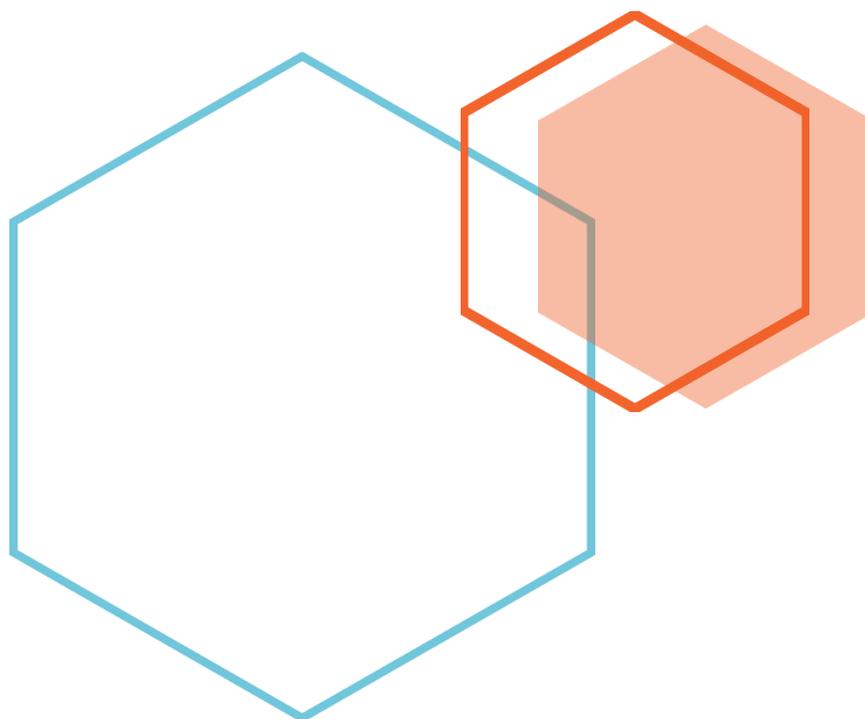


Annual Report 2017-2018

PLVN is the voice of Victorian public libraries.







PLVN Strategic Plan 2017-2021

Mission

PLVN is the voice of Victorian public libraries. We collaborate to assist member organisations to more sustainably deliver community-focused library services and outcomes by:

- leading the Victorian public library sector and building its capacity
- shaping the strategic direction of and investment in public libraries
- influencing stakeholder perceptions, attitudes and decisions.

Values and Behaviours

We value equity, transparency and creativity. We work in a professional, collegial and inclusive way. Our actions are future-focused, results-driven and evidence-based.

Key Result Areas

PLVN will focus its energy and resources in three key areas:

1 LEADERSHIP

- Providing a forum for professional encouragement and support of current and emerging leaders of Victorian public library services
- Developing, with the State Library of Victoria and other partners, outwardly focused statewide projects which enhance the capability of public libraries and the quality of collections, programs and services provided to the Victorian community

2 STRATEGY

- Providing a forum for sharing, considering and analysing contemporary library practices and systems in response to emerging community, industry and environmental trends
- Fostering an environment where innovative library solutions are encouraged and facilitated

3 INFLUENCE

- Raising the profile of public libraries with Local, State and Federal Governments and other agencies
- Advocating for policies, programs and approaches which ensure and enhance the financial sustainability of Victorian public libraries
- Fostering and promoting the role of public libraries in community strengthening, lifelong learning and social inclusion





Executive Report

What another fantastic year for your Association!

The Annual Report 2017/2018 only captures a snapshot of the amazing range of activities undertaken during the year.

We have been extremely busy advocating on your behalf, supporting our Special Interest Groups to deliver great activities, and working closely with our partners to achieve better outcomes for our library services.

We acknowledge the great work our Special Interest Groups undertake under the guidance and leadership of their Executive Representatives.

Our Special Interest Groups provided great support and training for our library teams and a strong focal point for our activities, including providing fantastic conferences that impact on the services we deliver to our communities: **'Stories Matter'** and **'Writing Our Story – a New History'**.

Our partnerships with State Library Victoria (SLV), Local Government Victoria (LGV) and the Municipal Association of Victoria (MAV) enable us to achieve far more on your behalf.

We have worked with our partners on (amongst others):

Advocate: part of the triennium projects with State Library Victoria.

Statewide Library Management System: tender development with the Municipal Association of Victoria and Local Government Victoria.

Project LUCI: a project with the aim of enhancing and improving the digital accessibility of public library services with Local Government Victoria and our interstate partners in Queensland and South Australia.

During the year we hosted the presentation of the Pierre Gorman Award to Melton City Libraries and presented our own scholarship to Anna Parsons from Ballarat Library to attend the IFLA Conference in Kuala Lumpur.

All this would not have been possible without your support and commitment to our shared Mission of assisting member organisations to more sustainably deliver community-focused library services and outcomes – thank you.

Our thanks to Christine Mackenzie, Kim Kearsey and Tony Iezzi who as our Executive Officers kept our back of house running smoothly over the last 12 months.

In particular, the Executive would like to thank Patti Manolis and Jenny Ruffy for their outstanding contribution to Victorian public libraries and their work as your President.



From the Executive Team:

Joseph, Sally, Michael, Anne-Maree, Chris, Felicity, Kate and Troy





Executive Committee



President
Joseph Cullen
CEO
Eastern Regional Libraries Corporation



Treasurer
Sally Both
CEO
Whitehorse Manningham Library Corporation



Secretary and Public Officer
Michael Byrne
Manager Community Learning & Libraries
Maribyrnong City Council



Committee Member
Anne-Maree Pfabe
Manager Melbourne Library Service
City of Melbourne



Committee Member
Chris Buckingham
CEO
Casey Cardinia Library Corporation



Committee Member
Felicity Macchion
Manager Library Services
Yarra City Council



Committee Member
Kate Brewster
Manager Community Information and Libraries
Boroondara City Council



Committee Member
Troy Watson
Manager Libraries
Melton City Council

Subcommittees

Community Participation and Engagement Subcommittee

Executive Rep: Troy Watson

Special Interest Groups:

- Children's and Youth Services and Programs
- Local Studies
- Multicultural Services and Programs
- Home Library Service

Community Access Subcommittee

Executive Rep: Anne-Maree Pfabe

Special Interest Groups:

- Collections
- Reader Development
- Resource Sharing

Customer Service Subcommittee

Executive Rep: Felicity Macchion

Special Interest Groups:

- Libmark
- Library Operations
- ICT Group





Making it happen!

