

GEELONG
REGIONAL
LIBRARIES



AGENDA

MEETING OF THE GEELONG REGIONAL LIBRARY CORPORATION

Videoconference

Board Members and Officers only in attendance

Thursday 17 June 2021, 5.00pm
Geelong Library & Heritage Centre
51 Lt Malop Street, Geelong

The Geelong Regional Library Corporation acknowledges Wadawurrung and Eastern Maar Original Owners of the lands on which our library services operate. We pay respects to Wadawurrung and Eastern Maar Elders past, present and emerging. We acknowledge and celebrate First Nations Peoples of this land as the custodians of learning, literacy, knowledge and story.

Agenda 170



SECTION A - PROCEDURAL MATTERS

page 3

1. **Acknowledgement of Country**
2. **Board Members**
3. **Substitute Board Members**
4. **Officers**
5. **Apologies**
6. **Interests, Conflicts of Interest and Pecuniary Interests**
7. **Confirmation of minutes dated 22 April 2021**

SECTION B - REPORTS

1. **Notable Correspondence Report****NOTABLE CORRESPONDENCE REPORT**
page 4
2. **Monthly Financial Report – May 2021** page 5
3. **Adoption of Draft GRLC Budget 2021/2022 and Strategic
Resource Plan 2021/2025** page 5
4. **People & Business Operations Report – April 2021 to
June 2021 (CONFIDENTIAL)** page 6
5. **Strategic Risk Register and Framework Report (CONFIDENTIAL)** page 16
6. **Digital Transformation Report (CONFIDENTIAL)** page 18
7. **Geelong Heritage Centre Report** page 20
8. **Events and Programming Report - January to April 2021** page 23
9. **Marketing and Communications Report – January to May 2021** page 40
10. **Other Business** page 57
11. **Next Meeting Date** page 57

ATTACHMENTS

- | | |
|---------------------|--|
| Attachment 1 | Minutes of Board Meeting held 22 April 2021 |
| Attachment 2 | Monthly Financial Report - May 2021 |
| Attachment 3 | Draft GRLC Budget 2021-22 |

SECTION A - PROCEDURAL MATTERS

1. Acknowledgement of Country

2. Board Members

Cr Ron Nelson (Chair)	City of Greater Geelong
Cr Susan Salter (Deputy Chair)	Borough of Queenscliffe
Cr Sarah Mansfield	City of Greater Geelong
Cr Jim Mason AM	City of Greater Geelong
Cr Trent Sullivan	City of Greater Geelong, Deputy Mayor
Cr Stephen Hart	Colac Otway Shire
Cr Owen Sharkey	Golden Plains Shire
Cr Liz Pattison	Surf Coast Shire, Deputy Mayor

3. Substitute Board Members

Cr Ross Ebbels	Borough of Queenscliffe, Mayor
Cr Kate Gazzard	Surf Coast Shire
Lisa Letic	Director Community Services, Golden Plains Shire
Ian Seuren	General Manager Development & Community Services, Colac Otway Shire

4. Officers

Vanessa Schernickau	Chief Executive Officer
Marie O'Dell	Executive Manager, People and Business Operations
Tom Edwards	Executive Manager, Digital Solutions & Innovation
Gareth Smith	Director City Planning and Economy, CoGG
Martin Paten	Manager, Arts and Culture, CoGG
Tamzin McLennan	Manager Healthy Active Communities, Colac Otway Shire
Kathy Fulton	Co-ordinator Financial Reporting, CoGG
Damian Waight	Manager Community Relations, Surf Coast Shire
Sandra O'Brien	Executive Assistant

5. Apologies

6. Interests, Conflicts of Interest and Pecuniary Interests

7. Confirmation of Minutes (see Attachment 1)

Recommendation:

That the draft minutes of the Board Meeting held 22 April 2021 be confirmed.

SECTION B – REPORTS

1. NOTABLE CORRESPONDENCE REPORT

Marie O’Dell, Executive Manager People and Business Operations

Copies of the correspondence will be available to Board Members and Officers on request.

INCOMING

16/04/21	Returned letter of issued ban (item 21-034)	Marie O’Dell, Acting CEO
30/04/21	Draft Budget Submission – Internal Recommendation	Marie O’Dell, Acting CEO
13/05/21	Feedback regarding new App	Tom Edwards, Executive Manager
20/05/21	GRLC involvement in major international conference	Troy Watson / Marie O’Dell
20/05/21	Geelong Regional Library Corporation’s Strategic Plan – Letter from the Minister	Marie O’Dell, Acting CEO
27/05/21	Librarians wages and conditions - Email and Response	Marie O’Dell, Acting CEO
27/05/21	Geelong Library Staff deserve better wages- Email and Response	Marie O’Dell, Acting CEO
27/05/21	GRLC better wages and conditions for staff - Email and Response	Marie O’Dell, Acting CEO
27/05/21	Support for Geelong Regional Libraries Staff - Email and Response	Marie O’Dell, Acting CEO
27/05/21	Media enquiry Protected industrial action at the GRLC - Email and Response	Kirsten Aplin, Manager, Marketing & Communications
27/05/21	Media enquiry potential Protected industrial action at the GRLC - Email and Response	Kirsten Aplin, Manager, Marketing & Communications
27/05/21	Equal wages improved conditions and workplace safety	Marie O’Dell, Acting CEO

OUTGOING

09/04/21	Directors & Officers Insurance 2021 Insurance Declarations	Amanda Daniels, Coordinator
14/04/21	Govt department request for Acting CEO contact details	Amanda Daniels, Coordinator
23/04/21	Letter to each Council CEO re Approved Draft Budget 21-22 and Strategic Resource Plan 21-25	Troy Watson, Acting CEO
27/04/21	Govt department request for new CEO contact details	Amanda Daniels, Coordinator
13/05/21	Commercial Crime Insurance Proposal Form 2021-22	Amanda Daniels, Coordinator
18/05/21	Enterprise Bargaining Status Update & FAQ – Email to Board Members	Marie O’Dell, Acting CEO
27/05/21	Correspondence regarding Grant	Subha Simpson, Area Manager
27/05/21	Reply to internal ‘Draft Budget Submission’ – Internal Recommendation from 30/04/21	Marie O’Dell, Acting CEO

Recommendation:

That the Correspondence Report be noted.

2. MONTHLY FINANCIAL REPORT – MAY 2021 (SEE ATTACHMENT 2)

Marie O'Dell, Executive Manager People and Business Operations

Recommendation:

That the Financial Report for May 2021 be received.

3. DRAFT GRLC BUDGET 2021-22 (SEE ATTACHMENT 3)

Marie O'Dell, Executive Manager People and Business Operations

Background

A preliminary budget report for the 2021-22 financial year was first considered by the Board at its meeting held on 16 December 2020. At its 18 February 2021 meeting, a further budget development progress report was considered, and the Board resolved that the CEO prepare the Budget, based on the assumptions and information presented, for proposing at its 22 April 2021 meeting.

The GRLC Draft Budget 2021-22 and Strategic Resource Plan 2021-2025 were considered in detail by the Board at its meeting held 22 April 2021 where it was resolved that:

- a) The Draft GRLC Budget 2021-22, incorporating any changes discussed at the Board meeting, be approved and advertised for public comment and submissions in accordance with sections 127, 129, 158 and 223 of the Local Government Act 1989 and that the next Board meeting to be held on 27 May 2021 be nominated for any submissions to be heard.
- b) The CEO to forward a copy of the Draft GRLC Budget 2021-22 to all member Council CEOs.

Discussion

The GRLC Draft Budget 2021-22 and Strategic Resource Plan 2021-2025 was advertised for public comment on Friday 23 April 2021 via GRLC's website. An advert was placed in the local newspaper on Saturday 24 April 2021. This document was also forwarded to Member Council CEOs on 23 April 2021.

We have received one internal submission from a staff member. Following further conversations it was confirmed that the special Board meeting was not required due to the operational nature of the submission. The feedback is currently being addressed internally as per operational protocol.

The updated, complete and final draft budget document can be found in Attachment 3.

Next Steps

That the Draft GRLC Budget 2021-22 and Strategic Resource Plan 2021-2025 with any changes discussed at the board meeting be adopted. Once adopted, it will be forwarded to the Minister for Local Government in accordance with the Local Government Act 1989 and the Local Government Act 2020.

Recommendation:

That the Draft GRLC Budget 2021-22 and Strategic Resource Plan 2021-2025 be adopted.

4. PEOPLE & BUSINESS OPERATIONS REPORT - FEBRUARY 2021 - CONFIDENTIAL ITEM

Marie O'Dell, Executive Manager People and Business Operations

5. STRATEGIC RISK REGISTER AND FRAMEWORK – CONFIDENTIAL ITEM

Tom Edwards, Executive Manager Digital Solutions and Innovation and
Marie O'Dell, Executive Manager People and Business Operations

6. DIGITAL TRANSFORMATION REPORT – CONFIDENTIAL ITEM

Tom Edwards, Executive Manager, Digital Solutions and Innovation

7. GEELONG HERITAGE CENTRE REPORT

Tom Edwards, Executive Manager, Digital Solutions and Innovation

The Geelong Heritage Centre Reading Room has continued to operate within COVID-19 State Government required guidelines during the 1 January – 30 April reporting period.

In person client visits to the Heritage Centre Reading Room have resulted in requests for access to 81 items from the GHC Archive and 184 Public Record items during the four month reporting period.

GHC operational data	Jan 2021	Feb 2021	March 2021	April 2021	4 month total Jan-April 2021	4 month total Jan-April 2020
Heritage Centre Reading Room in person visits	1,299	1,161	1,712	1,521	5,693	5,582**
Email and phone client inquiries	144	179	186	127	636	195
Number of days Reading Room was open to the public	20	17*	41	41	119	55**
GHC Archive online session visits	254	215	266	241	976	3,400
GHC Archive online page views	2,330	2,991	2,946	3,081	11,348	18,894

* Victorian State Government Covid-19 pandemic directives resulted in the temporary closure of the Heritage Centre Reading Room for 3 consecutive days it would have normally been open during February 2021.

** Victorian State Government Covid-19 pandemic directives resulted in the closure of the GHC Reading Room from COB 18 March 2020 through to and beyond 30 April 2020.

GHC Volunteer Program

GHC volunteers have continued to index scanned council rate book records online from their private residence following the creation of a remote volunteering option due to COVID-19 restrictions. Some GHC volunteers were able to return to the Heritage Centre onsite offer from early March 2021 and 7 of the 30 GHC Volunteers took up this option. In total GHC volunteers contributed a combined total 728.5 hours of volunteered time for the Heritage Centre from 1 January – 30 April 2021.

Archive Acquisitions

The following list of items has been received as new acquisitions (donated) into the GHC Archive during the reporting period.

1. A copy of every edition of the Geelong East Technical School magazine (est.1962) which then became James Harrison College until its closure in 2001 when it was merged with Newcomb Secondary College).

2. A silver mounted emu egg trophy measuring 26.5cms (h) x 13.5cms (w).



It is believed to be the earliest known example of a cricket trophy presented to the champion team in the Geelong region. It was awarded for the first time in 1886-87 by Duckworth & Fox.

The Geelong Advertiser 23 September 1886 reported in an article that-

A meeting of delegates from the various local junior cricket clubs was held last evening, to make arrangements for the competition for a trophy presented by Messrs Duckworth & Fox of Moorabool – street. Mr Duckworth said that the firm had decided to offer a trophy of the value of about 5 pounds and which would probably take the form of a cup.

The Geelong Advertiser 1 March 1887 reported in an article:

In the Moorabool-street window of Messrs Duckworth and Fox (tobacconists) shop there are on view two substantial trophies, given by the firm for the promotion of sporting competitions. One consists of a handsomely -mounted emu egg, with cricketing emblems in silver, for competition amongst the juvenile cricket clubs.

The Geelong Advertiser 2 September 1887 reported in an article:

The fourth annual meeting of the South Geelong Cricket Club was held last evening at the Elephant & Castle Hotel. There was a good attendance of members. The annual report of the committee read by the hon secretary, Mr Geo Hambling, congratulated the club upon its having retained the junior premiership of the Geelong district, and it confidently trusted that with attention to practice the good record would still be added to during the forthcoming season. The club had succeeded in 9 out of 13 games played, one of the remaining four having been drawn and three lost. The cup presented for the competition by Messrs Duckworth and Fox had been secured with seven points out of a possible eight, and it had been decided to present it and also an oil painting donated by Mr T. Impey to Mr T. Bullen, captain of the team.

Recommendation:

That the Geelong Heritage Centre Report be noted.

8. EVENTS AND PROGRAMMING REPORT – JANUARY TO APRIL 2021

Marie O'Dell, Executive Manager People and Business Operations

Impact of COVID 19 snap lockdown in May-June 2021 on Adult Programs

Author Events

Fortunately the snap lockdown 4.0 called on Thursday 27th May had minimal impact on the literary/author events program, as the event planned for Thursday 3rd June was an online event anyway. The author for this event is Michael E. Mann, who is joining us from Pennsylvania, USA to talk about his new book *The New Climate War: the fight to take back our planet*, to mark World Environment Day on 5th June (currently at 60 bookings).

In addition, the Reconciliation Week event that was planned for the evening of Thursday 27th May had to be postponed at the last minute when author Dr Robert Isaacs AM was unexpectedly delayed on a road trip with car problems. With this also being an online event (currently at 70 bookings), we were able to reschedule it for Tuesday 1st June at 7.30pm, meaning we now had two online author events on offer for our patrons during this snap lockdown.

Branch Events

There was slightly more impact on the in-person branch events planned for the week commencing Friday 28th May, which included a Book Chat at Chilwell (2 bookings – cancelled), a Book Chat at Newcomb (1 booking – cancelled), and a Purl Jam Knitting Circle session at Corio, which was moved online. Belmont and Corio were closed for works during this period.

This report includes Financial YTD statistical information on session and attendance numbers for programs and events* across the Geelong Regional Library network for the statistical period 01 July – 31 May 2021 by local government area. This report also contains detailed information about activities by program area from 01 January – 30 April 2021 including Adults, ISL Programs and Children and Youth Services.

Programs and Events Year to Date Sessions/Attendance by Age Group/Program Type

	LIVE SESSIONS Jul – April				LIVE ATTENDANCE Jul – April				YOUTUBE VIEWS ² Jul – April			
	LAST YTD 2019/20	THIS YTD 2020/21	+/-	+/- %	LAST YTD 2019/20	THIS YTD 2020/21	+/-	+/- %	LAST YTD 2019/20	THIS YTD 2020/21	+/-	+/- %
Adult Programs ¹	1,371	418	-953	-70%	13,729	7,111	-6,618	-48%	723	6,538	5,815	804%
Children's Programs	2,134	571	-1563	-73%	59,494	13,413	-46,081	-77%	6,758	12,535	5,777	85%
Youth Programs	258	33	-225	-87%	2,941	356	-2,585	-88%				
School & Other Visits	893	78	-815	-91%	23,535	2,012	-21,523	-91%				
Outreach	406	75	-331	-82%	11,600	1,934	-9,666	-83%				
GLHC Tours	256	3	-253	-99%	564	21	-543	-96%				
Heritage Programs	51	3	-48	-94%	537	141	-396	-74%	37	590	553	1495%
TOTAL	5,369	1,181	4,188	-78%	112,400	24,988	87,412	-78%	7,518	19,663	12,145	162%

1 eKnow How sessions are included in total for Adult Programs

2 YouTube views include views on sessions offered in previous months as well as videos only uploaded to YouTube (ie with no live session)

Programs and Events by type by Local Government Area

City of Greater Geelong								
2020/21	Adult Programs ¹	Children's Programs	Youth Programs	School & Other Visits	Outreach	GLHC Tours	Heritage Programs	TOTAL
Sessions	396	508	32	53	61	3	3	1,056
Attendance	7,013	12,809	354	1,571	1,581	21	141	23,490

1 eKnow How sessions are included in total for Adult Programs

Golden Plains Shire							
2020/21	Adult Programs ¹	Children's Programs	Youth Programs	School & Other Visits	Outreach	Heritage Programs	TOTAL
Sessions	5	23	1	12	0	0	41
Attendance	22	82	2	327	0	0	433

1 eKnow How sessions are included in total for Adult Programs

Borough of Queenscliffe					
2020/21	Adult Programs ¹	Children's Programs	School & Other Visits	Outreach	TOTAL
Sessions	1	2	0	0	3
Attendance	2	30	0	0	32

1 eKnow How sessions are included in total for Adult Programs

Surf Coast Shire							
2020/21	Adult Programs ¹	Children's Programs	Youth Programs	School & Other Visits	Outreach	Heritage Programs	TOTAL
Sessions	16	38	0	13	14	0	81
Attendance	74	492	0	114	353	0	1,033

1 eKnow How sessions are included in total for Adult Programs

	LIVE SESSIONS Jul - Apr				LIVE ATTENDANCE Jul - Apr			
	LAST YEAR 2019/20	THIS YEAR 2020/21	+/-	+/- %	LAST YEAR 2019/20	THIS YEAR 2020/21	+/-	+/- %
City of Gr Geelong	4,682	1,056	-3626	-77%	97,767	23,490	-74,277	-76%
Golden Plains	288	41	-247	-86%	6,249	433	-5,816	-93%
Queenscliffe	90	3	-87	-97%	1,363	32	-1,331	-98%
Surf Coast	309	81	-228	-74%	7,021	1,033	-5,988	-85%
TOTAL	5,369	1,181	-4,188	-78%	112,400	24,988	87,412	-78%

Adult Programs - 01 January to 30 April 2021



With the pandemic situation easing in the new year, the decision was made to begin the return to in-person events in March 2021, and to gauge the response from our patrons. At the same time we wanted to continue to offer online events for those who were not willing or not able to attend in-person events.



Our first in-person event for almost twelve months was held on Thursday 11th February at 6.30pm – a panel discussion lead by Editor Carly Findlay, covering the newly released anthology, *Growing Up Disabled in Australia*. Due to COVID-19 spatial distancing requirements, capacity for Level 5 of the Geelong Library & Heritage Centre was set to a maximum of 50 seats, and this quickly booked out as it has for most of the in-person events we've held since (capacity has now increased to maximum 100).

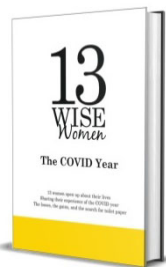


Other COVID-19 safety requirements included maintaining a 1.5m² circumference around each seat and requesting patrons to please not move the seats, ensuring that all patrons checked in at the Concierge desk on Ground Floor and adhered to the number restrictions on the lifts, providing a sanitation station, wiping the microphone thoroughly with sanitiser between each person's usage during audience Q&A, and wearing masks.


Many of our patrons have expressed how pleased they have been to return to in-person events, and to have the opportunity to participate in our author events again. At the same time many have expressed via our post-event surveys how much they have enjoyed our online program, which offers them the opportunity to participate in events that they would never attend in person. For this reason we have chosen to continue with both in-person and online events as part of the regular programming mix.

In March we also introduced our new program of Writers' Workshops. These are held on a monthly basis on a range of basic topics of interest to emerging writers (eg. editing, character development, poetry, playwriting, etc) and are mainly presented by local/regional authors, as a way of promoting their work and building their profile locally. There are only 20 places per workshop and are charging a nominal reservation fee of \$10 per person, in an effort to avoid no-shows and wasted tickets. These have been enthusiastically received and almost every session has been booked out well in advance.

