Service and Funding Agreement in partnership with member Councils.	Mar 06	
5.2	Raise profile of public libraries to maximize security of funding.	▪ Prepare submissions on public library funding as appropriate.	June 06	
5.3	Effectively manage the City Library.	▪ Effectively contribute to review of City Library Service Agreement. ▪ Manage City Library in accordance with the City Library Service Agreement. ▪ Quantify real costs to the YMRL associated with delivery on City Library Service Agreement.	Sept 05 June 06 Dec 05	Data collection has been undertaken. Analysis & report deferred to 3rd Quarter
5.4	Manage collections to meet community needs supported by responsive systems and processes.	▪ Continue to review policy and procedures implementation to ensure timely availability of materials to users. ▪ Continue Core Titles Review Project. ▪ Review Collection Management processes with a focus on evaluation. ▪ Review the Collections Policy. ▪ To continue to develop of Local History databases consolidation and standardization. ▪ Review YMRL and City Library collection management processes to address areas of duplication, wherever possible.	June 06 June 06 June 06 Mar 06 June 06 June 06	

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Planning and Operational Activities to comply with Best Value Principles, 2005-06

Best Value Principles	1. Offer the best possible quality and value for money.	2. Are responsive to community needs	3. Are accessible to the people they are intended for	4. Show continuous improvement	5. Are subject to regular community consultation	6. Reports regularly to community on how services measure up against Principles.
YMRLC Plans/ Strategies	• Library and Strategic Resource Plan • Service & Funding Agreement • Annual Service Plan • Annual Budget • Enterprise Agreement • Long Term Financial Strategy • Asset Management Strategy • Comparative Data	• Demographic analysis and trends • Surveys • LGA General Satisfaction Survey • Community Consultation and feedback mechanisms • Annual Service Plan targets	• Opening hours • Service locations • Fees & charges • Targeted programs/collections • Virtual Library • Physical environment • Community information	• Continuous Improvement Program • Comparative data over time • Annual Service Plan • Best Practice models in library service delivery	Range of mechanisms in place, eg: • Feedback forms (English, Chinese, Vietnamese) • Surveys – i.e. user and non-user, exit surveys • Consultation with RLCAC • Staff feedback • Email via website • 'Desk diary'	• Reports to Board • Councils • State Government • YMRLC Annual Report • Councils' Reports • Reports available at all libraries
Major Initiatives/ Activities 2005-06	• New Library Management System • Quality sustainable staffing	• Implement Customer Service Strategy • Community & Exit Surveys • Projects and partnerships • East Melbourne and Richmond redevelopments • Core Titles Review • City Library Service Agreement • Review Library Users' Charter • Readers Advising Program Development of synergistic service delivery with member councils	• Implement Needs Analysis and Priority Programs Project (NAPP) recommendations • Virtual Library & Access	• Continuous Improvement Program • Improve staff knowledge and helpfulness through Training Plan • Review of workflow – public spaces enhance customer service • Review planning framework • Ensure OH&S compliance • Review Collections Policy • Review use of Library spaces	• Community Survey. • Exit Survey • Staff professional development in stakeholder engagement • Staff involvement in community liaison forums	• Annual Report. • Quarterly Reports (Financial and Services), including Best Value.

Statistical Data and Activity Target Commentary
July to December 2005

Loans (see tables 1-3)
A disappointing decrease of -3.9% in the current quarter and -1.3% below our year-to-date target. However this is due to a significant decrease by the East Melbourne library of -20% and the delayed reopening.

 Whilst Richmond showed a small decrease of -3% all other branches were still performing well, Carlton and Collingwood both +5%, Fitzroy +6%, North Fitzroy +2% and North Melbourne a strong +11%. This has helped keep variations to target loans to a minimum.

LOTE continues to have a respectable increase of +8%. Following on the production and distribution of our gorgeous talking book poster it is very pleasing to report an increase of 19.7% in Vietnamese talking book loans. It has been a strong half-year for the Vietnamese collections in general, +16.4%.

A/V continues to have a steady increase region wide. The effects of the CD collection floating are now plateauing off. DVD borrowing continues to increase.

Although C&YS statistics overall are down -8.2%, again it is the large decreases at East Melbourne that are a major influence. Junior fiction collections remain steady at +2.8%. In general junior AV statistics are down (-7.6%). Fitzroy and North Melbourne (4.6% & 12.9%) were the only two libraries to see an increase.
The performance of this collection is being hampered by the continuing decline in usage of the junior video collection. Overall JDVD borrowing is up by 65.4%.
North Melbourne's junior collections are performing particularly well. The quarter's standout is Junior Easy readers at Collingwood. This collection was moved to allow better promotion and its usage has increased by 81.5%.

We have experienced strong increases in English Adult fiction and non-fiction, +13.8% & 12.1% respectively. Overall adult English books are up +8.5%
Branch by branch, for adult English print, the best results are for Carlton (+8%), Fitzroy (+4.6%) NMEL (+3.6%). EMEL is well down, but this is to be expected, as the collection that is non-floating is probably read-out. Fiction at EMEL, which is floating, is doing okay +1.5%.