Community Participation and Engagement Subcommittee

Children's and Youth Services and Programs Special Interest Group (SIG)

The Children's and Youth Services and Programs SIG held quarterly meetings at the MAV. Attendance at meetings is consistent although we would like to encourage attendance from all library services.

Meetings include a mix of planning, presentations and networking opportunities that strengthen the Victorian public library network. Meetings also facilitate information sharing across the State.

Discussion has included:

- Whitehorse Manningham Libraries: Young Adult Literature Festival;
- Hume Libraries: Youth Volunteer Program and STEAM Expo;
- Wyndham Library Service: Bookfish online readers' advisory tool; and
- Frankston City Libraries: Mayor's Reading Challenge.



In response to feedback and our commitment to providing a forum for sharing ideas and promoting best practice, the SIG ran two themed mini-workshops (in the 2017/2018 year) in place of two meetings to enable us to cover more topics and build interest and engagement in the SIG from Victorian Public Library Staff.

The September seminar held at the Port Melbourne Town Hall, themed The In-Betweens, was very popular and attracted 91 attendees.

Adam LeGood delivered a presentation skills workshop to build confidence and capacity of attendees.



Adam LeGood

Victorian Public Library staff presented lightning talks about successful programming ventures including successful partnerships, school holiday programs and after school sessions:

- Ann-Maree Hannon & Nikki Tatasciore (Geelong Regional Library Corporation): Treehouse Escapades and Miss Peregrine's Peculiar Photography;
- Wendy Bronqueur (Monash Public Library): Engineers Without Borders;
- Cory Greenwood (formerly Yarra Plenty Regional Library): Level Up.

Round table discussions were extremely popular and covered the topics: emerging technologies, afterschool programs, school holiday sessions, school programs and workshops, engaging your audience.





Local Studies Special Interest Group (SIG)

The Local Studies SIG had a terrific year of networking and learning.

Four network meetings were held at the Victorian Government Library, Melbourne, Melbourne Museum, Carlton hosted by the Victorian Collections team and at the MAV with guest speaker Historian Emma Russell who spoke about a project in the City of Yarra to identify and make recommendations for the management of local oral history collections.

Meetings had an average attendance of around 17 people and included reports and discussion as well as a tour/guest speaker.

The June meeting was held at Bendigo Library with presentations from Danielle Orr, Heritage Planner City of Greater Bendigo who managed a project that culminated in a strategic report on historical artefacts within the municipality and Kirsten McKay, Curator with the Bendigo Soldier Memorial Institute Military Museum who is managing a major refurbishment, in addition to its collection and volunteers.

Previous convenor Elaine Craig and her colleague Vicki Court, both from Whitehorse Manningham Libraries have retired. Elaine first started coming to meetings in November 1994 and was convenor for 16 years from 1997 until July 2013. Vicki has been attending since 1993.

Linda Longley, (Melbourne Library Service) agreed to co-convene the group following the September 2017 meeting.

We are pleased that SLV continues to be represented at our meetings. We welcomed Kylie Best who took over from Katie Flack.

The Facebook page continues to be popular to share information with 31 members.

A subcommittee joined forces with the Multicultural Services SIG to present the Stories Matter Seminar in June. This was first seminar that the Local Studies SIG has organized (see the Stories Matter report).



Liz Pidgeon & Elaine Craig

Multicultural Services and Programs Special Interest Group (SIG)

Multicultural Services and Programs SIG held a total of six network meetings over the period.

These meetings were held at Dandenong Library (Greater Dandenong Libraries), Bargoonga Nganjin Library (Yarra Libraries), Bunjil Library (Casey Cardinia Libraries), The Immigration Museum, Sunshine Library (Brimbank Libraries) and MAV.

Where library venues were chosen, there was opportunity for attendees to tour the library and check out the LOTE collections and programs on offer.

The visit to the Immigration Museum included a tour of the Museum and a presentation about the Museum and their programs by Jan Molloy. Jan is the Programs Coordinator and offered to host more meetings in the future for this SIG. It was a successful meeting with discussions around how we could explore partnership opportunities between public libraries and the Immigration Museum in the future.



Other guest speakers who attended meetings throughout the year included Michael Bromhead from Foundation House and Sanjana Shrestha who presented on the Nepali READ project.

Average attendance at meetings was 13 people.

Once again, CAVAL sponsored the update of the LOTE holdings directory in late 2017.

A subcommittee of three people joined together with a subcommittee of three people from the Local Studies SIG to bring together a seminar, Stories Matter, on 6 June 2018 (see the Stories Matter report).





Stories Matter

80 staff from Victoria's Public Libraries attended presentations from seven library services who were invited to recognize how our local communities are rich with diverse and unique stories and how they collect, activate and share community narratives.

Keynote speakers included Ramsay Scholarship recipient and Early Years Outreach Officer Sarah Bingle on her work with Aboriginal and Torres Strait islander families, Professor Alistair Thomson and the Australian Lives oral history project and archaeologist, TV presenter and writer Adam Ford on his work in exploring stories of the past, giving us insights for today.

Other presentations included capturing stories of Australian First Nations and refugees from the State Library of NSW and the local grants and Victorian Community History Awards program available via Public Records Office Victoria.



Shane Charles



Kate Hanse & Carolyn Jury



Sarah Bingle

Home Library Service Special Interest Group (SIG)

Meetings have been held at the Sunshine Library, MAV and Vision Australia in Kooyong.

During the year we heard about the Dementia Library offered by the Eastern Regional Libraries Corporation which was inherited from the Brotherhood of St Laurence. It has a small number of members but is offering an alternative method for families to connect with their family members suffering from dementia.

A tour of the new library premises at Sunshine took place as well as a discussion on this SIG's Terms of Reference and their relevance.

The final meeting of the year was at Vision Australia in Kooyong with presentations from members of the organisation showcasing the breadth of services they offer to the vision impaired, details about the children's tactile library and the work of the audio book recording team.