January 2021	ONLINE – Adult Programs	Attendees
 <p data-bbox="142 1458 395 1487">Paris Jay, Dietician</p>	<p data-bbox="474 1314 1145 1375">New Year, New You! Wellbeing Workshops Series</p> <p data-bbox="474 1397 1145 1491">- Paris Jay, Dietician - <i>Healthy eating principles and nutrition recommendations for optimal health</i></p> <p data-bbox="474 1498 1145 1527">Tuesday 12 January, 2021 at 12noon-1pm</p>	<p data-bbox="1230 1413 1337 1442">20 (live)</p>
 <p data-bbox="148 1783 389 1843">Tanya Lewis, Eco-organiser</p>	<p data-bbox="474 1617 1145 1680">- Tanya Lewis, Eco-organiser - <i>The benefits of ethical decluttering</i></p> <p data-bbox="474 1686 1038 1715">Thursday 14 January, 2021 at 12noon-1pm</p> <p data-bbox="474 1738 1145 1800">- Annette Subhani, Life Coach - <i>Exploring New Pathways, Holistic Life Model</i></p> <p data-bbox="474 1807 1031 1836">Tuesday 19 January, 2021 at 12noon-1pm</p>	<p data-bbox="1230 1767 1337 1796">33 (live)</p>

 <p>Maggie Flanagan, Wellness Coach</p>	<p>- Maggie Flanagan, Wellness and Nutrition Coach - <i>Help! I Want My Waist Back!</i> Thursday 21 January, 2021 at 12noon-1pm</p> <p>Short and Sweet - New Australian Fiction 2020 Short Story Panel Discussion with emerging authors Elizabeth Flux, Laura McPhee-Browne and Jack Vening chaired by local writer Charlotte Guest. In partnership with <i>Kill Your Darlings</i> Wednesday 27 January, 2021 at 7.30-8.30pm</p>	<p>23 (live)</p> <p>20 (live)</p> <p>60 (live) + 219 (on demand)</p>
<p>February 2021</p>  <p>Jenny Hocking</p>  <p>Carly Findlay</p>	<p>ONLINE AND IN-PERSON – Adult Programs</p> <p>Jenny Hocking - <i>The Palace Letters</i> - *ONLINE* Thursday 4th February at 7.30-8.30pm</p> <p><i>Growing Up Disabled in Australia - Panel Discussion</i> - *IN-PERSON* Thursday 11 February at 6.30pm</p> <p>Deborah Rodriguez - <i>The Moroccan Daughter</i> - *ONLINE & INTERNATIONAL* Wednesday 17th February at 7.30-8.30pm</p> <p>Gideon Haigh - <i>The Momentous, Uneventful Day: A Requiem for the Office</i> - *IN-PERSON* Thursday 25th February at 6.30pm</p>	<p>49 (live) + 101 (on demand)</p> <p>49 (in-person) + 13 (live) + 127 (on demand)</p> <p>39 (live) + 128 (on demand)</p> <p>45 (in-person)</p>

<p>March 2021</p>  <p>Local Book Launch – <i>13 Wise Women - The COVID Year</i></p>  <p><i>Ross Garnaut</i></p>  <p><i>We held three events in support of Geelong Design Week</i></p>	<p>ONLINE AND IN-PERSON – Adult Programs</p> <p>13 Wise Women - <i>The COVID year</i> - Panel Discussion for International Women's Day - *IN-PERSON* Thursday 4 March at 6.30-7.30pm</p> <p>Fiona Lowe - <i>A Home Like Ours</i> at WAURN PONDS LIBRARY - *IN-PERSON* Wednesday 10th March at 6.30-7.30pm</p> <p>Ross Garnaut - <i>Reset: Restoring Australia after the Pandemic Recession</i> - *IN-PERSON* Thursday 11 March at 6.30-7.30pm</p> <p>Neal Drinnan – <i>Pathways to Publishing</i> (GRLC Writers' Workshop) - *IN-PERSON* Saturday 13th March at 10.00am to 3.00pm</p> <p>Robin Boyd Furniture Collection – Brought Back to Life - *IN-PERSON* Geelong Design Week partnership event with Kfive Furniture & Boyd Foundation Thursday 18th March at 7.00-8.00pm</p> <p>Humans in Geelong - panel discussion - *IN-PERSON* Geelong Design Week partnership event Tuesday 23rd March at 7.30-8.30pm</p> <p>Compelling Book Design – Re-thinking the Cover - *IN-PERSON* Geelong Design Week event Wednesday 24 March at 6.30-7.30pm</p>	<p>50 (in-person)</p> <p>31 (in-person)</p> <p>60 (in-person)</p> <p>20 (in-person)</p> <p>48 (in-person)</p> <p>70 (in-person)</p> <p>40 (in-person)</p>
--	---	---

	<p>Raising Girls Who Like Themselves – Kasey Edwards & Christopher Scanlon - *ONLINE* Tuesday 30th March at 7.30-8.30pm</p>	<p>135 (live) + 187 (on-demand)</p>
<p>April 2021</p>  <p><i>Author Pip Williams</i></p>  <p><i>Alli Sinclair in-conversation with Mark Beasley for the Australian Heritage Festival</i></p>	<p>ONLINE AND IN-PERSON – Adult Programs</p> <p>Ron Hedgcock - The Last Supper author talk at Leopold Library - *IN-PERSON* Thursday 8 April at 6.30-7.30pm</p> <p>Pip Williams - The Dictionary of Lost Words - *ONLINE* Thursday 8 April at 7:30-8.30pm</p> <p>John Bartlett - Awake at 3AM - *IN-PERSON* Poetry Book Launch Sunday 11 April at 2-3pm</p> <p>Sarah Krasnostein - The Believer - *ONLINE* Thursday 15 April at 7:30-8.30pm</p> <p>Mark Smith – Writing Short Fiction (Half Day Workshop) - *IN-PERSON* Saturday 17 April from 10:00am to 3:00pm</p> <p>Alli Sinclair – The Codebreakers - *IN-PERSON* Thursday 22 April at 6:30-7.30pm</p>	<p>8 (in-person)</p> <p>183 (live) + 334 (on-demand)</p> <p>36 (in-person)</p> <p>38 (live) + 53 (on-demand)</p> <p>20 (in-person)</p>

 <p>SYDNEY WRITERS FESTIVAL LIVE & LOCAL</p> <p><i>We livestreamed 12 of the events from the Sydney Writers Festival to a combined audience of 88 attendees.</i></p>	<p>Samuel Johnson - Love Your Sister Pop Up Event - *IN-PERSON* at Leopold Library Saturday 24 April from 10-11.30am</p>	48 (in-person)
	<p>Sue Williams - Elizabeth & Elizabeth - *ONLINE* Australian Heritage Festival Event Wednesday 28 April at 7.30-8.30pm</p>	40 (in-person)
	<p>Belinda Lyons-Lee – Tussaud - *IN-PERSON* at Belmont Library Thursday 29 April from 6.30-7.30pm</p>	45 (live) + 36 (on-demand)
	<p>Sydney Writers Festival - Live and Local Livestream - *ONLINE* Friday 30 April from 10.30am to Sunday 2 May 5.30pm (four sessions per day, livestreamed to GL&HC)</p>	14 (in-person) 88 (in-person)

ISL Programs – 01 January to 30 April 2021

The Information Services (ISL) Team increased its program offering three-fold during this period. 62 programs were offered and 29 of these were face to face (in-person). This was under the target set due to the decreasing number of staff in this area and staff illness.

A new cohort of programming was also established during this period. The *Get to Know* series of genre focused programs highlights particular reading genres for both the recreational reader and the information reader. Some of these were particularly well attended during this period, please see highlights below.

Library facilitated Book Clubs started in March and were immediately booked out. The success of these new Book Clubs, along with the community support shown for the *Get to Know* series highlights, provided a curated space for people to talk about books and reading – which is something we need to do more of.

The ISL Team continues to offer programming focused on digital literacy and life skills. These types of programs are still a priority and will continue to support the lifelong learning goal of the organisation.

Key highlights included:

Mindfulness and Meditation on Your Tablet



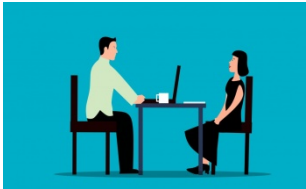
This online event was held twice in this period and both instances were well attended. The session covered not only how to download and navigate a range of “freemium” apps but also other resources on mindfulness and meditation. It also focused on how to use your library membership to access free mindfulness resources, via the library website.

How to Search Beyond Google



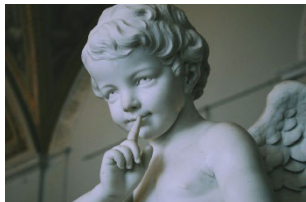
This has become a regular program currently being offered once a month and has a regular attendance of 4 to 5 people. It is designed to support the growth of digital skills in the community and to develop a focus on authoritative, library provided resources. The program also gives the team an opportunity to support the use of tablets and apps.

Job Interview Tips



One of a suite of programs that make up a lifestyle offer, *Job Interview Tips* highlights the resources that GRLC has available for the job seeker. Understandably in this COVID normal environment, this program has good attendance. The partner program for this, *CV/Resume Writing Tips*, was equally well attended.

Why the Classics Matter



A brand new offering, *Why the Classics Matter* was an online event that had an extraordinary attendance. The normal upper limit for ISL programming is 12, but *Why Classics Matter* garnered 24 attendees. The event was held online and therefore attendance was easily increased without social distancing concerns. The online aspect was useful also in generating comments in the Chat feature, which were captured and used to make improvements. Partner programs *Get to Know Romanticism* and *Get to Know Psychology* also had high attendance.

Get to Know: Romanticism



This program was designed to promote the Arts and Literature collection with a focus on the English Romantics. It was held online with 16 bookings and 12 in attendance. These numbers were reasonably impressive given the highbrow nature of the content. Feedback for this session included thanks for “lots of thought-provoking information relating to texts with which I was unfamiliar”. A recording of the Zoom session was made and will be used to promote other upcoming events.

All ISL Programs

Date	Title	Location	Total Attend'
Wednesday, January 06 2021	*ONLINE EVENT* Mindfulness and Meditation On Your Tablet	Belmont Library	7
Monday, January 11 2021	*ONLINE EVENT* Online Selling	Newcomb Library	4
Thursday, January 14 2021	*ONLINE EVENT* 3D Modelling with Tinkercad	Geelong Library and Heritage Centre (The Dome)	1
Friday, January 15 2021	Find Your Next Great Read	Geelong Library and Heritage Centre (The Dome)	2
Monday, January 18 2021	*ONLINE EVENT* Disaster Preparation at Home	Newcomb Library	3
Thursday, January 21 2021	*ONLINE EVENT* Edit Photos on Your Device	Geelong Library and Heritage Centre (The Dome)	5
Thursday, January 28 2021	*ONLINE EVENT* How to Manage Screen Time	Geelong Library and Heritage Centre (The Dome)	4
Wednesday, February 03 2021	*ONLINE EVENT* Make Your Word Documents Look Amazing	Geelong Library and Heritage Centre (The Dome)	1
Friday, February 05 2021	*Online Event* Introduction to Kanopy	Geelong Library and Heritage Centre (The Dome)	0
Wednesday, February 10 2021	*ONLINE* eNewspapers and eMagazines for Free!	Belmont Library	3
Thursday, February 11 2021	*ONLINE* Great Apps For Your Device	Geelong Library and Heritage Centre (The Dome)	3
Friday, February 12 2021	*ONLINE* Job Interview Tips	Newcomb Library	8
Friday, February 12 2021	*ONLINE* Google Search Like an Expert	Geelong Library and Heritage Centre (The Dome)	0
Tuesday, February 16 2021	*ONLINE* Literary Trivia	Belmont Library	2
Monday, February 22 2021	*ONLINE* eBooks on Your Kobo eReader	Newcomb Library	0
Wednesday, February 24 2021	*ONLINE* How to Search Beyond Google	Geelong Library and Heritage Centre (The Dome)	5
Thursday, February 25 2021	*ONLINE* Why The Classics Matter	Geelong Library and Heritage Centre (The Dome)	24
Thursday, February 25 2021	*ONLINE* Veggie Gardening for Beginners	Geelong Library and Heritage Centre (The Dome)	5

Friday, February 26 2021	*ONLINE* Make a Short Historical Video	Geelong Library and Heritage Centre (The Dome)	5
Monday, March 01 2021	*ONLINE* Introduction to Kanopy	Newcomb Library	0
Wednesday, March 03 2021	*IN-PERSON* iPad Basics	Waurm Ponds Library	3
Thursday, March 04 2021	*ONLINE* Create & Narrate a Video/Slideshow	Geelong Library and Heritage Centre (The Dome)	0
Friday, March 05 2021	*ONLINE* Online Selling	Newcomb Library	1
Friday, March 05 2021	*ONLINE* How to Avoid Online Misinformation	Geelong Library and Heritage Centre (The Dome)	2
Wednesday, March 10 2021	*IN-PERSON* The Dome Library Book Club	Geelong Library and Heritage Centre (The Dome)	4
Wednesday, March 10 2021	*ONLINE* Mindfulness and Meditation on Your Tablet	Belmont Library	2
Wednesday, March 10 2021	*IN-PERSON* Augmented Reality on Your Device	Geelong Library and Heritage Centre (The Dome)	0
Friday, March 12 2021	*ONLINE* eBooks on your Kobo eReader	Newcomb Library	1
Monday, March 15 2021	*IN-PERSON* Mouse & Keyboard Basics	Newcomb Library	2
Wednesday, March 17 2021	*IN-PERSON* Email Basics	Belmont Library	0
Thursday, March 18 2021	*IN-PERSON* Evening Book Chat	Geelong Library and Heritage Centre (The Dome)	1
Friday, March 19 2021	*IN-PERSON* Get to Know: Thrillers	Newcomb Library	0
Monday, March 22 2021	*IN-PERSON* Language Learning with Mango	Newcomb Library	0
Monday, March 22 2021	*ONLINE* Active Citizenship in the Age of COVID-19	Newcomb Library	1
Wednesday, March 24 2021	*ONLINE* Get To Know: The Short Story Genre	Geelong Library and Heritage Centre (The Dome)	2
Wednesday, March 24 2021	*IN-PERSON* Avoiding Digital Distraction	Geelong Library and Heritage Centre (The Dome)	0
Thursday, March 25 2021	*ONLINE* Get to Know: Romanticism	Geelong Library and Heritage Centre (The Dome)	12
Friday, March 26 2021	*IN-PERSON* Armchair Actors	Geelong Library and Heritage Centre (The Dome)	3
Monday, March 29 2021	*ONLINE* iPad Basics	Newcomb Library	2

Monday, March 29 2021	*ONLINE* How to Search Beyond Google	Geelong Library and Heritage Centre (The Dome)	0
Tuesday, March 30 2021	*ONLINE* Introduction to Strawbale Gardening	Geelong Library and Heritage Centre (The Dome)	0
Wednesday, March 31 2021	*IN-PERSON* Get to Know: Science Fiction	Belmont Library	1
Wednesday, April 07 2021	*IN-PERSON* Basic Robotics	Bannockburn Library	0
Wednesday, April 07 2021	*ONLINE* Find Your Next Great Read	Belmont Library	0
Wednesday, April 07 2021	*ONLINE EVENT* Compare Power Prices Online	Geelong Library and Heritage Centre (The Dome)	0
Monday, April 12 2021	*IN-PERSON* Internet and Email for Beginners	Newcomb Library	1
Wednesday, April 14 2021	*ONLINE EVENT* CV/Resume Writing Tips	Geelong Library and Heritage Centre (The Dome)	4
Wednesday, April 14 2021	*IN-PERSON* The Dome Library Book Club	Geelong Library and Heritage Centre (The Dome)	10
Thursday, April 15 2021	*IN-PERSON* Evening Book Chat	Geelong Library and Heritage Centre (The Dome)	0
Friday, April 16 2021	*ONLINE* eBooks on Your Kobo eReader	Newcomb Library	1
Friday, April 16 2021	*IN-PERSON* Laptop Basics	Torquay Library	4
Monday, April 19 2021	*IN-PERSON* Job Interview Tips	Newcomb Library	1
Monday, April 19 2021	*ONLINE* How to Avoid Online Misinformation	Geelong Library and Heritage Centre (The Dome)	0
Wednesday, April 21 2021	*IN-PERSON* Finding Your Military Family History	Geelong Library and Heritage Centre (The Dome)	4
Thursday, April 22 2021	*IN-PERSON* Alfred Hitchcock Movie Night with Kanopy	Leopold Library	3
Thursday, April 22 2021	*IN-PERSON* Tech Help Drop In	Geelong Library and Heritage Centre (The Dome)	0
Friday, April 23 2021	*IN-PERSON* Overlocker Overview	Corio Library	0
Monday, April 26 2021	*ONLINE* Get to Know: Horror	Newcomb Library	0
Tuesday, April 27 2021	*ONLINE* Literary Trivia	Geelong Library and Heritage Centre	2
Wednesday, April 28 2021	*ONLINE* Short Story Book Club	Geelong Library and Heritage Centre (The Dome)	2

		Dome)	
Thursday, April 29 2021	*ONLINE* Psychology - Great Reads	Geelong Library and Heritage Centre (The Dome)	12
Friday, April 30 2021	*ONLINE* How to Search Beyond Google	Geelong Library and Heritage Centre (The Dome)	3

Children and Youth Services – 01 January to 30 April 2021

January 2021



January School Holiday Program – Handy Creatures

YouTube Views	Number of Views January
Baby Time	153
Preschool Story Time	63
Toddler Time	126
Other Children Programs	676
Total	1018

January School Holiday Program

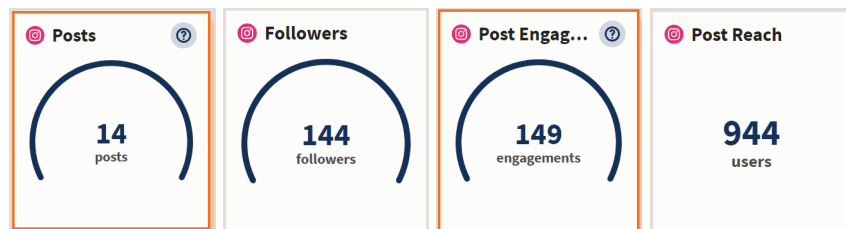
The January School Holiday program offered a month of at-home activity ideas for children, youth and families. A range of downloadable activity sheets and video tutorials could be accessed via the libraries website and YouTube channel.

- 19 Children’s activities were accessed by 349 individuals
- 12 Youth activities were accessed by 190 individuals

Other Programs

Maternal and Child Health, New Parent Group session: Delivered in partnership with City of Greater Geelong Family Services: Maternal and Child Health. 1 session was delivered to 8 parents and babies.

Checked.In.YA - Digital youth engagement using the social media platform Instagram to provide reading recommendations for young adults. January 1 –January 30, 2021



- Posts: 14
- Followers: 144
- Post Engagement: 149 engagements
- Reach: 944 users

February 2021



Meet the creator of Kangaroo Beach

YouTube Views	Number of Views February
Baby Time	87
Preschool Story Time	29
Toddler Time	209
Other Children Programs	531
Total	856

In-person Early Literacy Programs

Baby Time and Preschool Story Time resumed in-person sessions with attendee limits and physical distancing measures in place, as per government restrictions

- Baby Time: 55 Sessions, 895 attendees
- Preschool Story Time: 54 sessions, 661 attendees

Other Programs

Select in-person after school sessions commenced in February with attendee limits and physical distancing measures in place, as per government restrictions.

Other Children's Programs: 10 sessions, 86 attendees

- Code Club: Scratch 1: Newcomb, Geelong Library and Heritage Centre
- Lego WeDo 2.0: Leopold, Geelong Library and Heritage Centre

Special Event - Meet the Creator of Kangaroo Beach at Torquay Library

Maternal and Child Health, New Parent Group sessions: Delivered in partnership with City of Greater Geelong Family Services: Maternal and Child Health. 10 sessions were delivered to 143 parents and babies.

Outreach

- 13 sessions, 289 attendees

School and Group Visits

- 12 sessions, 185 attendees

Checked.In.YA - Digital youth engagement using the social media platform Instagram to provide reading recommendations for young adults. February 1 – February 28, 2021



Posts: 12

- Followers: 144
- Post Engagement: 126 engagements
- Reach: 757 users

March 2021

YouTube Views	Number of Views March
Baby Time	66
Preschool Story Time	20
Toddler Time	238
Other Children Programs	470
Total	794

In-person Early Literacy Programs

Baby Time and Preschool Story Time resumed in-person sessions with attendee limits and physical distancing measures in place, as per government restrictions

- Baby Time: 83 sessions, 1263 attendees
- Preschool Story Time: 75 sessions, 816 attendees

Other Programs

Select in-person after school sessions commenced in February with attendee limits and physical distancing measures in place, as per government restrictions.

