



AGENDA PAPER

and
accompanying documents
for the

Ordinary Meeting of the Board
of the
Yarra Plenty Regional Library Service

Thursday 28 August 2025
at
6.00pm

Diamond Valley Library,
Civic Drive, Greensborough, VIC 3088

TO BOARD MEMBER

Yarra Plenty Regional Library Board Meeting will be held on:

DATE AND TIME:

Thursday 28 August 2025 at 6.00pm

LOCATION:

Diamond Valley Library, Civic Drive, Greensborough, VIC 3088

APOLOGIES:

If you cannot attend the meeting, please email dlamb@ypri.vic.gov.au
by **Monday 25 August 2025**

Chief Executive Officer

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A. Welcome and Apologies

Corrienne Nichols, Director Communities Nillumbik Shire Council

B. Acknowledgement to Traditional Custodians

“YPRL acknowledges the Wurundjeri, Woi-wurrung peoples of the Kulin Nation as the Traditional Owners of this Land, paying respects to all Aboriginal and Torres Strait Islander Elders past, present and emerging who have resided in the area. We support the Uluru Statement from the Heart.”

C. Disclosures of Interest, declaration of Pecuniary and Conflict of Interest

D. Confirmation of the Minutes of the Meeting 26 June 2025.

SECTION D

Confirmation of the Minutes

Meeting of Thursday 26 June 2025

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MINUTES

E. Actions Arising

FEBRUARY 2025

Agenda Item 2 CEO REPORT

Action:

Investigate the possibility of further breaking down WiFi usage statistics by member council area/individual branch.

Outcome:

YPRL will explore whether specific data and statistics can be extracted from the systems and provide an update to the Board in June 2025.

Update:

A graph showing the specific data around WiFi usage can be found in Attachment 6 – Dashboard under Agenda Item 6 of this report.

Matter Concluded

JUNE 2025

Agenda Item 5: YPRL Procurement Policy

Action: Amend the wording in 2.3.3 Exemptions from Tendering

Wording changes to clarify that exemptions do not negate or limit a requirement to negotiate 'best value for money' option. YPRL will make the relevant change to the wording which will also include a statement that any exemption determined by the CEO will require a report to the Board.

Outcome: Wording changes were incorporated prior to publication.

Matter Concluded

F. Presentation of General Reports

SECTION F

Presentation of General Reports

Agenda Item 1: Approval of the Draft YPRL Library Plan 2025 - 2029 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Acting Executive Manager Corporate Services
Attachment:	1 - Draft YPRL Library Plan 2025-2029

EXECUTIVE SUMMARY

This report presents the final draft of the Yarra Plenty Regional Library (YPRL) Plan 2025–2029 for Board endorsement. It outlines the strategic direction for the next four years, shaped by extensive community and stakeholder engagement, and aligned with the priorities of our member councils.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the Draft Library Plan 2025-2029 and Spark Strategy presentation and APPROVE the next steps identified in this paper.

M: _____
S: _____

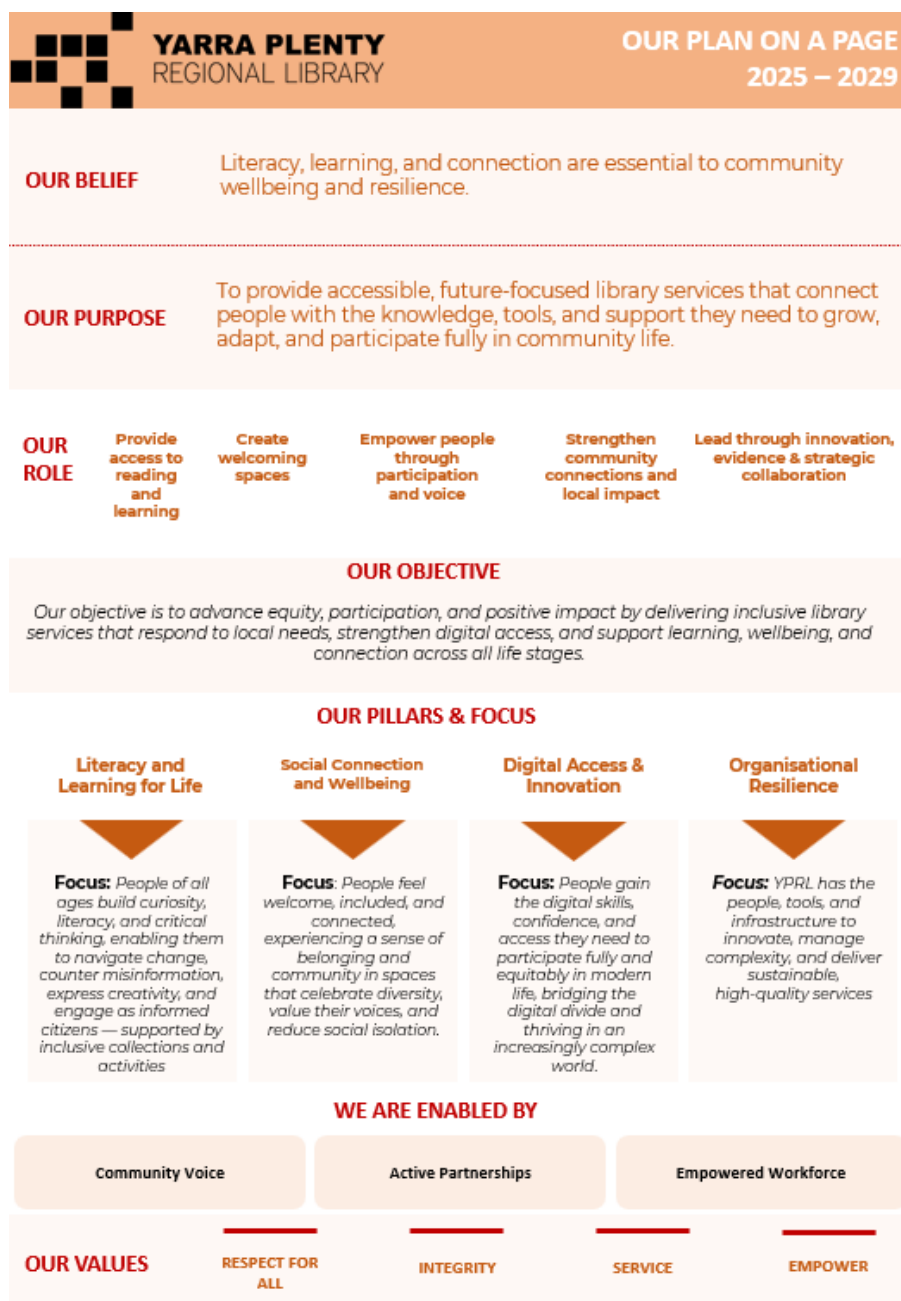
REPORT

The Library Plan 2025–2029 (the Plan) was co-designed through a robust and inclusive process that combined strategic analysis with deep engagement across the region. Key elements of the development process included:

- Community Survey: Over 1,900 responses gathered, highlighting strong public trust and the enduring value of libraries.
- Stakeholder Interviews: Input from council CEOs, ALIA, First Nations representatives, youth officers, and local organisations.
- Focus Groups and Workshops: Sessions with staff, council officers, senior leaders, and the YPRL Board.
- Strategic Alignment: The plan incorporates council priorities outlined in each Member Council Plan.

This process ensured the plan reflects local insight, professional expertise, and community voice.

The Plan was designed by Spark Strategy and follows a “Plan on a Page” framework. This format provides a concise and a visual representation of the core elements of the Plan:



The Plan articulates four (4) strategic pillars, each accompanied by a clear statement of focus and intended outcomes. These pillars are supported by three strategic enablers which are critical to achieving the overarching strategic objectives.

Following the adoption of the Library Plan, YPRL will develop a comprehensive measurement framework to evaluate progress and effectiveness. This framework will integrate both qualitative and quantitative data, including tailored measures in consultation with our Member Councils, to provide a balanced, in-depth view of performance.

NEXT STEPS

Under the Local Government Act 1989 (The Act), a Regional Library Corporation must give public notice that the proposed Library Plan 2025-2029 is available to view. To comply with all requirements under the Act, **Sections 125 (3A) and 223(1)(a)**, the following steps will be undertaken by YPRL:

Friday 29 August 2025	Public Notice given that the Draft Library Plan 2025 – 2029 is available to view on YPRL Website and public submissions invited until 26 September 2025.
Friday 26 September 2025	Public submissions on the draft Library Plan 2025 – 2029 close.
Thursday 23 October 2025	Draft Library Plan 2025 – 2029 presented to the YPRL Board together with any public submissions for consideration and approval.
Friday 31 October 2025	Final Library Plan 2025 – 2029 submitted to The Minister for Local Government.

CONSULTATION

- YPRL Board members.
- Member council CEO's and Directors.
- YPRL Senior Leadership Team, YPRL Managers and staff.
- Community input via Community Survey and targeted consultation sessions with key stakeholders.

CRITICAL DATES

28 August 2025 – YPRL Board to approve the draft Library Plan for publication on the YPRL Website and available for public inspection and submission for 28 days.

23 October 2025 – YPRL Board to approve the final Library Plan following public display.

31 October 2025 – A Regional Library Plan to be submitted to the Minister for Local Government.

FINANCIAL IMPLICATIONS

All financial implications are covered within the body of this report.

POLICY STRATEGY AND LEGISLATION

Local Government Act 1989, Sections 125 (1) (2) (3) (3A) (5) and 197 D and 223(1)(a)

LINKS TO LIBRARY PLAN

Outcomes:

- **Knowledge and learning:** Together we build capacity and confidence for people across our communities to meaningfully participate in work and community life.
- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- Programs and pathways.
- Information and resources.
- People and capacity.
- Governance and technology.
- Environmental and social sustainability.

DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The Library Plan 2025–2029 was co-designed through a robust and inclusive process that combined strategic analysis with deep engagement across the region. The Plan was designed by Spark Strategy and all components form an actionable roadmap for YPRL to deliver modern, responsive library services that support individual growth and collective wellbeing.

END OF AGENDA ITEM 1 REPORT

[1 ATTACHMENT]

YARRA PLENTY REGIONAL LIBRARY

Library Plan

2025 – 2029



yprl.vic.gov.au   

Graphic Design will be provided later

Acknowledgement

Acknowledgement of Country

Yarra Plenty Regional Library acknowledges the Wurundjeri Woi-wurrung peoples of the Kulin Nation, the traditional owners of this Country, paying respect to Elders past, present, and emerging, who have been an integral part of the region's history. We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect. We support the Uluru Statement from the Heart.

Recognition of diversity and inclusion

YPRL is committed to equality, inclusivity, and respect. We welcome and respect everyone in our communities irrespective of gender, sexuality, ethnicity, ability, or generation.

Graphic Design will be provided later

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Joint message from Board Chair and interim CEO

We are pleased to present the Yarra Plenty Regional Library Plan 2025–2029—our shared commitment to building a connected, inclusive, and future ready library network across our member councils of Banyule, Nillumbik, and Whittlesea.

This plan reflects the voices of our communities, the ambitions of our member councils, and the challenges and opportunities of the time we live in. It represents our shared vision for libraries as trusted, welcoming spaces for reading and literacy, learning and creativity, connection and wellbeing.

Reading and knowledge remain at the heart of what we do, inspiring lifelong learning. Our libraries serve as safe havens, cultural hubs, digital gateways, and places for people to meet, work, and belong. Our libraries are vibrant public infrastructure open to all.

Shaped in partnership between the Yarra Plenty Regional Library Board, our three member councils, stakeholders, staff, and community members, this plan responds to a rapidly changing world. We will continue to provide equitable access to resources and trusted information, support digital confidence, and create opportunities for social connection and participation.

Over the next four years, we will:

- Champion libraries as essential public infrastructure for social cohesion.
- Deepen local partnerships to deliver services to local needs and diverse communities.
- Strengthen outcomes in reading, literacy, and digital inclusion, creating opportunities for lifelong learning.
- Empower staff with the skills and support to deliver outstanding service.
- Demonstrate our impact through strong evidence and community feedback.

This Library Plan presents a bold, practical vision: to be a trusted connector and enabler of thriving, learning, and inclusive communities.

We invite you to read on and be part of this journey.

Images to be added

Board Chair
Cr Grant Brooker

Interim CEO
Clem Gillings

About this Plan

This Strategic Library Plan has been developed to guide Yarra Plenty Regional Library in responding to evolving community needs, emerging technologies, and shared regional priorities. It outlines our vision for how our libraries can continue to be trusted, imaginative, and responsive community spaces that empower people to read, learn, connect, and thrive.

The plan reflects a strong evidence base, deep engagement with the community and key stakeholders, and a commitment to alignment with council aspirations. It draws on local insight, professional expertise, and collaborative input to shape a direction reflecting unique strengths and opportunities across Banyule City Council, Shire of Nillumbik, and City of Whittlesea.

How this Plan was Developed

This Strategic Library Plan has been developed to guide Yarra Plenty Regional Library in responding to evolving community needs, emerging technologies, and shared regional priorities. It outlines a bold yet grounded vision for how our libraries can continue to be trusted, imaginative, and responsive community spaces that empower people to learn, connect, and thrive. Using a robust and inclusive engagement process, it combines strategic analysis with rich input from community members, staff, councils, and sector partners.

Engagement Highlights

1,900+ responses to the **community survey**

Targeted **interviews** with stakeholders from:

- Member council CEOs
- ALIA (Australian Library and Information Association)
- First Nations staff representatives
- Council youth officers and representatives
- Public Libraries Victoria
- Local community organisations (Whittlesea Community Connections, Holstep Health, healthAbility)
- Yarra Plenty Regional Library outgoing CEO, Jane Cowell

Staff and council officer **focus groups**, with over 10 attendees per group

Dedicated **workshops** including sessions with the Board, council representatives, YPRL senior leaders, and managers to shape, test, and refine the strategy.

Engagement

To inform this Library Plan, Yarra Plenty Regional Library engaged over 1,900 community members across the councils of Banyule, Nillumbik, and Whittlesea, along with council representatives, educators, and community organisations.

The message was clear: YPRL libraries are essential, trusted, and deeply valued.

Free access to books, information and resources remains the core reason people use our libraries. Community members also highlighted the importance of safe, welcoming spaces for relaxation, study, and play—especially for children. As living costs rise, many see libraries as one of the last free, inclusive spaces for everyone.

Physical books are still central to library usage, with nearly 60 percent of community members ranking them as the top service, with digital resources and online access close behind. There is also strong interest in adult learning, creative activities for children and youth, and events outside typical hours.

Stakeholders called for maintaining refreshed collections—including community languages, accessible formats—and for libraries to provide flexible, modern spaces that cater to quiet study, creative pursuits, and social connection. They believe that strengthening digital platforms and building digital skills for all users is vital to meeting changing needs and expanding access.

Supporting and involving children and young people is a priority, with calls for more programs that engage youth and include their voices in library planning. Above all, the community values libraries as safe, inclusive places that foster belonging and connection—vital anchors as society evolves.

Stakeholders agreed that libraries stand out as safe, welcoming, and trusted community spaces, where everyone can feel a sense of belonging, whether through quiet reading, group activities, or informal interactions. This is viewed as especially important amid growing social complexity and declining trust in broader institutions. The Library's role as a community anchor is more important than ever.

Clear advice from stakeholders identified the enablers needed for Yarra Plenty Regional Library to sustain and grow its long-term impact. They emphasised the central role of library staff in delivering high quality, and inclusive services, while acknowledging their work is becoming more diverse and complex.

They also highlighted the importance of Yarra Plenty Regional Library continuing to build partnerships with First Nations communities, service providers, and local organisations to codesign activities that strengthen access to social supports and make the most of shared resources.

The Library Plan is shaped by these insights, ensuring Yarra Plenty Regional Library continues to grow with and for our communities to support learning, connection, and opportunity for all

Nearly 97% of respondents agreed that reading improves wellbeing, reinforcing the library's role as a source of personal growth and emotional support.

Over 90% expressed trust in library staff and the information provided, highlighting YPRL's position as a reliable guide in an age of digital overload and misinformation.

92% of respondents found staff helpful and friendly, underscoring the quality of face-to-face service that defines the YPRL experience.

The World We Operate In

As the needs and expectations of our communities evolve, so too must the services and spaces provided by YPRL. Our 2025 – 2029 Plan is shaped by major social, technological, and demographic trends that are transforming the role of public libraries across Victoria and beyond.

**Graphic
Design
will be
provided
later**

Libraries as Essential Social Infrastructure

Acting as community living rooms and “third places,” libraries create environments that encourage social inclusion, celebrate cultural identity, promote mental wellbeing, and enhance civic connection. They provide free and equitable access to reading, resources, and lifelong learning opportunities, supporting literacy and personal growth for people of all ages. Increasingly, they are located in hubs that combine study areas, creative tools, maternal child health, and social support under one roof. In times of crisis—whether a pandemic or natural disaster—libraries remain vital anchors for safety, communication, and connection.

**Graphic
Design
will be
provided
later**

Bridging Digital Gaps and Building Media Literacy

While the digital age offers opportunity, it can exclude those without skills, access, or confidence—particularly older adults, migrants, people with disabilities, and low-income households. For many, the library is the only source of free digital help, from job applications and online forms to accessing government services. With AI generated content and misinformation on the rise, libraries are also essential in teaching critical thinking, media literacy, and safe digital navigation, while meeting demand for flexible borrowing, smart discovery tools, and new technologies.

**Graphic
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will be
provided
later**

Social complexity

Libraries are safe and welcoming spaces, but increasing social complexity—driven by rising mental health challenges, social isolation, housing insecurity, and other vulnerabilities—means staff are encountering a broader range of complex community needs. For some people, the library is their only point of stability and connection. Libraries play an important role in providing a respectful and supportive environment, and connecting individuals with appropriate services through clear referral pathways.

The World We Operate In

**Graphic
Design
will be
provided
later**

Engaging diverse communities

Yarra Plenty Regional Library operates in a rapidly growing and multicultural region. Communities of all ages and backgrounds are seeking welcoming and flexible public spaces that reflect their needs and interests. They want to connect, create, learn, or simply spend time in a safe, inclusive environment. Community voices are vital in shaping these spaces, importantly those of culturally and linguistically diverse communities, First Nations peoples, people with disability, young people and other underrepresented groups. To meet these needs Yarra Plenty Regional Library must continue to codesign services with the community, build partnerships with local groups and cultural organisations, and use both digital and face to face channels to connect in meaningful ways. We must also continue to embed cultural representation, multilingual services, mobility and sensory supports, and inclusive activities into core library services.

**Graphic
Design
will be
provided
later**

Environmentally focussed

Today's communities expect public spaces to be sustainable, adaptable, and comfortable. As cost-of-living pressures increase, more people use libraries as places to study, work, and spend extended hours. Environmentally conscious design, integration of green spaces, and indoor-outdoor connections are now seen as essential features. There is also a growing appetite for creative and maker spaces, and access to alternative lending collections.