Regular topics discussed at most meetings continue to focus around the recruitment and role of volunteers across libraries for Home Library Service and how to run effective outreach programs.





Community Access Subcommittee

Reader Development Special Interest Group

The main focus of the Reader Development SIG in 2017-2018 was working collaboratively. We formed working groups to look at the following:

- Summer reading (December 2017 to January 2018) and Winter reading (June to July 2018) promotions. We worked collaboratively on developing a reader-centred concept, matching book recommendations to ice cream flavours in summer and soups or hot drinks in winter.
- Australian Reading Hour. Fact sheets were compiled to assist those wishing to host Silent reading parties and community reading events. Silent Reading Parties were held in over 20 library branches in August 2017. Many more events and activities have been planned for Australian Reading Hour on 20 September 2018.
- Reader Development Training. The State Library of Victoria consulted with the Reader Development SIG about the statewide reader development training program to be delivered in 2018-19. SLV also worked with us to compile a reader development definition.
- Engaging readers online, including via mobile devices. A working group have collaborated on a social media campaign to share reader recommendations, modelled on the campaign delivered at Darebin Libraries.
- Outreach/pop up libraries to reach adult readers. The working group has gathered information about pop up libraries and are looking at strategies to engage adult readers who are not currently library members.

Our main project this year has been collaborating with the Collections SIG to deliver our first joint seminar. We formed a working group with representatives from both SIGs and held regular meetings from February 2017. The 'Much Ado About Books' seminar will be held on 12 September 2018 at Geelong Library and Heritage Centre.

Collections Special Interest Group

All meetings this year were held at the MAV offices. Each meeting focused on a theme or topic that was addressed either through a guest speaker or information session facilitated by members of the group. Attendance numbers have been a little lower than the previous year ranging from 12-15 at each meeting.

One guest speaker for the year was Debra Rosenfeldt who spoke about the State-Wide Advocacy Project. After the presentation Debra stayed on and the group enjoyed a wide ranging discussion on the topic.

Information was shared from within the group this year with members being responsible for presenting on the various themes. The most well attended meeting and one that demonstrates the knowledge within the SIG group was on the theme of 'Analysing data, collection management plans, strategies and purchasing profiles'. The presentation challenged ideas of what data we collect and for what purpose. This generated much discussion and interest within the group especially in the context of declining loans and visits.

Finding new ways to address declining loans through the idea of Non-Traditional Collections was another popular theme which looked at lending ideas from other libraries such as:

- Cultural experiences eg. Art Gallery/Museum passes;
- Seed collections;
- Discovery Boxes: Educational collections e.g. toys, telescope; and
- Cake Tins/Sewing Machines, Tools.



Customer Service Subcommittee

LibMark Special Interest Group

LibMark prioritises information sharing and learning. Our bi-monthly meetings are used as an opportunity to visit different library locations. This enables members to explore outside their own service. A tour of the host library encourages the group to observe: newly refurbished/built buildings, in-branch marketing campaigns and collateral, and innovations that aim to improve the customer experience and public participation.



LibMark works best when there are representatives from a variety of different library services, enabling discussion and collaboration across diverse perspectives and experiences. In early 2018, LibMark undertook a membership drive that included redesigning the LibMark logo with a new look, refreshing the LibMark section of the PLVN SIG website and putting out a call for new members. This resulted in a surge of interest and 15 regular new members.

LibMark welcomed Robyn Ellard to our April 2018 meeting and were updated around the development and aims of the advocacy program Libraries Change Lives. Committee members are excited about the possibilities inherent in the plan and are looking forward to giving it our full support. Many members will be the nominated 'champion' for the project within their own library service.

We are currently at work preparing for our next conference '*On the Same Page*' which will explore, brainstorm and discuss ways public libraries can work together to promote and advocate for our services through consistent language, messages, and methodology.

Through the 2017 conference, '*Writing Our Story*' (see report below), attendees and LibMark members were encouraged to take part in the upcoming consultation workshops for the state-wide advocacy program. LibMark members contributed in the workshops and we continue to work with SLV as the project moves forward.

This year saw a change in leadership, as our highly regarded Convener, Kylie Carlson (Yarra), stepped down to focus on other duties. The leadership of the group is now shared between Celia Rice (MVL) and Marieclaire Baird (YPRL).

Writing Our Story - a New History

The 2017 LibMark Conference *Writing Our Story – a New History* aligned with the 2030 PLVN Strategic Framework, Objective 1: Storytelling '*...to generate internal and external belief and buy-in to a shared vision for the future role of Victorian public libraries.*'

We explored the synergies in approaches to building the 'library brand'; how we consolidate and create a new history; a new perception and shared identity – a brand that goes beyond place, product and logos.

Speakers included librarians, book industry figures and academic and commercial views on the topic of brand.

We looked at some of the vocabulary that we use to describe our libraries and resources and noted that we have a way to go before we can unify and clarify our offerings in our messaging to library users and non-users. The successful conference held in November 2017 at William Angliss Conference Centre was attended by 90 public library staff. Feedback analysis revealed overwhelmingly positive responses.



Shared Leadership Presenters



Conference Attendees

Operations Special Interest Group

The PLVN operations group met in August and November 2017 and in May 2018.

We averaged 20 participants across the three meetings and had the opportunity to meet at and visit the new library in Fitzroy: Bargoonga Nganjin.

The group continues to focus on round table discussions on key issues focused on resource management (staffing, buildings), service delivery (customer service issues, levels and challenges), enterprise bargaining (EB) implications and other general matters.

The decision has been made to hold two meetings per year which will be preceded by a morning seminar relevant to public libraries – with a primary focus on team leaders, branch leaders and coordinators. This has been approved by the PLVN managers.

Meetings will be held where possible adjacent to other PLVN activities to encourage more regional staff to attend.

The next planned meeting/seminar will be in October 2018 and will be based on “Getting the Best From Your Staff” (recruitment, coaching/supporting, performance management).

The group also welcomes two new co-facilitators – Monique Godbehere (Greater Dandenong) and Kathryn Donkin (Melbourne City Libraries). Jane McKellar has stepped down from the role.