Other Children’s Programs: 22 sessions, 75 attendees

- Build Smart Machines with Sam Labs: Corio
- Code Club: Newcomb, Geelong Library and Heritage Centre
- Junior Coders: Geelong Library and Heritage Centre
- Lego WeDo 2.0: Leopold, Geelong Library and Heritage Centre
- Explore OSMO: Lara

Maternal and Child Health, New Parent Group sessions: Delivered in partnership with City of Greater Geelong Family Services: Maternal and Child Health. 9 sessions were delivered to 233 parents and babies.

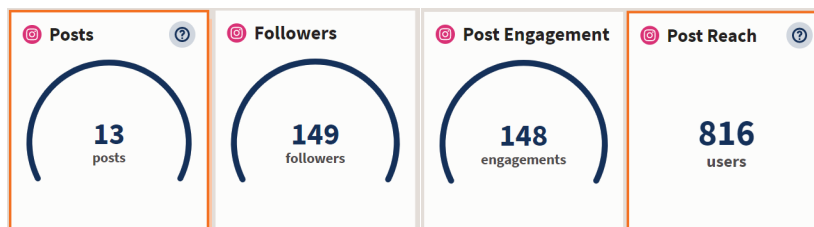
Outreach

- 38 sessions, 879 attendees

School and Group Visits

- 34 sessions, 1134 attendees

Checked.In.YA - Digital youth engagement using the social media platform Instagram to provide reading recommendations for young adults. March 1 – March 31, 2021



- Posts: 13
- Followers: 149
- Post Engagement: 148 engagements
- Reach: 816 users

April 2021



Meet Local Picture Book Creators @ Torquay Library

YouTube Views	Number of Views April
Baby Time	71
Preschool Story Time	8
Toddler Time	98
Other Children Programs	383
Total	560

In-person Early Literacy Programs

Baby Time and Preschool Story Time resumed in-person sessions with attendee limits and physical distancing measures in place, as per government restrictions

- Baby Time: 72 sessions, 1107 attendees
- Preschool Story Time: 36 sessions, 476

April School Holiday Program

The April School Holiday program offered in-person workshops, storytelling and maker activities for children, youth and families.

- 61 Children’s activities were presented to 560 attendees
- 19 Youth activities were presented to 77 attendees

Other Programs

Select in-person after school sessions commenced in February with attendee limits and physical distancing measures in place, as per government restrictions.

Other Children’s Programs: 9 sessions, 52 attendees

- Code Club: Scratch 2: Ocean Grove, Newcomb, Geelong Library and Heritage Centre
- LEGO WeDo 2.0: Waurm Ponds
- Explore OSMO: Leopold Library
- Writing Cadets: Geelong Library and Heritage Centre
- Let’s Go LEGO: Bannockburn

Special Event – Drawing Australian Animals at Torquay Library with local author Renee Treml

Special Event – Meet Local Picture Book Creators at Torquay Library with Renee Treml, Stef Gemmill and Kaye Baillie

Maternal and Child Health, New Parent Group sessions: Delivered in partnership with City of Greater Geelong Family Services: Maternal and Child Health. 9 sessions were delivered to 170 parents and babies.

Outreach

- 14 sessions, 265 attendees

School and Group Visits

- 31 sessions, 686 attendees

Checked.In.YA - Digital youth engagement using the social media platform Instagram to provide reading recommendations for young adults. April 1 – April 30, 2021



- Posts: 13
- Followers: 154
- Post Engagement: 146 engagements
- Reach: 955 users

Recommendation:
That the Events and Programming Report be noted.

9. MARKETING AND COMMUNICATIONS REPORT: 01 JANUARY – 28 MAY 2021

Marie O'Dell, Executive Manager People and Business Operations

This report documents marketing and communications activity for the period 01 January – 31 May 2021. The listing of media coverage is included as **Appendix 1**

WHAT'S ON BROCHURE



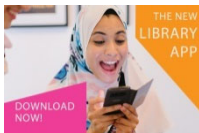
iCopies of the January/February, March/April and May/June editions of the *What's On at the Library* brochure were distributed to library branches, with digital 'ISSUU' versions available on the GRLC website.

NEW SUITE OF COLLATERAL



A fresh suite of printed collateral including bookmarks, shelf talkers and pull-up banners has been designed and printed. The eye-catching collateral has been designed to promote services and GRLC communications channels including the eCollection, eNewsletter, social media channels and the library app.

LAUNCH OF LIBRARY APP



The new GRLC library app was launched online in late April via social media and the GRLC eNewsletter. The app allows people to search the library catalogue, borrow, renew and place holds on collection items, book into events, view library account details, and more.

INTERNAL COMMUNICATIONS & ENGAGEMENT STRATEGY



The GRLC's Internal Communications & Engagement Strategy was approved and actions in the strategy are now being implemented. An internal communications training session for the GRLC leadership team is currently in development.

COLAC OTWAY SHIRE TRANSITION



A detailed plan outlining communications in the lead up to the transition of services in Colac Otway Shire libraries to the GRLC has been approved by the Project Control Group and is now being implemented in consultation with Colac Otway Shire.

**LIBRARY PLAN
 2021-25
 COMMUNITY
 ENGAGEMENT**



A successful community engagement campaign has been rolled out in support of the development of the GRLC’s strategic Library Plan 2021-25. The Marketing & Communications team has worked with consultants from Project Sisu to deliver:

- An community survey which returned 3,800 responses.
- Six focus groups held in the community, with around 50 attendees.
- Seven staff workshops (including an online workshop), attended by 80 staff members.
- 25 stakeholder interviews.

**WHAT’S ON
 ADVERTISING**



In March we recommenced our print ‘What’s On at the Library’ advertising following a hiatus and review. The approved recommendation from the review was to reduce print advertising spend by restricting regular advertising to monthly ads in the *Times* publications, with optional additional advertising in local publications as warranted by the campaign or event.

**POST-
 MEMBERSHIP
 BROCHURE**



Following consultation with library staff, a new format post-membership brochure has been developed and printed. The brochure, which can be handed to new members when they join the library, is more accessible and less detailed, and features a snap-shot of the services and collections available to library members.

**GLHC DIGITAL
 TOUR**



Work has commenced on developing content for a new digital, self-guided tour of the Geelong Library & Heritage Centre. The self-guided tour will utilise QR codes linking to discrete pages on the GRLC website and will be enhanced by a fleet of mini iPads which visitors can borrow from the ground floor of the building.

**COVID-19
 COMMUNICATIONS**



The Marketing & Communications team has supported communication requirements during library closures due to COVID-19 lockdowns in February and May.

**COMMUNITY
 ENGAGEMENT –
 INFRASTRUCTURE
 PROJECTS**



The GRLC has supported community engagement communications activities led by the City of Greater Geelong and Surf Coast Shire seeking community feedback on plans for the new Drysdale, Armstrong Creek and Torquay libraries.

GRLC WEBSITE

During the reporting period, the GRLC website recorded:

303,923 (263,287) Website sessions (↑15.43%)



















482,253 (470,582) Page views (↑2.48%)

76.8% (73.6%) New visitors

23.2% (26.4%) Return visitors

(NB: figure from previous **five month** period is shown in brackets for comparison.)

The most popular pages on the website during the reporting period are shown below (with number of page views indicated in bold and percentage of overall website traffic indicated in brackets in right hand column):

Page	Pageviews	% Pageviews
1. / 	291,132	 60.37%
2. /browse 	19,243	 3.99%
3. /services/join-library 	7,560	 1.57%
4. /locate/ocean-grove-library 	6,230	 1.29%
5. /http://catalogue.grlc.vic.gov.au/client/en_GB/public/suggestion-purchase 	6,113	 1.27%
6. /locate 	5,897	 1.22%
7. /about-us/employment 	5,477	 1.14%
8. /locate/torquay-library 	5,470	 1.13%
9. /learn/little-readers/events-little-readers 	5,166	 1.07%
10. /locate/waurn-ponds-library 	5,138	 1.07%

SOCIAL MEDIA

FACEBOOK

At the time of writing this report, GRLC's [Facebook page](#) has:

9,634 Page followers (↑423)

8,601 Page likes (↑238)

Our Book Buzz Group has 461 members (↑11)

Our most popular Facebook posts are shown in the table below.



The following Facebook posts had the highest reach* during the reporting period:

**Reach is a measurement of how many people saw content from a page, such as a post*

17 February 2021	Open, shut them... open, shut them...OPEN! Following advice from the Victorian Government this morning, we are pleased to let you know that our library branches, mobile libraries and return chutes will be re-opening. (5,700)
26 February 2021	The City of Greater Geelong is building a new \$9 million Drysdale Library in the town square - and the artist's impressions look incredible! (15,300 reach)
6 March 2021	From the Vault... You may have noticed a little demolition happening across from the Dome in recent weeks. We've delved into the archives to find this rare view of the GPAC (now Geelong Arts Centre) site prior to construction in 1981 (7,400)
14 April 2021	Library Plan Focus Group promotion (5,900)
1 May 2021	Giveaway time – Sally Learey (local author) book (12,400)

Facebook posts with highest engagement* during the reporting period:

**Engagement is a measurement of how many people clicked, liked, shared, or commented on a post*

29 January 2021	Have you missed coming along to Baby Time and Preschool Story Time at the library? We've sure missed seeing your smiling faces 😊! (553 engagements)
17 February 2021	Open, shut them... open, shut them...OPEN! Following advice from the Victorian Government this morning, we are pleased to let you know that our library branches, mobile libraries and return chutes will be re-opening. (255 engagements)
26 February 2021	The City of Greater Geelong is building a new \$9 million Drysdale Library in the town square - and the artist's impressions look incredible! (3,574 engagements)
6 March 2021	From the Vault... You may have noticed a little demolition happening across from the Dome in recent weeks. We've delved into the archives to find this rare view of the GPAC (now Geelong Arts Centre) site prior to construction in 1981 (805 engagements)
1 May 2021	Giveaway time – Sally Learey (local author) book (52 post engagements, 5.9K video views)
14 May 2021	Do you have a little LEGO fiend in your house? Kids aged 7-11 are invited to our free LEGO® WeDo® 4 week program at Newcomb Library (298 engagements)

LINKEDIN



The GRLC's [LinkedIn account](#) currently has:

363 Followers (↑66)

INSTAGRAM



At the time of this report, GRLC's [Instagram account](#) has:

3,213 Followers (↑86)

TWITTER



At the time of this report, GRLC's [Twitter account](#) has:

2,403 (↑15)

The GRLC tweeted 69 times during the reporting period. GRLC was mentioned 156 times in other's tweets.

During this period, the Tweets with the most impressions* were:

* Impressions is the number of times users saw a Tweet on Twitter

5 March 2021	Wondering where to next for libraries in our region? We want to hear from you! We are developing our Library Plan 2021–2025 and we want to know your ideas. (1,594 impressions)
9 March 2021	Enjoy 'The Trauma Cleaner'? You'll love Sarah Krasnostein's explosive new work of non-fiction, 'The Believer'! (2,160 impressions)
19 March 2021	Keen on understanding, writing or discussing short stories? Check out these great events! (1,555 impressions)
29 April 2021	International bestselling author @NikkiGemmell joins us for an online in-conversation on Wed 5 May at 7.30pm to chat about her latest novel 'The Ripping Tree'. (1,978 impressions)
19 May 2021	We're thrilled to have Alice Pung join us for an in-conversation on Wed 16 June. (1,487 impressions)

MEDIA

Media releases and responses

During the reporting period, the GRLC issued the following media releases:

01 January 2021	In-person events return to the library
17 February 2021	COS residents to reap benefit of library transition
10 March 2021	Community invited to shape library's future
7 April 2021	The Geelong Heritage Centre welcomes donation of rare 19th Century cricket trophy
22 April 2021	Geelong Regional Libraries welcomes new CEO
24 May 2021	Protected Industrial Action at GRLC

During the reporting period, the GRLC formally responded to a media enquiry on the following topic:

04 March 2021	Geelong Advertiser: Does the GRLC plan to remove Dr Seuss books from its collections?
17 March 2021	Geelong Advertiser: Has the GRLC made a decision as to whether it will remove any of the five (Dr Seuss) titles from its collection?
24 May 2021	Colac Herald: Would GRLC like to respond to the ASU claims outlined (in media release) and provide any info about how GRLC is handling this issue.
25 May 2021	Geelong Independent: Examples of average annual salaries

Published media

During the period 01 January to 28 May 2021, 107 references to the GRLC were picked up in print media (including digital versions of print media publications). Please note that this report no longer includes reference to paid advertising placed by the GRLC. Some digital content is syndicated across a number of media outlets; for the sake of brevity, this report contains only one mention of syndicated content.

Media summary – see Attachment 1

Recommendation:

That the Marketing and Communications Report (01 January – 28 May 2021) be noted.

Appendix 1

Listing of published news/features, letters, opinion pieces, editorial, social pictures and free promotion.

Date	Headline	Source	Reach	Desktop Reach	Mobile Reach
27-May-2021 07:42PM	Conversations help shape future	Bellarine Times (Print version)	50000	50000	0
27-May-2021 05:06PM	City facilities to close for 7-day lockdown	The National Tribune	9882	4166	5716
27-May-2021 04:17PM	City to close facilities during snap lockdown	timesnewsgroup	18919	10080	8839
26-May-2021 07:16PM	Pay dispute for library group	Colac Herald (Print version)	0	0	2827
26-May-2021 12:31PM	Community rises to the challenge during 2020	Geelong Australia	76650	33844	42806
26-May-2021 08:01AM	Investing in our region's health	Geelong Advertiser (Print version)	68000	68000	102344
25-May-2021 10:19AM	Strike threat in library pay stoush	Geelong Indy	11939	5306	6633
25-May-2021 07:12AM	Library strike threat	Geelong Advertiser (Print version)	68000	68000	102344
24-May-2021 02:47PM	Victorian Early Years Awards nominations open	Department of Education and Training	1027883	674995	352888
24-May-2021 11:27AM	Latest Geelong council news for week of May 23	Herald Sun (Licensed by Copyright Agency)	2794132	731599	2062533
24-May-2021 07:33AM	Library staff fury over pay, safety	Bay 93.9 FM	91539	15553	75986
13-May-2021 06:29PM	Learn how to love your neighbour during Law Week	Geelong Times (Print version)	0	0	1440
13-May-2021 06:27PM	Herne Hill pupils celebrate their local superheroes	Geelong Times (Print version)	0	0	1440
13-May-2021 04:06PM	ON THE BOOKS	Bellarine Times (Print version)	50000	50000	0
07-May-2021 08:46PM	Budget delivers for Bellarine	Ocean Grove Voice (Print version)	0	0	1291
06-May-2021 07:40PM	Proposed budget released for feedback	Geelong Times (Print version)	0	0	1440
06-May-2021 07:36PM	LOCAL CHILDREN'S AUTHOR RELEASES new book	Geelong Times (Print version)	0	0	1440
06-May-2021 07:35PM	Kids have power to reward their superheroes	Geelong Times (Print version)	0	0	1440
06-May-2021 03:19AM	COLOURFUL TALE BRINGS GEELONG SITES TO LIFE	Geelong Advertiser (Print version)	68000	68000	102344

01-May-2021 04:30AM	DOWN BY THE BAY	The Age (Print version)	501000	501000	2558383
30-Apr-2021 08:39PM	Councillors appraise draft budget	Colac Herald (Print version)	0	0	3147
30-Apr-2021 10:22AM	Colac Otway Focuses on Services, Sustainability and Growth	Colac Otway Shire Council	11390	4487	6903
29-Apr-2021 04:13PM	ASSET RECOVERY	Geelong Times (Print version)	0	0	904
29-Apr-2021 03:46PM	GRLC appoints new chief executive	Geelong Times (Print version)	0	0	904
29-Apr-2021 02:55PM	A TIME FOR RENEWAL	Bellarine Times (Print version)	50000	50000	0
28-Apr-2021 04:35PM	GRLC appoints new chief	Colac Herald (Print version)	0	0	3147
28-Apr-2021 08:33AM	Ratepayer relief: Geelong unveils record low rates hike	Bay 93.9 FM	100990	15120	85870
28-Apr-2021 03:32AM	No ward can be treated in isolation	Geelong Advertiser (Print version)	68000	68000	125398
28-Apr-2021 03:15AM	THE BIGGEST PROJECTS IN YOUR WARD	Geelong Advertiser (Print version)	68000	68000	125398
25-Apr-2021 02:45PM	All the latest Geelong council news for week of April 19	Townsville Bulletin (Licensed by Copyright Agency)	174578	41061	133517
24-Apr-2021 06:17AM	Library hires ex staffer as its new boss	Geelong Advertiser (Print version)	68000	68000	125398
22-Apr-2021 05:32PM	Actor Samuel Johnson brings heartfelt cancer crusade to Geelong	Bellarine Times (Print version)	50000	50000	0
21-Apr-2021 04:23AM	Patti says farewell	Geelong Advertiser (Print version)	68000	68000	125398
17-Apr-2021 06:01AM	CITY NEWS	Geelong Advertiser (Print version)	68000	68000	125398
16-Apr-2021 03:50PM	Armstrong Creek growth area expected to house 60,000 people when fully developed	Geelong Advertiser (Licensed by Copyright Agency)	178131	52733	125398
13-Apr-2021 05:03AM	LOCAL AUTHOR READY TO MAKE A SPLASH	Geelong Advertiser (Print version)	68000	68000	125398
09-Apr-2021 09:19PM	Storyfest continues in Central Geelong	Ocean Grove Voice (Print version)	0	0	632
09-Apr-2021 04:27AM	CRACKING RARE TROPHY MYSTERY	Geelong Advertiser (Print version)	68000	68000	125398
08-Apr-2021 03:02PM	Construction under way on state-of-the-art hub	Bellarine Times (Print version)	50000	50000	0
06-Apr-2021 04:01AM	Ground broken for hub	Geelong Advertiser (Print version)	68000	68000	128778

03-Apr-2021 06:00AM	Easter fun for kids	Geelong Advertiser (Print version)	68000	68000	128778
03-Apr-2021 04:30AM	Geelong artist adds to the region's many attractions	The Senior Victoria (Print version)	178000	178000	2029
25-Mar-2021 09:41AM	Storyfest - A festival of stories, adventures and fun !	Geelong Times (Print version)	0	0	1447
24-Mar-2021 04:43AM	Help shape brand new chapter	Geelong Advertiser (Print version)	68000	68000	128778
23-Mar-2021 10:53AM	City seeking community input for new Armstrong Creek library & community hub	Geelong Australia	79493	36157	43336
22-Mar-2021 06:13AM	Dr Seuss goose isn't cooked in libraries	Geelong Advertiser (Print version)	68000	68000	128778
21-Mar-2021 10:04AM	Geelong getaway	The Sunday Herald Sun (Print version)	773000	773000	2022114
20-Mar-2021 07:00AM	16 great reasons to visit Geelong	Herald Sun (Licensed by Copyright Agency)	2791305	769191	2022114
20-Mar-2021 04:30AM	NEIGHBOURHOODS / GEELONG	The Age (Print version)	501000	501000	2595685
19-Mar-2021 08:51PM	Designing Geelong's green future	Geelong Indy (Print version)	76791	76791	5662
18-Mar-2021 10:05PM	Geelong Library looking for input	Golden Plains Times (Print version)	0	0	221
18-Mar-2021 09:26PM	Working better together	Bellarine Times (Print version)	50000	50000	0
18-Mar-2021 09:26PM	Community invited to write next chapter of the future of libraries	Bellarine Times (Print version)	50000	50000	0
18-Mar-2021 09:22PM	HIGHLIGHT EVENTS	Bellarine Times (Print version)	50000	50000	0
18-Mar-2021 03:37PM	Share your thoughts on Armstrong Creek's first library	Geelong Times (Print version)	0	0	1447
17-Mar-2021 03:56PM	Civic Precinct explores Central Geelong's past and future for Geelong Design Week	Geelong Australia	79493	36157	43336
17-Mar-2021 11:30AM	Bannockburn Library Remains Closed	Golden Plains Shire Council	8896	3400	5496
17-Mar-2021 05:03AM	Councillors all have skin in the game	Geelong Advertiser (Print version)	68000	68000	128778
16-Mar-2021 10:45AM	Bannockburn Library Temporarily Closed	Golden Plains Shire Council	8896	3400	5496
12-Mar-2021 09:48AM	Have a say on library services	Colac Herald (Print version)	0	0	3430
12-Mar-2021 08:46AM	Library ideas	Geelong Indy (Print version)	76791	76791	5662