Visits (see tables 5-7)
Regional visits overall have remained fairly stable. We are -2.1% below our target. Within this however, Collingwood (+9%), East Melbourne (+6%), Fitzroy (+4%), and North Melbourne (+8%) have all shown increases while decreases have been experienced by Carlton, (-4%), North Fitzroy (-7%), and Richmond (-10%). Collingwood's pleasing increase is anecdotally believed to be a flow-on from the U3A partnership and U3A events being held there. No longer including co-tenants in Richmond's doorcount will explain some of their decrease. Their counter has been moved and is being double checked for accuracy in January.

Membership (see tables 8-10)
We are -3.4% down on our targets
East Melbourne has had a -16% decrease and Richmond -5%. These decreases were to be expected with the building works. Promotional activities and the new school year drive are expected to impact positive in the next quarter.

Reference Enquiries (see tables 11-13)
Reference enquiries for the second quarter are 15.4% below the quarterly target of 38,166 and 9.4% below the year-to-date target of 76,322. On average we have answered 10,762 queries a month.

This overall decrease of enquiries over the July to December period is due to decrease of enquiries (compared to this time last year) at the Richmond (3%), North Melbourne (22%) and Carlton (16%) libraries. All other libraries, especially Collingwood (up 17%), have had increased enquires over this period.

Internet Use (see tables 14-16)
Internet usage for the second quarter is 6% above the quarterly target of 13,847 and is 5% below the year-to-date target of 27,694.

The decrease for the July to December period is due to the late implementation of the 12 new computers at Richmond and also the closure in July. Since the increase of computers at Richmond, the statistics for that library have doubled compared to the previous quarter.

The library implemented an Intranet based computer booking system in December. This system allows staff to book computer for patrons at any site, even if a library is closed. It is anticipated that this system will record usage of the region's computers more accurately.

Website Use (see tables 17-18)
Website use is 33.6% above the quarterly target of 82,648 and 25% above the year-to-date target of 165,296.

Use of our website has risen dramatically over the past 4 years due to the increased amount of resources available from our website, especially our online catalogue and databases, the continued work of the Web group who ensure that the site is up-to-date and easy to navigate and the ongoing promotion by all staff.

Our site over the last quarter has been accessed by people in 82 countries. Some of these are:
- Trinidad and Tobago
- Philippines
- Estonia
- Bolivia
- Tanzania

Some of the new additions/amendments to our website over the last three months are:
- Reading room
- Chinese YMRL website
- YMRL Online Bookgroup

2

Database Use (see tables 19-20)
Database usage for the second quarter is 28% above the quarterly target of 8,724 and 2.5% above the year-to-date target of 17,449.

The large increase for this quarter is due to the training of all YMRL staff on the various databases the library subscribe to and the increased usage (approximately 2000 hits) of the Safari database.

The top ten books accessed on Safari to date are:
- 10 Minute Guide to Microsoft Outlook 2002
- 10 Minute Guide to Conducting a Job Interview
- 10 Minute Guide to Managing Your Time
- 10 Minute Guide to Getting Organized
- 10 Minute Guide to Stress Management
- iPod & iTunes: The Missing Manual, 2nd Edition
- PDF Hacks
- Microsoft® Office Outlook® 2003 Inside Out
- The 60-Second Commute: A Guide to Your 24/7 Home Office Life
- Knoppix Hacks

The library has increased the number of databases available to library members in the 2005-2006 financial year. Some of the databases currently available are:
- Britannica Online
- Global Books in Print
- Safari IT Books and Business– 220 full-text IT and business books
- Health and Wellness Resource Centre
- Choice
- Superstar – 4,000 Chinese books

A complete list is available at: http://ymrl.org.au/virtuallibrary/

Web Catalogue Use (see tables 21-22)
Remote* access to the web catalogue for the second quarter is 2.6% below the quarterly target of 59,077 and 1.6% below the half yearly target of 118,154. However, they have increased by 16.3% compared to this time last year.

Like our other virtual library services, our web based catalogue continues to have increased usage. On average we had:

- 19,172 hits per month
- 14,708 renewals per month
- 9,965 holds per month

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Even though we were closed over the Christmas period, our catalogue was still working. Below are the statistics for the days which we were closed.

Date	Holds	Renewals	Connections
25 December	120	140	250
26 December	136	277	285
27 December	136	406	403
1 January	216	237	343
2 January	298	392	469
Totals	906	1,452	1,750

* Access outside the libraries.

Marie Linton   **Darren Ryan**
Acting Library Services Manager   **Information Services Manager**