The terms of reference have been updated to reflect a change to the meeting schedule following approval from the PLVN Executive.

ICT Special Interest Group

The ICT SIG has been running now for nine years and has finally come into its own.

After a slow development path, the bimonthly meetings now have attendances of between 20 and 30 people, who come willing to hear, share their knowledge and experience and learn from each other.

The SIG now has 53 individuals working in Victorian public libraries on our mailing list, from senior ICT managers to help desk staff based in branches. The mailing list has been used to communicate meetings and events information, but has also been used to request and collate information about library processes and policies in a number of areas, including:

- The .au domain
- Charging stations
- Technical services departments
- Website hosting
- Overdue items percentages
- Internet policy for under 18s

Six meetings were held in 2017-18. These meetings are held bi-monthly, in a Victorian public library, to enable us to discuss topics of common concern, share knowledge, report on our libraries and learn from the experience of others.

The ICT SIG also began discussing potential projects that we could collaboratively work on and report back to PLVN and the wider Victorian public library community. Topics under consideration by end of the financial year have included:

- An index of ICT used by Victoria public libraries – including LMS, print and PC management, event bookings, Wi-Fi and more
- Foundation skills for digital literacy
- LGPRF and PLVN statistics



We look forward to beginning work on at least one of them in the next year year.

Our first training event for some time was also organized, with an ICT Management Unconference due to run in July 2018.

We are continuing to investigate ways in which ICT staff from regional libraries can be involved in our meetings and will be moving to having more outcomes-based meetings, whilst retaining the valuable networking elements that have been so important to our group and its members.

The ICT SIG has had a good year of growth, sharing and development and is looking forward to new opportunities in the coming year.

Presentation of the Pierre Gorman Award



Kate Torney, CEO, State Library Victoria, presented the Pierre Gorman Award to Melton City Libraries at our general meeting in June 2018.

Melton City Libraries will collaborate with up to ten other Victorian public libraries to develop a state-wide community of practice around shared reading programs.

Together they will learn how to deliver a shared reading program for people with disabilities called the Next Chapter Book Club, which was developed in the USA.

Participating libraries will then roll-out the program in their own communities.

This approach will spread the benefit of the Pierre Gorman Award across the state and will support sustainability of the shared reading initiative in public libraries.

Libraries After Dark

Libraries After dark was the idea of Victorian Local Governance Association (VLGA) senior policy adviser (and Darebin councillor) Susan Rennie and Moreland council social policy officer Judy Spokes.

The State government's Victorian Responsible Gambling Foundation is operating the program through four councils, for two years. The foundation is funded by taxes on gambling revenue.

Libraries after dark host various events, talks and activities for all to enjoy at a late hour.

This highly successful program has made it on to our TV screens and into The Age.



Yes, they're open: gambling reform advocate Susan Rennie, co-founder of the Libraries After Dark activities program, pictured at a Preston Library craft circle.



Partnership with AMAZE

Yarra Libraries partnered with AMAZE (peak Victorian body for Autism) to develop an online resource to train all public librarians in the Inclusive practices – specifically Storytimes for children on the spectrum. Yarra libraries trialed the resource and developed a digital social story and PDF social story for the resource.

On Thursday 28th June Yarra Libraries launched the resource to 80 librarians from all over the state in partnership with PLVN and AMAZE. We had people from Shepparton, Castlemaine, and Bendigo etc.

We have had interstate interest in the program and a paper was also written on the principles of Sensitive Storytimes.

The resource is now part of the PLVN state-wide training program, and INCITE (Library Journal) and IFLA have shown interest in spreading the message.



MAV Technology Awards for Excellence - Strategy & Planning 2018

Hobsons Bay Libraries was awarded the MAV Award for Excellence in Technology for their Creative Technology Hub Project. The award recognized the strategy and planning for the project still in development that is due to open late 2018. The Creative Technology Hub is a partnership with Seaworks Foundation on the waterfront in Williamstown.

With a sustainable approach in mind, the tactical urbanism project was inspired by the reuse of freight containers for responsive community building projects like those created after the Christchurch earthquake - a people's mall that has spawned many such projects around the world for agile creative community and commercial use.

The Creative Tech Hub (CTH) will deliver access to a range of creative technologies and related programs, including robotics, 3D design and printing, coding, and electronics as well as green screen creative film making. Whilst now not unique in the public library offering space, the stand-alone hub located on a semi industrial partner site is.

The foundation partnership with Seaworks deliberately creates a new look and access point for those who may not identify with a library as being a space for them. The hub is a space that doesn't look or feel like a library (although we know it is – a place of learning and for accessing resources, and creating new solutions collaboratively and/or independently). A space that provides a hook back into learning that will re-engage and spark curiosity to know more.

The offer will foster experimentation, invention, creation and exploration through design thinking and project-based learning, built on 'play to learn' principles. Target audiences include disengaged young people from education or employment, as well as older adults in need of reskilling – as a result of impact of the down turn of large scale manufacturing in the municipality.

The project has been resourced by the building of a network of strategic partners including business, government, and philanthropy. This partnership model has intentionally not relied on capital funding from Local Government, adding to its strategic approach in a fiscal environment. The funding and in-kind partners committed to the project's success include Raeco, Toyota, Gandel Philanthropy, Boncon Future Container Roofing, Cherry Energy, AV Jennings, Tribus, and Living Libraries and Swinburne University Engineering Practice Academy as programming partner.

<http://conference.mav.technology/awards/>





Reports from our Partners

State Library Victoria

A new triennium of Statewide Public Library Development Projects commenced in 2017-2018. These are a key investment by public libraries and State Library Victoria to consistently deliver high quality and valuable research and tools to improve public library services.



Each program of work is supported by a workgroup comprised of public library service managers and/or CEO's, who are nominated by Public Libraries Victoria Network (PLVN), a senior State Library representative, and the State Library project management team.

ADVOCATE Program

The new major program of work for the triennium, ADVOCATE commenced with development of a three-year statewide advocacy strategy for Victorian public libraries. This was informed by comprehensive consultation, in which more than 460 library staff participated.