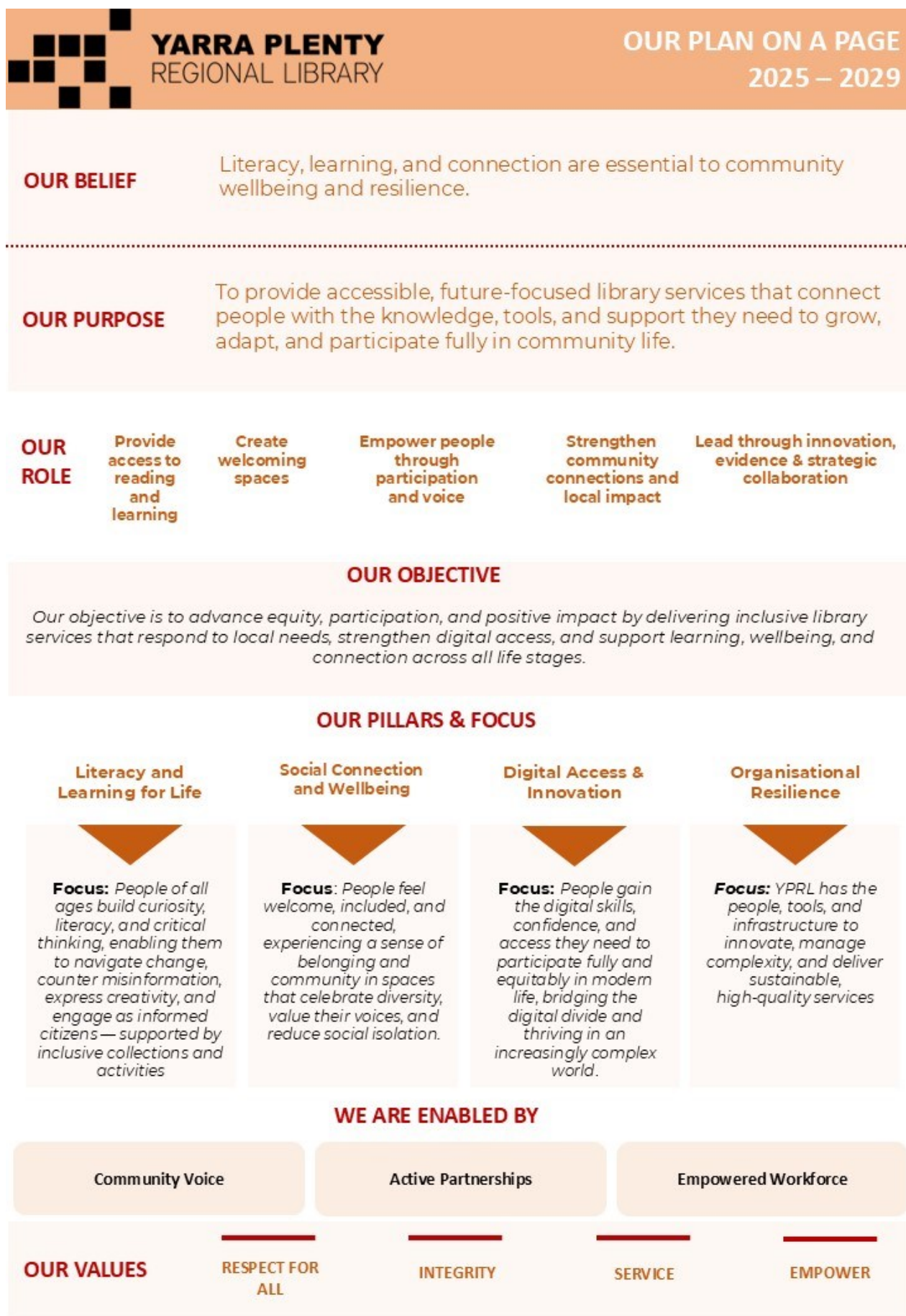
About Us

Yarra Plenty Regional Library is a welcoming place where everyone is invited to read, connect, learn, create, and belong. Our integrated network of branches, mobile libraries, outreach services, click and collect hubs, digital platforms, and community programs reach people of every age, background, and life stage in the communities of Banyule, Whittlesea, and Nillumbik. Our libraries support those who face barriers to inclusion, digital access, or cultural safety. Yarra Plenty Regional Library is nationally recognised for working in genuine partnership with First Nations peoples. We use culturally grounded codesign to foster connection and inclusion through early literacy programs, and community events. We collaborate across council, education, and community service sectors to amplify impact, reduce duplication, and respond to complex social needs. Our services are regionally designed for efficiency and locally delivered for impact. We reflect the unique character of each community while embracing a “try, test, and learn” culture. Our services meet people where they are—in person, online, or on the move—ensuring accessibility, cultural safety, and relevance. We are guided by a commitment to accountability, value for money, and continual improvement. Our empathetic and innovative staff go above and beyond to deliver high quality services that adapt to change and strengthen community wellbeing every day



Our Plan on a Page

Note: Graphic Design to be added to plan on a page later



Library Plan in Detail

Our Pillars and Outcomes

Graphic
Design will be
provided later

Pillar 1: Literacy and Learning for Life

Focus: *People of all ages build curiosity, literacy, and critical thinking, enabling them to navigate change, counter misinformation, express creativity, and engage as informed citizens — supported by inclusive collections and activities.*

Outcomes

1.1: Communities actively engage with diverse and accessible, collections and learning programs that foster participation, social connection and lifelong learning.

1.2: Literacy is strengthened across all life stages through YPRL led initiatives and partnerships.

1.3 Community members gain increased digital, media, and health literacy skills empowering informed, critical engagement in society and reducing barriers to access and equity

1.4: A reading community is cultivated and supported by Library collections that are well used, valued and enjoyed.

Our Pillars and Outcomes

Graphic
Design will be
provided later

Pillar 2: Social connection and wellbeing

Focus: *People feel welcome, included, and connected, experiencing a sense of belonging and community in spaces that celebrate diversity, value their voices, and reduce social isolation.*

Outcomes

2.1: Library spaces are inclusive, safe, and adaptable, reflecting and respecting the diversity of the communities they serve.

2.2: Community resilience and social inclusion are strengthened through low-barrier opportunities for engagement, volunteering, and participation, empowering people to connect and contribute.

2.3: Social isolation is reduced through outreach and expanded service delivery beyond traditional library spaces.

2.4: Programs and spaces meet cultural, physical, and sensory accessibility standards.

2.5: Strategic partnerships contribute to improved community health and wellbeing.

Our Pillars and Outcomes

Graphic
Design will be
provided later

Pillar 3: Digital Access and Innovation

Focus: *People gain the digital skills, confidence, and access they need to participate fully and equitably in modern life, bridging the digital divide and thriving in an increasingly complex world.*

Outcomes

3.1: Community members have equitable access to technology, devices, and online resources, reducing the digital divide and enabling full participation in today's connected world

3.2: Digital literacy and confidence are strengthened across all age groups and community segments

3.3: Emerging technologies and data-driven insights are leveraged to enhance systems, services, and user experiences

Our Pillars and Outcomes

Graphic
Design will be
provided later

Pillar 4: Organisational Resilience

Focus: *YPRL has the people, tools, and infrastructure to innovate, manage complexity, and deliver sustainable, high-quality services.*

Outcomes

4.1: A future-ready workforce is supported through ongoing professional development, recognition, and wellbeing initiatives.

4.2: Organisational foundations are strengthened through improved infrastructure, digital tools, and governance practices.

4.3: Transparency and accountability are upheld through effective resource management and alignment with community-led priorities

4.4: YPRL operates as a financially sustainable and adaptable organisation, with a diversified funding base and a business model that meets the requirements of the Local Government Act 2020 while enabling ongoing innovation and service excellence

Our Enablers

Supporting the strategic pillars will be foundational work across three Strategic Enablers. Enablers are concepts that span the entire business, are delivered through business as usual and span all the pillars.

Graphic Design will
be provided later

Community Voice

Continuously embed feedback from community and continue to embrace co-design to shape culturally appropriate outcomes.

Active Partnerships

Collaborate with councils, educational providers, health, social services, and sector partners to amplify impact and avoid duplication.

Empowered Workforce

Staff equipped with skills, tools, and support for complex needs, fostering an innovative, empathetic service culture

Measuring Success

In Victoria, public libraries must meet statutory reporting obligations under the **Local Government Performance Reporting Framework** (LGPRF), which requires annual reporting on key service indicators such as visits, loans, and cost per visit. In addition, **Public Libraries Victoria** (PLV) conducts an annual survey, and national data is collected through the **National and State Libraries Australasia** (NSLA) statistical report.

These frameworks ensure transparency, enable benchmarking across councils and jurisdictions, support continuous improvement, and provide robust evidence for strategic planning, funding applications, and advocacy.

Following the adoption of the Library Plan, YPRL will develop a comprehensive measurement framework to evaluate progress and effectiveness. This framework will integrate both qualitative and quantitative data, including tailored measures in consultation with our Member Councils, to provide a balanced, in-depth view of performance.

Organisational performance indicators will track service use and efficiency metrics such as collection usage, membership, branch visits, program attendance, and staff wellbeing.

At the community level, the framework will measure the impact the library has through tools such as feedback, case studies, and interviews that capture personal stories of how services influence lives, and satisfaction surveys.

These indicators will enable YPRL to monitor both its operational effectiveness and its broader contributions to community well-being over the strategic plan period.

THANK YOU



yprl.vic.gov.au   

Agenda Item 2: End of Financial Year 2024/2025 Financial Report (DECISION)

Responsible Officer: Chief Executive Officer
Author: Luciano Lauronce, Acting Executive Manager Corporate Services
Attachment: 2 – Draft 2024/2025 Financial Report

EXECUTIVE SUMMARY

This report is for the Board Members' information and decision.

This report includes the Financial Summary and the draft Financial Report for the financial year 2024/2025. The draft 2024/2025 Financial Report is for the Board's consideration and resolution to adopt 'in principle', subject to RSD Audit review, YPRL Audit Committee approval and VAGO's response, for submission to the Minister for Local Government as part of the 2024-2025 Annual Report.

Board members will be supplied with the RSD Audit 'Final Management Letter' and the 'Closing Report' as separate attachments to this agenda.

RECOMMENDATION

THAT the Board resolves to:

1. **RECEIVE and NOTE the End of Financial Year 2024/2025 Financial Summary.**

M: _____
S: _____

2. **RECEIVE and NOTE the RSD Audit Management Letter and Closing Report**

M: _____
S: _____

3. **ADOPT the DRAFT 2024/2025 Financial Report 'in principle', pending RSD Audit Review, YPRL Audit and Risk Committee approval and VAGO's response, for submission to the Minister for Local Government.**

M: _____
S: _____

4. **ENDORSE two (2) members of the YPRL Board as signatories on the Final 2024/2025 Financial Report for submission to the Minister for Local Government.**

M: _____
S: _____

REPORT

KEY INFORMATION

2024/2025 Financial Summary

The financial year 2024/2025 was characterised by stagnant State Government operating funding, moderating inflation, alongside with a declining Reserve Bank cash rate, and resilient labour markets. YPRL, under this challenging environment, was able to achieve an underlying operating surplus for the financial year.

The major events in the financial year were:

- Managed cost shifting pressures.
- Secured funding for capital work projects.
- Maximised investment return.
- Controlled materials and services expenses.
- Completed the refurbishment of Thomastown Library Branch.

Operating Result

As of 30 June 2025, as a result of prudent and proactive budget management, YPRL has achieved a favourable underlying operating result to budget.

Operating Result
For the year ended 30 June 2025

	Budget 2024/2025 \$	Actual 2024/2025 \$	Variance \$	Reference
Income				
Contributions - monetary	15,515,499	15,515,499	-	
Grants - Operating	2,909,595	2,911,177	1,582	
Grants - Capital	-	178,806	178,806	1
User fees and charges	239,380	287,632	48,252	2
Interest income	290,000	369,523	79,523	3
Other income	174,125	279,497	105,372	4
Total income / revenue	19,128,599	19,542,134	413,535	
Expenses				
Employee costs	12,380,477	12,255,575	124,902	5
Materials and services	4,454,978	4,541,053	(86,075)	6
Depreciation	1,785,435	1,593,746	191,689	7
Depreciation – right of use assets	82,597	82,596	1	
Utilities charges	416,312	332,554	83,758	8
Finance costs - leases	8,800	8,769	31	
Net loss on disposal/write-off of assets	-	350,305	(350,305)	9
Total expenses	19,128,599	19,164,598	(35,999)	
Surplus for the year	-	377,536	377,536	
Underlying surplus for the year	-	198,730	198,730	

Notes

- (1) The State Government, through the Living Library Infrastructure Program, awarded a capital grant of \$179k for the refurbishment of the Thomastown Library, which was initially fully funded by YPRL.
- (2) Photocopy fee income exceeded budget expectations, contributing positively to overall revenue.
- (3) Additional interest income as interest rate levels continued to favour YPRL investments.
- (4) The favourable variance is primarily attributable to WorkCover and insurance reimbursements received during the period.

- (5) YPRL's management adopted a prudent and proactive approach to partially mitigate the impact of the State Government's decision not to increase operating grant funding.
- (6) The unfavourable variance is mainly due to costs associated with the delivery of non-recurrent operating grants, unanticipated repairs to the mobile library trailer, and the expensing of physical collections of audiobooks and audiovisual. These collections were previously capitalised (refer to items 7 and 9). The additional expenses linked to awarded grants and the unexpected repair of the trailer were fully offset by grants income and insurance reimbursements (refer to item 4).
- (7) Depreciation expense was lower than budgeted, reflecting the write-off of the audiobooks and audiovisual physical collections (refer to item 9).
- (8) The favourable variance is attributable to reduced consumption of utilities compared to budget assumptions.
- (9) The unfavourable variance is mainly explained by the write-off of the physical collection of audiobooks and audiovisuals. The collection was deemed to have lost its service potential and economic value. Accordingly, the collection was written off, and all related purchases from 2024/2025 have been expensed (refer to item 6).

Capital Expenditure

As of 30 June 2025, overall capital expenditure totals \$2.15m and compared favourably to budget by \$134k.

Capital Expenditure For the year ended 30 June 2025

	Budget 2024/2025 \$	Actual 2024/2025 \$	Variance \$	Reference
Bookstock	1,651,785	1,495,370	156,415	1
Plant and equipment	497,000	519,348	(22,348)	2
Total capital works expenditure	2,148,785	2,014,718	134,067	

Notes

- (1) The favourable variance is attributable to the expensing of physical collections of audiobooks and audiovisual materials, which were previously capitalised in accordance with prior accounting treatment.
- (2) The unfavourable variance primarily reflects the acquisition of new equipment aimed at enhancing safety across library branches and additional refurbishment works at the Thomastown Library, following the receipt of a \$179k capital grant.

Financial Sustainability ratios

YPRL defined financial indicator levels to assess its financial position at the end of each financial year, at the time of budget discussion, or when decision involves accumulated surplus or reserve funds.

Indicator	Measure	Target	Actual 2024/2025
Underlying result	Measures the ability to generate surplus in the ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions, to fund capital expenditure from its net result. Calculation Adjusted underlying surplus (or deficit)/adjusted underlying revenue	0%	1.03%
Working capital	Measures the ability to pay existing liabilities in the next 12 months. A ratio of one or more means that an entity has more cash and liquid assets than short-term liabilities. Calculation Current assets/current liabilities	1.3	1.96
Investment gap	This compares the rate of spending on renewing, restoring, and replacing existing assets with depreciation. Ratios higher than 1.0 indicate that spending on existing assets is faster than the depreciation rate. Calculation Renewal and upgrade expenditure/depreciation	0.90	1.20

Draft 2024/2025 Financial Report

The draft 2024/2025 Financial Report is for general-purpose financial report and consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general-purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020) and the Local Government (Planning and Reporting) Regulations 2014.

The draft 2024/2025 Financial Report is accompanied with RSD Audit Financial Management Letter and Closing Report (refer to agenda item 1: RSD External Audit Report).

CONSULTATION

Consultation was held with the Executive Leadership team.

CRITICAL DATES

General Purpose Financial Statements must be signed by two (2) nominated YPRL Board signatories, approved by VAGO and provided to the Minister for Local Government by 30 September 2025.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY STRATEGY AND LEGISLATION

Local Government Act 1989, Section 131 (2) (b) (c) (d) requires a Regional Library Corporation to prepare an audited performance statement, audited financial statements and a copy of the auditor's report on the performance statement, prepared under Section 132.

Local Government Act 1989, Section 132, Local Government Regulations (Performance and Accountability) (4) (a).

LINKS TO LIBRARY PLAN

Outcome:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- Environmental and social sustainability
- Governance and technology.
- A resilient and thriving organisation.

DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The financial year 2024/2025 was characterised by stagnant State Government operating funding, moderating inflation, alongside with a declining Reserve Bank cash rate, and resilient labour markets. The underlying operating result and overall capital expenditure compared favourably to budget. Furthermore, YPRL continues to maintain a sound liquidity position with a working capital ratio of 1.96.

END OF AGENDA ITEM 2 REPORT

[1 ATTACHMENT]

Yarra Plenty Regional Library Service

ANNUAL FINANCIAL REPORT

For the Year Ended 30 June 2025

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Certification of Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)*, the *Local Government (Planning and Reporting) Regulations 2014*, the *Australian Accounting Standards* and other mandatory professional reporting requirements.

Luciano Lauronce
Principal Accounting Officer
Dated: <Date>
South Morang

In our opinion, the accompanying financial statements present fairly the financial transactions of the Yarra Plenty Regional Library (YPRL) for the year ended 30 June 2025 and the financial position of YPRL as at that date.

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

We have been authorised by YPRL and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

<Councillor 1 Name>
Councillor
Dated: <Date>
South Morang

<Councillor 2 Name>
Councillor
Dated: <Date>
South Morang

Clemence Gillings
Interim Chief Executive Officer
Dated: <Date>
South Morang

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Yarra Plenty Regional Library Service
2024/2025 Financial Report

**Comprehensive Income Statement
For the Year Ended 30 June 2025**

	Note	2025 \$	2024 \$
Income/Revenue			
Contributions - monetary	3.1	15,515,499	14,503,931
Grants - Operating	3.2	2,911,177	2,885,734
Grants - Capital	3.2	178,806	62,371
User fees and charges	3.3	287,632	214,659
Interest income		369,523	335,702
Other income	3.4	279,497	239,107
Total income / revenue		19,542,134	18,241,504
Expenses			
Employee costs	4.1	12,255,575	11,944,538
Materials and services	4.2	4,541,053	4,098,811
Depreciation	6.1	1,593,746	1,720,618
Depreciation – right of use assets		82,596	82,596
Utility charges		332,554	321,282
Finance costs - leases		8,769	11,035
Net loss on disposal/write-off of assets		350,305	-
Total expenses		19,164,598	18,178,880
Surplus for the year		377,536	62,624
Other comprehensive income		-	-
Total comprehensive Result		377,536	62,624

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Balance Sheet			
As at 30 June 2025			
	Note	2025 \$	2024 \$
Assets			
Current Assets			
Cash and cash equivalents	5.1	312,701	1,131,351
Trade & other receivables	5.1	191,311	107,874
Other financial assets	5.1	6,500,000	5,500,000
Other assets		25,261	160,492
Total current assets		7,029,273	6,899,717
Non-current assets			
Bookstock, plant and equipment	6.1	4,738,960	4,668,292
Right-of-use assets	5.7	412,983	495,579
Total non-current assets		5,151,943	5,163,871
Total assets		12,181,216	12,063,588
Liabilities			
Current liabilities			
Trade and other payables	5.2	1,191,928	1,507,406
Contract and other liabilities	5.2	132,500	-
Lease liabilities	5.6	86,016	81,881
Provisions	5.3	2,184,025	2,161,148
Total current liabilities		3,594,469	3,750,435
Non-current liabilities			
Provisions	5.3	106,405	124,332
Lease liabilities	5.6	388,283	474,298
Total non-current liabilities		494,688	598,630
Total liabilities		4,089,157	4,349,065
Net assets		8,092,059	7,714,523
Equity			
Accumulated Surplus		6,325,073	6,834,301
Reserves		1,766,986	880,222
Total Equity		8,092,059	7,714,523

The above balance sheet should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Statement of Changes in Equity
For the Year Ended 30 June 2025

2025	Note	Total	Accumulated Surplus	Other Reserves
		\$	\$	\$
Balance at beginning of the financial year		7,714,523	6,834,301	880,222
Surplus for the year		377,536	377,536	-
Transfers to other reserves		-	(886,764)	886,764
Balance at end of the financial year		8,092,059	6,325,073	1,766,986

2024	Note	Total	Accumulated Surplus	Other Reserves
		\$	\$	\$
Balance at beginning of the financial year		7,651,899	6,277,394	1,374,505
Surplus for the year		62,624	62,624	-
Transfers to other reserves		-	494,283	(494,283)
Balance at end of the financial year		7,714,523	6,834,301	880,222

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

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Statement of Cash Flows
For the Year Ended 30 June 2025

	Note	2025 Inflows/ (Outflows) \$	2024 Inflows/ (Outflows) \$
Cash flows from operating activities			
Contributions - monetary		15,515,499	14,503,931
Grants - operating		2,911,177	2,885,734
Grants - capital		311,306	-
User fees and charges		287,632	214,659
Interest received		288,845	337,090
Other receipts		276,737	218,804
Employee costs		(12,240,089)	(11,543,210)
Materials and services		(3,419,657)	(3,373,580)
Net GST payment		(921,027)	(860,428)
Other payments		(323,747)	(285,362)
Net cash provided by operating activities	9.1	2,686,676	2,097,638
Cash flows from investing activities			
Payments for bookstock, plant and equipment		(2,414,676)	(1,783,162)
Payment for investments		(1,000,000)	(2,500,000)
Net cash used in investing activities		(3,414,676)	(4,283,162)
Cash flows from financing activities			
Interest paid – lease liability		(8,769)	(11,035)
Repayment of lease liabilities		(81,881)	(84,076)
Net cash used in financial activities		(90,650)	(95,111)
Net decrease in cash and cash equivalents		(818,650)	(2,280,635)
Cash and cash equivalents at the beginning of the financial year		1,131,351	3,411,986
Cash and cash equivalents at the end of the financial year		312,701	1,131,351

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

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Statement of Capital Works
For the Year Ended 30 June 2025

	Note	2025 \$	2024 \$
Bookstock			
Bookstock	6.1	1,495,370	1,521,899
Total bookstock		1,495,370	1,521,899
Plant and equipment			
Plant and equipment	6.1	519,348	661,221
Total plant and equipment		519,348	661,221
Total capital works expenditure		2,014,718	2,183,120
Represented by:			
New		410,668	-
Renewal		1,604,050	2,183,120
Total capital works expenditure		2,014,718	2,183,120

The above statement of capital works should be read in conjunction with the accompanying notes.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report for the Year Ended 30 June 2025

Note 1 OVERVIEW

Introduction

The Yarra Plenty Regional Library Service (YPRL) was established by an Order of the Governor in Council on 11 January 1996 and is a body corporate.