TABLE 11

Reference Enquiries

	Oct-Dec 04	Jan-Mar 05	Apr-Jun 05	Jul-Sept 05	Oct-Dec 05
Actual	33,803	32,076	38,951	36,849	32,288
Target	31,500	31,500	31,500	38,166	38,166
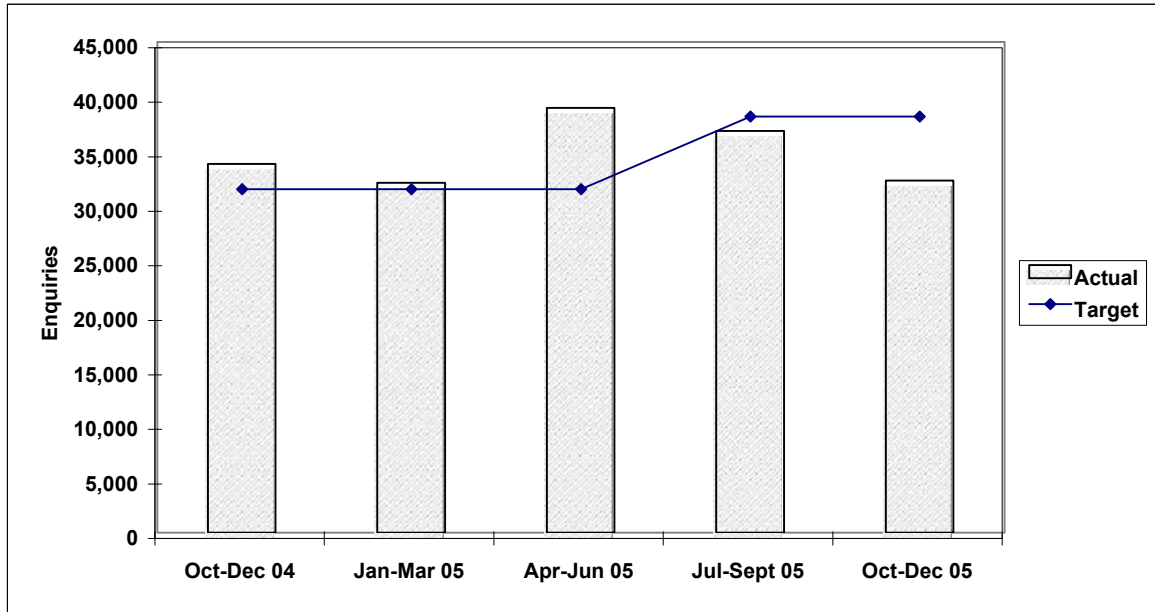
TABLE 12

Reference Enquiries, Actual to Target

	Jul-Sept 05	Jul-Dec 05	Jul-Mar 06	Jul-Jun 06
Actual	36,849	69,137		
Target	38,166	76,322	114,499	152,665

Statistical Data and Activity Targets: Second Quarter 2005-06

1
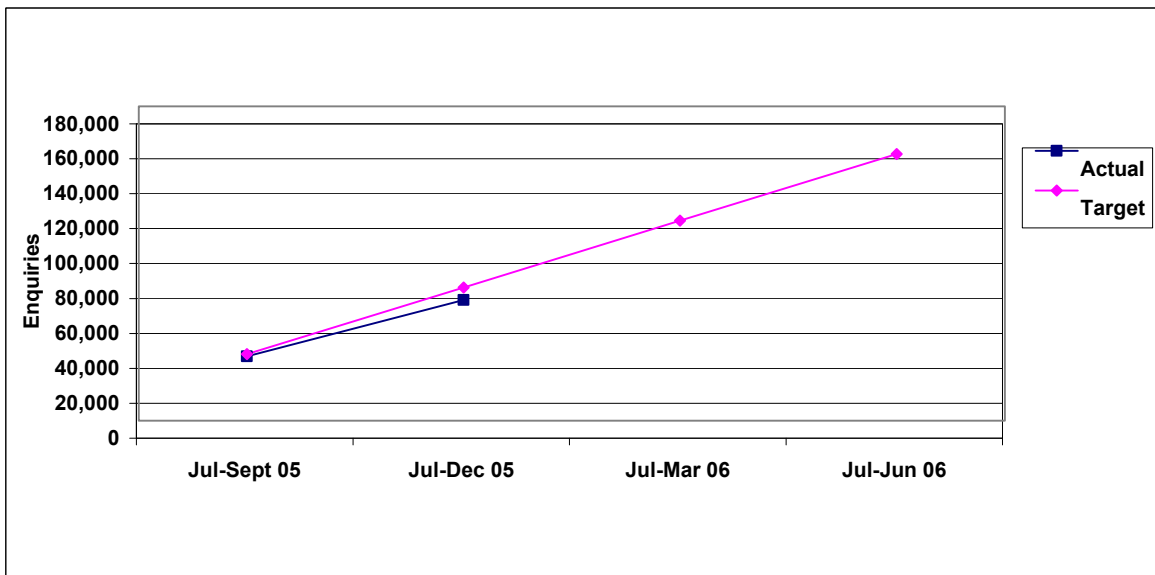
YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION

FINANCIAL REPORT

July 1, 2005
to
December 31, 2005

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YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION

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OPERATING RESULT

The operating result to the end of the second quarter is a $156,330 surplus, compared to a budgeted surplus of $89,021.

Revenue
Total YTD Revenue of $4,046,913 is $51,213 (1%) better than budget. First quarter trends have continued in all revenue areas in particular better than budget results in Interest ($28,666), Fees & Charges ($3,898) and Grants ($14,900). City Library costs recovered are less than 1% variant to budget.

Council Contributions
The are no variations to Council Contributions year to date.

Library Fees and Charges
Fees and Charges income is showing a better than budget result of $3,898 (4%). Note 2 details specific line items.

City Library
Under the terms of the Service Agreement, the Corporation receives a fee for providing management, financial and HR services to the City Library. This is on budget.

The Corporation is the legal employer of City Library staff. As such, costs relating to these employees are recovered from City Library. Similarly, recovery of shared contract costs eg Courier, Library Management System administration, etc are also disclosed. Both items are offset by corresponding expenditure.

Grants
Grant income is better than budget by $14,900. This amount is made up of an increase in DVC per capita and Local Priorities funding since preparation of the budget ($23,657 and $1,245 respectively p.a.) and an unbudgeted SNIP (Statewide Network Infrastructure Project) grant of $1,826 for ITC equipment. Notes 4 & 8 provide detail on Grant revenue and expenditure.