The strategy defines three streams of work for the next two years:

- 1) The community campaign Libraries Change Lives.
- 2) A political engagement campaign around three key State Government election asks:
 - a. Indexation of recurrent public library funding by both CPI and Victorian population growth;
 - b. \$40 million over four years to expand the Living Libraries Infrastructure Program, including dedicated funds supporting digital literacy and access;
 - c. \$10 million over two years to grow Young Minds through early years literacy and STEM programs to 0-10 year olds, with a focus on disadvantaged communities.
- 3) A library staff development program focused on advocacy skills.



Development of the advocacy strategy was complemented by publication of a new research report Libraries Work! the socio-economic value of public libraries to Victorians, libraries, and includes a one page summary of the report's key messaging.

WRITING THE WAR Program

A sector-wide contribution to the centenary commemoration of World War I (WWI), touring panel exhibition Writing the War told the stories of Victorians involved in WWI, drawing on material held in the State Library Victoria collection and sourced locally from hosting libraries.

In 2017-2018 Writing the War was hosted by six libraries from Tallangatta to Caroline Springs, and was seen by 130,437 visitors.

Since August 2015 Writing the War has been hosted by 18 libraries and viewed by 298,806 visitors.



Debra Rosenfeldt

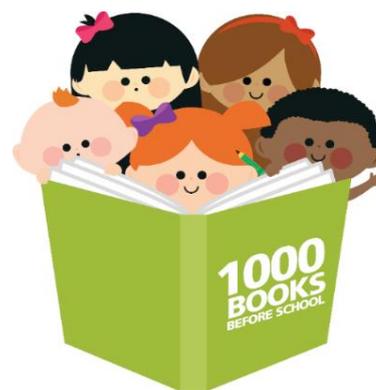


READ Program

This program continued to deliver on the recommendations of Reading and literacy for all: a strategic framework for Victorian public libraries 2015-2018, to strengthen the role of Victorian public libraries in the early years and adult literacy domains.

Statewide early years initiatives included:

- The 1000 Books Before School campaign, encouraging parents to develop a home learning environment. At 30 June, nearly 50,000 children were enrolled.
- Story Island: an adventure in pictures, a touring exhibition featuring items from the Scholastic Dromkeen Children's Literature Collection. Story Island was hosted by four libraries and viewed by 14,934 visitors in 2017-2018. Over the full course of its tour, which began in June 2016, it was seen by 97,399 visitors at twelve libraries.
- A library staff development program attended by 221 early years' literacy specialists.



The main adult literacy initiative was a grants program enabling the following library services to deliver innovative new programs:

- Melbourne, Wyndham, Yarra and Gannawarra (in partnership): Improving adult literacy together: a portal to accessible and relevant sources and information.
- Whitehorse Manningham: Families Ready to Read.
- Moreland: Word Play.
- Greater Dandenong: Our Stories - from the City of Greater Dandenong.

LEARN AND LEAD Program

Fostering a culture of continuous learning in the public library workforce, LEARN AND LEAD contributes to building skilled and flexible staff, and nurturing the next generation of leaders.

Work strategically focusses on bridging the skills gaps identified in Victorian Public Libraries: our future, our skills (2014), which in turn responded to the future vision articulated in the Victorian Public Libraries 2030 (2013) strategic framework.

Highlights in 2017-2018 included:

- The Radical Libraries mini conference, featuring keynote speakers on civic inclusion and justice, and showcasing diverse new Victorian public library initiatives.
- Rounds 5 and 6 of Jump Start: digital literacy for public library staff elearning. An additional 'catch up' round was conducted for staff who had previously participated without completing.
- Five workshops illuminating the role of libraries as creativity incubators.
- The new Managing Self, Managing Others training for building leadership capability.
- The 2017 Barrett Reid Scholarship, awarded to Kyleigh Langrick from Moreland library service to research design thinking for libraries.





Swift



This year Swift refreshed its Vision, Mission and Values with a collaborative workshop of members as a way of providing clarity about its strategic direction. Swift's vision is to be an agile and vibrant library consortium that provides positive leadership, empowering libraries to achieve more. Swift's mission is to provide vital shared services to libraries that help them to connect people (seamlessly) with information, opportunities and ideas.

Swift has been focusing on embedding its values of Collaboration, Leadership, Sustainability, Inclusiveness, and Adaptability into its operations to meet the growing needs of its members and Victorian Library Services. Swift continues to work with its key stakeholders, including its members, Public Libraries Victoria Network, Local Government Victoria and Municipal Association Victoria to achieve positive outcomes for its members and the wider Victoria Library sector.

Swift continues to explore new projects and options to extend services that are in line with its purpose and values. This will bring greater opportunity for library services to collaborate with each other for the benefit of our communities.

Local Government Victoria

Local Government Victoria

Local Government Victoria provides policy advice, oversees legislation and works with councils to support responsive and accountable local government services.



PLVN values the positive relationship with LGV in supporting and encouraging public library services. PLVN has continued its collaboration with Local Government Victoria (LGV) in discussing state-wide issues, funding arrangements and participating in projects. These activities have included:

- Continued funding of the Public Libraries Funding Program, Premiers' Reading Challenge Book Fund, and Living Libraries Infrastructure Program.
- Project LUCI, with the aim of enhancing and improving the digital accessibility of public library services for every Victorian.
- The single library management system (LMS).
- Funding of Library Link and courier services to facilitate the movement of books and materials between library services across the state.
- Funding of the annual public libraries survey undertaken by PLVN.
- Continuing our collaboration through regular attendance and discussions at PLVN meetings and with PLVN members.

Australian Public Library Alliance (APLA)

The Australian Public Library Alliance comprises the chair of every Australian public library association, a senior representative of the ACT, Northern Territory and Tasmanian library services, and three expert members. In total, APLA represent 94% of all the 1,500 public libraries across Australia.

During 2017-2018 APLA members continued their financial commitment to the Reading Hour and the Summer Reading Club.



Municipal Association of Victoria



The MAV is the peak representative and lobbying body for Victoria's 79 councils. It was formed in 1879 and the Municipal Association Act 1907 formalises the MAV as the official voice of local government in Victoria. Public libraries are funded primarily by local government.