The YPRL's main office is located at Unit 6, 1 Danaher Drive, South Morang, VIC 3572.

Statement of compliance

These financial statements are a general-purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general-purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)* and the *Local Government (Planning and Reporting) Regulations 2014*.

YPRL is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Accounting policy information

Basis of Accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Specific accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. Minor discrepancies in tables between totals and the sum of components are due to rounding to the nearest dollar.

Judgements, estimates, and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of bookstock, and plant and equipment (refer to Note 6.1)
- the determination of depreciation for bookstock, and plant and equipment (refer to Note 6.1)
- the determination of employee provisions (refer to Note 5.3)

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases* of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.6)
- other areas requiring judgements

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

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Note 2 Analysis of our results

2.1 Performance against budget

The performance against budget compares YPRL's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. YPRL has adopted a materiality threshold of more than \$30,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 1989* (as per the transitional provisions of the *Local Government Act 2020*), and the *Local Government (Planning and Reporting) Regulations 2014*.

2.1.1 Income / Revenue and expenditure

	Budget 2024/2025	Actual 2024/2025	Budget Variance Favourable/ (Unfavourable)	Reference
	\$	\$	\$	
Income				
Contributions - monetary	15,515,499	15,515,499	-	
Grants - Operating	2,909,595	2,911,177	1,582	
Grants - Capital	-	178,806	178,806	1
User fees and charges	239,380	287,632	48,252	2
Interest income	290,000	369,523	79,523	3
Other income	174,125	279,497	105,372	4
Total income / revenue	19,128,599	19,542,134	413,535	
Expenses				
Employee costs	12,380,477	12,255,575	124,902	5
Materials and services	4,454,978	4,541,053	(86,075)	6
Depreciation	1,785,435	1,593,746	191,689	7
Depreciation – right of use assets	82,597	82,596	1	
Utilities charges	416,312	332,554	83,758	8
Finance costs - leases	8,800	8,769	31	
Net loss on disposal/write-off of assets	-	350,305	(350,305)	9
Total expenses	19,128,599	19,164,598	(35,999)	
Surplus for the year	-	377,536	377,536	

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

(i) Explanation of material variations

- (1) The State Government, through the Living Library Infrastructure Program, awarded a capital grant of \$179k for the refurbishment of the Thomastown Library, which was initially fully funded by YPRL.
- (2) Photocopy fee income exceeded budget expectations, contributing positively to overall revenue.
- (3) Additional interest income as interest rate levels continued to favour YPRL investments.
- (4) The favourable variance is primarily attributable to WorkCover and insurance reimbursements received during the period.
- (5) YPRL's management adopted a prudent and proactive approach to partially mitigate the impact of the State Government's decision not to increase operating grant funding.
- (6) The unfavourable variance is mainly due to costs associated with the delivery of non-recurrent operating grants, unanticipated repairs to the mobile library trailer, and the expensing of physical collections of audiobooks and audiovisual. These collections were previously capitalised (refer to items 7 and 9). The additional expenses linked to awarded grants and the unexpected repair of the trailer were fully offset by grants income and insurance reimbursements (refer to item 4).
- (7) Depreciation expense was lower than budgeted, reflecting the write-off of the audiobooks and audiovisual physical collections (refer to item 9).
- (8) The favourable variance is attributable to reduced consumption of utilities compared to budget assumptions.
- (9) The unfavourable variance is mainly explained by the write-off of the physical collection of audiobooks and audiovisuals. The collection was deemed to have lost its service potential and economic value. Accordingly, the collection was written off, and all related purchases from 2024/2025 have been expensed (refer to item 6).

2.1.2 Capital Works

	Budget 2024/2025	Actual 2024/2025	Budget Variance Favourable/ (Unfavourable)	Reference
	\$	\$	\$	
Bookstock	1,651,785	1,495,370	156,415	1
Plant and equipment	497,000	519,348	(22,348)	
Total capital works expenditure	2,148,785	2,014,718	134,067	
Represented by:				
New	-	18,885	(18,885)	2
Upgrade	302,000	381,985	(79,985)	3
Renewal	1,846,785	1,613,848	232,937	4
Total capital works expenditure	2,148,785	2,014,718	134,067	

(i) Explanation of material variations

- (1) The favourable variance is attributable to the expensing of physical collections of audiobooks and audiovisual materials, which were previously capitalised in accordance with prior accounting treatment.
- (2) The variance against budget primarily reflects the acquisition of new equipment aimed at enhancing safety across library branches.
- (3) The unfavourable variance is mainly due to additional refurbishment works at the Thomastown Library, following the receipt of a \$179k capital grant. The project was initially fully funded by YPRL.
- (4) The favourable variance is explained by the expensing of physical collections of audiobooks and audiovisual materials, as well as the deferral of planned improvements to the mobile library trailer.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Note 2.2 Analysis of YPRL results by program

YPRL delivers its functions and activities through the following programs.

Administration and management

Administration and management provide efficient, effective, and proactive support services across the library service to enable the delivery of the library service vision and mission. The provision of these services includes finance services, digital information and technology, organisational development, procurement, strategy, and program delivery.

Collections

YPRL operates a regional library collection to take advantage of efficiencies in collection management, additional diversity of offering through enhanced collection size, and resource management due to enhanced buying power and economies of scale.

Branches

YPRL operates nine branches and the mobile library service across the three-member Councils. Branches are responsible for core service delivery including customer service and patron interactions, delivery of local programs, physical management, and local curation of collections.

2025	Income	Expenses	Surplus/(Deficit)	Grants (incl. in income)	Total assets
	\$	\$	\$	\$	\$
Administration and Management	19,197,263	8,394,095	10,803,168	3,032,744	7,141,095
Collections	57,239	2,893,960	(2,836,721)	57,239	2,803,994
Branches	287,632	7,876,543	(7,588,911)	-	2,236,127
	19,542,134	19,164,598	377,536	3,089,983	12,181,216

2024	Income	Expenses	Surplus/(Deficit)	Grants (incl. in income)	Total assets
	\$	\$	\$	\$	\$
Administration and Management	17,969,606	8,126,797	9,842,809	2,890,866	7,522,077
Collections	57,239	2,736,294	(2,679,055)	57,239	2,996,744
Branches	214,659	7,315,789	(7,101,130)	-	1,544,767
	18,241,504	18,178,880	62,624	2,948,105	12,063,588

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Note 3 Funding for the delivery of our services

3.1 Contributions - monetary

	2025	2024
	\$	\$
Member Council's contributions	15,515,499	14,503,931
Total Contributions - monetary	15,515,499	14,503,931

The following Member Council contributions were received during the year.

Shire of Nillumbik	3,197,205	3,077,341
City of Banyule	6,046,726	5,662,325
City of Whittlesea	6,271,568	5,764,265
Total contributions of Member Councils	15,515,499	14,503,931

Monetary contributions are recognised as revenue when YPRL obtains control over the contributed asset.

Aggregate contributions of Member Councils

The percentage aggregate contributions of Member Councils making up the Yarra Plenty Regional Library Service is as follows:

	2025	2024
	%	%
Shire of Nillumbik	21.33	21.37
City of Banyule	40.62	40.72
City of Whittlesea	38.05	37.91
Total aggregate contribution of Member Councils	100.00	100.00

3.2 Grants

Grants were received in respect of the following:

	2025	2024
	\$	\$
Summary of Grants		
State Government grants	3,018,833	2,919,779
Other grants	71,150	28,325
Total grants received	3,089,983	2,948,104

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

(a) Operating Grants

	2025	2024
	\$	\$
Recurrent Grants		
Recurrent - State Government		
Regional Library Service grant (i)	2,782,788	2,782,788
Premiers Reading grant	57,239	57,239
Total recurrent operating grants	2,840,027	2,840,027
(i) The Regional Library Service State Government grant was apportioned on the following basis:		
Shire of Nillumbik	465,684	465,684
City of Banyule	880,866	880,866
City of Whittlesea	1,436,238	1,436,238
Total Regional Library Service State Government grant	2,782,788	2,782,788
Non-recurrent Grants		
Non-recurrent – State Government		
Local History Homeland grant	-	14,882
Healthy Bodies Healthy Minds grant	-	2,500
Non-recurrent – Other grants		
Middle Years Holiday Programs grant	55,000	27,000
Citizen Science Corners grant	650	-
Aged Care Reform Information Hub grant	6,000	-
Medicare 40 th Anniversary grant	2,000	-
School Student Broadband Initiative (SSBI) grant	7,500	-
Reconciliation grant	-	825
16 Days of Activism grant	-	500
Total non-recurrent operating grants	71,150	45,707
Total operating grants	2,911,177	2,885,734

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

(b) Capital Grants

Non-recurrent – State Government	2025	2024
	\$	\$
Living Library Infrastructure grant	178,806	62,371
Total non-recurrent capital grants	178,806	62,371
Total capital grants	178,806	62,371

(c) Recognition of grant income

Before recognising funding from government grants as revenue YPRL assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, YPRL:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, YPRL applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2025	2024
	\$	\$
Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	2,911,177	2,885,734
Other specific purpose grants	178,806	62,371
	3,089,983	2,948,105

(d) Unspent grants received on condition that they be spent in a specific manner

Capital		
Balance at start of year	-	62,371
Received during the financial year and remained unspent at balance date	132,500	-
Received in prior years and spent during the financial year	-	62,371
Balance at year end	132,500	-

Unspent grants are determined and disclosed on a cash basis.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

3.3 User fees and charges

	2025	2024
	\$	\$
Community room venue hire	128,093	109,665
Photocopy fees	139,185	84,019
Other fees and charges	20,354	20,975
Total other revenue	287,632	214,659

User fees and charges are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

3.4 Other revenue

Sale of library services	171,145	166,283
Workcover reimbursements	56,616	21,471
Other revenue	51,736	51,353
Total other revenue	279,497	239,107

Other revenue is measured at the fair value of the consideration received or receivable and is recognised when YPRL gains control over the right to receive the income.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Note 4 The cost of delivering services

4.1 (a) Employee costs

	2025 \$	2024 \$
Salaries	9,774,444	9,618,371
Superannuation	1,213,249	1,126,774
Workcover	128,956	92,173
Annual leave/Long service leave	1,138,926	1,107,220
Total Employee Costs	12,255,575	11,944,538

4.1 (b) Superannuation contributions

Contributions by YPRL to the following superannuation plans are detailed below:

Scheme	Type of scheme		
Vision Super	Defined benefit	60,688	61,938
Vision Super (Employer) %	Accumulation	501,782	479,029
Australian Super (Employer) %	Accumulation	112,056	117,918
REST Super (Employer) %	Accumulation	95,467	68,529
Uni Super (Employer) %	Accumulation	64,664	54,637
Hostplus (Employer) %	Accumulation	54,859	51,057
VIC Super (Employer) %	Accumulation	35,693	32,418
Catholic Super (Employer) %	Accumulation	31,262	27,720
CARE Super (Employer) %	Accumulation	31,258	27,277
Aware Super (Employer) %	Accumulation	30,482	28,351
Q Super (Employer) %	Accumulation	23,316	21,934
Australian Ethical Sup (Employer) %	Accumulation	19,025	18,149
SKR Superannuation Fun (Employer) %	Accumulation	16,582	15,839
Hesta (Employer) %	Accumulation	15,820	10,432
Smart Future Trust (Employer) %	Accumulation	13,605	12,446
Other funds	Accumulation	106,690	99,100
Total employer contributions		1,213,249	1,126,774

Defined benefit fund:

Employer contributions payable at the reporting date (Vision Super)	-	-
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Accumulation funds:

Employer contributions payable at the reporting date	29,542	72,272
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Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

4.2 Materials and services

	2025	2024
	\$	\$
Audit Fees		
- Auditors' remuneration - VAGO - audit of the financial statements	19,600	18,700
- Auditors' remuneration - Internal Audit	16,500	16,500
Bank charges	19,368	18,616
Building maintenance costs	112,001	99,579
Cleaning costs	580,754	538,543
Collection content & processing costs	1,383,303	1,214,395
Consultancy costs	132,959	113,455
Courier and postage costs	143,443	155,117
Equipment and motor vehicle maintenance costs	578,190	548,499
Initiatives costs	124,753	50,117
Insurances	66,735	66,766
IT service, system communication, and license costs	714,758	669,978
Other material and service costs	91,757	72,347
Staff Training and OHS	191,738	206,683
Printing Stationary & external communications	158,424	132,363
Program costs	206,770	177,153
Total material and services	4,541,053	4,098,811

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

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for the Year Ended 30 June 2025

Note 5 Investing in and financing our operations

5.1 Financial assets

	2025	2024
	\$	\$
(a) Cash and cash equivalent assets		
Cash at bank	312,701	131,351
Term deposits	-	1,000,000
Total cash and cash equivalent assets	312,701	1,131,351

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less.

(b) Other financial assets		
Term deposits - current	6,500,000	5,500,000
Total other financial assets	6,500,000	5,500,000
Total cash and cash equivalent assets and other financial assets	6,812,701	6,631,351

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates over 90 days to 365 days are classified as current.

(c) Trade and other receivables

Non-statutory receivable		
	2025	2024
	\$	\$
Community organisations and financial organisations	191,311	107,874
Provision for doubtful debts	-	-
Total trade and other receivables	191,311	107,874

Short term receivables are carried at invoice amount. An allowance for expected credit losses is recognised based on past experience and other objective evidence of expected losses. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of collectable trade and other receivables per provision matrix:

Current (not yet due)	190,660	107,874
Past due by up to 30 days	651	-
Total trade and other receivables	191,311	107,874

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for the Year Ended 30 June 2025

5.2 Payables, trust deposits, and contract and other liabilities

(a) Trade and other payables

	2025	2024
	\$	\$
<i>Non-statutory payables</i>		
Payables and accruals	1,012,959	1,339,751
Trust deposits	927	4,077
<i>Statutory payables</i>		
Net GST	178,042	163,578
Total trade and other payables	1,191,928	1,507,406

(b) Contract and other liabilities

Current		
Grants received in advance - capital	132,500	-
Total contract and other liabilities	132,500	-

5.3 Provisions

2025	Annual Leave \$	Long Service Leave \$	Total \$
Balance at beginning of financial year	859,399	1,426,081	2,285,480
Additional provisions	877,060	266,816	1,143,876
Amounts used	(886,517)	(252,409)	(1,138,926)
Balance at the end of the financial year	849,942	1,440,488	2,290,430

2024	Annual Leave \$	Long Service Leave \$	Total \$
Balance at beginning of financial year	904,786	1,396,027	2,300,813
Additional provisions	872,162	238,939	1,111,101
Amounts used	(917,549)	(208,885)	(1,126,434)
Balance at the end of the financial year	859,399	1,426,081	2,285,480

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for the Year Ended 30 June 2025

	2025	2024
	\$	\$
Current provisions expected to be wholly settled within 12 months		
Annual leave	679,954	687,520
Long service leave	288,098	260,350
	968,052	947,870
Current provisions expected to be wholly settled after 12 months		
Annual leave	169,988	171,879
Long service leave	1,045,985	1,041,399
	1,215,973	1,213,278
Total current employee provisions	2,184,025	2,161,148
Non-current		
Long service leave	106,405	124,332
Total non-current employee provisions	106,405	124,332
Aggregate carrying amount of employee provisions:		
Current	2,184,025	2,161,148
Non-current	106,405	124,332
Total aggregate carrying amount of employee provisions	2,290,430	2,285,480

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because YPRL does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if YPRL expects to wholly settle the liability within 12 months
- present value if YPRL does not expect to wholly settle within 12 months.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as YPRL does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

- discount rate (4.203%) as per Department of Treasury and Finance Victoria 30/06/2025
- inflation rate (4.250%) as per Department of Treasury and Finance Victoria 30/06/2025

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report for the Year Ended 30 June 2025

5.4 Financing Facilities

YPRL does not have any credit standby arrangements, unused loan, or credit card facilities.

5.5 Commitments

YPRL has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	2025	2024
	\$	\$
Cleaning Contract Expenditure	1,748,970	205,050
	1,748,970	205,050

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

Not later than one year	568,655	205,050
Greater than one year but not later than five years	1,180,315	-
	1,748,970	205,050

5.6 Leases

At inception of a contract, YPRL assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, YPRL recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, YPRL uses an appropriate incremental borrowing rate as the discount rate.

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for the Year Ended 30 June 2025

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that YPRL is reasonably certain to exercise, lease payments in an optional renewal period if YPRL is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless YPRL is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Right-of-use Assets	Buildings	Total
	\$	\$
Balance at 1 July 2024	495,579	495,579
Additions	-	-
Depreciation charge	82,596	82,596
Balance at 30 June 2025	412,983	412,983

Lease Liabilities	2025	2024
	\$	\$
Maturity analysis – undiscounted cash flows		
Less than one year	93,369	90,649
One to five years	402,077	495,446
More than five years	-	-
Total undiscounted lease liabilities at 30 June:	495,446	586,095

Lease liabilities included in Balance Sheet 30 June:

Current	86,016	81,881
Non-current	388,283	474,298
Total lease liabilities	474,299	556,179

Short-term and low value leases

YPRL has elected not to recognise right-of-use assets and lease liabilities for short-term leases which have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than \$10,000), including ICT equipment. YPRL recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expense relating to:		
Leases of low value assets	239,927	288,730
Total short-term and low value leases	239,927	288,730

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2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Non-cancellable lease commitments – Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:	2025	2024
	\$	\$
Within one year	168,452	68,188
Later than one year but not later than five years	295,188	14,118
Total non-cancellable lease commitments – short-term and low-value leases	463,640	82,306

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 6 Assets we manage

6.1 Bookstock, and plant and equipment

Movement in the carrying amounts for each class of asset between the beginning and the end of the financial year.