Interest Revenue
Interest revenue is better than budget by $28,666. The 05-06 budget was reduced in recognition of the planned acquisition of the Library Management System and underestimated the cash balances held.

YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION

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

Expenses
Overall, expenditure is under budget by $16,096 (<1%).

Employee Costs
Library Service Employee Costs are on budget. The unfavourable variance of $5,735 represents less than 1% of budget. See Note 7.

Materials and Contracts
Library and Board Materials and Contracts expenditure is 1% ($11,472) under budget. Modest over expenditure in the previous quarter has been contained. An end of year position will be determined when the results of the Revised Forecast are finalised in February. Note 9 provides more detail on variances by category.

Depreciation
Depreciation is over budget by $9,797 (2%). CLM Depreciation contributes $9,368 of this result with the budget underestimating the impact of additional collection expenditure. Other Fixed Asset depreciation is on budget. See Note 10.

FINANCIAL POSITION

Cash & Investments
The Corporation's cash and investments total $1.85 million.

Debtors
The Corporation's debtors total $147,816 and are detailed in Note 14. Of the total, $136,376 is due from City Library for costs recovery and has since been paid in full.

Payables
Payables total $536,103. Of this amount, $241,309 relates to Creditors.

Provisions
Provisions for employee entitlements have increased by $42,075 since the beginning of the financial year. Provisions total $945,824 and have decreased by $18,268 since the end of the first quarter reflecting an increase in leave being taken in the second quarter. See Note 15.

Capital Expenditure
Expenditure on Capitalised Library Materials is 6% ($19,885) over budget. Additional expendiutre has been undertaken in anticipation of a lull while new contracts are being implemented.
Other Fixed Asset expenditure is on budget. See Note 16.

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| Operating Statement | | | YTD Adopted | | Variance | |
For the month ended	31-Dec-05	Notes	Adopted Budget	Budget	YTD Actual	$	%
Revenue							
Contributions from Councils		1					
Operating			4,294,535	2,147,268	2,147,268	0	0%
Capital:							
Capitalised Library Materials			638,567	319,283	319,284	0	0%
Recurrent Library Materials			158,431	79,215	79,216	0	0%
Other Fixed Assets			315,083	157,542	157,542	(0)	(0%)
Total Contributions from Councils			**5,406,616**	**2,703,308**	**2,703,308**	**0**	0%
Fees & Charges		2					
Library Service			174,136	87,068	90,966	3,898	4%
Special and Other Projects			0	0	0	0	0%
Total Fees and Charges			**174,136**	**87,068**	**90,966**	**3,898**	4%
City Library		3					
City Library Management Fee			114,845	57,423	57,423	(0)	(0%)
Employee Costs Recovered			1,189,279	594,639	590,823	(3,816)	(1%)
Materials & Contracts Recovered			54,000	27,000	32,913	5,913	22%
Total City Library			**1,358,124**	**679,062**	**681,159**	**2,097**	0%
Grants		4					
Library Service							
DVC Per Capita			631,810	315,905	327,734	11,828	4%
Projects		4, 8					
DVC Local Priorities Funding			33,253	33,253	34,498	1,245	4%
Corporate Library			191,708	95,854	95,854	0	0%
Ewing Trust			0	0	0	0	0%
Other			40,000	40,000	41,826	1,826	5%
Sub Total Projects			264,961	169,107	172,178	3,071	2%
Total Grants			**896,771**	**485,012**	**499,912**	**14,900**	3%
Interest Revenue		5	77,500	38,750	67,416	28,666	74%
Sale of Assets		6	5,000	2,500	2,087	(413)	(17%)
Other Revenue			0	0	2,065	2,065	100%
Total Revenue			**7,918,147**	**3,995,700**	**4,046,913**	**51,213**	1%
Expenses							
Employee Costs							
Library Service		7	3,613,799	1,806,924	1,812,658	(5,735)	(0%)
City Library		3	1,189,279	594,639	590,823	3,816	1%
Projects		8					
Local Priorities			33,253	16,626	11,600	5,027	30%
Corporate Library			139,603	69,802	55,668	14,133	20%
Ewing Trust			0	0	351	(351)	(100%)
Other			0	0	350	(350)	(100%)
Sub Total Projects			172,856	86,428	67,969	18,459	21%
Total Employee Costs			**4,975,934**	**2,487,991**	**2,471,450**	**16,541**	1%
Materials and Contracts							
Library Service and Board		9	1,831,958	917,967	906,496	11,472	1%
City Library		3	54,000	27,000	32,913	(5,913)	(22%)
Projects		8					
Local Priorities			0	0	917	(917)	(100%)
Corporate Library			52,105	27,715	22,005	5,710	21%
Ewing Trust			0	0	257	(257)	0%
Other			0	0	0	0	0%
Sub Total Projects			52,105	27,715	23,179	4,536	16%
Total Materials and Contracts			**1,938,063**	**972,682**	**962,588**	**10,094**	1%
Depreciation and Amortisation		10					
Capitalised Library Materials (CLM)			579,224	280,252	289,620	(9,368)	(3%)
Other Fixed Assets			400,058	164,253	164,682	(429)	(0%)
Total Depreciation			**979,282**	**444,505**	**454,302**	**(9,797)**	(2%)
Audit Fee			7,500	0	0	0	0%
Written Down Value of Assets Disposed		11	3,000	1,500	1,983	(483)	(32%)
Doubtful Debts Expense			0	0	0	0	0%
Interest Expense			0	0	259	(259)	(100%)
Other Expenses			0	0	0	0	0%
Total Expenses			**7,903,779**	**3,906,679**	**3,890,583**	**16,096**	0%
OPERATING SURPLUS (DEFICIT)			**14,368**	**89,021**	**156,330**	**67,309**	76%