MAV and PLVN have a significant and long term shared interest in strategic and public policy matters as they impact upon public library services. The two organisations have a memorandum of understanding for the MAV to employ an Executive Officer to service PLVN's needs with administrative and financial support and to host certain contractual arrangements between external providers and PLVN members.

The main projects that the MAV is working on with PLVN include:

- A new state-wide library management system (LMS).
- Activities with Adult Learning Australia where we are working with PLVN and others toward a unified approach to the delivery of educational programs for adults in liaison with Neighbourhood Houses and ALIA.
- Research in support of the Creative Industries and the development of opportunities to benefit arts and culture across Victorian Councils.

INELI- Oceania

PLVN was a partner and funder of the INELI-Oceania program which was delivered in partnership with the Bill & Melinda Gates Foundation, ALIA (Australian Library and Information Association), LIANZA (Library and Information Association of New Zealand Aotearoa), NSLA (National and State Libraries of Australasia), the National Library of Australia, National Library of New Zealand and the State Library of Queensland.

The highly rewarding four-year journey that has constituted the INELI-Oceania program concluded in June 2018 when twenty-six innovators from the two cohorts came together with program mentors and Steering Committee members in Pacific Harbour, Fiji, for a final Convening.

Over three days participants had many opportunities to share the highlights of their individual journeys and to

have a greater insight of their Pacific colleagues through visiting libraries in Suva.



Following the Convening a highly successful Pacific Libraries Summit was held over two days. The Summit brought together key regional stakeholders, library practitioners and INELI-Oceania innovators to advocate for the role of public libraries and librarians in society and to inspire a vision and agreement for collaborative and sustainable development of public library services in the Pacific. A key outcome of the Summit was a Statement of Intent to strengthen the impact and capacity of Pacific libraries to better support the needs of their communities through collaboration, networking and advocacy.

As the INELI-Oceania program draws to a close the original INELI-Oceania vision of collaboration and partnership is being further developed by the emerging initiative that is the Pacific Libraries Network.



Libraries at the Heart of Local Communities

Big or small, libraries are vital to the health of our communities.

Leitchville Library

The tiny Leitchville Library has been moved from its (small one room, no facilities) location to share premises with the Leitchville Rural Transaction Centre. As the Library is only open one day per week the space has been designed so that it can be used by the community even when the library is not open. Kerri Sidorow, Manager of Libraries, Gannawarra Shire Council tells us that it is a great outcome for everyone.



Yarra Plenty Regional Library Mobile Library Refurbishment



Across December-February, YPRL undertook a significant refurbishment of its mobile library. The vehicle was off the road for two months and underwent much-needed repairs and refurbishment including panel beating, repairing a leaking roof, installing new carpet and lights, improving the hydraulics system and general maintenance.

The outer shell of the Mobile Library, which was also poor condition, has been repaired and the graphics replaced with an updated and modern design. The design was developed to ensure the Mobile Library is eye catching and fresh and we have had a lot of positive feedback about how it looks! It is certainly easy to spot on the roads.

Balwyn Library

This major investment brought new life to Boroondara's most popular library, where the community have been meeting and learning since 1978. Balwyn Library reopened to the public in April 2018 after the completion of a \$8.9 million redevelopment.

For the new design, Boroondara Library Service listened to community feedback and created a more attractive and useable community space with plenty of natural light. The new layout provides better collection access, comfortable casual reading and study spaces, more meeting rooms and a quiet area separated from the main library.



Bunjil Place



Bunjil Place brings together an unprecedented mix of facilities including an outdoor community plaza, theatre, multipurpose studio, function centre, gallery, council customer service and most importantly, Casey Cardinia Libraries Narre Warren branch Centre all in one place.

The building is 24,500 m² and cost \$125 million to construct.

Set over three levels, the modern, light-filled community library at the heart of the facility is an ideal space to discover, learn and connect.





Victorian Public Libraries 2017-2018 Snapshot

This is an excerpt from the Annual Survey of Victoria Public Libraries

Victoria's public libraries continue to provide high quality and efficient library services to the Victorian community. The Top 10 PLVN library performance indicators address participation, collections, cost efficiency, staffing, technology and customer satisfaction. The 2017-2018 data illustrates the changing role of public libraries, showing stability in customer satisfaction continued growth in terms of program attendance and digital inclusion, against a decline in funding per capita.

1. Active library members

In 2017-2018, 2.19 million people were members of Victorian public libraries (against 2.17 library members reported in 2016-2017). This represents 35% of the Victorian population (against 36% in 2016-2017). Of these, 0.99 million, or 16% of the Victorian population, borrowed a library collection item during 2017-2018. This figure is slightly lower than what has been previously reported for 'active' library membership (0.99 million people and 16% in 2016-2017), with the number of active members static as the population grows. Many people who are not classified as 'active members' actively use libraries. For example, a family member may borrow for them, or they use the library to attend programs, use the computers and wifi, or use library spaces for work, study or relaxation.

2. Attendance at library programs per '000 capita

In 2017-2018, an average of 331 people out of every thousand attended a cultural, literacy or skill development program at a Victorian public library. This is 2% higher than the 2016-2017 result and continues a steady upward trend – up 34% on the 247 per thousand reported statewide in 2011-2012. Library programs cater to the needs and interests of different population cohorts and include Story Time and Rhyme Time for children, school holiday programs for young readers, author talks and book clubs, digital literacy training, youth activities and cultural events.

3. Turnover rate – physical items

In total, Victoria's public libraries have a physical collection of 7.94 million items (down 3% from 8.22 million items in 2016-2017). With annual loans of physical collection items around 42 million (down from 43 million in 2016-2017), there was an average of 5.3 loans per item during 2017-2018, consistent with results from previous years. Turnover rates at individual libraries range from more than 8.3 loans per item to 2.6 loans per physical collection item.

4. Turnover rate – digital items

The number and use of digital collection items in Victorian public libraries continue to increase. The total 'stock' of digital items increased 17% to 760,000 in 2017-2018. The 3.6 million loans of ebooks and resources compares with 2.4 million loans of digital collection items in 2016-2017 and 0.9 million in 2014-2015. On average, every digital collection item in Victoria's public libraries was borrowed 4.3 times during 2017-2018. This does not include loans of Vision Australia's digital resources which have a turnover rate of 10.7 loans per item.