2024/2025	Bookstock \$	Plant & Equip. \$	Total \$
At valuation 1 July 2024	7,451,745	4,561,105	12,012,850
Accumulated depreciation 1 July 2024	(4,455,001)	(2,889,557)	(7,344,558)
	2,996,744	1,671,548	4,668,292
Movements in carrying value			
Acquisition of assets at cost	1,495,370	519,348	2,014,718
Cost value of assets disposed/written-off	(2,161,205)	(176,716)	(2,337,921)
	(665,835)	342,632	(323,203)
Movements in accumulated depreciation			
Depreciation expense	(1,357,182)	(236,564)	(1,593,746)
Accumulated depreciation of assets disposed/written-off	1,830,267	157,350	1,987,617
	473,085	(79,214)	393,871
At valuation 30 June 2025	6,785,909	3,701,952	10,487,861
Accumulated depreciation at 30 June 2025	(3,981,915)	(1,766,986)	(5,748,901)
Carrying amount at 30 June 2025	2,803,994	1,934,966	4,738,960
2023/2024			
	Bookstock \$	Plant & Equip. \$	Total \$
At valuation 1 July 2023	7,571,386	3,899,884	11,471,270
Accumulated depreciation 1 July 2023	(4,572,673)	(2,692,807)	(7,265,480)
	2,998,713	1,207,077	4,205,790
Movements in carrying value			
Acquisition of assets at cost	1,521,899	661,221	2,183,120
Cost value of assets disposed	(1,641,540)	-	(1,641,540)
	(119,641)	661,221	541,580
Movements in accumulated depreciation			
Depreciation expense	(1,523,868)	(196,750)	(1,720,618)
Accumulated depreciation of assets disposed	1,641,540	-	1,641,540
	117,672	(196,750)	(79,078)
At valuation 30 June 2024	7,451,745	4,561,105	12,012,850
Accumulated depreciation at 30 June 2024	(4,455,001)	(2,889,557)	(7,344,558)
Carrying amount at 30 June 2024	2,996,744	1,671,548	4,668,292

Yarra Plenty Regional Library Service
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Notes to the Financial Report for the Year Ended 30 June 2025

6.2 Recognition and measurement of bookstock, and plant and equipment

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement value.

In accordance with YPRL's policy, the threshold limits detailed in Note 6.3 have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

6.3 Depreciation

Collection assets and plant and equipment having limited useful lives are systematically depreciated over their useful lives to YPRL in a manner which reflects consumption of the service potential embodied in those assets. Estimates of useful lives within each major asset classes are reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the useful life for each asset.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

	Depreciation Periods	Threshold Limits
Plant & equipment	3 to 30 years	\$1,000
Bookstock collection	5 years	\$ -
Leasehold improvements	5 to 20 years	\$ -
Art works	None	\$ -

Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

6.4 Impairment of Assets

At each reporting date, YPRL reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

Yarra Plenty Regional Library Service
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Notes to the Financial Report
for the Year Ended 30 June 2025

Note 7 People and relationships

7.1 YPRL and key management remuneration

(a) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing, and controlling the activities of YPRL. The Councillors, Chief Executive Officer and Executive Managers are deemed KMP.

Details of persons holding the position of key management personnel, at any time during the year are:

Board Members	2025 No.	2024 No.
Alison Champion (Banyule City Council)	1	1
Rick Garotti (Banyule City Council)	1	1
Christine Stow (City of Whittlesea) – Appointed 17 December 2024	1	-
Stevan Kozmevski (City of Whittlesea) – Resigned 8 May 2025	1	-
Martin John Taylor (City of Whittlesea) – Appointed 20 May 2025	1	-
Grant Brooker (Nillumbik Shire Council) – Appointed 10 December 2024	1	-
Peter Perkins (Nillumbik Shire Council) – Appointed 29 November 2023	1	1
Lydia Wilson (City of Whittlesea) – Resigned 26 October 2024	1	1
Agata Chmielewski (City of Whittlesea) – Resigned 26 October 2024	1	1
Karen Egan (Nillumbik Shire Council) – Resigned 26 October 2024	1	1
Natalie Duffy (Nillumbik Shire Council) – Resigned 29 November 2023	-	1
Total Board Members	10	7
Council Delegates		
Corrienne Nichols	1	1
Kath Brackett – Resigned 15 March 2024	-	1
Joseph Tabacco – Appointed 20 May 2024	1	1
Anthony Traill – Resigned 18 March 2025	1	1
Agata Chmielewski – Appointed 18 March 2025	1	-
Total Council Delegates	4	4
Executive Management Personnel		
Chief Executive Officer – Jane Cowell	1	1
Executive Manager – Corporate Services – Luciano Lauronce (Appointed June 2025)	1	-
Executive Manager – Corporate Services – Kate Karrasch (Resigned June 2025)	1	1
Executive Manager – Corporate Services – Robert Green (Resigned June 2024)	-	1
Executive Manager - Public Participation - Robyn Ellard	1	1
Executive Manager – Technology & Assets – Sajeeva Tennekoon	1	1
Total Executive Management Personnel	5	5
Total Key Management Personnel	19	16

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(b) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by YPRL, or on behalf of the YPRL, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

Total remuneration of key management personnel was as follows:

	2025	2024
	\$	\$
Short-term employee benefits	862,268	822,096
Other long-term employee benefits	18,404	17,248
Post-employment benefits	87,884	82,549
Termination benefits	-	-
Total	968,556	921,893

The numbers of key management personnel whose total remuneration from the YPRL, fall within the following bands:

	2025	2024
	No.	No.
NIL	14	11
\$150,000 - \$159,999	1	1
\$170,000 – \$179,999	-	1
\$180,000 – \$189,999	2	2
\$190,000 - \$200,000	1	-
\$230,000 – \$239,999	1	1
	19	16

(c) Remuneration of other senior staff

Other senior staff are officers of YPRL, other than Key Management Personnel, whose total remuneration exceeds \$170,000 (2023-24: \$170,000) and who report directly to a member of the KMP.

At YPRL, there were no other senior staff who met the above criteria for the financial year 2024/2025.

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(d) Transactions with related parties

During the period YPRL entered into the following transactions (Excl GST) with related parties.

	2025	2024
	\$	\$
Expenditure		
Fuel, MV Repairs, Training & Other paid to City of Whittlesea	22,451	20,197
LSL Transfer paid to City of Whittlesea	7,039	-
Room hires paid to City of Whittlesea	-	9,195
Branch utilities (Ivanhoe, Rosanna, Watsonia) paid to Banyule City Council	102,281	87,131
Vehicle Running Cost & Other paid to Banyule City Council	3,975	22,319
Rosanna Pop-Up Lease and Rates expenses paid to Banyule City Council	61,356	-
Contribution for Probity Services for Cleaning Tender paid to Banyule City Council	2,559	-
Eltham Electricity paid to Nillumbik Shire Council	54,591	53,225
Diamond Valley Outdoor Area fit-out paid to Nillumbik Shire Council	75,000	-
Room hires paid to Nillumbik Shire Council	206	-
Total Related Party Expenditure	329,458	192,067
Revenue		
Council Library Contribution received from City of Whittlesea	6,271,568	5,764,265
Middle Years Grant	55,000	27,000
Lalor Community Room contribution received from City of Whittlesea	3,198	12,360
Lalor Toy Library contribution received from City of Whittlesea	5,413	5,413
Other monies received from City of Whittlesea	1,316	3,800
Council Library Contribution received from Banyule City Council	6,046,726	5,662,325
Ivanhoe cleaning cost reimbursement received from Banyule City Council	118,963	112,572
Other monies received from Banyule City Council	4,233	2,822
Council Library Contribution received from Nillumbik Shire Council	3,197,205	3,077,341
Other monies received from Nillumbik Shire Council	200	1,325
Total Related Party Revenue	15,703,822	14,669,223

(e) Outstanding balances with related parties

	2025	2024
	\$	\$
Monies owed to Banyule City Council	62,402	61,257
Monies owed by Banyule City Council	20,387	26,721
Monies owed to Nillumbik Shire Council	7,500	-
Monies owed by Nillumbik Shire Council	-	-
Monies owed to City of Whittlesea	8,177	1,551
Monies owed by City of Whittlesea	153	517

(f) Loans to/from related parties

There are no outstanding loans to/from related parties.

(g) Commitments to/from related parties

There are no outstanding commitments to/from related parties.

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Notes to the Financial Report for the Year Ended 30 June 2025

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of YPRL.

As at 30 June 2025, YPRL is not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of YPRL; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

Superannuation

YPRL has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Liability Mutual Insurance

YPRL is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

8.2 Financial instruments

(a) Objectives and policies

YPRL's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by YPRL. These policies include identification and analysis of the risk exposure to YPRL and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of YPRL's financial instruments will fluctuate because of changes in market prices. YPRL's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

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(c) Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. YPRL does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. YPRL has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989 (as per the transitional provisions of the Local Government Act 2020)*.

There has been no significant change in YPRL's exposure, or its objectives, policies, and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on YPRL's year end result.

(d) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause YPRL to make a financial loss. YPRL has exposure to credit risk on some financial assets included in the balance sheet.

There are no material financial assets which are individually determined to be impaired.

(e) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks, YPRL:

- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitor budget to actual performance on a regular basis.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(f) Sensitivity disclosure analysis

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

- A parallel shift of -0.25% to -0.75% in market interest rates (AUD) from year-end rates of 3.85%.

These movements will not have a material impact on the valuation of YPRL's financial assets and liabilities, nor will they have a material impact on the results of YPRL's operations.

8.3 Fair value hierarchy

YPRL financial assets and liabilities are measured at amortised cost.

YPRL measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 *Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

YPRL has considered the amendments to AASB 13 Fair Value Measurement that apply for the 2024-25 financial year as a result of AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities. For assets, where the YPRL adopts a current replacement cost approach to determine fair value, YPRL now considers the inclusion of site preparation costs, disruption costs and costs to restore another entity's assets in the underlying valuation.

The AASB 13 amendments apply prospectively, comparative figures have not been restated.

The AASB 13 amendments have not resulted in any material impacts to YPRL's financial statements.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

8.4 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Note 9 Other matters

9.1 Reconciliation of cash flows from operating activities to surplus

	2025	2024
	\$	\$
Surplus for the year	377,536	62,624
Depreciation	1,676,342	1,803,214
Net loss on disposal/write-off of assets	350,305	-
Finance costs - leases	8,769	11,035
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(83,437)	(18,915)
(Increase)/decrease in other assets	135,231	(118,382)
Increase/(decrease) in contract and other liabilities	132,500	(62,371)
Increase/(decrease) in trade and other payables	84,480	435,766
Increase/(decrease) in provisions	4,950	(15,333)
Net cash provided by operating activities	2,686,676	2,097,638

9.2 Superannuation

YPRL makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2025, this was 11.5% as required under Superannuation Guarantee (SG) legislation (2024: 11.0%)).

Defined Benefit

YPRL does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of YPRL in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report for the Year Ended 30 June 2025

Funding arrangements

YPRL makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. As at 30 June 2024, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category as at 30 June 2024 (of which YPRL is a contributing employer) was 105.4%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.6% pa
Salary information 3.5% pa
Price inflation (CPI) 2.7% pa

As at 30 June 2025, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2025. The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2024 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

(a) Regular contributions

On the basis of the results of the 2024 interim actuarial investigation conducted by the Fund Actuary, YPRL makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2025, this rate was 11.5% of members' salaries (11.0% in 2023/24). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2023 triennial valuation.

In addition, YPRL reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 98% from 26 July 2024 (previously 97%).

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including YPRL) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

The 2024 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which YPRL is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2024 while a full investigation was conducted as at 30 June 2023.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which YPRL is a contributing employer:

	2024 (Interim)	2023 (Triennial)
	\$m	\$m
A VBI surplus	\$108.4	\$84.7
A total service liability surplus	\$141.4	\$123.6
A discounted accrued benefits surplus	\$156.7	\$141.9

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2024.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2024.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2024.

The 2025 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2025 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2025. The last interim actuarial investigation conducted prior to 30 June 2025 was at 30 June 2024. The VBI of the Defined Benefit category at that date was 105.4%. The financial assumptions used to calculate the 30 June 2024 VBI were:

Net investment return	5.6% pa
Salary inflation	3.50% pa
Price inflation	2.7% pa

YPRL was notified of the 30 June 2024 VBI during August 2024. Because the VBI was above 100%, the Defined Benefit category was in a satisfactory financial position at 30 June 2024 and it is expected that the actuarial investigation will recommend that no change will be necessary to the Defined Benefit category's funding arrangements from prior years.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

The 2023 triennial investigation

The last triennial actuarial investigation conducted prior to 30 June 2023 was at 30 June 2020. This actuarial investigation was completed by 31 December 2020. The financial assumptions for the purposes of that investigation was:

	2020	2023
	Triennial investigation	Triennial investigation
Net investment return	5.6% pa	5.7% pa
Salary inflation	2.50% pa for two years and 2.75% pa thereafter	3.50% pa
Price inflation	2.0% pa	2.8% pa

Superannuation contributions

Contributions by YPRL (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2025 are detailed below:

Scheme	Type of Scheme	Rate	2025	2024
			\$	\$
Vision Super	Defined Benefit	2025 11.5% 2024 11.0%	60,688	61,938
Super funds	Accumulation Fund	2024 11.0% 2023 10.5%	1,152,561	1,064,836

There were \$29,542 contributions outstanding and no loans issued from or to the above schemes as at 30 June 2025.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2026 is \$64,000.

Yarra Plenty Regional Library Service
2024/2025 Financial Report

Notes to the Financial Report
for the Year Ended 30 June 2025

Note 10 Change in accounting policy

Due to significant technological advancements, the current physical collection of audio-visual materials (including audiobooks and DVDs) has substantially lost its service potential and economic value. Accordingly, it was deemed appropriate to write off the existing collection during the 2024/2025 financial year. As reflected in the Income Statement, the net loss resulting from the write-off of these assets amounted to \$330k. In line with this change, all related purchases from 2024/2025 onwards are being expensed in the year of acquisition, rather than capitalised.

Agenda Item 3: Approval of the Draft Annual Report 2024-2025 (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Robyn Ellard, Executive Manager Public Participation
Attachment:	3a – Draft YPRL Annual Report 2024/2025 3b – Organisational Chart

EXECUTIVE SUMMARY

This report is for the Board Member's approval and decision.

YPRL produces an Annual Report detailing the organisation's performance and activities throughout the preceding financial year.

The Annual Report monitors progress against YPRL's Library Plan 2021 – 2025.

RECOMMENDATION

THAT the Board resolves to RECEIVE and APPROVE IN PRINCIPLE the Draft Annual Report 2024 – 2025.

M: _____
S: _____

REPORT

KEY INFORMATION

The 2024–25 Annual Report demonstrates YPRL's continued delivery of strategic priorities. In the final year of our 2021-2025 Library Plan, YPRL achieved sustained growth in membership and usage, reflecting high community satisfaction. Major outcomes included the launch of the Boobook consortium, providing Victoria's largest digital collection, investment in new infrastructure such as the Thomastown Library refurbishment and Outreach vehicle, as well as the new Click and Collect Hub at Kirrip. Programs underpinning reading and literacy, digital inclusion, wellbeing, cultural celebration, and community safety directly supported Council and community objectives, with 143,617 participants attending programs across the year. Enhanced governance initiatives included strengthened staff capability, updated safety procedures, and a focus on managing emerging challenges such as disinformation and impact of AI on public trust.

Following board approval, the annual report will be graphic designed to include images and selected quotes from the recent community survey, highlighting community voices and engagement. You can find the previous annual report as an example here:

https://www.yprl.vic.gov.au/media/jxlbdljy/2228_yprl_annual-report-2024_fa-web.pdf

The board has been provided the YPRL organisational chart as an attachment (3b). This will also be added into the report by the Graphic Designer.

CRITICAL DATES

- 28 August 2025 – Draft Annual Report approved ‘in principle’ by the YPRL Board.
- 30 September 2025 – Full Annual Report submitted to the Minister for Local Government.
- 1 October 2025 – Public notice that Annual Report has been prepared and is available for inspection.
- 9 October 2025 – Public notice that Annual Report to be considered by Board at the October meeting.
- 23 October 2025 – Meeting to consider the Annual Report and formal adoption of the Report.

FINANCIAL IMPLICATIONS

All financial implications are included in the body of the report.

POLICY STRATEGY AND LEGISLATION

Sections 131 - 133 of the *Local Government Act 1989* as amended states that a Regional Library Corporation must prepare, approve and submit an Annual Report.

LINKS TO LIBRARY PLAN

Outcome:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- Governance and technology.
- Environmental and social sustainability.
- A resilient and thriving organisation.

DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The 2024-2025 YPRL Annual Report demonstrates the achievements of the library service over the year. The directions set by the Board in the Library Plan 2021-2025 are continuing to drive a codesign approach, a solid foundation that YPRL will continue to build on. Adaptability, partnership, and innovation are all showcased within the report clearly demonstrating *#ThisLibraryHas*.

END OF AGENDA ITEM 3 REPORT

[1 ATTACHMENT]

Yarra Plenty Regional Library Annual Report 2024-2025

DRAFT

Acknowledgement of Country

Yarra Plenty Regional Library acknowledges the Wurundjeri Woi-wurrung peoples of the Kulin Nation, the traditional owners of this Country, paying respect to Elders past, present, and emerging, who have been an integral part of the region's history. We acknowledge the leadership of Aboriginal and Torres Strait Islander communities and the right to self-determination in the spirit of mutual understanding and respect. We support the Uluru Statement from the Heart.

Recognition of Diversity and Inclusion

Yarra Plenty Regional Library is committed to equality, inclusivity, and respect. We welcome and respect everyone in our communities irrespective of gender, sexuality, ethnicity, ability, or generation.

Our Vision

Informed creative communities: connected, empowered, and well.

Our Purpose

To provide opportunities for our diverse communities to read, learn, create, connect, and live well. Supported by equitable access to collections, technology, programs, and welcoming and safe spaces.

Our Role

To facilitate: working with our diverse communities to support and realise opportunities.

To connect: creating places where everyone is welcome, a safe place for all.

To listen: ensuring our communities are part of everything we do.

To build capability: empowering our diverse and vibrant communities to participate.

To share and create stories: ensuring our local stories are created, shared, and heard.

Our Values

Respect for all: promoting connection and fairness.

Integrity: honest and trustworthy.

Service: community focussed, accessible, valued by our customers and team members.

Empower: supportive, innovative, and inclusive of diversity of thought.

Bag 65 Bundoora VIC 3083

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ypmail@yprl.vic.gov.au

***INSERT [YPRL_Logo_Footer_A4_black] ***

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About us

Yarra Plenty Regional Library (YPRL) is a library corporation providing library services to Banyule City Council, Nillumbik Shire Council, and City of Whittlesea Council across the north-eastern suburbs of Melbourne.

YPRL delivers services to a diverse range of communities through an integrated network of 10 library branches, 4 Click and Collect Hubs, mobile library and outreach services, the YPRL website and app, associated digital resources, and outreach activities in our communities.

YPRL libraries contain substantial physical and digital collections for all ages and interests, including collections in many languages and for different reading abilities. The libraries are a network of vibrant community hubs, offering a wide array of resources, programs, and events that reflect a strong commitment to inclusivity, sustainability and innovation. From borrowing a child's first board book, learning to sew or cook, using the internet to study, applying for a job or streaming a film, libraries in the YPRL network are free and safe places for everyone to enjoy.

***INSERT image [YPRL illustrated Map] ***
****FOR DESIGNER TO INCLUDE****

Our Library Plan



#ThisLibraryCan: Communities connected, empowered and well

SUSTAINABLE DEVELOPMENT GOALS



THE PRINCIPLES THAT SHAPE OUR SERVICE

We welcome and are *here for everyone* in our communities

We always work *together*

We are not afraid to try, *test and learn*

We always seek *continuous improvement* in what and how we deliver

We *innovate* to help our service grow and create positive outcomes

We undertake *radical collaboration* to make the most of everything we have

Message from the Chair – Grant Brooker***INSERT image [Cr Brooker] ***

As the Chair of the Yarra Plenty Regional Library Corporation, I am delighted to present the 2024–25 Yarra Plenty Regional Library (YPRL) Annual Report. I thank YPRL's outgoing chair, Ms Lydia Wilson and Councillors Karen Egan and Stevan Kozmevski for their significant contributions to the Library. I'm also pleased to welcome Mayor Martin Taylor and Councillor Christine Stow to the Library Board.

In this final year of our current four-year library plan, YPRL continued to deliver opportunities for diverse communities to read, learn, create, connect and live well. YPRL's sustained growth in library membership and use, along with an increased community satisfaction with our services, demonstrates how valued the Library is to residents across the region.

We responded to community requests for an expanded and more available collection through initiatives such as the Boobook consortium, which combined the purchasing power of YPRL, Whitehorse Manningham Libraries and Your Library, to deliver the largest digital library collection in Victoria. This resource is available to members 24/7, from anywhere.