YARRA-**M**ELBOURNE **R**EGIONAL **L**IBRARY **C**ORPORATION
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Statement of Financial Position	Notes		
as at		**31-Dec-05**	**30-Jun-05**
Current Assets			
Cash	12	27,919	37,685
Investments	13	1,823,609	2,002,510
Receivables	14	154,871	191,497
Prepayments		104,881	105,169
Total Current Assets		**2,111,280**	**2,336,861**
Non Current Assets	16		
Capitalised Library Materials (CLM)		6,203,166	6,052,032
Less: Accumulated Depreciation		(4,138,178)	(4,076,143)
NET Capitalised Library Materials (CLM)		**2,064,987**	**1,975,889**
Furniture & Fittings		1,625,328	1,589,268
Less: Accumulated Depreciation		(1,150,065)	(1,096,776)
NET Furniture & Fittings		**475,263**	**492,492**
Office Equipment		260,462	257,623
Less: Accumulated Depreciation		(146,997)	(136,173)
NET Office Equipment		**113,465**	**121,449**
Communication Equipment		53,339	61,144
Less: Accumulated Depreciation		(28,193)	(33,531)
NET Communication Equipment		**25,146**	**27,613**
Audio Visual		26,499	26,499
Less: Accumulated Depreciation		(24,582)	(23,383)
NET Audio Visual		**1,917**	**3,116**
Photocopiers		56,439	56,439
Less: Accumulated Depreciation		(26,611)	(21,949)
NET Photocopiers		**29,828**	**34,489**
Computers and Peripherals		776,815	733,168
Less: Accumulated Depreciation		(517,077)	(495,296)
NET Computers and Peripherals		**259,738**	**237,873**
Software		70,285	67,199
Less: Accumulated Depreciation		(54,711)	(49,575)
NET Software		**15,574**	**17,624**
Leasehold Improvements		46,990	46,990
Less: Accumulated Depreciation		(15,599)	(10,862)
NET Leasehold Improvements		**31,391**	**36,129**
Total Non Current Assets		**3,017,309**	**2,946,674**
Total Assets		**5,128,590**	**5,283,535**
Current Liabilities			
Payables		536,103	889,454
Provisions	15	413,821	388,082
Funds held on behalf of City Library		0	0
Deferred Revenue		0	0
Total Current Liabilities		**949,923**	**1,277,535**
Non Current Liabilities			
Provisions	15	532,004	515,667
Total Non Current Liabilities		**532,004**	**515,667**
Total Liabilities		**1,481,927**	**1,793,203**
Net Assets		**3,646,662**	**3,490,332**
Equity			
Investment - Yarra City Council		3,815,359	3,815,359
Investment - Melbourne City Council		1,751,848	1,751,848
Total Council Investment		5,567,207	5,567,207
Accumulated Surplus (Deficit)		(2,076,875)	(2,441,903)
Unapplied Surplus (Deficit)		156,330	365,028
Asset Revaluation Reserve		0	0
Total Equity		**3,646,662**	**3,490,332**

December 2005, Balance Sheet

Statement of Cash Flows

as at	Notes	31-Dec-05	31-Dec-04
CASH INFLOWS / (OUTFLOWS) FROM OPERATING ACTIVITIES			
Library Fees		91,911	94,371
Interest Received		77,378	56,943
Contributions (from Councils)		2,702,541	2,620,789
Grants		509,062	470,374
City Library		702,631	450,074
Payments to Employees		(2,484,417)	(2,183,677)
Payments to Suppliers		(1,260,608)	(1,288,059)
Interest Paid		(259)	(128)
Other Receipts		15	29,632
Net Cash Provided by Operating Activities		338,254	250,320
CASH INFLOWS / (OUTFLOWS) FROM INVESTING ACTIVITIES			
Payments for Books and Other Library Material		(378,718)	(319,935)
Payments for Other Property, Plant and Equipment		(148,202)	(43,570)
Net Cash Provided by Investing Activities		(526,920)	(363,505)
Net Increase (Decrease) in Cash Held		**(188,667)**	**(113,185)**
Cash at Beginning of the Year		2,040,195	1,735,637
Cash at the end of the period	12, 13	1,851,528	1,622,451

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Note 1   **Contributions from Councils**
Contributions for funding of operating expenses, library materials and other fixed assets
are calculated on a per capita basis where indicated*.