5. Physical quality of library collection ↘

Sixty five percent of public libraries' current physical collection of 7.9 million items has been purchased in the last five years, indicating a high level of collection quality and currency. This figure had increased from 60% in 2011-12, but has dropped slightly in the past two years. The five libraries that have purchased more than 80% of their physical collection in the last five years are all in metropolitan Melbourne. The five libraries with the lowest proportion of recently purchased physical collection items (less than 42%) are in rural areas.

6. Cost of library service per capita ↘

The average level of funding of public library services in Victoria in 2017-2018 (excluding VAILS) was \$39.90 per person. This is lower than in previous years – in both absolute and real (inflation-adjusted) terms. In 2017-2018 the total direct cost of providing public library services in Victoria was \$252 million (vs \$248 million in 2016-2017) – with \$202 million (80%) of library operating funding coming from local government, \$41 million (16%) from state government, and \$9 million (4%) from other funding sources (including library fees and charges). This does not include federal program funding (\$0.3 million) or capital funding for library buildings, mobile libraries and equipment.

7. Cost of library service per visit →

Across their core funding sources (i.e. local government – operating/collections, state government, other income), the average cost for each of the nearly 31 million physical visits to public and mobile libraries was \$8.19 (not including visits to library websites or attendance at offsite activities). In inflation-adjusted terms, this is consistent with service costs in previous years.

8. Staff EFT per '000 capita ↘

The number of library staff per thousand population (0.29 EFT in 2017-2018) continues to slowly decrease as library funding per capita drops. In 2017-2018 Victoria's public libraries employed the equivalent of 1,843 full time persons. On average, library corporations have a lower staff per capita rate (0.25 EFT per '000 population) than single municipal libraries (0.32 EFT).

9. Number of public access devices per '000 capita ↘

Victorian public libraries support digital inclusion by providing free access to computers (including desktops, laptops and tablets). Since 2011-2012 the number of public access devices accessible per thousand persons increased from 0.40 to 0.71 in 2016-2017. The drop to 0.63 public access devices per capita in 2017-2018 coincides with more library users using their own devices to access free library wifi.

10. Customer satisfaction rating →

Victoria's public libraries first reported to PLVN on customer satisfaction ratings in 2013-2014. In 2017-2018, across different survey approaches, the average library customer satisfaction rating was 8.43 out of 10. This is in line with the average ratings reported in 2016-17. Satisfaction ratings from 37 libraries range from a high of 9.9 out of 10 to a low of 6.8 out 10.





Treasurer's Report and Financial Statements 2017-2018

Treasurer's Report



Sally Both

The final result for the 2017-2018 year saw a higher than budgeted surplus of \$54,336, due to lower than anticipated expenditure in a number of areas. This compares to a surplus of \$34,196 in 2016-2017.

The total income for the 2017-2018 year was \$931,854 compared to \$1,284,470 in 2016-2017. The main reason for this is the income of \$384,000 from the Victorian Tech Savvy Seniors Grant in 2016-2017.

The main category of income for PLVN is membership fees. Membership income is the core of PLVN's budget, and is the basis on which it is able to work and conduct its core business. Other income from grants, consortia purchasing and Special Interest Group activities are on the whole an "in and out."

The total expenditure for the year was \$877,518, compared to \$1,250,194 in the previous year. The reason for this variance is the project expenditure relating to Victorian Tech Savvy Seniors in the 2016-2017 year.

The balance sheet as at 30 June 2018 shows that PLVN's assets are at \$463,626 compared to \$409,290 on 30 June 2017.





Public Libraries Victoria Network Inc.

62734551228

Financial Statements

For the Year Ended 30 June 2018





Public Libraries Victoria Network Inc.

62734551228

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Public Libraries Victoria Network Inc.

62734551228

Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 30 June 2018

	2018	2017
Note	\$	\$
Revenue		
Revenue and other income	4	931,854
		1,284,390
Total revenue		931,854
		1,284,390
Expenses		
Administration expenditure		(13,538)
Executive officer cost		(44,842)
Fees and charges		(3,524)
Project expenditure		(802,665)
Seminar and conference expenditure		(2,598)
Subcommittee expenditure		(10,351)
Total expenses		(877,518)
		(1,250,194)
Surplus before income tax		54,336
Income tax expense		-
Surplus from continuing operations		54,336
		34,196
Other comprehensive income, net of income tax		-
Total comprehensive income for the year		54,336
		34,196

The accompanying notes form part of these financial statements.





Public Libraries Victoria Network Inc.

62734551228

Statement of Financial Position
As At 30 June 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	575,085	420,883
Trade and other receivables	6	(2,282)	660
TOTAL CURRENT ASSETS		572,803	421,543
NON-CURRENT ASSETS			
TOTAL ASSETS		572,803	421,543
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	14,588	12,253
Deferred income	8	94,589	-
TOTAL CURRENT LIABILITIES		109,177	12,253
NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		109,177	12,253
NET ASSETS		463,626	409,290
EQUITY			
Retained profits	9	463,626	409,290
TOTAL EQUITY		463,626	409,290

The accompanying notes form part of these financial statements.





Public Libraries Victoria Network Inc.

62734551228

Statement of Changes in Equity
For the Year Ended 30 June 2018

2018

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2017	409,290	409,290
Surplus after income tax expense for the year	54,336	54,336
Balance at 30 June 2018	463,626	463,626

2017

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2016	375,094	375,094
Surplus after income tax expense for the year	34,196	34,196
Balance at 30 June 2017	409,290	409,290

The accompanying notes form part of these financial statements.





Public Libraries Victoria Network Inc.

62734551228

Statement of Cash Flows
For the Year Ended 30 June 2018

	2018	2017
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	1,022,032	904,214
Payments to suppliers and employees	(875,183)	(1,244,126)
Interest received	7,353	10,164
Net cash provided by/(used in) operating activities	11 <u>154,202</u>	<u>(329,748)</u>
Net increase/(decrease) in cash and cash equivalents held	154,202	(329,748)
Cash and cash equivalents at beginning of year	420,883	750,631
Cash and cash equivalents at end of financial year	5 <u>575,085</u>	<u>420,883</u>

The accompanying notes form part of these financial statements.





Public Libraries Victoria Network Inc.