Literacy remains fundamental to our mission. This year YPRL delivered 2,216 Storytime sessions to more than 91,000 children and families, contributing meaningfully to early childhood literacy and pre-reading skills across the region, laying the foundations for life-long readers. The Library continued to support First Nations literacy and cultural engagement through our Deadly Collection, partnerships with the Deadly Boorais children's literacy project, and through NAIDOC Week knowledge sharing and Storytime programming. YPRL promotes inclusion and understanding with rich programming across its network. This report outlines our participation in Harmony Week, International Women's Day, 16 Days of Activism, International Day of People with Disabilities, and IDAHOBIT. Regional stories of immigration were recorded and shared by the Library's *Homeland* oral history project and exhibition.

Libraries reduce social isolation and promote wellbeing. This year, YPRL partnered with St Vincent's Health Aging Service to deliver Wellbeing Skills Group Programs for seniors, which addressed common mental health challenges such as anxiety, low mood, and stress. This initiative, along with regular library programs such as Chatty Café, foster connection, resilience, and improved quality of life.

As AI becomes more pervasive and disinformation harder to detect, the Library's role as a trusted source of information is more important than ever. YPRL has prioritised staff training and development in this area to ensure we are equipped to help the community understand these rapidly evolving technologies and their implications.

Knowing that Libraries are used more when they are close to home, YPRL continued to expand its network with a new Click and Collect Hub at Kirrip Community Centre in the fast-growing Wollert area. The new Mernda branch welcomed some 60,000 visitors in its first year of operation. The YPRL mobile library service marked its 70th anniversary, while Whittlesea Library marked its 10th, both remain highly valued in their communities. We were grateful to receive two Living Library grants from the Victorian Government, which supported the refurbishment of the Thomastown library and enabled us to add a new vehicle to the Outreach library service, extending the library to people who are unable to visit a branch.

Continued investment in our libraries will ensure they remain modern, well-equipped, welcoming, and available to all.

Finally, the Board acknowledges the enormous contributions of outgoing CEO, Jane Cowell. Jane's tenure has been marked by innovation, sector-wide collaboration, and a deep commitment to access, inclusion, and literacy. She has transformed YPRL into one of the most progressive and community-focused library services in the country. We wish her the very best in her continuing roles with the Australian Library and Information Association and International Federation of Library Associations and Institutions. The Board is grateful to Jane and all the excellent YPRL staff who work tirelessly to provide a well-used and valued public library service to the people of Banyule, Nillumbik and Whittlesea. I also thank my fellow board members and each member council for working to ensure YPRL's continued success.

Cr Grant Brooker
Chair, Yarra Plenty Regional Library Corporation

Message from the CEO – Jane Cowell***INSERT image [Jane]***

This past year has been one of significant progress, marked by our commitment to innovation, safety, and community connection—ensuring our libraries remain vibrant, accessible, safe, and welcoming for all.

Our collaboration with Whitehorse Manningham Libraries and Your Library on the Boobook digital consortium has transformed digital borrowing. Since launching in October 2024, Boobook has enabled access to over 110,000 unique titles and reached 1,000,000 loans in just seven months—a testament to the power of partnership.

Our new Outreach Sprinter van, launched in September 2024 with support from the State Government's Living Libraries Infrastructure Program grant and YPRL Board, now brings library services to 52 locations, including retirement villages and aged care facilities. This modern vehicle allows us to reach more people, in more locations and deliver curated collections between visits, while also increasing our presence at community events.

Significant upgrades at Thomastown library have created welcoming, innovative spaces for all. Thomastown's upgraded Craft and Textile maker space and custom parent-child workstations—an Australian first—demonstrate our commitment to inclusivity and creativity.

March 2025 saw important changes to our public Wi-Fi: requiring YPRL membership for access. This change led to a surge in engagement, with 1,471 new members joining in a single week.

In October 2025, we launched Microsoft 365 training across the organisation. With 268 hours of hands-on workshops delivered by our ICT team, staff are now better equipped to use digital tools to enhance productivity, collaboration and improve our service to community. We also strengthened our commitment to child safety with compulsory training, designed and delivered by our own Child Safe Champions, ensuring every staff member is prepared to provide a safe environment for children and families.

Safety has remained a top priority. In response to increased antisocial behaviour, we undertook a comprehensive review of emergency procedures and invested in physical improvements across our branches. Enhanced lighting, upgraded CCTV systems and secure staff spaces, have contributed to a safer environment for all. These measures, developed in close partnership with our member councils, have increased safety for our community and our staff.

As I prepare to step down as CEO of Yarra Plenty Regional Library, I am deeply proud of what we have achieved together over the past seven years. It has been a privilege to lead an organisation so committed to innovation, inclusion, and community service. Together, we transformed digital access, expanded regional partnerships, and broke down barriers—eliminating overdue fines, launching the Library App, and creating the Boobook digital consortium. I have been inspired by our staff's dedication, especially during the challenges of the COVID-19 pandemic, and by our shared belief that libraries are welcoming spaces for all. From supporting new migrants and families to championing the Deadly Collection, we have strengthened YPRL's role as a hub for learning and connection.

Thank you to our Board, staff, volunteers and community for your trust and support. I am confident YPRL will continue to thrive and inspire for years to come.

Jane Cowell
CEO, Yarra Plenty Regional Libraries

DRAFT

Board members July 2024– June 2025			
July 2024– October 2024	November 2024– January 2025	January 2025 – May 2025	May 2025 – June 2025
Banyule City Council Cr Alison Champion Cr Rick Garotti Joseph Tabacco (ex officio) Director Community Programs	Banyule City Council Cr Alison Champion Cr Rick Garotti Joseph Tabacco (ex officio) Director Community Programs	Banyule City Council Cr Alison Champion (Deputy Chair) Cr Rick Garotti Joseph Tabacco (ex officio) Director Community Programs	Banyule City Council Cr Alison Champion (Deputy Chair) Cr Rick Garotti Joseph Tabacco (ex officio) Director Community Programs
Nillumbik Shire Council Cr Peter Perkins Cr Karen Egan (Deputy Chair) Corrienne Nichols (ex officio) Director Communities	Nillumbik Shire Council Cr Grant Brooker Cr Peter Perkins Corrienne Nichols (ex officio) Director Communities	Nillumbik Shire Council Cr Grant Brooker (Chair) Cr Peter Perkins Corrienne Nichols (ex officio) Director Communities	Nillumbik Shire Council Cr Grant Brooker (Chair) Cr Peter Perkins Corrienne Nichols (ex officio) Director Communities
City of Whittlesea Administrator Lydia Wilson (Chair) Agata Chmielewski Director Community Wellbeing Anthony Traill, (ex officio) Manager Active and Creative Communities	City of Whittlesea Cr Christine Stow Cr Stevan Kozmevski Agata Chmielewski, Director Community Wellbeing (ex officio)	City of Whittlesea Cr Christine Stow Cr Stevan Kozmevski Agata Chmielewski, Director Community Wellbeing (ex officio)	City of Whittlesea Cr Christine Stow Cr Martin Taylor Agata Chmielewski, Director Community Wellbeing (ex officio)

Attendance at Scheduled and Special Board Meetings

Cr Alison Champion	5/6
Cr Rick Garotti	5/6
Cr Karen Egan	2/2
Cr Peter Perkins	3/6
Administrator Lydia Wilson	1/2
Agata Chmielewski	2/2
Cr Grant Brooker	4/4
Cr Christine Stow	4/4
Cr Stevan Kozmevski	3/3
Cr Martin Taylor	0/1

INSERT BOARD PHOTOS

YPRL services at a glance***to be designed as graphics***

We provided access to our library branches for 600.5 hours each week, and to library services for an additional 192.5 hours through the mobile library, outreach vehicle and our hubs
2,889,514 loans - which is 14 items per library member for the year
We held 6,428 events with 143,617 participants, averaging 18 events and 393 participants every day!
1,493,598 visitors to library branches and the mobile library, an increase of 98,029 from last year.
Our Book Express titles were borrowed 51,670 times
Library members saved an average of \$420 each by borrowing from the library this year.
Readers fell in love with Emily Henry books 2,162 times this year
22,633 people opened the YRPL App 519,405 times – an average of 1,423 times a day – to place 147,244 reservations and renew 83,449 loans

Quirky Stats **for designer to use throughout doc**

YPRL Book Groups met for over 1,430 hours this year.
The <i>Wheels on the Bus</i> went round and round at 2,216 Storytimes this year!
1,542 mini members read to our Reading Dogs at 213 sessions this year
Toys from our Toy Library went home with families 5,166 times
Jamie Oliver cookbooks inspired 909 home chefs this year
5,045 junior non-fiction books about dinosaurs were borrowed by future palaeontologists.
Peppa Pig visited families 23,743 times
We delivered 354 Storytimes to 8,804 participants at Community Locations
161 mini members borrowed <i>The Wild Robot</i> by Peter Brown.
Harlen Coben books were read by 2,153 library detectives
Books about AI were loaned 2,371 times
Our Sustainable Home Audit Kits helped people assess the energy efficiency of their home 209 times
<i>Wylah the Koorie Warrior</i> was the most popular series from our Deadly junior collection
Our members read 8,894 newspapers and magazines on PressReader!
281 readers discovered <i>The Let Them Theory</i> by Mel Robbins.
We read <i>The Truck Cat</i> by Deborah Frenkel to 494 participants at National Simultaneous Storytime.
Craft enthusiasts borrowed books about knitting, crochet and sewing 13,984 times!
Our graphic novels were loaned 36,295 times!
Readers listened to Rebecca Yarros' <i>Onyx Storm</i> on Libby for 20,867 hours. That's almost 870 days!
786 members borrowed books from our English Language Support collection this year.
We celebrated three YPRL milestone birthdays this year!
Storybox Hub videos were watched 7,195 times this year. That's 7,195 Storytimes from home!
Members searched their family history 27,561 times using Ancestry
Our sewing machines were borrowed 259 times this year

We have 347,392 items in our physical collection! If we stacked them end-to-end, it would extend more than 50kms. That's Ivanhoe to Kilmore!

The YPRL Library Plan supports the following strategies of our member Councils

****designer to create a box/table highlighting this****

Banyule Council Plan 2021-2025	City of Whittlesea Community Plan 2021-2025	Nillumbik Shire Council Plan 2021-2025
Priority Theme 1: Our Inclusive and Connected Community Priority Theme 2: Our Sustainable Environment Priority Theme 3: Our Well-Built City Priority Theme 4: Our Valued Community Assets and Facilities Priority Theme 5: Our Thriving Local Economy Priority Theme 6: Our Trusted and Responsive Leadership	Goal 1: Connected Community Goal 2: Liveable Neighbourhoods Goal 3: Strong Local Economy Goal 4: Sustainable Environment Goal 5: High-performing organisation	Community Connections Sustainable and resilient Place and Space Responsible and accountable

Year in review

Outcome: Wellbeing

Help individuals and communities to better engage in, understand, and take positive actions to support their mental and physical health.

Creating safe and inclusive spaces is fundamental to how YPRL engages with local communities. We offer free and accessible resources, expertise, and information on crucial topics such as health and wellbeing, early literacy, and reading for enjoyment. These services enhance mental health, foster skill development, and improve individuals' ability to achieve better health outcomes throughout their lives.

Priority: Mental, physical, and social wellbeing

Contribute to the wellbeing of local communities through inclusive and safe programs, spaces, and opportunities, promoting health literacy, health and wellbeing programming and collections, and programs for those experiencing social isolation.

Wellbeing for Seniors

YPRL partnered with St Vincent's Health Ageing Service to deliver the Wellbeing Skills Group Program for seniors at Ivanhoe Library between July and November 2024. This multi-session program was developed by clinicians and focused on mental health issues in older adults. It aimed to improve the wellbeing of seniors in the community who may be experiencing anxiety, low mood, and stress. The program created a supportive and collaborative environment where clinicians provided advice on a broad range of topics, from addressing sleep difficulties to relaxation techniques. The popularity of the program will likely see it repeated next year.

Fit in Mind and Body

YPRL's *Fitness After 50* is based on the Geri-Fit® model, originally implemented in Australia through Curtin University's Exercise Clinic. The program focuses on improving strength, balance and mobility in older adults through chair-based resistance training. Its aims to support healthy ageing, reduce the risk of chronic disease and promote social connection through accessible, inclusive fitness activities delivered by trained staff or volunteers. This year, we expanded the program into the City of Whittlesea at Lalor Library, joining Eltham, Diamond Valley and Watsonia branches in Nillumbik and Banyule.

International Day of People with Disability

YPRL created activities and events across the region to mark the International Day of People with Disability in December 2024. We launched the Yarra Birrarung Project, which invited people with disability to create art for exhibition inspired by the Library’s collection. We created two touring exhibitions featuring the disability-positive books *Come Over to My House* by Sally Rippin and Eliza Hull and *Our Library* by Donna Rawlins. Sally Rippin, the 2024-2025 Australian Children’s Laureate, and disability advocate Eliza Hull appeared in videos for YPRL to promote the exhibition and champion its themes. Together with Banyule City Council, we hosted a celebration at Ivanhoe Library, including AUSLAN-interpreted Storytime and art therapy workshops. Working with the City of Whittlesea at Whittlesea Library, YPRL connected families with community organisations and service providers including, DPV Health, ABC Disability Group and Diamond Valley Specialist Development School.



Free Pads and Tampons in our Branches

Many people cannot afford to buy menstruation products and feel embarrassed when they don't have them. This year, the Victorian Government launched a program to supply free pads and tampons in public spaces through vending machines. YPRL was among the first organisations in Victoria to install the vending machines, with Diamond Valley, Watsonia, Lalor, Thomastown, Ivanhoe and Mill Park libraries included in the initial roll-out. Additional machines are scheduled to be installed at Eltham and Whittlesea libraries in the 2025/26 Financial Year. This means that more community members can readily access pads and tampons in branches across the region.



Services Snapshot

Indicator	Measure	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
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Loans	Number of Items borrowed	2,291,906	1,391,280	1,835,001	2,289,256	2,278,423	2,288,699
Program Attendance	Number of participants in programs	132,941	30,555	72,299	118,289	127,404	143,617
Visitation Total	Door count	1,147,140	537,335	714,864	1,263,489	1,395,569	1,454,716
Opening Hours	Hours per week	537.5	628.0	723.0	741.0	823.0	793.0

International Day Against Homophobia, Biphobia, Intersexphobia, and Transphobia (IDAHOBIT)

In May 2025, YPRL marked IDAHOBIT with two creative workshops delivered by poet, artist, and spoken-word performer Fleassy Malay. Designed for the LGBTQIA+ community but accessible to all, the workshops guided participants to create freeform poetry with craft elements in a low-pressure environment at Eltham Library. At Ivanhoe Library and Cultural Hub, creators of all abilities explored the medium of collage and celebrated the power of connection. The workshops were attended by people from both in and outside of YPRL's council areas, with feedback showing the workshops promoted a "sense of belonging", were "fun and inspiring", and provided an "affirming space for the community".



Library Overview

Indicator	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Population - Regional (ABS Estimates Resident Population)	426,963	433,698	422,629	427,062	436,513	448,399
Total Members	118,443	120,899	135,957	156,426	180,592	212,263
Members as % of population	27.00%	28.00%	32.17%	36.63%	41.37%	47.33%
Active Users	64,518	53,113	56,439	67,243	77,163	90,790
Mobile Library Locations	13	13	13	13	15	15
Collection items total	403,799	436,944	506,751	492,186	513,847	540,094
New Collection items	116,424	72,809	91,987	119,802	95,396	70,794
eCollection Usage	549,086	587,028	547,682	539,419	733,798	994,066
Wi-Fi Sessions	210,152	75,508	76,464	125,694	145,601	145,349
Public Access Internet sessions	131,834	37,998	42,941	87,682	95,294	108,917
Total eAccess	2,341,531	1,918,946	2,443,293	3,168,125	4,171,007	4,872,038
Programs total	4,383	1,613	2,209	4,605	4,962	6,428
Staff (EFT)	93.19	96.32	97.34	99.92	99.94	106.03

Diamond Valley Garden

In late 2024, the garden space at Diamond Valley Library reopened after redevelopment. The entrance was upgraded to improve accessibility, the outdoor area landscaped, and an interactive new play area installed. Regular programming recommenced in the garden in February 2025, with toddler play after Tuesday and Friday Toddler Storytimes, community garden sessions every Thursday morning, and a Stephanie Alexander Kitchen Garden program after school on Tuesdays. The garden is regularly used by early childhood groups, while families can often be found enjoying the new play space beneath the colourful steel butterfly designed by Jeavons Landscape Architects.



Library Usage

Location	Members	Loans	Reservations	Public Access Internet Sessions	Wi-Fi connections
Diamond Valley	12,441	99,852	24,400	3,944	6,350
Eltham	32,450	271,547	62,441	12,684	29,094
Ivanhoe	31,133	268,282	69,553	21,612	48,843
Lalor	23,003	77,727	13,470	21,817	9,893
Mernda	7,542	73,049	20,010	2,832	3,231
Mill Park	40,486	249,771	43,746	17,677	27,017
Rosanna	14,187	47,245	24,680	2,282	793
Thomastown	12,401	48,045	10,231	11,066	6,643
Watsonia	17,590	171,329	45,146	11,424	10,374
Whittlesea	5,388	32,854	7,667	3,433	2,946
Mobile Library	6,109	68,851	7,192	146	0
Outreach Vehicle	1,192	7,517	1,431	0	0
Digital Members	8,331	847,333	729	0	0
Bellfield Hub	0	2,255	693	0	0
Galada Hub	0	12,324	3,785	0	0
Kirrip Hub	0	3,677	648	0	165
Hurstbridge Hub	41	7,039	4,495	0	0

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Priority: Connect to local experts

Work alongside experts to bring the best to local communities by inviting, including, and hosting wellbeing partners within our spaces, and partnering with member councils to deliver better outcomes.

Career Counselling

YPRL, in collaboration with the City of Whittlesea and RMIT Skills and Jobs Centre, delivered a free career counselling program, providing employment assistance and advice for job seekers. 16 sessions were offered at Mill Park Library and 15 at Mernda Library where participants could schedule appointments or attend drop-in sessions with the RMIT Skills and Jobs Centre. Facilitators worked with participants to fill relevant job vacancies at businesses in the local area. The program had many successes, including finding employment for three people in a single family who had all been unemployed and in financial difficulty.



School Industry Program

In June 2025, Mill Park Library participated in a School Industry Program in collaboration with Hume Whittlesea Local Learning and Employment Network, Whittlesea Tech School and Mernda Central College. The program was designed to enhance work experience for both students and businesses. It included placements with employers and activities at Whittlesea Tech School. Three students were placed at Mill Park and asked to explore how the library could better engage teens. The students offered practical ideas ranging from furniture arrangement to social media promotion and library sponsorship of community organisations.



Bringing Up Kids

In May 2025, Lalor Library and City of Whittlesea collaborated to deliver the Bringing Up Kids Expo, an event which connected local families to community services. Service and support providers such as the Association for Children with a Disability,

DPV Health, Drummond Street Services, HIPPY Australia, Lalor Neighbourhood House, ParentZone and Services Australia attended the event alongside the City of Whittlesea's Children and Families, Aboriginal Department, Community Development, Economic Development, Environmental Education and Planning and Development teams. Bunnings provided craft activities that were popular with children and families, and YPRL staff distributed 216 collection items in family packs on the day. The event allowed for useful information sharing in a fun and family friendly environment. Feedback was overwhelmingly positive.



Makerspace and the Austin Hospital

YPRL Maker Spaces are hubs of innovation, creativity, and opportunity. This year, after an induction into Ivanhoe Library's 3D printing facilities, Austin Hospital sonographer, Warwick Park, designed and 3D printed a prototype mount for ultrasound probe and radio sensors. The resulting mount is now used at the Austin Hospital in the examination of stroke patients. This example highlights how libraries foster and enable innovations that have direct applications in industry and benefit the community.



Outcome: Connection

Create places and spaces for people to connect, belong and actively engage with each other.