12-Mar-2021 08:40AM	Library transition benefits	Local Government Focus	756	407	349
11-Mar-2021 04:41PM	Briefs	Geelong Indy	9744	4301	5443
09-Mar-2021 07:33AM	Locals to have say on new Torquay cultural facility	Bay 93.9 FM	100990	15120	85870
09-Mar-2021 03:55AM	HAVE A SAY ON LIBRARY	Geelong Advertiser (Print version)	68000	68000	128778
09-Mar-2021 02:53AM	\$28m plan to flip sport centre into arts hub	Geelong Advertiser (Print version)	68000	68000	128778
06-Mar-2021 08:01AM	WRITTEN IN THE STARS	Geelong Advertiser (Print version)	68000	68000	131630
05-Mar-2021 06:08PM	Stories of wise women	Geelong Indy (Print version)	76791	76791	5294
05-Mar-2021 10:45AM	Geelong Libraries considering whether to dump "hurtful and wrong" Dr Seuss books	Gold Coast Bulletin (Licensed by Copyright Agency)	312913	82409	230504
05-Mar-2021 08:38AM	Wise women share stories	Geelong Indy	9744	4301	5443
05-Mar-2021 05:03AM	Seuss wait and see	Geelong Advertiser (Print version)	68000	68000	131630
04-Mar-2021 06:44PM	Dr Seuss on Geelong libraries' chopping block	Herald Sun (Licensed by Copyright Agency)	2598389	710276	1888113
28-Feb-2021 10:46AM	Readers asked to contribute to library plan for Moyne and Corangamite	The Standard (Licensed by Copyright Agency)	72842	25282	47560
26-Feb-2021 01:40PM	Councils ask residents what they want from their libraries	Mirage News	317083	135597	181486
26-Feb-2021 08:36AM	New chapter set to begin for library services	Colac Herald (Print version)	0	0	1400
23-Feb-2021 12:29PM	City launches Geelong Design Week 2021	Geelong Australia	95420	39471	55949
23-Feb-2021 04:23AM	AUTHOR TO TALK OFFICE LIFE AT LIBRARY	Geelong Advertiser (Print version)	68000	68000	131630
19-Feb-2021 11:14AM	Colac Otway Shire residents to reap benefits of library transition	Colac Otway Shire Council	8858	3691	5167
19-Feb-2021 04:32AM	A FAIR AMOUNT OF READING TO HELP OUT	Geelong Advertiser (Print version)	68000	68000	131630
18-Feb-2021 05:26AM	Writing a new page	Geelong Advertiser (Print version)	68000	68000	131630
13-Feb-2021 04:56AM	BRINGING HISTORY TO LIFE	Geelong Advertiser (Print version)	68000	68000	131630
12-Feb-2021 08:47AM	Raising awareness of albinism	Geelong Indy (Print version)	76791	76791	5294

12-Feb-2021 04:44AM	LIBRARY NOT BY THE BOOK	Geelong Advertiser (Print version)	68000	68000	131630
12-Feb-2021 12:06AM	Library design revealed	Ocean Grove Voice (Print version)	0	0	197
12-Feb-2021 12:06AM	Lucy's whirlwind ride	Ocean Grove Voice (Print version)	0	0	197
11-Feb-2021 06:36PM	Plans revealed for the City of Greater Geelong's \$9m ultra-green Drysdale Library project	Geelong Advertiser (Licensed by Copyright Agency)	188069	56439	131630
07-Feb-2021 06:00AM	Beaches, bush and botanic gardens: Australia's best regional writers' festivals in 2021	The Guardian	10424637 1	3030281 6	7394355 5
06-Feb-2021 06:26AM	CALENDAR EXHIBITION	Geelong Advertiser (Print version)	68000	68000	157447
05-Feb-2021 09:09AM	Dive into an epic at Monster Book Fair	Geelong Indy	8141	3672	4469
04-Feb-2021 09:08PM	Calendar top shots star in new exhibition	Bellarine Times (Print version)	50000	50000	0
04-Feb-2021 09:01PM	Bellarine residents invited to learn more about library	Bellarine Times (Print version)	50000	50000	0
04-Feb-2021 03:10AM	NEW CHAPTER AS LIBRARY FUN RETURNS	Geelong Advertiser (Print version)	68000	68000	157447
02-Feb-2021 03:44AM	Keep up to date with local scene	Geelong Advertiser (Print version)	68000	68000	157447
30-Jan-2021 06:03AM	Learn more about the planned Drysdale Library	Bay 93.9 FM	177314	24868	152446
29-Jan-2021 05:15PM	Norman Houghton	Geelong Indy (Print version)	76791	76791	4469
29-Jan-2021 11:28AM	Community invited to learn more about new Drysdale Library	Geelong Australia	98985	45828	53157
27-Jan-2021 06:22PM	Historic day for rail historian	Colac Herald (Print version)	0	0	4134
26-Jan-2021 03:25AM	THE KEEPER OF GEELONG'S PAST	Geelong Advertiser (Print version)	68000	68000	157447
26-Jan-2021 12:00AM	Geelong historian brought city's 'birth' to life	Herald Sun (Licensed by Copyright Agency)	2699729	749707	1950022
26-Jan-2021 12:00AM	Geelong historian Norman Houghton earns OAM	Geelong Advertiser (Licensed by Copyright Agency)	223915	66468	157447
22-Jan-2021 08:59AM	'Endless possibilities' take flight	Geelong Indy (Print version)	76791	76791	4469
21-Jan-2021 06:09PM	Short fiction	Geelong Times (Print version)	0	0	161
21-Jan-2021 03:10PM	Short fiction offers a sweet slice of life	Bellarine Times (Print version)	50000	50000	0

14-Jan-2021 05:23PM	Having a plan in place crucial for summer period	Geelong Times (Print version)	0	0	161
09-Jan-2021 06:11AM	WHAT'S ON	Geelong Advertiser (Print version)	68000	68000	157447
07-Jan-2021 02:19PM	Mobile librarian lends her last book	Golden Plains Times (Print version)	0	0	101
01-Jan-2021 04:13AM	Look for bill relief to carry on in '21	Geelong Advertiser (Print version)	68000	68000	0

GRLC appoints new chief executive

BY GEORGIA HOLLOWAY

THE Geelong Regional Library Corporation (GRLC) has announced Vanessa Schemnickau as the new CEO following a competitive recruitment process.

As a strong advocate for regional libraries, Ms Schemnickau has worked for the GRLC as the manager corporate and customer services from 2009 to 2012 before taking on other noteworthy leadership positions.

Ms Schemnickau was selected for her ability to create successful outcomes for the community as demonstrated through her current position as regional director for Barwon South West at the

Department of Transport and former roles at the City of Port Phillip and as Great Ocean Road Coast Committee chief executive officer.

GRLC Chair, councillor Ron Nelson said Ms Schemnickau was selected above a highly competitive shortlist of applicants.

"The board of Geelong Regional Library Corporation was in the privileged position of selecting from a pool of very high calibre candidates, and we are delighted that Vanessa has accepted the role," he said.

"She will bring to the organisation a wealth of relevant experience from executive roles in government and community organisations, as well

as a great understanding of our region and our organisation from her time working here."

The appointment of a new CEO follows the resignation of Patti Manolis OAM who resigned in March 2021 following 14 years in the role in which she oversaw large-scale growth and improvement for the organisation.

"Vanessa has a reputation for being community-focused and outcome driven, and I have no doubt that she will build on the strong legacy left by Patti Manolis as she leads the Geelong Regional Library Corporation into a new era," Cr Nelson said.

Ms Schemnickau will commence her role as CEO at the GRLC on June 7.



Vanessa Schemnickau will commence her new role as CEO on June 7.

Library hires ex staffer as its new boss

GEELONG Regional Library Corporation has named Vanessa Schemnickau as its new chief executive.

Ms Schemnickau's appointment follows the resignation of Patti Manolis from the role of chief executive — a position she held for 14 years — late last month.

Ms Schemnickau worked for the corporation as the manager of corporate and customer services from December 2009 until June 2012, a role in which she was responsible for overseeing corporate functions and customer services initiatives.

Ms Schemnickau is currently employed as the regional director for Barwon southwest at the Department of Transport, where she is responsible for integrated transport, planning, policy implementation and delivery of major capital programs. Prior to this, Ms Schemnickau was the chief executive for the Great Ocean Road Coast Committee.

Ms Schemnickau also has significant local government experience, having spent a number of years at the City of Port Phillip in various senior roles.

Library corporation board chair, Cr Ron Nelson, said the recruitment panel

was confident Ms Schemnickau would bring outstanding and relevant experience to the role.

"The board of Geelong Regional Library Corporation was in the privileged position of selecting from a pool of very high-calibre candidates, and we are delighted that Vanessa has accepted the role," Cr Nelson said.

"She will bring to the organisation a wealth of relevant experience from executive roles in government and community organisations, as well as a great understanding of our region and our organisation from her time working here.

"Vanessa has a reputation for being community focused and outcome driven, and I have no doubt that she will build on the strong legacy left by Patti Manolis as she leads the Geelong Regional Library Corporation into a new era. I wish her all the best and look forward to working closely with her in my role as chair of the board."

Cr Nelson joined fellow library board members Cr Susan Salter, Cr Jim Mason and Cr Owen Sharkey on the recruitment panel.

Ms Schemnickau will begin her role on June 7.

GRLC appoints new chief

The region's roads boss will take charge of Colac Otway library services later this year.

The Geelong Regional Libraries Corporation has appointed current Department of Transport South-West Barwon regional director Vanessa Schemnickau as its new chief executive, taking over from June 7.

Ms Schemnickau was previously chief of the Great Ocean Road Coast Committee and spent more than two years as GRLC's corporate and customer services

manager from December 2009 to June 2012.

"She will bring to the organisation a wealth of relevant experience from executive roles in government and community organisations, as well as a great understanding of our region and our organisation from her time working here," GRLC board chair Ron Nelson said.

Colac Otway Shire Council will join GRLC from July 1 after it voted last year to leave the Corangamite library group.



Vanessa Schemnickau



Liz Pattison and Rachelle Smith farewell Geelong Regional Library Corporation chief Patti Manolis.



Rosemary Nugent, Rosemary Kiss, Jenny Wild, Priscilla Prescott and Maria Bohan.



Susan Howard, Kim Edgar and Ann-Marie Hannan.



Keith Baillie and Margot Smith.



Shirley Jones and Cameron Granger.



Patti says farewell

AFTER 14 years as chief executive of Geelong Regional Library Corporation, Patti Manolis was recently farewelled from the role.

"I am confident I leave the organisation in a very strong position and look forward to watching for the



with the GRLC, Ms Manolis said the role had been the highlight of her career. She also received an Order of Australia medal for services to the library and information services sector in 2019.

"I am confident I leave the organisation in a very strong position and look forward to watching for the

Golden Plains Times



CLOSING the book

For over 20 years mobile librarian Kay Dickenson has been bringing Golden Plain's readers everything they needed. Recently retired, she's made her final rounds across the Shire. Read more on page 3.

Photo: PLE



Service with a smile: Kay Dickenson bringing festive cheer to the truck. Photo: PLE

Mobile librarian lends her last book

BY EDWINA WILLIAMS

A FAMILIAR face to bookworms young and old, Kay Dickenson has made her final town visits as the Shire's mobile librarian.

Joining Geelong Regional Libraries in 1999, she began driving the Golden Plains Mobile Library truck the next year, and retired just before Christmas.

A former farmer, Mrs Dickenson was inspired to join the profession one day in Meredith.

"I used to visit the old library, a semi-trailer, when it went there, and I really liked the idea of it. I love reading," she said.

"I realised that was what I wanted to do, so I got my truck licences, and when there was a vacancy, the library put me on."

Since the turn of the century, book stocks and mobile library stops have come and gone,

catalogue systems have varied, but the social side of her role has never altered.

"I love meeting the people. It's a basic, friendly and very personal service out in Golden Plains, and it's a social outing for us all.

"I've seen a lot of school kids grow up. One of the children from Linton was six-months-old when I met her, and she's just about to go to high school now," Mrs Dickenson said.

"I've gathered a lot of knowledge over the years of what people like, so if I see something that's right for someone, I'll save it for them."

Being a "country girl", Mrs Dickenson has "thoroughly enjoyed" the extensive rural driving, initially travelling 1200 kilometres around the Shire each fortnight, before she began making weekly visits to her book borrowers six years ago.

"I love driving in the countryside, and you see a lot from the height of the truck. I've enjoyed watching the different seasons, the crops, the sheep, cows and haybales," she said.

"It's a bit like the Pony Express through all weather conditions. I've had to double back after trees have fallen on the road. I've parked up at places and it's snowed.

"I've listened to thousands of hours of audiobooks in the truck with CDs, and I've moved onto Borrowbox on my phone, which is fabulous for audiobooks too. I listen to everything, so I am able to recommend things."

In recent times, Mrs Dickenson has regularly visited Cape Clear, Doreak, Enfield, Geenvilla, Hadden, Linton, Meredith, Rokewood and Smythesdale. Depending on the town

population and clientele, stops have been three quarters of an hour long, up to one hour and 45 minutes.

"On my last Friday working I got to Smythesdale and a couple of people gave me gifts and organised a card for the rest of the people to sign along my run. That was very precious," Mrs Dickenson said.

Looking ahead to 2021, her head is "already in holiday mode." She's excited to spend more time with her six grandchildren, and to knit and crochet.

But the Golden Plains Mobile Library won't disappear from her thoughts.

"I will gradually think about people, the ones I won't see, the friendships I've formed over time, and the different interests I've discussed with them, from gardening to knitting."

"It's been brilliant," she said.

Community invited to write next chapter of the future of libraries

BY ANGUS SMITH

BOOKWORMS rejoice! The Geelong Regional Library Corporation (GRLC) is inviting members of the public to share their ideas for the future of their community library services.

Long gone are the days where libraries were places filled with dusty books, elbow patches and shushing librarians.

Libraries now feature 24-hour wi-fi, packed event calendars, click and deliver, click and collect, home library services, PC and mobile devices for hire and so much more.

The GRLC is upping its game even more and is developing its new 'Library Plan 2021-25' which will drive the goals, strategies and actions for its network of libraries for years to come.

As part of the process, GRLC is currently seeking input from the community.

Participants will not just be rewarded with the satisfaction of contributing to the future of the region, but there are also prizes up for grabs for those who take part in the quick online survey, including an iPad and gift card prizes.

GRLC chair Cr Ron Nelson from the City of Greater Geelong is keen for everyone to have their say.

"We want to know how Geelong Regional Libraries, as one of the best library services in Victoria, can be even better – and people from the various communities we serve are well placed to tell us that.

"Public libraries are vital public services and we want to know what people would like to see from

their library service, to ensure they get the most out of it over the next four years," he said.

"The Library Plan will be our roadmap towards more engaged readers, more curiosity sated, more community connection and more people using the huge range of services local libraries offer.

"To our communities I say; don't miss your chance to have your say – and the opportunity to win some great prizes."

Patti Manolis, chief executive officer of the GRLC, says you don't need to be a card-carrying library member to take part.

"We really want to hear from as many people as possible – whether they are library members or not – because ultimately, we are here for the benefit of our communities," Ms Manolis said.

"Community ideas and feedback will shape the

plan and help guide the development and delivery of future services."

The GRLC provides library services via 'The Dome' central library, 16 community libraries and two mobile libraries to residents and visitors across the four member councils: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire.

The survey closes on April 16. Face-to-face community consultation will take place during March and April.

Stay informed about opportunities to provide feedback and follow the progress of the Library Plan 2021-25 development via the GRLC's have your say webpage at grlc.vic.gov.au/haveyoursay and social media channels.

Geelong Library looking for input

BY RUBY STALEY

THE Geelong Regional Library Corporation, the group who provide Golden Plains mobile library are inviting the community to share their ideas to help guide the development of its 2021-25 Plan.

As the plan is current being developed, GRCL is seeking input from the wider community on what they would like improved, with an iPad and gift card prizes on offer for those who complete a survey.

Chair of the GRCL Cr Ron Nelson said they want to find out how Geelong Regional Libraries, as one of the best library services in Victoria, can improve. "People from the various communities we serve are well placed to tell us that," he said. "Public libraries are vital public services and we want to know what people would like to see from their

library service, to ensure they get the most out of it over the next four years.

"The Library Plan will be our roadmap towards more engaged readers, more curiosity sated, more community connection and more people using the huge range of services local libraries offer."

Chief Executive Officer of the GRCL Patti Manolis OAM said the new Library Plan needs to reflect the communities it serves.

"We really want to hear from as many people as possible, whether they are library members or not, because ultimately, we are here for the benefit of our communities," she said.

The survey will be open until Friday 16 March at gric.vic.gov.au/haveyoursay with face-to-face community consultation also set to take place throughout the next couple of months.



Submission: Feedback is being sought the region's library service's plan, including the mobile service. Photo: FILE

Dr Seuss goose isn't cooked in libraries

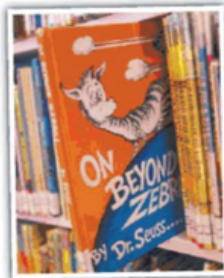
HARRISON TIPPET

GEELONG libraries will not dump a series of Dr Seuss books from their shelves for their "hurtful and wrong" portrayal of people, standing by a policy not to remove offensive books.

The Geelong Regional Library Corporation this week confirmed it would retain five Dr Seuss titles in its collection after publisher Dr Seuss Enterprises announced it would stop publishing and licensing six titles.

The books are *And To Think That I Saw It On Mulberry Street*, *If I Ran The Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!*, and *The Cat's Quizzer*.

V1 - GATE2012MA



The Geelong Regional Library Corporation (GRCL) reviewed its ownership of five of the titles this month, with 25 copies of the books spread across six of the region's libraries.

GRCL chief executive Patti

Manolis said the review had been wrapped up, with a decision to keep the books in the library collection.

"The GRCL's collection development policy states that, 'Items will not be removed from the collection based on having caused offence' and that the 'Responsibility for the reading, listening and viewing of library materials by children remains with their parents or legal guardians'," Ms Manolis said.

"While we acknowledge that content in these titles may have potential to cause offence to some readers, we believe the role of public libraries is not to censor but to provide access to information, including books that may act

as a prompt to discuss topical and controversial issues.

"We promote and deliver free, accessible and universal access to information and ideas. Public libraries are a safe space where ideas and information can be discussed and debated in a respectful way."

Announcing its decision to remove the books from the market, Dr Seuss Enterprises said: "These books portray people in ways that are hurtful and wrong."

"Ceasing sales of these books is only part of our commitment and our broader plan to ensure Dr Seuss Enterprises' catalogue represents and supports all communities and families."

Seuss wait and see

Libraries may pull titles

HARRISON TIPPET

GEELONG libraries are considering whether to pull a series of Dr Seuss books off their shelves, after the much-loved author's company moved to stop publishing six titles.

Dr Seuss Enterprises has announced it will stop publishing and licensing six books — *And to Think That I Saw It on Mulberry Street*, *If I Ran the Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!* and *The Cat's Quizzer* — for portraying people "in ways that are hurtful and wrong".