62734551228

Notes to the Financial Statements

For the Year Ended 30 June 2018

The financial statements cover Public Libraries Victoria Network Inc. as an individual entity. Public Libraries Victoria Network Inc. is a not-for-profit Association incorporated in Victoria under the *Associations Incorporation Reform Act 2012* ('the Act').

The functional and presentation currency of Public Libraries Victoria Network Inc. is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

2 Summary of Significant Accounting Policies

(a) Income Tax

The association is income tax exempt as a Public Educational Institution.

The amount of benefits brought to account or which may be realised in the future based on the assumption that no adverse change will occur in income taxation legislation and the anticipation that the company will derive sufficient future assessable income to enable the benefit to be realised and comply with the conditions of deductibility imposed by law.

Non-member income of the company is only assessable for tax, as member income is excluded under the principle of mutuality.

(b) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Grant revenue

Grant revenue is recognised in the statement of profit or loss and other comprehensive income when the entity obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.



**Public Libraries Victoria Network Inc.**

62734551228

Notes to the Financial Statements
For the Year Ended 30 June 2018**2 Summary of Significant Accounting Policies****(b) Revenue and other income****Interest revenue**

Interest is recognised when received.

Other income

Other income is recognised on receipt.

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(e) Trade and other receivables

Trade receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Trade receivables are generally due for settlement within 30 days.

Collectability of trade receivables is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off by reducing the carrying amount directly. A provision for impairment of trade receivables is raised when there is objective evidence that the incorporated association will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation and default or delinquency in payments (more than 60 days overdue) are considered indicators that the trade receivable may be impaired. The amount of the impairment allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

Other receivables are recognised at amortised cost, less any provision for impairment.

(f) Trade and other payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.





Public Libraries Victoria Network Inc.

62734551228

Notes to the Financial Statements

For the Year Ended 30 June 2018

3 Critical Accounting Estimates and Judgments

The directors make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

4 Revenue and Other Income

	2018	2017
	\$	\$
Sales revenue		
- grants	319,371	631,541
- member subscriptions	593,092	595,021
- other revenue	12,038	47,664
	<u>924,501</u>	<u>1,274,228</u>
Other revenue		
- interest received	7,353	10,164
	<u>7,353</u>	<u>10,164</u>
Total Revenue	<u><u>931,854</u></u>	<u><u>1,284,390</u></u>

5 Cash and Cash Equivalents

	2018	2017
	\$	\$
Cash at bank and in hand	455,085	300,883
Short-term deposits	120,000	120,000
	<u>575,085</u>	<u>420,883</u>

6 Trade and Other Receivables

	2018	2017
	\$	\$
CURRENT		
Trade receivables	(2,282)	660
Total current trade and other receivables	<u>(2,282)</u>	<u>660</u>





Public Libraries Victoria Network Inc.

62734551228

Notes to the Financial Statements

For the Year Ended 30 June 2018

7 Trade and Other Payables

	2018	2017
	\$	\$
CURRENT		
Trade payables	3,993	6,950
GST payable	10,465	173
Other payables	130	130
Accrued expenses	-	5,000
	<u>14,588</u>	<u>12,253</u>

8 Deferred income

	2018	2017
	\$	\$
CURRENT		
Income received in advance	94,589	-
	<u>94,589</u>	<u>-</u>

9 Retained Earnings

	2018	2017
	\$	\$
Retained earnings (accumulated losses) at the beginning of the financial year	409,290	375,094
Surplus/(deficit) after income tax expense for the year	54,336	34,196
Retained earnings at end of the financial year	<u>463,626</u>	<u>409,290</u>

10 Auditors' Remuneration

	2018	2017
	\$	\$
Remuneration of the auditor rdI.accountants, for:		
- auditing the financial statements	5,200	4,900
- other services	500	1,320
Total	<u>5,700</u>	<u>6,220</u>





Public Libraries Victoria Network Inc.

62734551228

Notes to the Financial Statements For the Year Ended 30 June 2018

11 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2018	2017
	\$	\$
Surplus for the year	54,336	34,196
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit:		
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	2,942	20,703
- increase/(decrease) in trade and other payables	2,335	6,068
- increase/(decrease) in other operating liabilities	94,589	(390,715)
Cashflows from operations	<u>154,202</u>	<u>(329,748)</u>

12 Events after the end of the Reporting Period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

13 Statutory Information

The registered office and principal place of business of the company is:

Public Libraries Victoria Network Inc.
Level 12/60 Collins Street
MELBOURNE VIC 3001





Public Libraries Victoria Network Inc.

62734551228

Statement by Members of the Committee

The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 9:

1. Presents fairly the financial position of Public Libraries Victoria Network Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Public Libraries Victoria Network Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:

President 

Treasurer 

Dated 14/8/2018.





INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PUBLIC LIBRARIES VICTORIA NETWORK INC.

Report on the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Public Libraries Victoria Network Inc. (the association), which comprises the statement of financial position as at 30 June 2018, the statement of profit or loss and comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by the members of the committee.

In our opinion, the financial report presents a true and fair view, in all material respects, of the financial position of Public Libraries Victoria Network Inc. as at 30 June 2018 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 2 to the financial statements, and the *Associations Incorporation Reform Act 2012 Victoria*.

Basis for Opinion

We have conducted our audit in accordance with the Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the association in accordance with the ethical requirements of the *Australian and Not-for-profits Commission Act 2012* and the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Public Libraries Victoria Network Inc. to meet the requirements of *Associations Incorporation Reform Act 2012 Victoria*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Committee Members for the Financial Report

The Committee Members are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012 Victoria* and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee members are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee members either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

60-64 Railway Road, Blackburn 3130
 PO Box 189, Blackburn 3130
 t: (03) 9878 1477 f: (03) 9894 1798
 contact@rdlaccountants.com.au
 rdlaccountants.com.au

ABN 84 164 047 200

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Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Matthew Hung, CA
rdl.accountants

14 August 2018
Blackburn, Victoria





DRAFT





**Public Libraries
Victoria Network**

Level 12/60 Collins Street
Melbourne Vic 3000

www.publiclibrariesvictoria.net.au

PLVN is the voice of Victorian public libraries.