YPRL has a strong focus on fostering connection. By implementing targeted outreach programs and inclusive initiatives, we've been able to engage with diverse groups, including those who may have previously felt disconnected from library services. By creating welcoming spaces and offering tailored events, we've encouraged greater participation and ensured that everyone has the opportunity to connect, belong, and actively engage.

Priority: Participation and Belonging

Deliver places, spaces, and services that provide safe, accessible digital environments and programs, volunteering, and other opportunities to participate, and increased participation in our service.

Library Membership

Location	Banyule	Nillumbik	Whittlesea	Out-Area	Total
Diamond Valley	3,415	7,213	678	1,135	12,441
Eltham	5,227	23,088	873	3,262	32,450
Ivanhoe	23,084	277	735	7,037	31,133
Lalor	255	65	20,554	2,129	23,003
Mernda	113	52	6,604	773	7,542
Mill Park	890	445	33,748	5,403	40,486
Rosanna	12,618	160	374	1,035	14,187
Thomastown	234	29	9,989	2,149	12,401
Watsonia	14,245	431	1,579	1,335	17,590
Whittlesea	345	66	4,222	755	5,388
Mobile Library	373	2,360	2,668	708	6,109
Home Library	18	6	17	0	41
Outreach Vehicle	332	289	531	9	1,161
Online & Hubs	616	279	1056	6380	8,331
Total	61,765	34,760	83,628	32,110	212,263

Harmony Week

Harmony Week in March celebrates Australia's cultural diversity. YPRL marked the occasion with the opening of the *Homeland: Treasured Objects from Afar* exhibition at Ivanhoe Library & Cultural Hub, highlighting immigration stories of residents in the region. Ivanhoe Library also partnered with the Northern Region Indian Seniors Association for the vibrant Holi Festival, featuring dance, music, and comedy for over 100 attendees.

Diamond Valley Library hosted a Dhyana Tea Ceremony, offering insights into the ancient Chinese Chan (Zen) Buddhist ritual and cultural storytelling. Mill Park Library

presented *Ciao Italy!*, a lively performance about Italian migration in the 1950s. At Lalor Library, local author Olympia Panagiotopoulos discussed her part-memoir *Beneath the Fig Leaves*, exploring food, family, and Greek heritage.

Eltham Library held a collage workshop with South African artist Rochelle Van Der Merwe, inviting participants to explore identity and personal stories. Our libraries across the City of Whittlesea celebrated with events featuring food from around the world.



Celebrating Our Volunteers

YPRL values the generous assistance of over 100 volunteers, whose ongoing commitment makes many of our programs possible. Our amazing volunteers give their time to support many library activities, including *Fitness After 50*, *Chatty Cafe*, and Bilingual Storytimes. They supply adorable Reading Dogs for our children's literacy program and share knowledge in our *Tech Help* sessions. For *National Volunteer Week* in May 2025, we celebrated our volunteers by offering them a free one-to-one photo shoot with professional photographer Brett Scapin. Brett's photos captured the selfless spirit of our volunteers and highlighted the impact they have on our libraries and members. The portraits were displayed in our branches to share volunteer achievements with the wider community. We thank our volunteers for their support and their vital contribution in supporting YPRL's programs and services throughout the year.



International Women's Day

YPRL celebrated International Women's Day on 8 March with a series of events across the region. Whittlesea Library, in partnership with the City of Whittlesea, hosted the author of *The Dressmaker*, Rosalie Ham, who discussed the challenges of adapting a bestselling book into a popular film. The conversation was facilitated by Kerry Clarke, community leader and chair of Whittlesea Community House. At

Watsonia Library, Mursal Sadat, professional soccer player and advocate for women's and refugee rights, spoke about her terrifying experience fleeing Kabul in 2021. Mursal was previously a member of the Afghanistan Women's soccer team who now plays for AWT Melbourne Victory. She continues to advocate for the rights of women and refugees. Mursal's talk was very well received, with a young attendee saying *"I got inspired by Mursal Sadat. It made me feel proud that a person has saved lots of people's lives. It was the best session I have ever went [sic] to, she is my inspiration"*.



16 Days of Activism

16 Days of Activism is a yearly international campaign advocating to end violence against women across the globe. From 25 November to 10 December 2024, YPRL collaborated with gender equity teams at member councils to match programming to the campaign. YPRL created resources to support the campaign including suggested reading booklists and educational activities across the network and a themed Storytime guide for staff. Educational materials were created for staff to increase their awareness of violence against women, which included information about crisis support organisations.



Crafty Connections

The past year has seen the popularity of Thomastown Library's Maker Space grow significantly, with an increase of 268% in loans from its Library of Things. Staff conducted 74 induction sessions, teaching 107 people to use the branch sewing machines. Two, weekly sewing programs in the Maker Space focused on making craft with recycled materials and mending clothes, promoting a circular economy and sustainability. The sessions foster social connection with both experienced sewers and newcomers working together to make and mend clothes, create reusable shopping bags with Boomerang Bags, and socialise.



65,000 Years: a Short History of Australian Art

YPRL was privileged to host Distinguished Associate Provost Professor Marcia Langton AO and Senior Curator Judith Ryan AM at Ivanhoe Library to discuss their landmark publication and exhibition, *65,000 Years: A Short History of Australian Art*. The discussion explored the extensive research and curatorial work involved in developing the book and exhibition at the University of Melbourne's Potter Museum of Art. The capacity audience learned about Australian Indigenous art, continuous cultural practice, and Indigenous knowledge systems. Marcia and Judith offered insightful reflections and personal anecdotes that deeply engaged the audience. Feedback from attendees was overwhelmingly positive, reflecting the community's strong interest in and appreciation for Indigenous art and culture.



Priority: Outreach

Look beyond our existing places to build strong links with local communities, engage with youth, CALD (Culturally and Linguistically Diverse), and First Nations communities, and explore and test colocation and integration of services.

Deadly Boorais

YPRL partnered with the City of Whittlesea's Maternal Child Health Deadly Boorais team to supply a board book to all First Nations babies born in the City of Whittlesea between February and November 2024. Packs to support future literacy development and engagement with YPRL's Deadly Collection were codesigned with Elders and community organisations. They included a board book, YPRL membership details, and resources from organisations such as DPV Health, the Victorian Aboriginal Health Service, and the Victorian Aboriginal Child and Community Agency. This pilot program tested whether receiving a board book and an invitation to join the library would result in new memberships and increased Storytime attendance. During the pilot, 80 books were given to families, 42 Storytime sessions were attended by First Nations families, and 60 new memberships were created. The 23 families who attended Storytime sessions reported that the board book provided during this program was the first book they had in their home. The success of the project suggests its potential to expand across the region.

"I love stories, they make me smile. I read our book to bruzzy (brother) who is tiny. I really like Storytime at Mill Park, we sing and sometimes dance. Thanks, Aunty, for the books, I just think they're the best."

**Updated Outreach Vehicle**

In September 2024, YPRL celebrated the launch of a new outreach vehicle. The new Mercedes Sprinter van was purchased with funds from a Victorian Government Living Libraries Infrastructure Program grant, with additional funding provided by the YPRL Board. YPRL took this opportunity to review the outreach schedule, making improvements to make the service more efficient. The updated, more accessible vehicle allows our team to reach more locations, without increasing operational costs. The Outreach Sprinter brings the library to more people at up to 52 locations, such as retirement villages and residential aged care facilities, on a four-week rotation. Outreach staff now leave curated collections at several locations, giving

residents access to items between monthly visits. Collection holds are delivered at each visit. Tech Help sessions are available to Outreach library users to help with digital inclusion, online safety and access to digital collections or other online tools and services. With the addition of the Outreach Sprinter van, we now have a greater capacity to attend community events, such as the Whittlesea Community Festival and the Nillumbik Festival of Stories. Since the launch, 5,947 items have been borrowed from the Outreach Sprinter.



Social Media

Social Media Followers			
Platform	2023/24	2024/25	Growth
eNewsletter	66,163	68,491	3.52%
Facebook	7,717	8,047	4.28%
Instagram	4,345	5,006	15.21%
LinkedIn	1,040	1,161	11.63%

Digital interactions			
Platform	2023/24	2024/25	Growth
Website	2,134,969	2,590,077	21.32%
Online catalogue	537,447	514,224	-4.32%
YPRL App	444,633	519,405	16.82%

Click & Collect Hubs

Our Click & Collect Hubs have continued to grow over the past year, expanding library services across the region. In September 2024, YPRL opened our latest Click & Collect Hub in Kirrip Community Centre. This new location, YPRL's fourth Click & Collect Hub, provides convenient library access to residents in the fast-growing Wollert area. All YPRL hubs are housed in community centres, often close to kindergartens and community services like Maternal Child Health rooms. They feature regularly refreshed collections tailored to the local community and serve as a collection point for items ordered from the full YPRL catalogue. YPRL staff deliver regular programming at each hub or at nearby community locations, including drop-in Tech Help sessions, Storytimes, and School Holiday programs.



Rosanna Pop-Up

While the new Rosanna Library is under construction, YPRL has provided library services to the Rosanna area via a temporary Pop-Up branch. The branch contains some 6,000 collection items and is a pick-up point for collection holds. Due to the building's limited space, staff now deliver regular outreach programming in community locations such as the Rosanna Fire station Community House, Holstep Health, and Macleod YMCA. These include activities such as LEGO®, Mindfulness sessions, craft events, puppet shows, STEM coding workshops, and School Holiday Programs. Library staff attend a Somali Playgroup in Heidelberg West every month and, over the past year, the team has visited many local kindergartens, childcare centres and a primary school to deliver Storytimes or Library Information sessions. YPRL looks forward to the opening of the new Rosanna Library in the 2025/26 financial year.



Grants Received/Acquitted

Grant	Funding	Stage
Government Subsidy (Banyule, Nillumbik, Whittlesea)	\$2,782,788.00	Annual recurring
Premier Reading Fund	\$57,239.00	Annual recurring
Citizen Science Corners	\$650.00	Received June 2025
Aged Care Reform Information Hub	\$6,000.00	Received July 2024
City of Whittlesea Middle Years Program	\$55,000.00	Received November 2024
Living Libraries - Thomastown Refurbishment	\$178,806.00	Acquitted 2/1/2025

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Outcome: Knowledge and Learning

Together we build capacity and confidence for people to meaningfully participate in work and community life.

YPRL builds capacity and confidence across local communities, enabling meaningful participation in both work and community life. Through our diverse programs and resources, we empower individuals with the skills and knowledge needed to thrive. By offering educational opportunities, skill-building workshops, and supportive learning environments, we help people engage more fully and successfully in their personal and professional lives.

Priority: Programs and Pathways

Develop programs and pathways that focus on partnerships for youth capacity building, pathways to employment, community resilience, and community-led programming and collections.

School Holiday Programs

YPRL's School Holiday Programs are some of our most anticipated and well-attended events. During the 2024/2025 Financial Year we held 244 events across the region, attracting over 6,350 attendees. Children attended forensic science events at Ivanhoe Library, learnt about dinosaurs at Whittlesea Library and made zines at Eltham Library. YPRL delivered events in partnership with a variety of organisations and facilitators, including: the National Gallery of Victoria; Science Gallery; First Nations social enterprise organisation Wayapa Wuurrk; and several local artists. 78 School Holiday Programs were held at outreach locations across the region, including: Edendale Farm; Whittlesea Tennis Club; and Laurimar Community Activity Centre. The City of Whittlesea Middle Years Program provided funding to help children and families attend events at City of Whittlesea service points. Collection loans over the school holiday periods showed a marked increase with primary school children borrowing 47% more and secondary students 76% more than during non-holiday periods.



Big Summer Read

From 1 December to 31 January, YPRL participated in Public Libraries Victoria's state-wide campaign *Big Summer Read*. The campaign aims to keep children reading over the summer school holidays to maintain their literacy skills. Research demonstrates that the number of books in a child's home has an impact on improved literacy outcomes in later life, so the focus of our campaign was fostering

a joy of reading and encouraging children to feel empowered through their reading choices. Over the *Big Summer Read* period, we observed an increase of 2.8% in loans from our physical junior collection when compared to the previous year, meaning that over 3,000 additional items were borrowed.



National Simultaneous Storytime

The Australian Library and Information Association's National Simultaneous Storytime (NSS) is an annual event that promotes reading and childhood literacy. The event, held for the 25th time in May 2025, sees libraries and primary schools across Australia read the same book at the same time. This year, 494 participants joined us across the region to read *The Truck Cat* by Deborah Frenkel. We thank Cr Alison Champion and Cr Rick Garotti of Banyule City Council, Cr Grant Brooker and Mayor Cr John Dumaresq of Nillumbik Shire Council and Cr Christine Stow, Cr Lawrie Cox and Mayor Martin Taylor of the City of Whittlesea for visiting YPRL branches as guest storytellers on the day.



Storytime Sessions

Storytimes	Sessions	Attendance
Diamond Valley	185	8,261
Eltham	361	18,300
Ivanhoe	245	15,272
Lalor	220	5,883
Mernda	76	1,966
Mill Park	308	16,196
Rosanna	159	4,363
Thomastown	229	5,847
Watsonia	180	10,126
Whittlesea	173	3,896

Online	0	0
Mobile Library & Outreach Service Points	80	1,623
Total	2,216	91,733

NAIDOC Week

Between 7-14 July 2024, YPRL held NAIDOC Week events across the region focused on knowledge sharing and connection, providing an opportunity for local communities to learn more about First Nations culture and history. The theme for NAIDOC Week was *Keep the Fire Burning! Blak, Loud and Proud*. Events included a pop-up playgroup in partnership with the Victorian Aboriginal Child and Community Agency and the City of Whittlesea, and NAIDOC Storytime sessions at Mernda, Diamond Valley and Eltham libraries. At Watsonia Library, author Krystal De Napoli discussed her book, *First Knowledges: Astronomy*.



All YPRL Events

	Events			Participants		
Location	2022/23	2023/24	2024/25	2022/23	2023/24	2024/25
Banyule	1457	1698	1953	40,894	43,887	45,882
Nillumbik	1007	1031	1370	33,972	34,307	37,454
Whittlesea	2120	2175	3056	42,769	48,264	59,435
Mobile Library	0	42	36		800	694
Online	21	16	13	654	146	152
Total	4,605	4,962	6,428	118,289	127,404	143,617

Priority: Information and resources

Build on our existing collections, assets, and services through investment in digital resources, collections, and assets; resources that are reflective of diverse communities; supporting local creatives; early years, adult, and digital literacy.

Welcoming PressReader

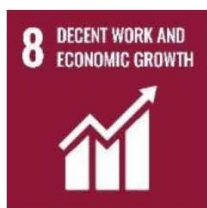
In 2025, YPRL subscribed to PressReader, a digital platform that provides readers with access to over 7,000 newspapers and magazines from more than 120 countries in over 60 languages. Through this expansion of our digital offerings, members can

now access popular newspapers such as *The Guardian*, *Herald Sun* and *The New York Times*, as well as magazines such as *The New Yorker*, *Vogue* and *Bon Appétit*. With a user-friendly app and online browser, PressReader's wide variety addresses many interests in the community. Since launching in March 2025, readers have opened articles on PressReader 195,761 times and borrowed 9,706 items.



Together Connect

Together Connect was first delivered at Mill Park Library in March 2025 as a collaborative pilot program with the City of Whittlesea to connect the community to organisations and service providers including: Whittlesea Community Futures; DPV Health; Whittlesea Community Connections; Gamblers Help; Berry Street, Kids First; Northern Mental Health and Wellbeing Local; and Uniting Engage. *Together Connect* allowed for one-on-one interactions between the organisations and individuals, as well as enabling networking between organisations. Monthly *Together Connect* sessions explored digital literacy, respectful relationships, diverse families, financial literacy, community connection and health and wellbeing.



Collections Statistics

Items	2022/23	2023/24	2024/25
Total Physical Items	342,500	360,237	347,392
Banyule	111,197	112,149	106,952
Whittlesea	151,117	159,292	155,520
Nillumbik	80,186	88,796	84,920
Total digital Items	60,743	60,802	157,787
eBooks	39,011	35,954	74,021
eAudio	19,005	21,067	74,135
eMags	2,727	3,781	9,631

Total collection (physical and digital)	403,243	421,039	505,179
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Loans	2022/23	2023/24	2024/25
Total loans of physical items	2,289,237	2,278,423	2,288,699
Banyule	835,381	805,193	797,012
Whittlesea	776,644	782,571	805,348
Nillumbik	677,212	690,659	686,339
Total Loans of digital items	404,309	543,542	600,815
eBooks	149,394	173,672	205,554
eAudio	183,311	224,859	268,546
eMags	71,604	145,011	126,715
Total Loans (physical and digital)	2,693,546	2,821,965	2,889,514

Turnover	2022/23	2023/24	2024/25
Turnover all items	6.7	6.7	5.7
Physical Items	6.7	6.3	6.6
Banyule	7.5	7.2	7.5
Whittlesea	5.1	4.9	5.2
Nillumbik	8.4	7.8	8.1
Digital Items	6.7	8.9	3.8

Purchases	2022/23	2023/24	2024/25
New physical items	93,189	76,833	70,794
Banyule	37,284	24,728	22,154
Whittlesea	27,271	32,035	32,230
Nillumbik	28,634	20,070	16,410
New digital items	6,908	6,985	41,071
Total new items (physical and digital)	100,097	83,818	111,865

Battling Online Misinformation

As part of YPRL's ongoing commitment to supporting access to quality information, staff attended *Building Resilience Against False Information*, a training session delivered in May 2025 by Sushi Das from RMIT's Information Integrity Hub. In the sessions, staff learned how to spot misinformation online, discovered how to identify AI content, and gathered tools to support the fight against misinformation in our branches. Resources were provided encouraging further development of media literacy skills and to share with staff who were unable to attend the sessions. This

training empowers staff to support members of the community in their search for accurate and trustworthy information, reinforcing libraries as trusted sources of information.



Library Visitation

Location	2020/21	2021/22	2022/23	2023/24	2024/25	% Change
Diamond Valley	22,219	32,570	67,068	72,200	72,477	0.38%
Eltham	104,138	131,349	195,911	238,621	247,840	3.86%
Ivanhoe	66,062	155,262	295,509	328,625	342,138	4.11%
Kirrip Hub					38,882	
Lalor	84,662	92,455	168,923	151,309	178,546	18.00%
Mernda				27,859	58,737	110.84%
Mill Park	65,508	100,247	173,133	192,262	187,042	-2.72%
Rosanna	67,692	59,596	73,629	34,361	32,907	-4.23%
Thomastown	43,257	43,245	102,484	115,052	101,938	-11.40%
Watsonia	62,446	66,481	133,888	157,715	150,289	-4.71%
Whittlesea	21,351	23,132	42,852	47,542	53,678	12.91%
Mobile Library	18,880	10,527	23,976	30,023	29,124	-2.99%
Total Library Visits	556,215	714,864	1,277,373	1,395,569	1,493,598	7.02%

Outcome: Organisational Strength

Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower local communities in environmentally and socially responsible ways.

YPRL is dedicated to equipping our staff with the tools and support they need to excel. We invest in comprehensive training, effective governance, and advanced technology to empower our team to meet the evolving needs of local communities. By fostering a supportive environment, we ensure our staff are confident and adaptable, ready to embrace change and deliver exceptional service. Our commitment to the community includes a strong focus on sustainability. As we develop services and build our spaces, we are mindful of choosing environmentally sustainable and socially responsible options.

Priority: Governance and technology

Strengthen our service by ensuring effective governance-strengthening decisions and partnerships; technology as an enabler for delivering services; technology that improves user experience.

Wi-Fi Changes

In March 2025, YPRL implemented changes to Wi-Fi access across its network. A YPRL membership is now required to access our free public Wi-Fi network in library branches. This change encourages greater engagement with library resources, promotes membership, and allows YPRL to ensure a reliable Wi-Fi service. The change was tested first at Mill Park Library and then rolled out across the region. A clear increase in membership was observed the week of the change with 1,471 new members joining, more than double the number of new memberships in the previous week.