Some of the titles include cartoons of characters using what is widely considered to be racist imagery, and descriptions such as "a Chinese boy who eats with sticks" and "helpers who all wear their eyes at a slant".

Geelong Regional Libraries stocks five of the six titles in its collection, with 25 copies spread across six libraries.

On Thursday, the seven copies of the books held at the Geelong library were listed as "review deselection", as the library considered whether to dump them from the catalogue.

Geelong Regional Library Corporation (GRCL) chief executive Patti

Manolis confirmed it was considering whether to remove the books.

"The decision from the publisher to discontinue publication has served as a prompt for us to review these titles against our collection development policy," Ms Manolis said.

"We will continue to review and discuss both internally and with our industry colleagues in coming weeks."

"The role of public libraries is not to censor but to provide access to information, including books that may act as a prompt to discuss topical and controversial issues."

The GRCL regularly reviews its collection, including considerations of the "diminished appeal of a subject, approach or format", "misleading, inaccurate or out of date information" and relevance "to the needs and interest of the community".

"We very rarely remove books from our collections as a result of censorship, but will do so when requested by government, or in some instances at the request of a publisher. For example, Louise Milligan's *Cardinal: The Rise and Fall of George Pell* was removed from shelves in 2017 due to legal proceedings under way at the time," Ms Manolis said.

NEW CHAPTER AS LIBRARY FUN RETURNS



Kate Ferguson and 11-month-old Ted at Geelong Library, where Baby Time sessions are back.

Picture: ALAN BARBER

OLIVIA SHYING

STORY time returned to Geelong Regional Libraries for the first time in more than nine months this week, to the delight of infants and their parents.

Mum Kate Ferguson took her 11-month-old son Ted to Geelong Library's popular Baby Time and Preschool Story Time session on Wednesday.

Before this week, all sessions were run virtually, in line with coronavirus restrictions.

Also returning to the library are after-school programs such as LEGO WeDo and Code Club.

Some author talks will also take place in person, including the Growing Up Disabled in Australia panel discussion and a visit from Geelong-raised journalist Gideon Haigh, to discuss his latest book, *A Requiem for*

the Office. Local author Fiona Lowe's launch of her new book *A Home Like Ours*, at Waurn Ponds Library, will also signal a return to community branch events.

Geelong Regional Library Corporation chairman Cr Ron Nelson said the return to in-person events was a chance for communities, staff and authors to reconnect.

"Connecting with people face-to-face remains a critical part of the role

of modern libraries, and running a combination of in-person and online author talks will allow us to embrace the best of both worlds," Cr Nelson said. "You can enjoy the undeniable energy of sitting in the same room as your favourite authors, and also enjoy the greater accessibility and convenience of online events."

Many author talks will still take place online. Details on events can be found at events.grlc.vic.gov.au

CRACKING RARE TROPHY MYSTERY



Jenny Pollard presents the rare, egg-shaped 19th century cricket trophy (below) to Geelong Heritage Centre manager Mark Beasley.

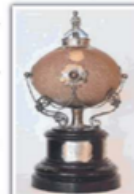
HARRISON TIPPET

ONE of Australia's most unique cricket trophies, an ornate silver emu egg possibly crafted by legendary Cats footballer Charles Brownlow in the 1880s, has been handed to the Geelong Heritage Centre.

The centre this week revealed it had been donated the quirky piece of local cricketing history, which had been awarded to the South Geelong Cricket Club in 1886.

Heritage Centre research has revealed the distinctive piece of silverware was presented to South Geelong captain Mr T. Bullen after winning the 1886-87 season of the Junior Cricket Clubs of Geelong and District by winning nine of 13 games during the season.

The trophy presentation, at the Elephant and Castle Hotel, also included an oil painting handed to a Mr Impey.



Geelong Heritage Centre manager Mark Beasley was given the task of hunting down the history of the trophy, donated by Jenny Pollard, of Teddywaddy, in northwestern Victoria.

She came into possession of the trophy via her grandparents, who were neighbours of the former South Geelong skipper Mr Bullen.

"Researching the story

behind historical items is like a treasure hunt. It requires patience, curiosity and occasionally thinking a bit outside the square," Mr Beasley said.

"The team and I accessed the many resources available in the Heritage Centre, including the Geelong rates records indexes, the Geelong Advertiser index, the 1890-91 Geelong & District Directory, ancestry and more.

"The story behind this beautiful trophy has many layers, some that remain a mystery.

For example, which Geelong jeweller created this trophy for a reported price of five pounds?

It could well be famous footballer and watchmaker Charles Brownlow, who was creating pieces like this trophy at the time.

The emu egg trophy can be viewed at the Geelong Heritage Centre.

Library strike threat

OLIVIA SHYING

GEELONG library staff have commenced industrial action amid claims they are among the worst paid in the industry in Victoria.

Their union, the Australian Services Union, says staff across Geelong Regional Libraries also fear for their safety and are calling for a permanent security presence at the CBD branch.

Concerns raised include exposure to creepy behaviour,

verbal assaults and physical altercations.

Possible industrial action ranges from wearing union badges and T-shirts to work, making union announcements over library PA systems, through to strike action.

Australian Services Union secretary Lisa Darmanin said staff at Geelong Regional Libraries want a pay offer that recognises their hard work, expertise and excellence as well as better safety at their workplaces.

"Everyone has a right to be safe at work, but the staff at Geelong Regional Libraries regularly cop abuse and experience threatening behaviour at work," Ms Darmanin said.

"All libraries need to be safe for the people that work there and those that are using library services."

Ms Darmanin said a large union meeting in February condemned Geelong Regional Libraries' leadership for the organisation's dismissal of

staff's legitimate concerns.

"Union members at Geelong Regional Libraries are beyond frustrated with library management; they are angry that their legitimate pay and workplace safety concerns are being ignored," she said.

Ms Darmanin said the union hoped incoming chief executive Vanessa Schernickau would bring a more positive and solution-oriented approach.

"Geelong Regional Libraries can avoid disruptive indus-

trial action by making a fair pay offer and by implementing the important workplace safety measures staff are demanding," Ms Darmanin said.

Geelong Regional Libraries provides services across Greater Geelong and Surf Coast, Queenscliff and Golden Plains, and soon the Colac Otway Shire.

GRLCs acting chief executive Marie O'Dell said she would continue to negotiate with the union. She said staff safety was paramount.

Pay dispute for library group

Colac district library staff will take industrial action over a pay dispute with Geelong Regional Library Corporation.

The Australian Services Union has launched the action on behalf of staff and has threatened a strike if the union and the managing body fail to reach a deal.

Surf Coast towns including Winchelsea, Lorne and Deans Marsh have weekly

visits from the GRLC's mobile library service. Colac Otway Shire libraries at Colac and Apollo Bay will come under the GRLC banner from July 1.

ASU members working for GRLC began protected industrial action last week, which it said could range from wearing union badges and shirts to work to making union announcements on library PA systems or strikes.

The ASU wants a pay increase for staff and safety measures including minimum staff requirements and library security.

"Geelong Regional Libraries can avoid disruptive industrial action by making a fair pay offer and by implementing the important workplace safety measures staff are demanding," ASU secretary Lisa Darmanin said.

GRLC said COVID-

caused financial constraints had delayed negotiations but said the corporation had remained financially stable during the pandemic and maintained staff levels despite revenue losses.

The corporation said it tabled a final offer in November last year, which it said included incremental pay increases across four years and higher raises for lowest-paid employees. But

the proposal fell well short of the ASU's demands.

GRLC said it would pause bargaining until its new chief Vanessa Schernickau took over next month, after long-serving CEO Patti Manolis resigned in March.

The ASU said it looked forward to resuming negotiations with new library brass.

"Union members at Geelong Regional Libraries

are beyond frustrated with library management; they are angry that their legitimate pay and workplace safety concerns are being ignored," Ms Darmanin said.

"Interim management has been unwilling to address staff concerns, and we are hopeful incoming CEO Vanessa Schernickau brings a more positive and solution-oriented approach to negotiations."

Geelong Indy 25 May 2021

Strike threat in library pay stoush



Geelong Library and Heritage Centre, (Ivan Kemp) 238448_08

By Luke Voogt

Geelong library staff are threatening strikes amid claims they are among the “lowest-paid” in Victoria. Australian Services Union (ASU) recently announced “possible industrial action” at 17 Geelong branches and mobile services ranging from wearing union t-shirts at work to strikes. “Geelong Regional [Library Corporation] (GRLC) has been lauded as the best library service in Victoria, but its almost 200-strong workforce is one of the lowest-paid,” ASU secretary Lisa Darmanin said. Ms Darmanin slammed “management’s most recent below-inflation pay offer” saying employees “resoundingly rejected” it. “Library staff are also fighting for basic safety measures including having all libraries staffed by two people and a permanent security presence at the main library,” she said. “Union members at GRLC are beyond frustrated with library management; they are angry that their legitimate pay and workplace safety concerns are being ignored. “GRLC can avoid disruptive industrial action by making a fair pay offer and by implementing the important workplace safety measures staff are demanding.” But during 2020 ASU rejected GRLC’s several proposals to postpone negotiations – due to COVID-19 – with a pay increase, the organisation said in statement on Monday. 25/05/2021 Geelong Library and Heritage Centre. (Ivan Kemp) 238448_08 GRLC made a final offer last November including a 2.5 and 2.2 per cent pay rise for its two lowest pay grades, and one per cent for four higher pay grades. The offer includes pay rises for subsequent years of 1.4, 1.6 and 1.8 per cent for all pay grades. The proposed pay rates, amid significant coronavirus-related revenue loss, compared favourably with other libraries in regional cities and rural areas, the corporation said. “The pay increases proposed ... represent a generous offer given the tight fiscal conditions the organisation is operating under. The ASU’s request in regards to pay increases far exceeded what the GRLC could sustain.” GRLC’s chief executive officer (CEO) Patti Manolis resigned in March, meaning the organisation is unable to continue bargaining until new CEO Vanessa Schernickau commences in June, according to the corporation. Interim CEO Marie O’Dell said GRLC was committed to engaging in “good faith” in “a way” that “doesn’t impact our communities any further”. In 2019/20 GRLC paid \$9,691,778 to its 191 workers at an average of \$88,671 per full-time equivalent employee (109.3) compared to \$86,244 in 2018/19, according to its latest annual report. GRLC declined to provide further information on employee salaries or the salary of its previous, interim or new CEO. “We are not able to disclose the personal information of our employees, including salaries,” a spokesperson said. In 2017 GRLC confirmed Ms Manolis earned \$181,000 per year, plus superannuation and a provided car

10. Other Business

Next Meeting

Date: Thursday 19 August 2021 commencing at 5.00 pm

Location: Level 5 Wurdi Youang



MINUTES

MEETING OF THE GEELONG REGIONAL LIBRARY CORPORATION

Thursday 22 April 2021
Board Members and Officers only

Minutes 169

The Geelong Regional Library Corporation acknowledges Wadawurrung and Eastern Maar Original Owners of the lands on which our library services operate. We pay respects to Wadawurrung and Eastern Maar Elders past, present and emerging. We acknowledge and celebrate First Nations Peoples of this land as the custodians of learning, literacy, knowledge and story.



SECTION A - PROCEDURAL MATTERS

5.14 pm Cr Nelson (Chair) welcomed everyone to the meeting held in person. Apologies were noted from Cr Susan Salter (Borough of Queenscliffe), Lisa Letic (Golden Plains Shire), Cr Kate Gazzard (Surf Coast Shire), Tim Ellis (City of Greater Geelong).

Due to a planning workshop this meeting is closed to the public and will therefore open and close in camera.

1. Acknowledgement of Country

Cr Nelson acknowledged the traditional owners of this land and paid respects to elders past, present and emerging.

2. Board Members in attendance

Cr Ron Nelson (Chair)	City of Greater Geelong
Cr Sarah Mansfield	City of Greater Geelong
Cr Jim Mason AM	City of Greater Geelong
Cr Trent Sullivan	City of Greater Geelong
Cr Owen Sharkey	Golden Plains Shire
Cr Liz Pattison	Surf Coast Shire, Deputy Mayor
Cr Stephen Hart	Colac Otway Shire

3. Substitute Board Members in attendance

Cr Ross Ebbels	Borough of Queenscliffe, Mayor
Ian Seuren	General Manager Development & Community Services, Colac Otway Shire

4. Officers in attendance

Troy Watson	Executive Manager, Library Services & Customer Experience
Tom Edwards	Executive Manager, Digital Solutions & Innovation
Marie O'Dell	Executive Manager, People and Business Operations
Damian Waight	Manager Community Relations, Surf Coast Shire
Tamzin McLennan	Manager Healthy Active Communities, Colac Otway Shire
Kathy Fulton	Coordinator Financial Reporting, CoGG
Martin Paten	Manager, Arts and Culture, CoGG
Gareth Smith	Director City Planning and Economy, CoGG

5. Apologies

Cr Susan Salter (Deputy Chair)	Borough of Queenscliffe
Lisa Letic	Director Community Services, Golden Plains Shire
Cr Kate Gazzard	Surf Coast Shire
Tim Ellis	Acting Director Economy, Investment & Attraction, CoGG

6. Interests, Conflicts of Interest and Pecuniary Interests

Nil.

7. Confirmation of Minutes

It was moved by Cr Sullivan and seconded by Cr Mason that the draft minutes of the Board Meeting held 25 February 2021 be confirmed.

Carried.

SECTION B – REPORTS

1. Notable Correspondence Report Troy Watson – Acting Chief Executive Officer

The Notable Correspondence was report was taken as read with no questions raised

The Correspondence Report was noted.

2. Monthly Financial Report – March 2021 Marie O’Dell, Executive Manager People and Business Operations

Marie O’Dell spoke to the report and highlighted the following:

INCOME (unfavourable):

- The Word for Word festival earned \$7K compared to \$30K budgeted
- Venue hire income was less than budgeted due to the impact of COVID-19
- Branch closures and the waiving of fines until January 2021 impacted the revenue
- The CoGG Q1 contribution was recorded in last year’s account

EXPENSES (favourable):

- Salary expenditure was reduced due to branch hour reduction (no overtime and less backfill)
- Vacancies helped make some savings
- Whilst the ‘General work – materials’ line is under budget, we have had some unexpected expenses in ‘Health and Safety’ with additional cleaning costs
- Administration cost included the successful uptake of click and delivery, offset by some saving with the annual report and “What’s On” brochure by moving to an online format
- Whilst professional services are favourable, legal expenses have gone up with more IR and ER issues
- Depreciation variance includes new accounting standard impacting level 4

STATEMENT OF CASH FLOW

- Unusually high cash balance of \$5.87m, it includes a \$3m advance payment due on April 1st (payment from 3 member councils)

Damian Waight raised the question if GRLC could potentially offset any COVID related costs as GLRC had a decrease in income for fees and costs incurred to be COVID safe. There were grants available for rural councils last year to assist with setting up IT infrastructure for conference calls etc. GRLC will investigate.

It was moved by Cr Sullivan and seconded by Cr Sharkey that the Financial Report for March 2021 be received.

Carried.

3. Draft Budget 2021/22 and Strategic Resource Plan 2021/25 - CONFIDENTIAL ITEM Marie O'Dell, Executive Manager People and Business Operations.

It was moved by Cr Mansfield and seconded by Cr Sharkey:

a) That the Draft GRLC Budget 2021/22 incorporating any changes discussed at the Board meeting be approved and advertised for public comment and submissions in accordance with sections 127, 129, 158 and 223 of the *Local Government Act 1989* and that the next Board meeting to be held on 27 May 2021 be nominated for any submissions to be heard.

b) That a Committee of three Board Members, Cr Nelson, Cr Pattinson and Cr Sharkey attend the meeting scheduled for Thursday, 27 May 2021, commencing 5.30 pm to hear any public submissions to the GRLC Draft Budget.

c) That the CEO forwards a copy of the Draft Budget 2021/22 to all Member Council CEOs.

4. COVID-19 Business Continuity Report
Troy Watson, Executive Manager Library Services and Customer Experience

Troy Watson spoke to the Business Continuity Report and noted that the main points of difference have been the removal of the 75% cap for return of office based staff, and that from 18 March, GRLC introduced an 'exception rule' for workplace bubbles to allow for travel between bubbles where it is operationally required. This will assist in supporting branch operation where staff is not available within the bubble.

Troy Watson informed the Board, that in March we had our highest loans and visitation since prior to the pandemic, with 178,000 loans and over 90,000 visits. That is around 26,000 more visits and 22,000 more loans than during December.

Cr Mansfield enquired if toys for children have been brought back to libraries yet. Troy Watson informed the meeting that touch screens for children have returned and anything that can be easily cleaned. GLRC has a cleaning regime in place to ensure safety for our patrons.

The COVID-19 Business Continuity Report was noted.

5. Word for Word Festival Advisory Committee Report
Troy Watson, Executive Manager Library Services and Customer Experience

Troy Watson informed the meeting that the Terms of Reference for the Word for Word Festival Advisory Committee were reviewed and updated at the recent Festival Advisory Committee meeting, with Beth King (a community representative) who was elected as Chair for this year.

Furthermore he informed the Board that Rochelle Smith, Director of the Word for Word Festival, resigned this week from GRLC after being with the organisation for five years and will be finishing up on 6th May 2021. Interim arrangements will be reviewed for leading the development of the festival, and this opportunity will be used to engage with the Festival Advisory Committee to review the scope and scale and evolve the festival further, within the tight budget considerations we have.

The 2021 Word for Word Festival Advisory Committee Terms of Reference was noted.

6. People & Business Operations Report February 2021 - CONFIDENTIAL ITEM
Marie O'Dell, Executive Manager People and Business Operations

It was moved by Cr Mansfield and seconded by Cr Mason that the People and Business Operations Report February 2021 be received.

Carried.

7. Library Plan 2021-2025 Progress Report and Board Engagement
Troy Watson, Acting Chief Executive Officer

Ms Annie Talve, Principal Consultant of Project Sisu, provided a progress report regarding the development of the Library Plan 2021-2025 and, along with Jenny Ruffy of Project Sisu, lead an engagement workshop with Board members and Officers.

15. Other Business

15.1. CEO Recruitment Update **CONFIDENTIAL ITEM**

Next Meeting

Date: Thursday 27 May 2021 commencing at 5.30 pm, Board Committee Hearing of Public Submissions to GRLC Draft Budget 2021/22 (pending public submissions)

Location: Level 4 Board Room, Geelong Library & Heritage Centre

GRLC Board Meeting - Action Register			
Meeting date and Number	Action	Responsible Person	Status /Update
22 April No 169	CEO to forward a copy of the Draft Budget 2021/22 to all Member Council CEOs.	CEO	Completed
22 April No 169	GRLC to investigate if any COVID related costs and shortfalls can be mitigated by accessing grants	CEO	Completed



**GEELONG REGIONAL LIBRARY CORPORATION
FINANCIAL REPORT
May 2021**

Table of contents

- **Management variance report**
- **Comprehensive Income Statement**
- **Balance Sheet**
- **Statement of Cash Flows**
- **Statement of Capital Works**

**Geelong Regional Library Corporation
Financial Report – Management Variance Report
May 2021**

As noted in the 2020 GRLC Annual Report, the City of Greater Geelong prepaid the 2021 first quarter contribution of \$2.7m. This income was recognised in the 2019-20 accounts and is a permanent unfavourable difference to the 2020-21 accounts.