Yarra City Council 53.1% (2004-05 : 54.5%)
Melbourne City Council 46.9% (2004-05 : 45.5%)

	2005-2006 Budget	
Yarra City Council		
Library Operating Costs	2,043,985	
Board Operating Costs	27,900	2,071,885
Rent		
Carlton	33,000	
Collingwood	38,000	
North Fitzroy	40,000	
Fitzroy	71,500	
Richmond	38,500	
HQ (50%)	41,079	262,079
Capital		
Library Collection (Book Vote):		
Capitalised Library Materials (CLM)	339,079	
Recurrent Library Materials (RLM)	84,127	423,206
Other Fixed Assets		167,309
Library Management System Depreciation Reimbursement		-
TOTAL CONTRIBUTION YARRA CITY COUNCIL		**2,924,479**
Melbourne City Council		
Library Operating Costs	1,805,328	
Board Operating Costs	27,900	1,833,228
Rent		
East Melbourne	32,000	
North Melbourne	54,264	
HQ (50%)	41,079	127,343
Capital		
Library Collection (Book Vote):		
Capitalised Library Materials (CLM)	299,488	
Recurrent Library Materials (RLM)	74,304	373,792
Other Fixed Assets		147,774
Library Management System Depreciation Reimbursement		-
Sub Total Contribution City of Melb.		**2,482,137**
Other Contributions - Special Projects:		
Corporate Library		191,708
TOTAL CONTRIBUTION MELBOURNE CITY COUNCIL		**2,673,845**
TOTAL COUNCIL CONTRIBUTIONS (Including Special Projects)		**5,598,324**
TOTAL COUNCIL CONTRIBUTIONS (Excluding Special Projects)		**5,406,616**

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		Budget 2005-2006 $	YTD Budget $	Actual $	Variance $	%
Note 2	**Fees and Charges**					
	Library Service					
	Fines and Overdues	105,000	52,500	55,949	3,449	7%
	Photocopy Fees	17,000	8,500	7,117	(1,383)	(16%)
	Public Access Computer Hire	11,000	5,500	5,676	176	3%
	Meeting Room Hire	19,786	9,893	8,499	(1,394)	(14%)
	Other	21,350	10,675	13,725	3,050	29%
	Total	174,136	87,068	90,966	3,898	4%
Note 3	**City Library**					
	Revenue					
	City Library Management Fee	63,345	31,673	31,673	-	0%
	City Library Financial Services Fee	51,500	25,750	25,750	(0)	(0%)
	Employee Costs Recovered	1,189,279	594,639	590,823	(3,816)	(1%)
	Materials and Contracts Recovered	54,000	27,000	32,913	5,913	22%
		1,358,124	679,062	681,159	2,097	0%
	Expenditure					
	Employee Costs	1,189,279	594,639	590,823	(3,816)	(1%)
	Materials and Contracts	54,000	27,000	32,913	5,913	22%
		1,243,279	621,639	623,736	2,097	0%
	Net City Library	114,845	57,423	57,422	(0)	(0%)
Note 4	**Grants**					
	Library Service					
	DVC Per Capita	631,810	315,905	327,734	11,828	4%
	Projects					
	Local Priorities Funding	33,253	33,253	34,498	1,245.38	4%
	Corporate Library	191,708	95,854	95,854	0	0%
	Ewing Trust	-	-	-	-	0%
	Other	40,000	40,000	41,826	1,826	5%
	Total	264,961	169,107	172,178	3,071	2%
	Other project income is comprised of the following grants					
	Book Bonanza (DVC)	40,000	40,000	40,000	-	0%
	SNIP funding (Vicnet)	-	-	1,826	1,826	100%
	Total	40,000	40,000	41,826	1,826	5%
Note 5	**Interest Revenue**	77,500	38,750	67,416	28,666	74%
Note 6	**Sale of Assets**	5,000	2,500	2,087	(413)	(17%)
Note 7	**Employee Costs**					
	Library Service					
	Salaries	2,842,357	1,421,203	1,435,650	(14,447)	(1%)
	Oncosts	755,922	377,960	368,755	9,205	2%
	Other Employee Costs	15,520	7,760	8,253	(493)	(6%)
	Total Library Service Employee Costs	3,613,799	1,806,924	1,812,658	(5,735)	(0%)

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	Budget 2005-2006 $	YTD Budget $	YTD Actual $	Variance $	%
Note 8 **Projects**					
SPECIAL PROJECTS					
Corporate Library					
Revenue	191,708	95,854	95,854	0	0%
Employee Costs	139,603	69,802	55,668	14,133	20%
Materials and Contracts	52,105	27,715	22,005	5,710	21%
NET Corporate Library Surplus(Deficit)	(0)	(1,663)	18,180	19,843	
OTHER PROJECTS					
1 LOCAL PRIORITIES FUNDING					
1.1 Community Development Project					
Revenue	33,253	33,253	34,498	1,245	4%
Employee Costs	33,253	16,626	10,641	5,985	36%
Materials and Contracts	-	-	917	(917)	(100%)
Capital Expenditure	-	-	-	-	0%
NET Advocacy Project Evaluation Surplus(Deficit)	(0)	16,626	22,940	6,314	
1.2 Online Bookgroup					
Revenue	-	-	-	-	0%
Employee Costs	-	-	959	(959)	(100%)
Materials and Contracts	-	-	-	-	0%
Capital Expenditure	-	-	-	-	0%
NET Online Bookgroup Surplus(Deficit)	-	-	(959)	(959)	
2 EWING TRUST					
Revenue	-	-	-	-	0%
Employee Costs	-	-	351	(351)	(100%)
Materials and Contracts	-	-	257	(257)	(100%)
Capital Expenditure	-	-	1,771	(1,771)	(100%)
NET Ewing Trust Surplus(Deficit)	-	-	(2,379)	(2,379)	
3 OTHER PROJECTS					
3.1 Book Bonanza					
Revenue	40,000	40,000	40,000	-	0%
Employee Costs	-	-	-	-	0%
Materials and Contracts	-	-	-	-	0%
Capital Expenditure	40,000	20,000	9,026	10,974	55%
NET Book Bonanza Surplus (Deficit)	-	20,000	30,974	10,974	
3.2 SNIP Funding					
Revenue	-	-	1,826	1,826	100%
Employee Costs	-	-	-	-	0%
Materials and Contracts	-	-	-	-	0%
Capital Expenditure	-	-	-	-	0%
NET SNIP Funding Surplus (Deficit)	-	-	1,826	1,826	
3.3 Homework Programs					
Revenue	-	-	-	-	0%
Employee Costs	-	-	350	(350)	(100%)
Materials and Contracts	-	-	-	-	0%
Capital Expenditure	-	-	-	-	0%
NET Homework Programs Surplus (Deficit)	-	-	(350)	(350)	