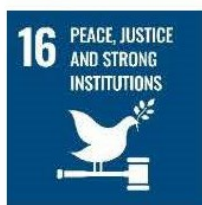
Gambling Harm Minimisation

In March 2025, YPRL introduced a gambling filter on our public Wi-Fi and PCs, proactively blocking access to gambling sites. Gambling harms communities in many ways and can lead to financial distress, mental illness, and relationship breakdowns, as well as increased rates of family violence and crime. This initiative supports the gambling harm priorities of our three member councils, providing a safer digital environment and fostering community wellbeing in alignment with our shared values.



Child Safe Training

In November 2024, new Child Safe training was made available to all YPRL staff. The training uses a video and toolkit designed by specially trained staff, referred to at YPRL as Child Safe Champions, and was tailored to the library environment. This training is compulsory for all staff who also receive ongoing support from the Child Safe Champions as part of YPRL's commitment to Victoria's Child Safe Standards and being a Child Safe organisation.



Microsoft 365 Training

In October 2024, Microsoft 365 training began for staff across the organisation. The training was designed to improve efficiency and increase collaboration. It supported staff to enhance their productivity with the new digital tools at their disposal. The YPRL ICT team delivered 268 hours of workshop training, providing targeted, hands-on examples of using Microsoft 365 tools in our organisational context.



Professional Membership

ALIA (Australian Library & Information Association)
IFLA (International Federation of Library Associations and Institutions)
VALA (Victorian Applied Learning Association)

PLV (Public Libraries Victoria)
PLV Collections Special Interest Group
PLV Operations Special Interest Group
PLV Program and Partnerships Special Interest Group
PLV MAE (Marketing and Engagement) Special Interest Group
PLV Reader Development Special Interest Group
PLV Resource Sharing Special Interest Group
PLV Multicultural Services and Programs Special Interest Group
PLV Resource Sharing Special Interest Group
FinPro (Local Government Financial Professionals)

Policies/Procedures approved by Board 2024-2025

Date	Policy
August 2024	Health, Safety and Wellbeing Policy
October 2024	Internet Access Policy
October 2024	Fire Safety Procedure
April 2025	Responsible Conduct Policy
June 2025	Procurement Policy
June 2025	Social Media Policy

Priority: Environmental and social sustainability

Responsible, relevant, and conscious organisation through ensuring diverse and inclusive practice; environmental and socially sustainable practice and procurement.

Modelling Sustainability

YPRL remains committed to being a sustainable organisation, with sharing and reuse at our core. On average, books purchased by YPRL are borrowed 40 times during their lifecycle, saving our members money, paying authors public lending rights, and reducing single use purchasing. YPRL also partners with Council and community organisations to promote sustainable practices and provide practical ways to reduce waste. Across our network we house popular e-waste recycling bins in several branches, provide community food gardens at Diamond Valley, Mill Park and Watsonia libraries, and support textile recycling projects such as Boomerang

Bags, which remove waste products from the environment and create social connections in the community. We run popular sustainability programs throughout the year such as *Sew, Chat and Repair* at Thomastown Library and *Ivanhoe Home-Grown Produce Swap* at Ivanhoe Library.



Ivanhoe Home-Grown Produce Swap

In May 2025, Ivanhoe Library launched *Ivan-Grow*, a new monthly food-swap initiative. The program, run in partnership with Sustainable Community Ivanhoe, aims to bring the local community together to swap fresh home-grown produce and share recipes, reflecting a strong community interest in sustainable practices. The first event was a success, attracting around 20 locals who connected over shared interests in a vibrant and welcoming environment.



World Environment Day

Watsonia Library celebrated *World Environment Day* in June 2025 with Australian author Hazel Edwards discussing her experience working with scientists to develop her young adult novel, *Wasted*. The novel features the great pacific garbage patch and focuses on the lives of refugees wanting to recycle the plastic waste. The engaging presentation left attendees with much to think about.



Priority: People and capacity
Invest in our people through building people’s capability and capacity; creating opportunities for growth and learning.

All YPRL Staff

Staff Totals	Number of Staff	% of YPRL Workforce
--------------	-----------------	---------------------

Full Time	38	22%
Part Time	115	65%
Casuals	23	13%
Total	176	

Gender Equality Act

On 1 July 2024, YPRL became a defined entity under the Gender Equality Act 2020. As part of our compliance with this Act, YPRL committed to undertake 5 tasks:

- 1. Promote gender equality** throughout our organisation
- 2. Conduct Gender Impact Assessments (GIA)** when developing or reviewing policies, programs or services that significantly impact the public.
- 3. Undertake a Workplace Gender Audit** by December 2025 including collecting employee experience survey and workforce data. Our first People Matter survey for gender equality reporting was completed in 2025, with a 65% response rate from staff.
- 4. Create a Gender Equality Action Plan (GEAP)** by May 2026. This will be our first 4-year Gender Equality Action Plan.
- 5. Report on the progress** every two years.



Supporting Staff Development

This year YPRL delivered a diverse program of training to support staff capability, wellbeing, and alignment with the Library Plan priorities. Training included Spydus system training, storytelling workshops facilitated by Lara McKinley, and readers advisory and data analysis sessions. Fire safety and emergency preparedness training was completed and practical drills coordinated. Professional growth was supported through workshops on partnering and grant writing by Debby Mariarz, and a refresher course for Contact Officers delivered by Cynthia Logan. Technology-focused training included Microsoft 365 training sessions delivered to staff across the Library. Staff also participated in the ALIA Information Online Conference and attended sessions on understanding Australian readers, presented by Monash

University and BehaviourWorks. Staff attended Public Libraries Victoria training on wellbeing promotion, and Resolution Education's de-escalation and occupational violence workshops. RMIT provided sessions on building resilience against false information. Mandatory training was consistently delivered throughout the year. Monthly cyber security modules were provided by Knowb4. Kineo compliance courses covered topics such as: bullying and harassment; equal employment opportunity; health and safety; fraud prevention; responsible conduct; and LGBTIQ+ awareness. Manual handling training was delivered both online and face-to-face by Healix Health. Staff also completed Aboriginal cultural competency training through the Koorie Heritage Trust.

YPRL staff participated in key industry conferences, summits and symposia including:

- VALA 2024 – ReIterated (Jul 2024)
- Seminar for Effective Language for Challenging Conversations (Nov 2024)
- BookUp 2024 Australian Publishing Association Conference, Melbourne (Aug 2024)
- IFLA International Library Conference, Barcelona (Oct 2024)
- IFLA Information Futures Summit, Brisbane (Oct 2024)
- Understanding Australian Readers (February 2025)
- ALIA Information Online 2025 (Mar 2025)
- IFLA Public Libraries Sector Mid-Term Meeting, Sofia (May 2025)
- IFLA European Regional Division Committee Meeting, Istanbul (May 2025)



Staff Safety

In response to increased antisocial behaviour across the region, significant steps were taken this year to strengthen safety measures. Branches in the City of Whittlesea operated on reduced opening hours for two weeks, allowing managers dedicated time to develop and implement consistent emergency. Designated safe staff spaces were secured in almost all branches, with remaining sites currently undergoing necessary works. Improvements were made to lighting in two staff car parks, and parking permits were issued to provide staff safer access to and from work. CCTV cameras and monitors are being installed in all branches to enhance

visibility and incident response. These safety measures, developed in the City of Whittlesea branches were deployed across the YPRL network. As a result of these strengthened measures, staff across the region report feeling more empowered and supported to make informed decisions that prioritise safety for both themselves and the community.



Community Survey

Every 2 years, YPRL conducts a survey to gain insight into community views about our library services. The 2025 survey included 32 quick response questions prompting the community to tell us what they feel is working well, what we could improve, or what they would like to see at our libraries. The survey was deployed in March and promoted across our library network, via our website, e-News and social media. 1,928 responses were received with 94% of respondents reporting they were satisfied or very satisfied with YPRL services overall.

"It's one of the last places you can visit, experience things and learn without an expectation of paying money for something. Particularly important during difficult financial times like now" - YPRL Member

"A library is the beating heart of a community. A place where everyone is welcome. A place that offers free access not just to books but a wide range of resources to develop and engage people in a love for literacy and lifelong learning in the community" - YPRL Member

"I love everything about my library and am extremely grateful for all the work they do. When I arrived here from overseas and knew nobody, the library was a safe place for me to connect and meet friendly people, some of whom I became close friends with. I couldn't imagine a world without libraries." - YPRL Member



Presentations

Presentations, Appointments, and Awards	Name
---	------

IFLA Public Libraries Mid-Term Meeting, Bulgaria Chair of Panels	Jane Cowell
IFLA Europe Regional Divisional Committee Meeting, Istanbul Panellist and Speaker	Jane Cowell
Municipal Association of Victoria (MAV) Health & Wellbeing Advisory Panel Committee Member	Jane Cowell
ALIA Schools webinar: <i>Telling our stories: the power of library advocacy</i>	Robyn Ellard

Articles

Article	Author
"Embracing co-design at Yarra Plenty Regional Library: A transformative journey". <i>INCITE</i> , Vol. 45 Issue 3.	Coralie Kouvelas and Robyn Ellard

Priority: A resilient and thriving organisation

Secure and grow our organisation through: financial diversification; development of a new business model in response to Local Government Act 2020 requirements.

The Mobile Library turns 70

In November 2024, YPRL celebrated 70 years of the Mobile Library Service. An event held at the West Heidelberg Mobile Library stop, saw past and present staff and community members share their memories of the Mobile Library over the years. Many stories of family and community connection to the Mobile Library made clear how valued the service has been for many decades. Alan, a retired Mobile Library driver and his daughter Mel, who now also works on the Mobile Library, spoke to ABC Radio about their working experiences. Additionally, YPRL produced a documentary, *Driving Connections*, further exploring the personal connection that staff and community members have with the Mobile Library. Local artist, Jodi Wiley, created a commemorative zine to celebrate the occasion, and her illustration of the truck has since been used on t-shirts, badges and bookmarks.

Scan to view the documentary:





10 Years of Whittlesea Library

On 27 November 2024, YPRL celebrated Whittlesea Library's 10-year anniversary. Whittlesea Library along with the Whittlesea Community and Activity Centre, was built to support the community after the 2009 Black Saturday Bushfires. Officially opened on Saturday 18 October 2014, the Library has become integral to community life in Whittlesea. A community event was held to celebrate the milestone, bringing together community groups, families, Council, artists, musicians, local police and emergency services staff, schools and pre-schools, and library staff. Stories were shared, songs were sung, and cake was served. The Whittlesea Township Choir and Whittlesea Secondary College's school band performed at the event, to the delight of all.



Mernda Library Turns One

On Wednesday 22 January 2025, Mernda Library celebrated their first birthday. Welcoming almost 60,000 visitors and issuing 74,988 loans in its first year, Mernda Library has been embraced by the community and has been a huge success by any measure. To celebrate the occasion, the Mernda Library team asked the community why they love Mernda Library. One community member reported that they are 'genuinely delighted to have a library here in Mernda'.



YPRL Highlights

Boobook Consortium

Jess Strong

<insert author photo>

In October 2024, YPRL formed an exclusive digital consortium with Whitehorse Manningham Libraries and Your Library—two of our closest neighbouring services—on the Libby (OverDrive) platform for eBooks and eAudio. These libraries shared YPRL’s vision of expanding digital access for our communities and were eager to establish a mutually beneficial partnership.

Together, we launched **Boobook**, now the largest digital library collection in Victoria. With expanded access has come a surge in usage, reflecting our patrons’ strong appetite for high-quality digital content. Since joining Boobook, YPRL’s average monthly loans have increased by **43% for eBooks** and **49% for eAudio**, with similarly positive results across our partner libraries.

A key challenge in managing digital collections is the licensing model used by suppliers, which often restricts access by limiting items to a set number of loans or a fixed time period. This means our collection requires ongoing renewal; re-purchasing expired titles while also acquiring new releases to meet growing demand. Between 2019-2024, YPRL’s digital loans grew **230%**, prompting the need for a sustainable solution that keeps our collection both current and accessible.

The consortium model we adopted is unique. Each library retains ownership of the titles it purchases, while patrons enjoy full access to the shared collection. A parallel reservation queue system, based on item ownership, ensures fair access and encourages all partners to invest in high-demand titles. This model prioritises reservations for our borrowers of our collections and automatically purchases popular requested titles. This delivers better value and access for all participating services.

Our Digital Library Managers working group continues to guide the collaboration, ensuring it remains equitable, efficient, and responsive to community needs. Boobook represents the latest chapter in YPRL’s long-standing commitment to providing high-quality digital collections. It’s a powerful example of what libraries can achieve through collaboration, and we’re excited to build on this success in the year ahead.

- [The collaboration is named after the Australian Southern Boobook Owl, common in all participating library regions.] – suggested breakout box
- [99.6% of titles purchased by YPRL since launch have been borrowed] – suggested breakout box
- [*Onyx Storm*, the fastest selling Adult Fiction book in two decades, audiobook loaned 501 times within 42 hours of release through Boobook. This was 11% of the entire Australasia region!] – suggested breakout box



Connecting with Creatives

Shana Cammack

<insert author picture>

In July 2024, YPRL launched *Connecting with Creatives*, a new initiative that brings a diverse range of local creative practitioners to our libraries, giving visitors an intimate insight into their practice. Authors, illustrators, artists, and game designers, all showcase their work in a variety of settings.

From full-day drop-in sessions where visitors can observe and chat with artists at work, to hands-on workshops focusing on skills such as illustration or writing, the program is flexible, inclusive, and community-focused. Care is taken to ensure that events are welcoming to people of all ages, abilities, and backgrounds, with formats tailored to suit different learning styles and comfort levels.

Connecting with Creatives has become a regular feature of YPRL's school holiday programming, giving children first-hand experience to learn about different artistic disciplines and cultural voices. The initiative prioritises representation, spotlighting artists from underrepresented backgrounds so that young people and families can see themselves reflected in the creative professionals they meet.

The program started in July 2024, featuring illustrator Marc McBride, artists Emmy Webbers, Gurvinder Kaur, Jodi Wiley and Annie Valentine, author and illustrator Judith Rossell, and cartoonist Brett Cardwell. Each shared their practice in person, contributed activities to YPRL's school holiday activity booklet, and curated book recommendations for regional booklists.

In September 2024 we highlighted pop-culture creatives at our ever-popular *LIB-CON* event with artists Lucas Li, Emma Sjaan Beukers, and Sarah Howell. Artist Jodi Wiley returned for a special session on the Mobile Library, creating a commemorative zine to celebrate its 70th birthday.

Squishface Studios delivered events themed around popular teen graphic novels *One Piece* and *Heartstopper* during our 24/25 Summer program.

In April 2025, the program included artists Erika Clarkson and returning participant Gurvinder Kaur, along with photographer Brett Scapin who captured beautiful portraits of library users with their favourite books.

Connecting with Creatives has been a highly successful program. It supports new skills development and fosters intergenerational participation, boosting creative confidence across all levels of ability and experience.

Community feedback has been overwhelmingly positive:

"Fantastic to see a real artist demonstrate and explain in simple language."

"Funny, informative, with kids and adults engaged."

"Interactive, simple and encouraging."

And the artists have found the experience equally rewarding:

"Thank you SO MUCH for having me at Lalor Library for *Connecting with Creatives* and the sketchbook scavenger hunt challenge workshop. The branch staff were so supportive and helpful and the workshop participants very enthusiastic! I really enjoyed meeting and chatting to people throughout the day who came over to see what I was up to."

— Jodi Wiley

"It is so brilliant having the *Connecting with Creatives* program. I met so many great people—from musicians to retired builders. It was awesome having so many check out the paintings!"

— Marc McBride

As *Connecting with Creatives* continues to evolve, it remains a celebration of imagination, talent, and local voices—proving that libraries are not just about books, but also about the people, stories, and creative journeys behind them.



Homeland: Treasured Objects From Afar

Liz Pidgeon

<insert author photograph>

Libraries play a role in documenting their community. This year we implemented our *Homeland: Treasured Objects From Afar* oral history project which was enabled by the Local History Grants Program and Public Record Office Victoria and supported by the Victorian Government through the Community Support Fund.

Twelve local residents were interviewed by YPRL Local and Family History Librarian, Liz Pidgeon, sharing their experience of migration and feelings about being an Australian today. Countries represented include: China; England; Germany; Hungary; South Africa; Spain; Sweden; Vietnam; Romania; and Zimbabwe.

Master Media Productions was engaged to film the interviews while members of the Diamond Valley Photographic Society took photographs of participants and the treasured object they had carried with them from their homelands. Interviews took place at Thomastown, Diamond Valley, and Watsonia libraries.

The oral history videos ranged from 5 to 30 minutes in duration. A compilation video was also created. Each was made freely available via the YPRL web page and YouTube, with several videos being shared via YPRL's social media platforms.

In partnership with Banyule City Council, YPRL developed *Homeland: Treasured Objects from Afar* into an exhibition, shown during Harmony Week at the Ivanhoe Library and Cultural Hub from 17 March until 6 April 2025. The exhibition screened the oral history films alongside photographic portraits of the participants.

Homeland: Treasured Objects From Afar was an example of YPRL's continuing work to collect local histories in both physical and digital formats. By collecting the rich and diverse histories of Banyule, Nillumbik, and Whittlesea, we are preserving the lived experiences of our communities today for future generations, strengthening our sense of belonging, and helping to build an inclusive, informed community.

options for design breakouts

Dear Liz,

Thank you once again for the opportunity to narrate my story, my origin, my culture, my homeland. Thank you for allowing me to share my journey hoping that it inspires someone along the way.

- Madiko December 16, 2024

Quotes from the Interviews:

"I would imagine the Victoria Falls on the Plenty River and it would feel so lovely. It feels like I never left Africa." – Madiko (Zimbabwe)

"I thought I was an Australian citizen. I didn't know I wasn't". – Jill (England)

"In the beginning it was very tough... I have been lucky that I got my permanent residency relatively easy compared to what it is looking now". – Yuki (China)

"Australia just presented great opportunities." - Sarah (Germany)

"We were too tired of waiting for a second chance and a different life and it was time to go." – Mona (Romania)

"Whichever way I fly, I go home." – Lotta (Sweden)

"Coming to Australia was really an absolute godsend, really." Henry (Hungary)

"Essentially, I am a citizen, and I have been here for 17 years, but I will never not stop feeling English and I will always be an immigrant, I know that." Robert (England)

"Immigration is in the Irish DNA" – David (Ireland)

"There was major disruption to society and there was lots of violence, and I believe that was going to happen in South Africa at some stage so I would leave before that happened." – Derek (South Africa)

"Australia has been a great change for good." – Ignacio (Spain)



Organisational Chart and Disclosures

**INSERT [Organisation Chart] **
Designer to reformat for final report

DRAFT

Information Privacy Act

The Privacy and Data Protection Act 2014 is designed to protect the private information of individuals. The Corporation has a Privacy Policy available on the library website. No complaints were received during 2024–2025.

Freedom of Information

The Freedom of Information Act 1982 provides people with the opportunity to obtain information held by state and local government departments and authorities. The Act gives people the right to request documents relating to their personal affairs. YPRL did not receive any requests during 2024–2025.