The result to the end of May 2021 is a deficit of \$2,185,055, which is \$2,289,117 unfavourable to Budget. Total recurrent income is \$3,161,120 unfavourable to Budget. Recurrent expenditure is under the adopted year-to-date Budget by \$872,003. The detail relating to variances, including those favourable or unfavourable by over \$10,000, are noted below:

Comprehensive Income Statement

Note	Income/expenditure category	YTD variance favourable / (unfavourable) \$	Explanatory comment
1	Government Grants	28,556	\$9.5k received from the Dept of Premier & Cabinet for Local History Grants Program. \$5.4k spent funds from Heritage Centre's 'Geelong Honours Them' Grant. \$13.6k from Victorian Apprenticeship Recovery Program for 1 trainee placement.
2	User Charges	(201,743)	Word for Word Festival ticket income is (\$23.0k) below Budget. (\$16.5k) during the temporary closure of Venue Hire facilities as the re-opening date was one month later than anticipated. A further (\$95.7k) unfavourable since re-opening due to public gathering restrictions. Friends of the Library membership income is (\$22.3k) below Budget. Branch income is (\$44.5k) unfavourable due to closures and restrictions on the visitor capacity of branches.
3	Other Fees and Charges	(40,572)	Income from fines is 60% below Budget due to the closure of branches during lockdown, and restricted visitor numbers upon reopening.
4	Sundry Income	(201,095)	Donations (\$26.6k) unfavourable. Word for Word Festival sponsorship income is (\$59.2k) unfavourable. Vehicle contributions (\$8.5k) unfavourable due to fewer vehicles and temporary Executive role vacancies. Other Sundry income is (\$99.6k) unfavourable. Licence fee under the Catering Rights Agreement is (\$7.1k) or 84% unfavourable due to decline in Venue Hire usage.
5	Member Contributions	(2,736,347)	City of Greater Geelong's Q1 and Western Heights full year contributions of \$2.7m were received in June 2020 and recognised in the prior year accounts.
6	Salaries	468,144	Salaries and Wages are under Budget by 5.4%, due to branch closures and some vacant positions.

ATTACHMENT 2

Note	Income/expenditure category	YTD variance favourable / (unfavourable) \$	Explanatory comment
7	General Works – Materials	(39,746)	Cleaning supplies and Health & Safety provisions are (\$41.8k) over Budget as an on-going response to the pandemic. Spending on eCollection is (\$28.4k) or -17% below Budget, and this is offset by Consumable materials \$30.4k favourable.
8	General Works – Plant, Equipment & Vehicle Costs	18,804	The temporary closures of the mobile library services has contributed to savings of \$8.3k in vehicle costs. Spending on minor plant, furniture and equipment is \$10.5k favourable to Budget, and is partly attributable to having fewer staff on-site.
9	General Works – External Services	328,777	<p>Favourable categories are:</p> <ul style="list-style-type: none"> • Rent expense \$136.7k, partly due to rent relief from COGG. This is offset by the Leasing Finance cost (\$1.3k) (categorised as Administration) and Amortisation Expense (\$84.2k) (categorised with Depreciation). • Memberships & Subscriptions \$7.3k or 6%. • Security Services \$72.9k due to GLHC closure and timing difference with invoicing. • Advertising and Marketing is \$41.5k favourable. • Events and Functions (incl. Childrens' events) \$88.5k. • \$23.9k in Rental Outgoings relief for GLHC RLSC level 4 (electricity, water, etc), • Corporate Web Services \$4.3k. <p>Unfavourable categories:</p> <ul style="list-style-type: none"> • Corporate Recruitment (\$35.3k) due to CEO appointment. • End Processing costs (\$13.0k) or -2%. • Insurance Premiums (\$2.6k)
10	Administration	186,677	<p>Most categories are favourable to Budget:</p> <ul style="list-style-type: none"> • Training \$69.0k and Travel & Accommodation \$33.1k due to public gathering and travel restrictions. • Printing \$36.9k • Minor Computer Software and Hardware \$36.4k • Photocopier & Printers \$19.3k due to decreased usage. • Fringe Benefits Tax is \$12.5k lower than budgeted after submission of 2020-21 return. This is due to reduced personal use of vehicles. • Word for Word Festival catering and refreshments are \$10.2k favourable due to the online format. <p>Unfavourable categories:</p> <ul style="list-style-type: none"> • Office Items, Stationery, Amenities and Corporate Costs (\$18.2k). • Postage is (\$8.5k or 42%) over Budget, mainly due to the successful 'Click & Deliver' initiative during the second lockdown.
11	Professional Services	(73,364)	<p>Legal expenses are (\$49.9k) or 6 times over Budget. Consultant expenses are (\$17.6k) over Budget, and (\$14.0k) of this is the unbudgeted expenditure of 2 Heritage grants. (\$10.5k) is a timing difference on the payment of the Audit fee.</p> <p>Computer Support is favourable to Budget by \$4.7k or 1%.</p>

ATTACHMENT 2

Note	Income/expenditure category	YTD variance favourable / (unfavourable) \$	Explanatory comment
12	Depreciation	(84,178)	New Accounting Standard <i>AASB 16 Leases</i> requires GRLC to recognise assets and liabilities for leases (GLHC level 4) with a term of more than 12 months. The asset is a 'Right of Use Property Asset', i.e. the contractual right to use Level 4 of GLHC. The YTD amortisation expense of (\$84.2k) is unbudgeted in 2020-21 and is offset by the reduction in Rental Expenses (categorised as External Services).
13	Gain on Sale of Plant & Equipment	\$15,196	\$12.7k profit on the sale of 2 vehicles. Market demand for used vehicles is high due to the effect of the pandemic on the availability of new vehicles. The Budget assumes a nil profit on sale of all plant and equipment.
14	Capital Grants and Income	(10,000)	The Western Heights capital contribution was received in advance and was recognised as income in the 2019-20 financial year.

Balance Sheet

Note	Item	Balance at 31 May 2021	Explanatory comment
15	Creditors	\$91,360	Creditors comprises \$49.6k owing to City of Greater Geelong, \$31.6k unearned income \$10.5k audit fee payable.

Statement of Cash Flows

Note	Item	Balance at 31 May 2021	Explanatory comment
16	Cash and Investments	\$3,494,578	This comprises investments in Term Deposits of \$2,500,205 and an operating bank account balance of \$989,902. Cash on hand is \$4,470.

Statement of Capital Works

Note	Explanatory comment
17	Capital expenditure is \$1,452.4k YTD. This is a \$201.2k variance to YTD Budget and is due to the on-going disruption from branch closures and restrictions on re-opening. The major underspends are: Adult Collection \$33.0k, IT Hardware \$87.3k, Library Branch Equipment \$90.5k and Audio \$25.9k.



COMPREHENSIVE INCOME STATEMENT for the period ended 31 May 2021

	Month Actual \$	YTD Actual \$	YTD Budget \$	YTD Variance \$	Notes	Annual Budget \$
RECURRENT INCOME						
Government Grants	13,636	28,556	-	28,556	1	-
User Charges	22,453	124,835	326,578	(201,743)	2	368,096
Other Fees and Charges	5,890	27,829	68,401	(40,572)	3	76,752
Sundry Income	3,977	165,459	366,554	(201,095)	4	386,600
Interest Investments	649	10,707	20,625	(9,918)		22,500
Core Grants - Member Municipalities	-	2,061,401	2,061,402	(1)		2,061,402
Member Contributions	-	9,671,323	12,407,670	(2,736,347)	5	12,407,670
TOTAL RECURRENT INCOME	46,606	12,090,110	15,251,230	(3,161,120)		15,323,020
RECURRENT EXPENDITURE						
Employee Related						
Salaries	848,712	9,565,312	10,073,644	508,332	6	10,975,439
Workcover	-	45,114	50,964	5,850		50,964
Goods and Services						
General Works - Materials	14,659	320,599	280,853	(39,746)	7	295,117
General Works - Plant/Equip/Vehicle Costs	6,147	50,769	69,573	18,804	8	75,916
General Works - External Services	141,493	875,114	1,203,891	328,777	9	1,293,942
Administration	23,424	228,835	415,512	186,677	10	453,578
Professional Services	36,618	488,926	415,562	(73,364)	11	464,335
Utilities	6,877	282,103	287,758	5,655		313,959
Depreciation	220,098	2,433,589	2,349,411	(84,178)	12	2,563,000
Gain/(Loss) on Sale of Plant & Equipment	5,651	(15,196)	-	15,196	13	-
TOTAL RECURRENT EXPENDITURE	1,303,679	14,275,165	15,147,168	872,003		16,486,250
RECURRENT SURPLUS/(DEFICIT)	(1,257,074)	(2,185,055)	104,062	(2,289,117)		(1,163,230)
NON RECURRENT INCOME						
Capital Grants and Income	-	49,377	59,377	(10,000)	14	59,377
TOTAL NON-RECURRENT INCOME	-	49,377	59,377	(10,000)		59,377
TOTAL SURPLUS/(DEFICIT)	(1,257,074)	(2,135,678)	163,439	(2,299,117)		(1,103,853)

BALANCE SHEET

as at 31 May 2021

	Current YTD Actual \$	Notes	Prior YTD Actual \$
CURRENT ASSETS			
Cash & Cash Equivalents	3,494,578		3,066,340
Prepayments	184,575		126,789
Receivables	8,159		16,122
Right of Use Asset - Property	6,516		-
TOTAL CURRENT ASSETS	3,693,828		3,209,252
NON-CURRENT ASSETS			
Plant and Equipment	281,592		397,099
Fixtures, Fittings & Furniture	1,604,717		1,620,991
Lending Materials	6,455,296		7,058,097
Work In Progress	1,452,359		1,428,115
TOTAL NON-CURRENT ASSETS	9,793,963		10,504,302
TOTAL ASSETS	13,487,791		13,713,554
CURRENT LIABILITIES			
Creditors	91,360	15	200,866
Provisions	2,080,470		1,871,467
Lease Liabilities	6,667		-
TOTAL CURRENT LIABILITIES	2,178,497		2,072,333
NON-CURRENT LIABILITIES			
Provisions	42,194		9,349
TOTAL NON-CURRENT LIABILITIES	42,194		9,349
TOTAL LIABILITIES	2,220,691		2,081,682
NET ASSETS	11,267,100		11,631,871
EQUITY			
Surplus Year to Date	(2,135,678)		142,441
Accumulated Surplus	9,516,767		7,603,420
Members Contribution	3,886,011		3,886,011
TOTAL EQUITY	11,267,100		11,631,871



STATEMENT OF CASH FLOWS for the period ended 31 May 2021

	YTD Actual \$	Notes
CASH FLOWS FROM OPERATING ACTIVITIES		
RECEIPTS		
Government Grants	23,136	
User Charges	124,835	
Other Fees and Charges	27,829	
Sundry Income	162,771	
Interest Investments	10,707	
Core Grants - Member Municipalities	2,061,401	
Member Contributions	9,671,323	
TOTAL RECEIPTS	12,082,002	
PAYMENTS		
Salaries	(9,259,000)	
Workcover	(45,114)	
General Works - Materials	(319,103)	
General Works - Plant/Equip/Vehicle Costs	(50,769)	
General Works - External Services	(967,357)	
Administration	(259,393)	
Professional Services	(499,315)	
Utilities	(282,103)	
TOTAL PAYMENTS	(11,682,155)	
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	399,847	
CASH FLOWS FROM INVESTING ACTIVITIES		
Lending Materials and Infrastructure	(1,423,960)	
Capital Income and Proceeds from Asset Sales	78,508	
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES	(1,345,452)	
NET INCREASE (DECREASE) IN CASH HELD	(945,605)	
Cash at the Beginning of the Financial Year	4,440,183	
CASH AT THE END OF THE REPORTING PERIOD	3,494,578	16
INVESTMENTS		
Cash at Bank - Westpac	989,902	
Petty Cash/Change	4,470	
Bendigo Bank Bill	2,500,205	
CASH AT THE END OF THE REPORTING PERIOD	3,494,578	



STATEMENT OF CAPITAL WORKS for the period ended 31 May 2021

	Month Actual \$	Month Budget \$	YTD Actual \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Notes
CAPITAL EXPENDITURE							
Adult Large Print Library	646	-	67,606	80,000	12,394	80,000	
Adult Fiction Library	28,460	35,000	233,551	245,000	11,449	245,000	
Adult Non Fiction Library	32,787	22,000	150,823	160,000	9,177	160,000	
LOTE Library	-	1,417	10,502	15,587	5,085	17,000	
Junior Fiction Library	16,635	8,800	86,773	97,200	10,427	106,000	
Junior Non Fiction Library	31,320	8,750	108,993	96,250	(12,743)	105,000	
Picture Books Library	39,730	7,042	115,933	77,462	(38,471)	84,500	
Young Adult Books Library	1,813	2,500	24,389	27,500	3,111	30,000	
Audio Library	129	500	43,619	69,500	25,881	70,000	
Junior Audio Library	-	-	1,891	2,000	109	2,000	
CD Music Library	193	100	3,666	5,900	2,234	6,000	
Magazines - Library	5,837	3,750	49,221	41,250	(7,971)	45,000	
Newspapers	576	4,583	35,429	50,413	14,984	55,000	
Learning English	240	-	1,663	2,000	337	2,000	
Colac Otway Collection	33	-	33	-	(33)	-	
Server Replacement	51,976	28,375	268,082	355,375	87,293	383,750	
Collection Activators	-	500	-	5,500	5,500	6,000	
Vehicle Replacement	-	-	4,750	-	(4,750)	-	
Light Vehicle Replacement	-	-	67,430	35,000	(32,430)	35,000	
Library Branch Equipment	3,078	2,750	46,716	137,250	90,534	140,000	
DVD (Library Materials & Books)	13,794	7,083	86,400	77,913	(8,487)	85,000	
Reference (Library Materials & Books)	-	-	303	2,000	1,697	2,000	
DVD - Junior	831	1,456	14,289	16,016	1,727	17,468	
Premiers Reading Challenge Funds	-	4,115	25,915	45,265	19,350	49,377	
Vines Rd Library Collection	2,709	833	4,383	9,163	4,780	10,000	
TOTAL CAPITAL EXPENDITURE	230,787	139,554	1,452,360	1,653,544	201,184	1,736,095	17



BUDGET 2021-2022

STRATEGIC RESOURCE PLAN 2021-2025

Approved for advertising and public comment
Thursday 22 April 2021

GEELONG
REGIONAL
LIBRARIES





CONTENTS

1	INTRODUCTION	3	4	NOTES TO THE FINANCIAL STATEMENTS	15
2	LINK TO THE LIBRARY PLAN	5	4.1	Comprehensive Income Statement	15
2.1	Library Plan 2021-2025	5	4.2	Balance Sheet	21
2.2	Planning and Accountability Framework	5	4.3	Cash	22
2.3	Budget Influences	6	4.4	Capital Expenditure	23
2.4	Budget Principles	6	4.5	Financial Resources	24
2.5	Budget & Strategic Resource Plan Assumptions	7	5	FINANCIAL INDICATORS	25
3	FINANCIAL STATEMENTS FOR THE FOUR YEARS ENDING 30 JUNE 2025	9	6	FEES AND CHARGES SCHEDULE	26
3.1	Comprehensive Income Statement	10		Geelong Library and Heritage Centre	28
3.2	Balance Sheet	11			
3.3	Statement of Cash Flows	12			
3.4	Statement of Capital Works	13			
3.5	Statement of Human Resources	14			



1 INTRODUCTION

Geelong Regional Library Corporation (GRLC) was created in March 1997 in accordance with sections 196 and 197 of the *Local Government Act 1989*, as amended by the *Local Government Act 2020* s330. The Corporation provides library services to all residents of the Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire, Surf Coast Shire and, from 1 July 2021, Colac Otway Shire. The expanded network covers an area of almost 9,000 square kilometres, with 19 libraries located at Apollo Bay, Bannockburn, Barwon Heads, Belmont, Chilwell, Colac, Corio, Drysdale, Geelong, Geelong West, Highton, Lara, Leopold, Newcomb, Ocean Grove, Queenscliff, Torquay, Waurn Ponds and Western Heights College. There are three mobile libraries, a Home Library Service and an inter library loans service.

GRLC's annual recurrent income is comprised as follows:

RECURRENT INCOME	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$	2020-21 to 2021-22 \$ Increase/ (Decrease)	2020-21 to 2021-22 % Increase/ -Decrease	% of 2021-22 Income	Comments
Member Council Contributions	14,830,153	12,407,670	13,475,185	1,067,515	8.6%	81.4%	Increase is 1.9% excluding Colac Otway Shire.
State Government Grants - Public Libraries Funding Program	2,011,124	2,061,402	2,296,932	235,530	11.4%	13.9%	Public Libraries Funding Program based on 1.5% increase on actual 2020-21 funding. The increase includes an additional \$204.6k for Colac Otway Shire.
State Government Grants	55,360	-	-	-	0.0%	0.0%	Expenditure of Funding from the 'Victoria Remembers Them' Major Grant Program.
Fees & Charges	420,539	444,848	355,337	(89,511)	-20.1%	2.0%	Major Budget decrease from on-going impact of COVID-19.
Interest & Sundry Income	198,058	409,100	432,000	22,900	5.6%	2.7%	
TOTAL RECURRENT INCOME	17,515,233	15,323,020	16,559,454	1,236,434	8.1%	100.00%	Excluding Colac Otway Shire, the increase is 1.3%



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

- Member Council contributions: 81.4% (2020-21: 81.0%)
- State Government Grants – Public Libraries Funding Program: 13.9% (2020-21: 13.5%)
- Fees & Charges: 2.0% (2020-21: 2.8%)
- Interest & Sundry Income: 2.7% (2020-21: 2.7%)

The Library Service is mindful of the cost pressures on Member Councils, in light of the rate cap this coming financial year of 1.5% and the on-going impact of COVID-19 on normal business activities, and is continually reassessing processes to ensure that value is being achieved, in particular for procurement of library materials, equipment and services.

Library services continue to be one of the most popular and valued of all Council services. Although the COVID -19 pandemic necessitated the closure of libraries for a significant time in 2020 and affected ‘in person’ participation, the library service continued to attract high levels of engagement. In particular, digital services experienced a huge increase in engagement levels. GRLC’s 2019-20 Annual Report demonstrated the following:

- 40.5% or 129,000 people are library members from a total population of 319,000 across the four Member Councils at 30 June 2020 (Colac Otway membership will be reflected in 2021-22 statistical reporting);
- There were 1.4 million visits to 17 library branches and 2 mobile libraries and 806,000 website visits;
- 2.1 million loans of collection items;
- 536,000 accesses of online databases, digital collections and streaming platforms;
- 312,000 eBook and eMagazine loans;
- Programs and events attracted 113,000 participants across children’s, youth and adult programs; and
- An extensive reach into the community with 225 networks and partnerships.

129,000
library
members

1.4m
visits to
libraries

113,000
events &
programs
attendees

225
community
partners

2 LINK TO THE LIBRARY PLAN

2.1 Library Plan 2021-2025

At the time of preparing this Budget, the Library Plan 2021-2025 is under development and will be adopted on 31 October 2021.

2.2 Planning and Accountability Framework

BUDGET PROCESSES

The preparation of the Budget begins with library officers preparing the Annual Budget in accordance with the Act and submitting the Draft Budget to the Board for approval in principle.

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

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

The Budget is required to be adopted by 30 June and a copy submitted to the Minister for Local Government within 28 days of adoption each year. The key dates for the budget process are summarised below:

1	Preliminary Budget presentation at Board planning day and further meeting	16 December 2020 and 18 February 2021
2	Proposed Budget submitted to the Board for approval	22 April 2021
3	Public notice advising intention to adopt Budget	23 April 2021
4	Budget available for public inspection and comment for at least 28 days	23 April 2021 – 21 May 2021
5	Meeting to consider public submissions	27 May 2021
6	Budget and submissions presented to the Board for adoption (subject to final adopted Budgets of Member Councils)	17 June 2021
7	Copy of Adopted Budget submitted to the Minister for Local Government within 28 days of adoption	14 July 2021

LEGISLATIVE REQUIREMENTS

Under the *Local Government Act 2020*, GRLC is required to prepare and adopt an Annual Budget for each financial year. The Budget is required to disclose the fees and charges that GRLC intends to levy as well as a range of other information required by the *Local Government (Planning and Reporting) Regulations 2020* which support the Act. The 2021-22 Budget, which is included in this report, is for the year 1 July 2021 to 30 June 2022 and is prepared in accordance with the Act and Regulations.