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		Budget 2005-2006 $	YTD Budget $	YTD Actual $	Variance $	%
Note 8	**Projects cont.**					
	Total Special and Other Projects					
	Total Income	264,961	169,107	172,178	3,071	2%
	Total Employee Costs	172,856	86,428	67,969	18,459	21%
	Total Materials and Contracts	52,105	27,715	23,179	4,536	16%
	Capital Expenditure	40,000	20,000	10,798	9,202	46%
	NET Special and Other Projects Surplus(Deficit)	**(0)**	**34,964**	**70,232**	**35,268**	
Note 9	**Materials and Contracts**					
	Library Service & Board					
	Recurrent Library Materials	158,431	101,085	103,476	(2,391)	(2%)
	Technical Services	253,660	131,110	141,114	(10,004)	(8%)
	Circulation & Information Services	205,460	72,730	61,033	11,697	16%
	Commercial Services	30,545	13,630	12,281	1,349	10%
	Maintenance	22,052	11,706	10,924	781	7%
	Publicity and Marketing	90,837	33,199	32,824	375	1%
	Transportation	29,995	14,745	13,943	802	5%
	Communications	120,526	62,263	59,975	2,288	4%
	Occupancy	686,609	340,997	333,729	7,269	2%
	Administration & General	233,843	136,503	137,197	(694)	(1%)
	Total Materials & Contracts (Library Service & Board)	1,831,958	917,967	906,496	11,472	1%

Technical Services costs are overspent due to an increase in the volume of materials being processed resulting from better than budget purchasing power particularly in relation to overseas suppliers.

Circulation & Information Services expenditure is under budget. Better than budget results have been achieved in borrower notifications (printed and electronic) and ISP charges.

		Budget 2005-2006 $	YTD Budget $	YTD Actual $	Variance $	%
Note 10	**Depreciation and Amortisation**					
	Collection - Books @ 15%, Other @ 25%					
	Pre 05-06 Purchases	525,904	262,952	278,683	(15,731)	(6%)
	05-06 Purchases	53,320	17,300	10,937	6,363	37%
	Sub total Collection	579,224	280,252	289,620	(9,368)	(3%)
	Other Fixed Assets					
	A V Hire Equipment @ 20%	2,466	1,314	1,199	115	9%
	Computers and Peripherals @ 33%	143,719	76,790	74,714	2,077	3%
	Communication Equipment @ 15%	6,721	3,373	2,467	906	27%
	Furniture and Fittings @12.5%	114,929	58,451	57,479	973	2%
	Office Equipment @ 15%	29,703	15,197	14,288	909	6%
	Photocopiers @ 20%	4,558	2,298	4,661	(2,363)	(103%)
	Leasehold Improvements @ 20%	4,662	2,350	4,738	(2,388)	(102%)
	Software @ 33%	8,325	4,479	5,137	(658)	(15%)
	Library Management System @ 33%	84,975	-	-	-	0%
	Sub total OFA	400,058	164,253	164,682	(429)	(0%)
	Total Depreciation and Amortisation	979,282	444,505	454,302	(9,797)	(2%)

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Note 11   **Written Down Value of Assets Disposed**

A V Hire Equipment	-	-	-	-	0%
Computers and Peripherals	2,000	1,000	1,420	(420)	(42%)
Communication Equipment	-	-	-	-	0%
Furniture and Fittings	500	250	373	(123)	(49%)
Office Equipment	500	250	190	60	24%
Photocopiers	-	-	-	-	0%
Software	-	-	-	-	0%
Total WDV of Assets Disposed	3,000	1,500	1,983	(483)	(32%)

Note 12   **Cash**

Cash at Bank & Petty Cash Floats	27,919
Total	27,919

Note 13   **Investments**

CBA Cash Deposit Account (24 Hour Call) @ 5.40%	223,609
Bank Bills 30 days @ 5.50%	1,600,000
Bank Bills 60 Days	-
Total	1,823,609

Note 14   **Debtors**

City of Yarra	2,846
City of Melbourne	767
City Library	136,367
Other	7,836
Total	147,816

Note 15   **Provisions**

	31-Dec-05	30-Jun-05	Movement
Current			
Yarra-Melbourne Regional Library Corporation	334,381	309,034	25,347
City Library	79,440	79,048	392
Total	413,821	388,082	25,739
Non-Current			
Yarra-Melbourne Regional Library Corporation	464,242	436,580	27,662
City Library	67,761	79,087	(11,326)
Total	532,004	515,667	16,336
Total Provisions	945,824	903,749	42,075

YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION
2005/2006
FINANCIAL REPORT
December-05
NOTES

Note 16   Capital & Library Materials Expenditure for the period ended   31-Dec-05

	Budget 2004-2005 $	YTD Budget $	Actual $	Variance $	%
LIBRARY COLLECTION					
CAPITALISED LIBRARY MATERIALS (CLM)					
Adult Books	281,161	159,280	182,715	(23,435)	(15%)
Childrens Books	75,862	37,932	34,111	3,821	10%
LOTE Books	73,435	45,270	43,924	1,346	3%
Large Print & Talking Books	38,697	19,350	19,666	(316)	(2%)
Audio Visual - Adult	53,831	31,931	31,798	133	0%
Audio Visual - Children	36,079	18,042	14,193	3,849	21%
Audio Visual - LOTE	38,314	19,157	18,059	1,098	6%
Reference	24,713	9,000	13,812	(4,812)	(53%)
Local History	11,239	5,600	7,170	(1,570)	(28%)
Total Long Term Materials (CLM)	**633,331**	**345,562**	**365,446**	**(19,885)**	(6%)
SHORT TERM MATERIALS (RLM)					
Electronic Resources, Subscriptions	35,583	27,948	27,414	534	2%
Reference - Annual / Year Books	12,733	10,367	10,001	366	4%
Magazines - English	51,400	25,700	30,147	(4,447)	(17%)
Newspapers - English	13,880	6,936	5,594	1,342	19%
Newspapers - LOTE	3,643	1,134	3,054	(1,920)	(169%)
Magazines - LOTE	41,192	29,000	27,267	1,733	6%
Total Periodicals & Short Term (RLM)	**158,431**	**101,085**	**103,476**	**(2,391)**	(2%)
SUB TOTAL LIBRARY COLLECTION	**791,762**	**446,647**	**468,923**	**(22,276)**	(3%)
CORPORATE LIBRARY COLLECTION					
Adult Books & Reference (CLM)	5,236	2,618	2,474	144	5%
Electronic Resources, Subscriptions	2,500	150	107	43	29%
Reference - Annual / Year Books	1,650	1,300	1,302	(2)	(0%)
Newspapers - English	4,000	1,080	621	459	42%
Magazines - English	2,160	2,970	2,523	447	15%
Total Corporate Library	**15,546**	**8,118**	**7,027**	**1,091**	7%
EWING TRUST					
Adult Books	-	-	696	(696)	(100%)
Childrens Books	-	-	94	(94)	(100%)
Audio Visual - LOTE	-	-	981	(981)	(100%)
Total Ewing Trust	**-**	**-**	**1,771**	**(1,771)**	
BOOK BONANZA					
Adult Books	16,750	8,375	2,805	5,570	67%
Junior Books	4,250	2,125	-	2,125	100%
Lote AV	-	-	255	(255)	(100%)
Adult AV	11,000	5,500	-	5,500	100%
LOTE Books	-	-	5,967	(5,967)	(100%)
LOTE (to be allocated)	8,000	4,000	-	4,000	100%
Total Book Bonanza	**40,000**	**20,000**	**9,026**	**10,974**	55%
Total Projects/Trust	**55,546**	**28,118**	**17,825**	**10,293**	37%
Total Library Materials	**847,308**	**474,765**	**486,747**	**(11,983)**	(1%)
OTHER FIXED ASSET CAPITAL EXPENDITURE					
Audio Visual Equipment	4,596	-	-	-	0%
Furniture and Fittings	129,327	39,577	41,037	(1,460)	(4%)
Office Equipment	13,943	10,936	6,080	4,856	44%
Computers & Peripheral Equipment	166,575	100,375	101,085	(710)	(1%)
Leashold Improvements	642	-	-	-	0%
Library Management System	515,000	-	-	-	0%
Total Other Capital Expenditure (Library)	**830,083**	**150,888**	**148,202**	**2,686**	2%
Total OFA Capital Expenditure	**830,083**	**150,888**	**148,202**	**2,686**	2%
GRAND TOTAL	**1,677,391**	**625,653**	**634,949**	**(9,296)**	(1%)

FINANCE ATTACHMENT

YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION PROGRESS REPORT – JULY TO DECEMBER 2005

Funding of $2.529 million has been provided in the 2005/06 budget for the Yarra Melbourne Regional Library Corporation.

Joe Groher
Manager Financial Services

LEGAL ATTACHMENT

YARRA-MELBOURNE REGIONAL LIBRARY CORPORATION PROGRESS REPORT – JULY TO DECEMBER 2005

The Regional Library Corporation is a separate legal entity established under section 196 of the *Local Government Act 1989* ("the Act") by agreement between the Melbourne City Council and the City of Yarra ("the Regional Library Agreement"). The recommendation made in this report is consistent with the Act and the terms and conditions of the Regional Library Agreement.

Section 3C(2) of the Act provides that in seeking to achieve its primary objective of achieving the best outcomes for the local community having regard to the long term and cumulative effects of decisions, Council must have regard certain facilitating objectives, including—

"(c) to improve the overall quality of life of people in the local community;

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

The functions of a Council as set out in section 3E of the Act include—

"(a) advocating and promoting proposals which are in the best interests of the local community;

(b) planning for and providing services and facilities for the local community;"

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