This Budget incorporates the Strategic Resource Plan (SRP) for the 3 years to 2024-25. The SRP takes the strategic objectives and strategies as specified in the Library Plan and expresses them in financial terms.

In preparing the SRP, the GRLC has complied with the following principles of sound financial management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities;
- Consider the financial effects of the library service's decisions on future generations; and,
- Provide full, accurate and timely disclosure of financial information.

2.3 Budget Influences

In preparing the Budget a number of overarching budget principles are followed and budget assumptions are made about the internal and external environment within which the library service operates. Known factors and influences which are likely to impact significantly on the services delivered in the budget period are also taken into consideration. These include:

- The significant, on-going and uncertain impact of COVID-19 on library services. At the time of budgeting, the library network is open and has strict social distancing measures. A significant decline in branch income is anticipated.
- The Victorian State Government rate cap of 1.5% for the 2021-22 financial year (2.0% in 2020-21) is impacting significantly on the level of Member Council contributions possible; and
- Funding from the State Government public library recurrent grant has increased less than 3% per year over the last five financial years. This funding has not kept pace with GRLC's expanding network and the 26.7% increase in employee costs over that time.

2.4 Budget Principles

The 2021-22 Budget intends to achieve a recurrent surplus (prior to depreciation) that is sufficient to meet capital expenditure requirements. A decrease in overall cash is acceptable when a temporary expenditure increase is approved by the GRLC Board for special projects.

The following principles are incorporated in the 2021-22 Budget:

SERVICE LEVELS

- Library services – 862 hours per week, Geelong Library & Heritage Centre, 18 branches, 3 mobile services, Home Library Service, inter-library loans service, events and lifelong learning programs; and,
- Heritage services – 38 hours per week.

BUDGET PARAMETERS

- Achieving a recurrent surplus (prior to depreciation) that is sufficient to meet capital expenditure requirements;
- Maintaining an acceptable level of cash reserves at the end of each year to cover anticipated long service leave commitments and asset renewal;
- Expenditure Budget has been thoroughly reviewed and is considered realistic and achievable;
- Maintain a capital expenditure program on the library collection and technology;
- Consultation with the Board to ensure that income budgets are realistic and continue the achievement of the Library Plan; and,
- Regional costs across the network which are provided from GRLC's administration unit are distributed to Member Councils in accordance with the cost allocation formula detailed in the Library Agreement between the five Member Councils.

2.5 Budget and Strategic Resource Plan Assumptions

INCOME

- Member Council contributions for 2021-22 reflect an overall increase of 1.9%;
- State Government Grants - Public Libraries Funding Program grants to Member Councils are estimated to grow by 1.5% overall. The Department of Jobs, Precincts and Regions will confirm these grants in mid-2021;
- Interest income is estimated at \$12,600. This is a significant decrease compared to prior Budgets and is due to the continuing reduction in interest rates;
- An income stream in the form of donations is anticipated at \$30,000;
- User Fees & Charges – Venue Hire income target of \$132,000, increasing by \$10,000 per year;
- Sundry Income – An increase in grants and other fundraising activities is expected; and
- The 2019-20 confirmed level of capital grants for collections of \$59,377 is assumed to continue in each year of this SRP, with a further \$7,000 for Colac Otway Shire. If these grants do not continue, the capital expenditure on collections will be adjusted accordingly.

SALARIES

At the time of preparation of the Draft Budget the Enterprise Agreement (EA) has not been negotiated and the quantum of any increases are unknown. An assumed annual EA increase is included in the salary budget.

Also included in salaries are banding increments, superannuation at an increased rate of 10%, Fringe Benefits Tax and WorkCover Insurance premium at the current rate of 0.41%.

The overall result is an increase in salary costs for the existing network of 2.9% when compared to the 2020-21 Budget.

OTHER EXPENDITURE

- Specific expenditure line items relating to existing contracts such as courier services and communications agreements are based on known costs.
- Depreciation costs are estimated to remain steady, as discussed in sections 4.1.7 'Depreciation' and 4.5 'Financial Resources'.

BALANCE SHEET

The 2021-22 budgeted balance sheet is based on the most recently completed financial year (2019-20). This will enable the budgeted balance sheet to more closely reflect the expected actual balance sheet as at 30 June 2022.

The calculation is as follows:

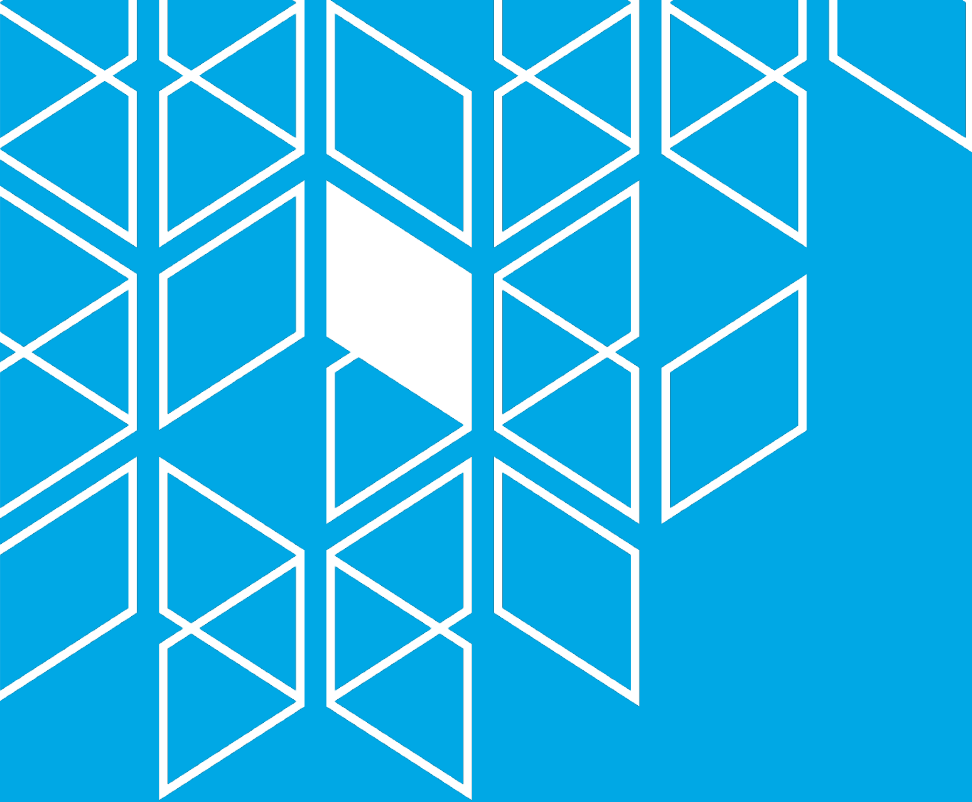
Actual 2019-20 Balance Sheet

- + Budgeted 2020-21 Income Statement & Capital Expenditure
- + Budgeted 2021-22 Income Statement & Capital Expenditure
- = **Budgeted 2021-22 Balance Sheet**

The result is a decreasing net asset value over the four years of the SRP. This is due to the depreciation expense (\$2.5m-\$2.6m p.a.) exceeding capital expenditure (\$1.7m-\$2.2m p.a.).

CAPITAL EXPENDITURE

- The Library Board has approved an additional IT expenditure of \$500,000 to upgrade the Library Management System;
- New asset expenditure of \$105,000 for collections and IT for the Colac Otway Shire branches;
- All other capital expenditure will be maintained at similar levels as 2021-22 across the four years of the SRP;
- The Library Plan includes the development of a collection investment plan and a digital services strategy that will provide recommendations for future levels of investment commitment; and,
- Estimates of the replacement cost of one vehicle per year.



3 FINANCIAL STATEMENTS

This section presents information in regards to the Financial Statements and Statement of Human Resources. The Budget information for the year 2021-22 incorporates the Strategic Resource Plan for the three years ending 30 June 2025.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the Local Government Model Financial Report:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

3.1 COMPREHENSIVE INCOME STATEMENT FOR THE FOUR YEARS ENDING 30 JUNE 2025

	NOTES	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
Income					
Member Council Contributions	4.1.2	13,485,185	13,687,462	13,961,212	14,240,436
State Govt Grants	4.1.3	2,296,932	2,331,386	2,378,014	2,425,574
User Fees	4.1.1	271,873	281,873	291,873	301,873
Other Income	4.1.1	515,464	525,464	535,464	545,464
Grants - Capital	4.1.3	56,409	56,409	56,409	56,409
Total Income	4.1.1	16,625,863	16,882,595	17,222,972	17,569,756
Expenditure					
Employee costs	4.1.5	12,027,119	12,361,161	12,677,458	12,737,631
Materials & Services	4.1.6	2,885,702	2,914,559	2,943,705	2,973,142
Depreciation	4.1.7	2,547,421	2,547,421	2,547,421	2,547,421
Amortisation - ROU assets		97,725	97,725	97,725	97,725
Finance costs - leases	4.1.6	2,850	2,850	2,850	2,850
Other expenses	4.1.6	11,800	11,800	11,900	11,900
Total Expenditure		17,572,617	17,935,516	18,281,058	18,370,668
NET SURPLUS / (DEFICIT)		(946,754)	(1,052,921)	(1,058,087)	(800,912)

3.2 BALANCE SHEET FOR THE FOUR YEARS ENDING 30 JUNE 2025

	NOTES	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
Current Assets					
Cash and Investments	4.3	1,084,182	985,311	881,275	1,034,413
Receivables		304,496	304,496	304,496	304,496
Prepayments		115,257	115,257	115,257	115,257
Total Current Assets		1,503,935	1,405,064	1,301,028	1,454,166
Non-Current Assets					
Property, Plant & Equipment	4.2.2	9,280,919	8,326,869	7,372,818	6,418,767
Right-of-use assets		65,687	65,687	65,687	65,687
Total Non-Current Assets		9,346,606	8,392,556	7,438,505	6,484,454
TOTAL ASSETS		10,850,541	9,797,620	8,739,533	7,938,621
Current Liabilities					
Payables		344,773	344,773	344,773	344,773
Provisions		1,672,525	1,672,525	1,672,525	1,672,525
Lease liabilities		80,314	80,314	80,314	80,314
Total Current Liabilities		2,097,612	2,097,612	2,097,612	2,097,612
Non-Current Liabilities					
Provisions		137,108	137,108	137,108	137,108
Total Non-Current Liabilities		137,108	137,108	137,108	137,108
TOTAL LIABILITIES		2,234,720	2,234,720	2,234,720	2,234,720
NET ASSETS	4.2	8,615,821	7,562,900	6,504,813	5,703,901
Equity					
Members Contribution		3,886,011	3,886,011	3,886,011	3,886,011
Accumulated Surplus		4,729,810	3,676,889	2,618,802	1,817,890
TOTAL EQUITY	4.2	8,615,821	7,562,900	6,504,813	5,703,901

3.3 STATEMENT OF CASH FLOWS FOR THE FOUR YEARS ENDING 30 JUNE 2025

	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
Cash Flows from Operating Activities				
Receipts				
Member Council Contributions	13,475,185	13,677,462	13,951,212	14,230,436
Grants - operating	2,296,932	2,331,386	2,378,014	2,425,574
User Fees	271,873	281,873	291,873	301,873
Interest received	12,600	12,600	12,600	12,600
Other Income	502,864	512,864	522,864	532,864
	16,559,454	16,816,186	17,156,563	17,503,347
Payments				
Employee costs	(12,027,119)	(12,361,161)	(12,677,458)	(12,737,631)
Materials & Services	(2,834,642)	(2,863,499)	(2,892,645)	(2,922,082)
Other payments	(11,800)	(11,800)	(11,900)	(11,900)
	(14,873,561)	(15,236,460)	(15,582,003)	(15,671,613)
Net Cash Inflow from Operating Activities	1,685,893	1,579,725	1,574,560	1,831,734
Cash Flows from Investing Activities				
Capital Income	10,000	10,000	10,000	10,000
Grants - Capital	56,409	56,409	56,409	56,409
Capital Expenditure	(2,191,095)	(1,691,095)	(1,691,095)	(1,691,095)
Net Cash Outflow from Investing Activities	(2,124,686)	(1,624,686)	(1,624,686)	(1,624,686)
Cash Flows from Financing Activities				
Interest paid - lease liability	(2,850)	(2,850)	(2,850)	(2,850)
Repayment of lease liabilities	(51,060)	(51,060)	(51,060)	(51,060)
Net Cash used in Financing Activities	(53,910)	(53,910)	(53,910)	(53,910)
Net Increase / (Decrease) in Cash Held	(492,703)	(98,871)	(104,036)	153,138
Cash at the Beginning of the Financial Year	1,576,885	1,084,182	985,311	881,275
CASH AT THE END OF THE FINANCIAL YEAR	1,084,182	985,311	881,275	1,034,413

3.4 STATEMENT OF CAPITAL WORKS FOR THE FOUR YEARS ENDING 30 JUNE 2025

	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
Collections	1,207,345	1,207,345	1,207,345	1,207,345
IT Infrastructure	908,750	408,750	408,750	408,750
Furniture, Fittings & Equipment	40,000	40,000	40,000	40,000
Vehicle Replacement	35,000	35,000	35,000	35,000
TOTAL CAPITAL EXPENDITURE	2,191,095	1,691,095	1,691,095	1,691,095
Represented By:				
New Asset Expenditure	105,000	-	-	-
Asset Renewal Expenditure	1,586,095	1,691,095	1,691,095	1,691,095
Asset upgrade expenditure	500,000	-	-	-
TOTAL CAPITAL EXPENDITURE	2,191,095	1,691,095	1,691,095	1,691,095
Funding Sources:				
Grants	56,409	56,409	56,409	56,409
GRLC	2,134,686	1,634,686	1,634,686	1,634,686
TOTAL FUNDING SOURCES	2,191,095	1,691,095	1,691,095	1,691,095

3.5 STATEMENT OF HUMAN RESOURCES FOR THE FOUR YEARS ENDING 30 JUNE 2025

	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
Staff Expenditure				
Salaries - Operating	12,027,119	12,361,161	12,677,458	12,737,631
Salaries - Capital	-	-	-	-
TOTAL STAFF EXPENDITURE	12,027,119	12,361,161	12,677,458	12,737,631
Staff EFT (Equivalent Full Time)	EFT	EFT	EFT	EFT
Library And Heritage Services	127.9	127.6	127.6	127.6
TOTAL EFT AT 30 JUNE	127.9	127.6	127.6	127.6

4 NOTES TO THE FINANCIAL STATEMENTS

This section presents detailed information on material components of the financial statements.

4.1 Comprehensive Income Statement

4.1.1 TOTAL OPERATING AND CAPITAL REVENUE

RECURRENT INCOME	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$	2020-21 to 2021-22 \$ Increase/ (Decrease)	2020-21 to 2021-22 % Increase/ -Decrease
OPERATING					
Member Council Contributions	14,830,153	12,407,670	13,475,185	1,067,515	8.6%
State Government Grants - PLFP	2,011,124	2,061,402	2,296,932	235,530	11.4%
State Government Grants	55,360	-	-	-	0.0%
Fees & Charges	420,539	444,848	355,337	(89,511)	-20.1%
Interest & Sundry Income	198,058	409,100	432,000	22,900	5.6%
Total - Operating	17,515,233	15,323,020	16,559,454	1,236,434	8.1%
CAPITAL					
State Government Grants	49,377	49,377	56,409	7,032	14.2%
City of Greater Geelong	20,000	10,000	10,000	-	0.0%
Total - Capital	69,377	59,377	66,409	7,032	11.8%
TOTAL OPERATING & CAPITAL REVENUE	17,584,610	15,382,397	16,625,863	1,243,466	8.1%

4.1.2 MEMBER COUNCIL CONTRIBUTIONS

According to the Library Agreement between the five Member Councils, the direct costs of each service point and mobile service are borne by the Member Councils in whose municipal district the service is delivered. Indirect costs – i.e. regional costs – are apportioned on a usage basis by calculating the total of loans and visits to each point of service and mobile libraries.

MEMBER COUNCIL CONTRIBUTION	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$	2020-21 to 2021-22 \$ Increase/ (Decrease)	2020-21 to 2021-22 % Increase/ -Decrease
Golden Plains Shire	395,005	406,390	411,523	5,133	1.3%
City of Greater Geelong	13,512,514	11,045,563	11,260,733	215,170	1.9%
Borough of Queenscliff	212,647	218,089	220,709	2,620	1.2%
Surf Coast Shire	693,839	721,319	732,767	11,448	1.6%
Colac Otway Shire	-	-	832,899	832,899	0.0%
Member Council Contributions - Annual Operating Allocations	14,814,005	12,391,361	13,458,631	1,067,270	8.6%
City of Greater Geelong – Western Heights Library recurrent	16,148	16,309	16,554	245	1.5%
City of Greater Geelong – Western Heights Library capital	20,000	10,000	10,000	-	0.0%
TOTAL MEMBER COUNCIL CONTRIBUTIONS	14,850,153	12,417,670	13,485,185	1,067,515	8.6%

4.1.3 STATE GOVERNMENT GRANTS

State Government grants are received from two funding programs:

- Public Libraries Funding Program – Grants to Member Councils are forecast to grow by 1.5%, based on the declared rate cap. The Department of Jobs, Precincts and Regions will confirm these grants in June 2021; and,
- Premier’s Reading Challenge Book Fund – This funding will increase with Colac Otway Shire joining the GRLC network. The funding per municipality is expected to remain unchanged throughout the SRP.

STATE GOVERNMENT GRANT PER MEMBER COUNCIL	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$	2020-21 to 2021-22 \$ Increase/ (Decrease)	2020-21 to 2021-22 % Increase/ -Decrease
Golden Plains Shire	195,129	200,007	203,007	3,000	1.5%
City of Greater Geelong	1,498,391	1,535,851	1,558,889	23,038	1.5%
Borough of Queenscliffe	74,852	76,723	77,874	1,151	1.5%
Surf Coast Shire	242,752	248,821	252,553	3,732	1.5%
Colac Otway Shire	-	-	204,609	204,609	0.0%
Total - Public Libraries Funding Program	2,011,124	2,061,402	2,296,932	235,530	11.4%
State Govt Grant - Heritage	55,360	-	-	-	0.0%
STATE GOVERNMENT GRANTS RECURRENT	2,066,484	2,061,402	2,296,932	235,530	11.4%
Capital Grant - Premiers Reading Challenge Book Fund	49,377	49,377	56,409	7,032	14.2%
TOTAL STATE GOVERNMENT GRANTS	2,115,861	2,110,779	2,353,341	242,562	11.5%

4.1.4 BUDGETED COMPREHENSIVE INCOME STATEMENT

The Operating Budget is prepared in accordance with the relevant accounting standards and includes all income; excludes capital expenditure and includes depreciation.

COMPREHENSIVE INCOME STATEMENT	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$	2020-21 to 2021-22 \$ Increase/ (Decrease)	2020-21 to 2021-22 % Increase/ -Decrease
RECURRENT INCOME					
Member Council Contributions	14,814,005	12,391,361	13,458,631	1,067,270	8.6%
COGG - Western Heights	16,148	16,309	16,554	245	1.5%
State Government Grants - PLFP	2,011,124	2,061,402	2,296,932	235,530	11.4%
State Government Grants - Other	55,360	-	-	-	0.0%
Venue Hire	167,940	181,678	155,724	(25,954)	-14.3%
Business Service Fees	107,279	106,317	71,193	(35,124)	-33.0%
Photocopying Revenue	18,914	25,101	19,955	(5,146)	-20.5%
Other User Fees	10,362	25,000	25,000	0	0.0%
Total User Fees	304,496	338,096	271,873	(66,223)	-19.6%
Fines	68,354	76,752	53,464	(23,288)	-30.3%
Interest On Investments	41,669	22,500	12,600	(9,900)	-44.0%
Other Income	204,078	416,600	449,400	32,800	7.9%
Total Other Income	314,100	515,852	515,464	(388)	-0.1%
Gain on Sale Of Plant & Equipment	8,143	-	-	-	0.0%
Total Recurrent Income	17,523,376	15,323,020	16,559,454	1,236,434	8.1%
RECURRENT EXPENDITURE					
Salaries	9,739,728	10,154,770	10,980,246	825,476	8.1%
Superannuation & Workcover	907,935	925,734	1,046,873	121,139	13.1%
Total Employee Expenses	10,647,663	11,080,504	12,027,119	946,615	8.5%
Contract Payments	651,818	736,607	771,419	34,812	4.7%
Building Maintenance	49,104	35,539	37,556	2,017	5.7%
General Maintenance	63,487	75,916	88,392	12,476	16.4%
Utilities	402,600	313,959	299,439	(14,520)	-4.6%
Office Administration	1,038,981	1,009,431	984,568	(24,863)	-2.5%
Information Technology	379,020	480,294	574,693	94,399	19.7%
Insurance	13,480	12,000	21,866	9,866	82.2%
Consultants	116,024	88,000	107,770	19,770	22.5%
Materials & Services Total	2,714,513	2,751,746	2,885,702	133,956	4.9%
Finance costs - leases	2,274	-	2,850	2,850	100.0%
Other expenses	7,633	91,000	11,800	(79,200)	-87.0%
Total Recurrent Expenditure	13,372,082	13,923,250	14,927,471	1,004,221	7.2%
Recurrent Surplus / (Deficit) Before Depreciation	4,151,293	1,399,770	1,631,983	232,213	16.6%
Depreciation	1,962,697	2,563,000	2,547,421	(15,579)	-0.6%
Amortisation - right of use assets	65,687	-	97,725	97,725	100.0%
Book Value of Assets Written Off	278,936	-	-	-	0.0%
Recurrent Surplus / (Deficit) After Depreciation	1,843,973	(1,163,230)	(1,013,163)	150,067	12.9%
Non Recurrent Income					
Capital Grants And Income	69,377	59,377	66,409	7,032	11.8%
NET SURPLUS / (DEFICIT)	1,913,350	(1,103,853)	(946,754)	157,099	14.2%

4.1.5 EMPLOYEE EXPENSES

Employee costs comprise 70% of total cash expenditure (operating and capital) for 2021-22. This is a small decrease from 71% in prior year Budget.

Employee costs include all labour related expenditure such as salary and wages, and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover insurance and Fringe Benefits Tax. Long service and annual leave are statutory requirements and provisions for the payments of these items are included in the Budget. Salaries and wages are reflective of salary banding increments. Employer superannuation includes the increase in the statutory Superannuation Guarantee Charge from 9.5% to 10% from 1 July 2021.

The salaries of employees working in branches and mobile libraries are allocated directly to the respective Member Council as per the Library Agreement. The cost of Regional support staff is apportioned on the basis of usage by calculating the total of loans and visits to each point of service.

For the existing network, employee expenses are expected to increase 2.9% in 2021-22, this increases to 8.7% with Colac Otway Shire joining the network. Refer to 'Salaries' in Section 2.5 'Budget and Strategic Resource Plan Assumptions' for further discussion.

A summary of employee expenditure and the number of equivalent full time (EFT) staff relating to the provision of library services is included below:

	BUDGET	COMPRISES:		BUDGET	COMPRISES:	
	2021-22	PERMANENT	PERMANENT	2021-22	PERMANENT	PERMANENT
	\$	FULL TIME	PART TIME	EFT	FULL TIME	PART TIME
		\$	\$		EFT ²	EFT
Library Services	10,972,677	6,411,957	4,560,720	115.9	62.5	53.4
Total Permanent Staff	10,972,677	6,411,957	4,560,720	115.9	62.5	53.4
Casuals and Other Staff	1,054,443			12.1		
TOTAL¹	12,027,119			127.9		

¹ Includes Superannuation, WorkCover Insurance and Fringe Benefits Tax

² Includes 1 permanent full time position commencing mid-year.

4.1.6 OTHER EXPENDITURE

Contract Payments

This expenditure category relates to external businesses and contractors engaged for a range of services including shelf-ready processing of collection items, couriers, Regional Library Support Centre Level 4 GLHC office lease and security services. Increases only where contractually required.

Maintenance and General Maintenance

This expenditure includes minor plant, furniture and equipment, and the running costs of GRLC vehicles and mobile libraries.

Utilities

Utilities largely reflect branch communications costs as indicated by Telstra for 2021-22 and contract with AARNET for internet communications at the Geelong Library and Heritage Centre.

Office Administration

This category of expenditure includes eCollection subscriptions, health and safety items, printing, office stationery, photocopier/printer costs, minor IT upgrades, staff training and development, bank fees, corporate advertising and marketing, recruitment advertising, events and programming costs.

Information Technology

IT comprises computer support, and minor hardware and software.

Insurance

GRLC incurs a direct expense for Directors and Officers Liability insurance and Commercial Crime insurance. Other insurance coverages are included in policies held and paid by City of Greater Geelong: Public and Products Liability, Professional Indemnity, contents and coverage of lending materials and heritage items.

Consultants

This category also includes legal expenses.

4.1.7 DEPRECIATION

Depreciation is the decrease in value of the current library collection and equipment due to usage. GRLC's capital expenditure seeks to replenish the collection as obsolete items are withdrawn, in order to maintain a high quality collection which meets the needs of the communities we serve.

The depreciation expense has increased significantly over the last ten years due to the expansion of the library network, and subsequent increase in the size of the library collection and equipment.

For 2021-22, the depreciation expense is budgeted to be slightly higher than the actual expense for the 2019-20 financial year. This is based on the overall capital expenditure not fully replacing the current collection and the addition of Colac Otway Shire branches to the library network.

4.2 Balance Sheet

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

BUDGETED BALANCE SHEET	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$
Assets and Liabilities			
Total Assets	15,637,497	11,323,284	10,850,541
Total Liabilities	2,234,720	2,297,511	2,234,720
NET ASSETS	13,402,777	9,025,773	8,615,821
EQUITY	13,402,777	9,025,773	8,615,821

The Library's major assets comprise its bank balance, the collection, vehicles, furniture and office equipment. GRLC does not own any land or buildings. The major liability is employee provisions. Equity consists of member contributions and the accumulated accounting surplus.

4.2.1 BORROWINGS

GRLC had no borrowings during the financial year 2020-21 and will not be taking out any borrowings for the 2021-22 year.

4.2.2 PROPERTY, PLANT AND EQUIPMENT

The value of the collection is expected to decline where Member Council contributions are restricted by the Victorian Councils' rate cap and are therefore not sufficient to cover the depreciation expense or increase capital expenditure.

The investment gap ratio in section 5 'Financial Indicators' highlights the decrease in the size of the collection. In 2021-22, there will be 73 cents of new expenditure to replace every \$1.00 of withdrawn or written down items. New expenditure on IT infrastructure, furniture, fittings and equipment expenditure will be \$1.24 for every \$1.00 of written down value. This is significantly influenced by the budgeted \$500,000 investment in the Library Management System. For the remainder of the SRP, investment will decrease to 59 cents for every \$1.00 written down.

4.3 Cash

The following table represents a summary of the Standard Cash Flow Statement and indicates the cash results from the operating, investing and financing activities for the 2021-22 financial year.

CASH FLOWS	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$
Operating Activities	3,879,960	1,399,770	1,685,893
Investing Activities ¹	(1,385,280)	(1,526,718)	(2,124,686)
Financing Activities	(53,334)	-	(53,910)
Net Increase/(Decrease) in Cash Held	2,441,346	(126,948)	(492,703)
Cash at Beginning of Financial Year ²	1,998,836	1,636,451	1,576,885
CASH AT END OF FINANCIAL YEAR ³	4,440,182	1,509,503	1,084,182

¹ The 2019-209 Annual Report excludes Term Deposits from the Cash Flow Statement. Cash Flows from Investing Activities has been adjusted to include Term Deposits in the cash balance.

² 2019-20 includes the opening balance of Term Deposits of \$1,004,759.

³ 2019-20 includes the closing balance of Term Deposits of \$3,500,849.

CASH AT END OF THE YEAR

Overall, total cash is forecast to be \$1.1m at 30 June 2022, being a decrease of \$492,703 over the 12 month period. The cash balance on 1 July 2021 is budgeted to be \$1.6m.

GRLC's cash surplus provided by operating activities is budgeted to increase to \$1,685,893. The surplus indicates a healthy financial position regarding day-to-day activities. Cash reserves are not impacted by the depreciation expense and subsequent budgeted deficit. Please refer to the Statement of Cash Flows in section 3.

It is also noted that the budgeted cash balance is sufficient to cover the budgeted current employee entitlements expected to be settled within 12 months of \$821,000. The total budgeted current employee entitlements is \$1.7m.

4.4 Capital Expenditure

Capital expenditure over the 4 year period (2021-22 to 2024-25) will total \$7.3m, at \$1.7m - \$2.2m per year.

The following table outlines the capital expenditure budget for 2021-22 and associated sources of funding.

CAPITAL EXPENDITURE	ACTUAL 2019-20 \$	BUDGET 2020-21 \$	BUDGET 2021-22 \$	2020-21 to 2021-22 \$ Increase/ (Decrease)	2020-21 to 2021-22 % Increase/ -Decrease
Collections	1,588,228	1,127,345	1,207,345	80,000	7.1%
IT Infrastructure	381,606	383,750	908,750	525,000	136.8%
Branch Furniture, Fittings & Equipment	57,461	40,000	40,000	-	0.0%
Vehicle Replacement	-	35,000	35,000	-	0.0%
TOTAL CAPITAL EXPENDITURE	2,027,295	1,586,095	2,191,095	605,000	38.1%

CAPITAL EXPENDITURE	BUDGET 2021-22 \$	FUNDING SOURCES	
		GRANTS \$	GRLC \$
Collections	1,207,345	56,409	1,150,936
IT Infrastructure	908,750	-	908,750
Branch Furniture, Fittings & Equipment	40,000	-	40,000
Vehicle Replacement	35,000	-	35,000
TOTAL CAPITAL EXPENDITURE	2,191,095	56,409	2,134,686

4.5 Financial Resources

The following table summarises the key financial results for the Budget years 2020-21 and 2021-22, and the next 3 years as set out in the Strategic Resource Plan for 2022-23 to 2024-25.

KEY FINANCIAL RESULTS	BUDGET 2020-21 \$	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
Operating Result - Surplus/(Deficit)	1,913,350	(946,754)	(1,052,921)	(1,058,087)	(800,912)
Cash And Investments	1,509,503	1,084,182	985,311	881,275	1,034,413
Net Increase/(Decrease) In Cash	2,441,346	(492,703)	(98,871)	(104,036)	153,138
Capital Expenditure	1,586,095	2,191,095	1,691,095	1,691,095	1,691,095

The key outcomes of the Plan are as follows:

- Financial sustainability

While the operating result is a deficit from 2021-22 onwards, it is noted that this is related to the cost of depreciation, due to new and refurbished library branches.

Given the current rate capping environment, Member Council contributions are not sufficient to cover the depreciation expense and achieve a net surplus/deficit of zero. The increase in the size of the branch network and collection since 2011 (refer to section 4.1.7 'Depreciation') requires a subsequent increase in capital expenditure to maintain the collection. This has not been achieved in the Strategic Resource Plan ending 30 June 2025.

The capital expenditure budget will be closely monitored in future years in order to ensure that cash reserves remain at an acceptable level;

- Cash and investments

The cash balance is expected to have an overall small decrease across the SRP.

As noted in section 4.3 'Cash at End of the Year', the steady increase in net cash from operating activities demonstrates a consistently strong performance in day-to-day operations.

Surplus funds are invested in Term Deposits, which achieve an interest rate higher than the standard rate on the daily transaction account; and,

- Contributions strategy

Council contributions will be based on the Library Agreement formula which applies the direct costs of service points to the relevant Member Council and regional costs apportioned on a usage basis by calculating the total number of visits and loans per service point and mobile service.

5 FINANCIAL INDICATORS

The following table outlines a summary of budgeted financial ratios for the years 2021-22 to 2024-25. These ratios are used as a guide to assess trends in GRLC's financial health. They show that the Library must carefully manage its resources with particular emphasis on cash flow and relies heavily on the continued support of Member Councils to meet the commitments incorporated in this Strategic Resource Plan.

FINANCIAL RATIOS	BUDGET 2021-22 \$	PLAN 2022-23 \$	PLAN 2023-24 \$	PLAN 2024-25 \$
UNDERLYING RESULT (%) Recurrent Surplus-Deficit / Total Recurrent Income Measures surplus/-deficit as a % of revenue.	-6%	-6%	-6%	-5%
WORKING CAPITAL OR LIQUIDITY Current Assets / Current Liabilities Assesses GRLC's ability to meet current commitments.	0.72	0.67	0.62	0.69
ADJUSTED WORKING CAPITAL OR ADJUSTED LIQUIDITY Current Assets / Adjusted Current Liabilities Where current liabilities are adjusted to reflect only the expected payments of LSL in the following year rather than the full value of the current entitlement.	1.33	1.24	1.15	1.29
TOTAL INVESTMENT GAP RATIO Capital Expenditure / Collection Depreciation	0.86	0.66	0.66	0.66
COLLECTION INVESTMENT GAP RATIO	0.73	0.73	0.73	0.73
IT, FURNITURE, FITTINGS & EQUIPMENT INVESTMENT GAP RATIO Measuring GRLC's rate of replacement of assets.	1.24	0.59	0.59	0.59

At 30 June 2022, GRLC will have 72 cents of current assets for every \$1.00 of current liabilities. This increases to \$1.33 when adjusted for expected long service leave payments.

The investment gap ratio highlights that GRLC is investing only 73 cents on collection items to replace every \$1.00 of items written down or withdrawn. For IT, furniture and other equipment, the investment in 2021-2022 is \$1.24 for every \$1.00 of value written down or written off. Of this, 65 cents relates to the \$500,000 investment in the upgraded Library Management System. Excluding the LMS, the investment in IT, furniture and other equipment decreases to 59 cents in each year of the SRP.

6 FEES AND CHARGES SCHEDULE

User fees and charges are comprehensively reviewed and benchmarked with public libraries and other local businesses offering similar services. No changes are proposed for 2021-22, as GRLC recognises the need to support our community in recovering from the economic hardship of the pandemic.

PROPOSED 2021-22	
OVERDUE FEES*	
Adults collection, music CDs and DVDs – per item per day	\$0.40
Children’s and youth materials	No fee
INTER LIBRARY LOANS (ILL)	
From non-GRLC public libraries	\$5.50
Where an ILL cost is charged by a non-GRLC lending library - will be charged to the library member plus postage	\$16.50 plus postage
Loans from interstate libraries	\$5.50 plus \$10 postage
CHARGES FOR DAMAGED MATERIALS*	
Rejacketing	\$6.50
CD & DVD case or slick replacement	\$6.50
RFID tags and barcode replacement	\$6.50
CHARGES FOR LOST/TOTALLY DAMAGED ITEMS*	Item cost plus \$6.50 admin fee
REPLACEMENT MEMBERSHIP CARDS	\$3.30
PHOTOCOPYING & PC PRINTING	
A4 page (B&W)	\$0.30
A3 page (B&W)	\$0.60
A4 page (Colour)	\$1.00
A3 page (Colour)	\$2.00
FACSIMILE	
Australia – first page	\$2.00
Overseas – first page	\$5.00
Subsequent pages	\$1.00
EARPHONES	\$1.00
USB STICK	\$10.00
LIBRARY BAGS	\$15.00
WITHDRAWN COLLECTION ITEMS	
Adult fiction and non-fiction	\$2.00
Children’s materials and magazines	\$1.00
PROFESSIONAL HERITAGE RESEARCH	
Professional Research by Heritage Centre staff	\$50.00 per hour
High resolution digital or hard copy prints images from heritage collection	\$20 per image

ATTENDANCE TO SPECIAL EVENTS AND AUTHOR EVENTS

– non-library members

\$10

MEETING ROOMS – BANNOCKBURN, BELMONT, CORIO, NEWCOMB & WAURN PONDS

Commercial/Professional user – per hour	\$55
Commercial/Professional user – per day	\$310
Not for Profit – per hour	\$40
Not for Profit – per day	\$235
Community user – per hour	\$10
Community user– per day	\$60
Audio visual equipment – commercial/professional user	Included in room hire rates
Audio visual equipment – community user	Included in room hire rates

Items marked (*) are GST free

All other fees and charges are inclusive of GST

Geelong Library and Heritage Centre

The following schedule lists venue hire fees and charges for the Geelong Library and Heritage Centre spaces including commercial and discounted community hire rates.

GEELONG LIBRARY & HERITAGE CENTRE SCHEDULE OF FEES 2021-22

VENUE	HOURLY RATE MON-FRI	HALF DAY RATE MON-FRI (UP TO 5 HRS)	FULL DAY RATE MON-FRI (UP TO 9 HRS)	WEDDINGS
Level 5 - High Ground <i>Wurdi Youang Combined Space</i> (3 hrs+)	\$190.00	\$705.00	\$1,405.00	\$1,855.00
Level 5 - High Ground <i>Wurdi Youang North</i> (min 3 hrs M-F)	\$125.00	\$515.00	\$890.00	\$1,445.00
Level 5 - High Ground <i>Wurdi Youang South</i> (min 3 hrs M-F)	\$105.00	\$435.00	\$825.00	n/a
Level 4 - Board Room (special requests only)	\$75.00	\$290.00	\$425.00	
Level 2 - Meeting Room	\$45.00	\$165.00	\$310.00	
Level 2 - Discussion Rooms (1,2,3,4)	\$35.00	\$125.00	\$250.00	
Level 1 - Activities Room (limited availability)	\$75.00	\$325.00	\$520.00	
DISCOUNTS				
Commercial/Business	0%			
Government/Not for Profit	25%			
Community	50%			
Discounts of up to 30% will be applied for multiple bookings over a defined period e.g. weekly bookings over a 3 month period.				
BONDS (IF APPLICABLE)				
Bond - Functions	\$500.00			
Bond - Classes/Meetings	\$100.00			
Bond - Key/Swiper	\$75.00			
Other fees will be charged at an hourly rate for cleaning, set up, technical support and Duty Manager on a cost recovery basis.				
Cancellation fees will be applied where appropriate.				
Usage agreements outside these fees may be made with Member Councils and Cultural Precinct partners such as Geelong Gallery.				



Geelong Library & Heritage Centre
51 Little Malop Street
T 4201 0600

Bannockburn
25-27 High Street
T 5281 2367

Barwon Heads
Barwon Heads Primary School,
Golf Links Road
T 5254 2143

Belmont
163 High Street
T 5243 2655

Chilwell
51 Russell Street, Newtown
T 5221 5129

Corio
Cox Road (cnr Moa Street) Norlane
T 5275 2388

Drysdale
18-20 Hancock Street
T 5251 3855

Geelong West
153A Pakington Street
T 5229 1939

Highton
Roslyn Road (cnr Belle Vue Avenue)
T 5243 4864

Lara
5 Walkers Road
T 5282 4182

Leopold
Leopold Community Hub
31-39 Kensington Road
T 4201 0675

Newcomb
cnr Bellarine Highway & Wilsons Road
T 5248 1802

Ocean Grove
Presidents Avenue (cnr The Avenue)
T 5255 4218

Queenscliff
55 Hesse Street
T 5258 2017

Torquay
Surf City Plaza, Beach Road
T 5261 3049

Waurin Ponds
140 Pioneer Road
T 5244 0048

Western Heights
Western Heights College,
Vines Road, Hamlyn Heights
T 5277 1177

Mobile Library Stops

Aireys Inlet

Anakie

Anglesea

Cape Clear

Deans Marsh

Dereel

Enfield

Grenville

Haddon

Linton

Lorne

Meredith

Portarlington

Rokewood

Smythesdale

St Leonards

Winchelsea

**GEELONG
REGIONAL
LIBRARIES**



Geelong Library & Heritage Centre
51 Little Malop Street
Geelong Victoria 3220
T 4201 0600

www.grlc.vic.gov.au