Public Interest Disclosures

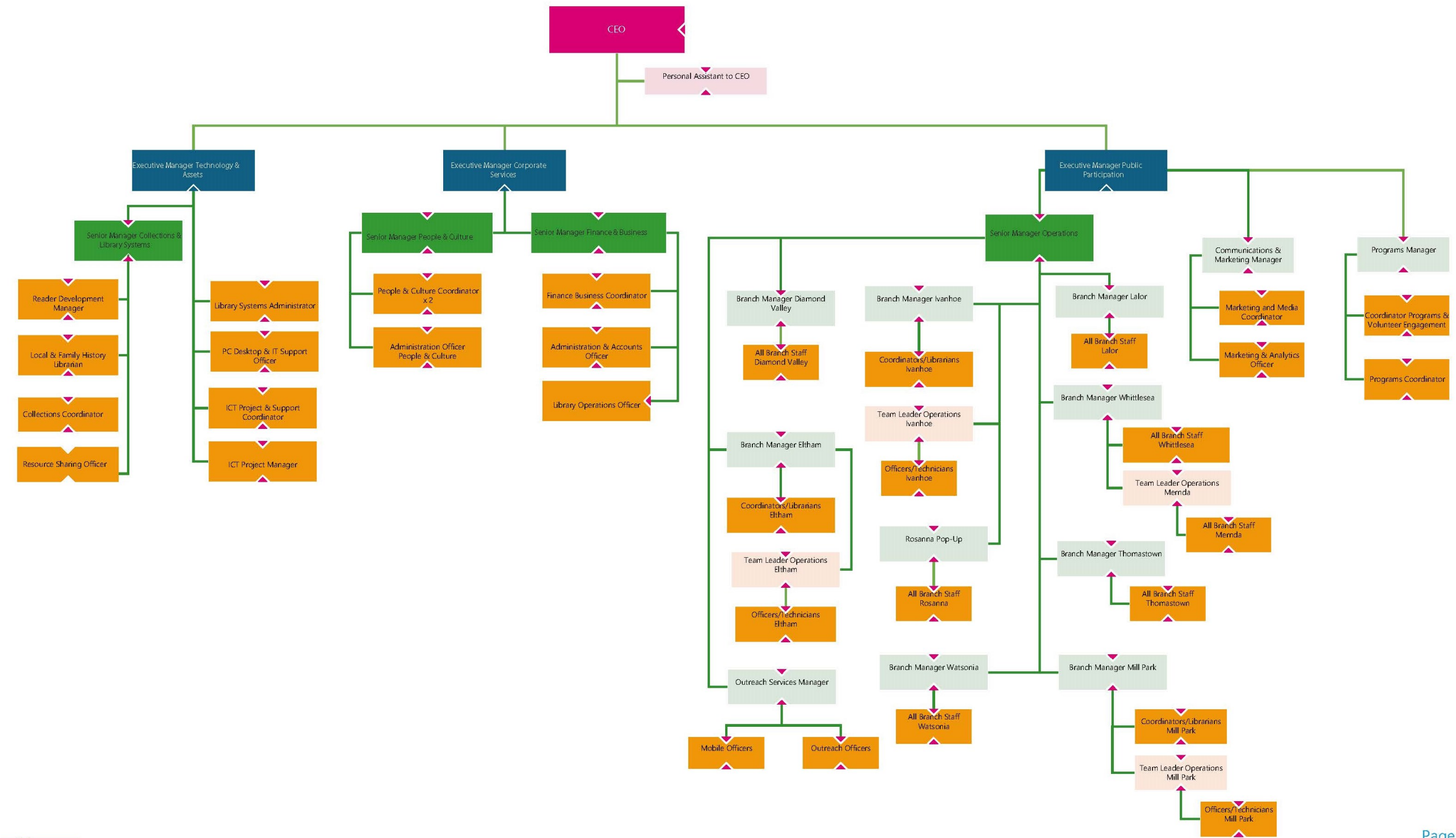
In accordance with the provisions of s. 58 of the Public Interest Disclosure Act 2012, the Corporation has a procedure for dealing with disclosures made under the Act. The Executive Manager Corporate Services is the Corporation's Protected Disclosure Coordinator. YPRL has not received any disclosures directly nor has it received any referrals from the Ombudsman during 2024–2025.

Financial Summary

INSERT [VAGO Report] to come

Yarra Plenty Regional Library Organisational Chart

June 2025



Agenda Item 4: Fraud and Corruption Prevention Policy and Framework (DECISION)

Responsible Officer:	Chief Executive Officer
Author:	Luciano Lauronce, Acting Executive Manager Corporate Services
Attachments:	4a – Fraud and Corruption Prevention Policy 4b – Fraud and Corruption Prevention Framework

EXECUTIVE SUMMARY

The Fraud and Corruption Control Policy and Framework provide a solid foundation for YPRL's zero tolerance approach to fraudulent activity and corrupt conduct. Both documents, the policy and the framework, were reviewed, updated, and developed in line with our Member Councils' governance, and relevant standards and legislation. Both documents were also presented to the Audit and Risk Committee in June 2025 and endorsed by them for Board approval.

RECOMMENDATION

THAT the Board resolves to:

- 1. RECEIVE, APPROVE and ADOPT the Fraud and Corruption Prevention Policy.**

M: _____
S: _____

AND

- 2. RECEIVE, APPROVE and ADOPT the Fraud and Corruption Prevention Framework.**

M: _____
S: _____

REPORT

KEY INFORMATION

The Fraud and Corruption Control Policy and Framework work in conjunction outlining:

- YPRL expectations for effective fraud and corruption control.
- The responsibilities of all employees, Board members, and other workplace participants regarding fraud and corruption control.
- The reporting obligations and the different avenues of reporting for suspected fraud and corruption incidents.
- The best-practice approach to controlling fraud and corruption risks from prevention to detection and response activities.

The Fraud and Corruption Control Policy – Key updates

- Re-ordering the Definition section to the start of the document. Now Section 3. Definitions.
- New subsection, 6.2 Managers, outlining the responsibilities of YPRL Managers. This subsection incorporates the amended wording proposed by the Audit and Risk Committee.
- All employees, Board members, and other workplace participants are no longer “encouraged” to report known or suspected fraud and corruption incidents. Rather they **must** report known or suspected fraud and corruption incidents.

The Fraud and Corruption Control Framework

The framework has been newly developed. It aims to provide a comprehensive and best-practice approach for detecting and preventing fraud within a local government context. Working in conjunction with the Fraud and Corruption Control Policy, it simplifies and streamlines the overview for YPRL employees, Board members, and other workplace participants. The framework, aligned with AS 8001-2021 standards, focuses on three key themes:

- Prevention,
- Detection, and
- Response.

It outlines the responsibilities of management and employees in implementing robust practices to address fraud and corruption effectively. The framework educates employees on reporting obligations and procedures, emphasising the importance of dealing with such behaviour in their daily duties.

CONSULTATION

- YPRL Executive and Senior Leadership Team.
- YPRL Audit and Risk Committee.
- Member Council governance teams.
- Relevant standards and legislation.

CRITICAL DATES

N/A.

FINANCIAL IMPLICATIONS

All financial implications are contained within the body of this report.

POLICY STRATEGY AND LEGISLATION

N/A

LINKS TO LIBRARY PLAN

Outcomes:

- **Organisational Strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- People and capacity.
- Governance and technology.
- Environmental and social responsibility
- A resilient and thriving organisation.

DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The Fraud and Corruption Control Policy and Framework, in conjunction, provide a solid foundation for YPRL's zero tolerance approach to fraudulent activity and corrupt conduct. While the Framework has been newly developed, the Policy has been updated to provide more clarity about key aspects.

END OF AGENDA ITEM 4 REPORT

[2 ATTACHMENTS]

Policy Adopted by YPRL Board MMMM-YYYY	
Policy Name	YPRL Fraud and Corruption Control Policy
Version number	3.0
Policy date	August 2025
Date to be reviewed	July 2027
Responsibility	Chief Executive Officer (CEO)
Related Policies and Procedures	Fraud and Corruption Control Framework Public Interest Disclosures Policy and Procedure Board Code of Conduct Employee Code of Conduct Conflict of Interest Procedure Child Safety and Wellbeing Policy Procurement Policy Corporate Card Policy and Procedure Risk Management Framework ICT Policy and Procedures CCTV Policy and Procedures Performance Improvement Disciplinary Policy

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1. Purpose

To outline Yarra Plenty Regional Library's (YPRL) expectations for effective fraud and corruption control.

2. Scope

This policy applies to all employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors.

3. Definitions

Australian Standard 8001:2021 Fraud and corruption control provides the following definitions:

Fraud – 'Dishonest activity causing actual or potential gain or loss to any person or organisation including theft or moneys or other property by persons internal and /or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.'

Examples of fraud include but not limited to:

- a. Theft of plant and equipment.
- b. Theft of inventory.
- c. False invoicing (creating a fictitious invoice where no goods or services are provided).
- d. Theft of funds held in a bank account operated by YPRL employees or others connected to the YPRL using privileged system access.
- e. Theft of cash usually involving some form of concealment.
- f. Accounts receivable fraud (misappropriation or misdirection of remittances received from a debtor which is then written-off as not recoverable or otherwise shown as no longer receivable)
- g. Unauthorised use of YPRL's corporate card for personal purposes.
- h. Theft of intellectual property or other confidential information belonging to YPRL with the intention of using the information for some form of personal gain.
- i. Financial report fraud, falsification of the YPRL's financial statements with a view to obtaining some form of improper financial benefit.
- j. Release or use of misleading or inaccurate information for the purposes of deceiving, misleading, or to high wrongdoing.
- k. Misuse of position by senior executives in order to gain some form of financial advantage.

Corruption – 'Dishonest activity in which a person associated with an organisation (e.g director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve a personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.'

Examples of corruption include but not limited to:

- a. Payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver, and may relate to either specific or general decision/actions by the receiver.
- b. Releasing confidential information for other than a proper business purpose.

- c. Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).
- d. A serious conflict of interest involving a senior executive of YPRL acting in their own self-interest rather than the interests of YPRL.
- e. Manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers.
- f. Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short or long term.

Bribery in order to secure a contract for the supply of goods or services, and/or secret commissions to secure a contract.

4. Policy Principles

- a. Fraud and corruption are taken seriously at YPRL, with zero tolerance of fraudulent activity or corrupt conduct.
- b. Every YPRL employee must undertake Fraud and Corruption Awareness Training yearly.
- c. Employees and other workplace participants must abide by the YPRL Code of Conduct and must not engage in fraud or corruption.
- d. Employees and other workplace participants who suspect or have knowledge of fraudulent activity or corrupt conduct have an obligation to immediately report the matter to the Independent Broad-based Anti-Corruption Commission (IBAC) (Refer to item 7).
- e. Disclosures of fraud or corruption may attract protections under the Public Interest Disclosures Act 2012.
- f. No employee or other workplace participant is to examine a case or seek evidence about fraud or corruption, other than those authorised to undertake investigations.
- g. Investigations and notifications will be coordinated as required by YPRL staff that are authorised to undertake investigations, IBAC, Victoria Police and/or any other relevant parties that are authorised to undertake investigations.
- h. Where authorised all suspected fraudulent or corrupt activities will be investigated and may attract criminal, civil, administrative, or disciplinary sanctions.
- i. YPRL's Fraud and Corruption Control Framework (the Framework) will outline the appropriate strategies and resources to manage fraud and corruption risks.
- j. YPRL will undertake a fraud and corruption risk assessment at least every two years as part of a biennial review of the Framework to ensure that appropriate mitigation actions are in place.

5. Principles of Management

YPRL's commitment to fraud and corruption control will consider Australian Standard AS 8001:2021 (Fraud and Corruption Control) and be managed by preventing, detecting, and responding to fraud and corruption, to ensure that:

- a. Fraudulent or corrupt activity is prevented.
- b. Conflicts of interest are avoided where possible or declared and managed to ensure open and transparent decision making.
- c. Risks associated with fraud and corruption are managed as a priority activity within YPRL's risk management program.
- d. Auditing systems are in place to deter and/or identify corrupt activities.

6. Responsibilities for Fraud and Corruption Control

Responsibility for the prevention, detection and reporting of fraud and corruption and for the implementation and operation of controls that minimise fraudulent and corrupt activity within their areas of responsibility rests with all levels of management, the YPRL Board, employees, volunteers, and agency or contract staff who represent YPRL.

6.1. The CEO

Ensuring appropriate and effective governance structures are in place for fraud and corruption prevention and control including the implementation of this policy.

- a. As Principal Officer, notifying IBAC as soon as practicable if there is a reasonable suspicion that corrupt conduct may have occurred or be occurring.
- b. Promoting an environment where fraud and corruption are not tolerated.
- c. Ensuring that there is a Fraud and Corruption Control Framework and the roles and responsibilities for enacting the Framework are clear and understood.
- d. Ensuring appropriate security measures and personnel clearances are in place to prevent and detect fraud and corruption.
- e. Arranging for the appropriate investigation of incidents of suspected fraud or corruption activity.
- f. Ensuring a Public Interest Disclosure System is established and maintained in accordance with the Public Interest Disclosures Act 2012.

6.2. Managers

Managers are in positions of authority and as such are responsible in their areas of expertise to manage risk, control costs, monitor and improve systems, institute proper controls and foster an ethical environment, as well as:

- a) Continuously promoting ethical behaviour through both their actions and advice.
- b) Ensure staff understand their tasks and responsibilities, through adequate supervision.
- c) Identifying high risk fraud and corruption areas, including being aware of changes in the internal and external environment (Political, Economic, Social, Technological, Legal and Environmental).
- d) Developing/modifying local practices to reduce fraud and corruption risks.
- e) Assess amending business practices to eliminate the risk and then the cost benefit of introducing anti-fraud and corruption measures.
- f) Monitoring continued operation of controls to prevent fraud and corruption.
- g) Reporting suspected fraud and corruption (Refer to item 7).

- h) Follow procedures once fraud or corruption has been alleged or identified.

All cases or suspicions of fraud are to be reported to the appropriate party. Managers are required to support any fraud investigations by providing information and advice as directed/requested by the investigating party.

6.3. YPRL Board Members

- a. Maintaining, modelling, and fostering the highest standards of ethical behaviour.
- b. Endorsing and supporting all policies and measures taken to prevent, deter, detect, and resolve instances or suspected instances of fraud.
- c. Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by a conflict of interest.

6.4. YPRL employees, volunteers and agency or contract staff

- a. Complying with internal control requirements, policies, frameworks, and procedures.
- b. Reporting all suspected incidents of fraud, theft, corruption, or misconduct to their supervisor and/or management (Refer to item 7).
- c. Assisting with any enquiries and investigations pertaining to fraud, corruption, or misconduct.
- d. Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by conflict of interest.
- e. Being mindful that the inappropriate acceptance of a gift or hospitality may be seen as acceptance of a bribe (refer to YPRL's Code of Conduct for information on accepting Gifts, Benefits and Hospitality).

6.5 YPRL Audit and Risk Committee

The Audit and Risk Committee has an independent role to play in assessing the internal controls of YPRL and the adequacy of the financial and performance reports.

This Committee is responsible for adopting the internal audit plan and reviewing all internal and external audit reports. On behalf of YPRL, it has the role of over-seeing risk management activities relating to fraud and corruption minimisation, and the effectiveness of fraud prevention.

6.6. Public Interest Disclosures Coordinator

The nominated Public Interest Disclosures Coordinator (Executive Manager Corporate Services) will have the responsibility to inform IBAC, YPRL Audit and Risk Committee and Board members, in the event that it is the CEO who is under investigation.

6.7. Internal and External Auditors

- a. Independently reviewing systems, procedures, and controls to ensure there are adequate safeguards to prevent, deter and detect fraud and corruption.
- b. Identify areas of concern through specific audits and testing of systems.
- c. Advising on the production of rules, regulations and policies which deter fraud and corruption.

External Audit is conducted by the Victorian Auditor General's Office (VAGO) verifying YPRL's annual reported financial and performance statements. External audit also has a responsibility to report any irregularities identified during the audit process in accordance with relevant legislation and accounting standards.

7. Reporting of Suspected Fraud and Corruption

All employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors must report known or suspected fraud and corruption incidents. There are a number of different avenues of reporting:

Reportee	Reporting Avenues
The CEO	- to the IBAC - to the Audit and Risk Committee
YPRL Board Members	- to the CEO - to an Executive Manager - to the nominated Public Interest Disclosures Coordinator (Executive Manager Corporate Services) When relates to a fellow Board member: - To the CEO and YPRL Chairperson as per the YPRL Board Code of Conduct (<i>section 2.8 Other Matters</i>) - to the IBAC
YPRL employees and other workplace participants	- to the CEO - to a YPRL management staff - to the nominated Public Interest Disclosures Coordinator (the Executive Manager Corporate Services) - to the direct or indirect supervisor/manager - to the IBAC When relates to the YPRL CEO: - to the nominated Public Interest Disclosures Coordinator (the Executive Manager Corporate Services) - Chairperson of YPRL Board - to the IBAC

8. Evaluation and Review

This Policy will be reviewed on request of the YPRL Board or in the event of meaningful change in the Executive Team, significant changes to the legislation applying to fraud and corruption control or on the recommendation of YPRL's Audit and Risk Committee or, in any other case, every two years.

9. Related Resources

- Local Government Act 1989.
- Australia Standard (AS) 8001:2021 – Fraud and Corruption Control.
- Code of Conduct for Victorian Public Sector Employees.
- Public Interest Disclosures Act 2012.
- Independent Broad-based Anti-Corruption Commission Act 2011.
- Commonwealth Fraud Control Framework 2017
- Department of Environment, Land, Water, and Planning (DEWLP) guidance materials for the implementation of AS 8001:2021.

[END OF FRAUD AND CORRUPTION CONTROL POLICY]

Policy Adopted by YPRL Board MMMM-YYYY	
Policy Name	YPRL Fraud and Corruption Control Policy
Version number	3.0
Policy date	August 2025
Date to be reviewed	July 2027
Responsibility	Chief Executive Officer (CEO)
Related Policies and Procedures	Fraud and Corruption Control Framework Public Interest Disclosures Policy and Procedure Board Code of Conduct Employee Code of Conduct Conflict of Interest Procedure Child Safety and Wellbeing Policy Procurement Policy Corporate Card Policy and Procedure Risk Management Framework ICT Policy and Procedures CCTV Policy and Procedures Performance Improvement Disciplinary Policy

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1. Purpose

To outline Yarra Plenty Regional Library's (YPRL) expectations for effective fraud and corruption control.

2. Scope

This policy applies to all employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors.

3. Definitions

Australian Standard 8001:2021 Fraud and corruption control provides the following definitions:

Fraud – 'Dishonest activity causing actual or potential gain or loss to any person or organisation including theft or moneys or other property by persons internal and /or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.'

Examples of fraud include but not limited to:

- l. Theft of plant and equipment.
- m. Theft of inventory.
- n. False invoicing (creating a fictitious invoice where no goods or services are provided).
- o. Theft of funds held in a bank account operated by YPRL employees or others connected to the YPRL using privileged system access.
- p. Theft of cash usually involving some form of concealment.
- q. Accounts receivable fraud (misappropriation or misdirection of remittances received from a debtor which is then written-off as not recoverable or otherwise shown as no longer receivable)
- r. Unauthorised use of YPRL's corporate card for personal purposes.
- s. Theft of intellectual property or other confidential information belonging to YPRL with the intention of using the information for some form of personal gain.
- t. Financial report fraud, falsification of the YPRL's financial statements with a view to obtaining some form of improper financial benefit.
- u. Release or use of misleading or inaccurate information for the purposes of deceiving, misleading, or to high wrongdoing.
- v. Misuse of position by senior executives in order to gain some form of financial advantage.

Corruption – 'Dishonest activity in which a person associated with an organisation (e.g director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve a personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.'

Examples of corruption include but not limited to:

- g. Payment or receipt of secret commissions (bribes), which may be paid in money or in some other form of value to the receiver, and may relate to either specific or general decision/actions by the receiver.
- h. Releasing confidential information for other than a proper business purpose.

- i. Collusive tendering (the act of multiple tenderers for a particular contract colluding in preparation of their bids).
- j. A serious conflict of interest involving a senior executive of YPRL acting in their own self-interest rather than the interests of YPRL.
- k. Manipulation of the procurement process by favouring one tenderer over others or selectively providing information to some tenderers.
- l. Gifts or entertainment intended to achieve a specific or generic commercial outcome in the short or long term.

Bribery in order to secure a contract for the supply of goods or services, and/or secret commissions to secure a contract.

4. Policy Principles

- k. Fraud and corruption are taken seriously at YPRL, with zero tolerance of fraudulent activity or corrupt conduct.
- l. Every YPRL employee must undertake Fraud and Corruption Awareness Training yearly.
- m. Employees and other workplace participants must abide by the YPRL Code of Conduct and must not engage in fraud or corruption.
- n. Employees and other workplace participants who suspect or have knowledge of fraudulent activity or corrupt conduct have an obligation to immediately report the matter to the Independent Broad-based Anti-Corruption Commission (IBAC) (Refer to item 7).
- o. Disclosures of fraud or corruption may attract protections under the Public Interest Disclosures Act 2012.
- p. No employee or other workplace participant is to examine a case or seek evidence about fraud or corruption, other than those authorised to undertake investigations.
- q. Investigations and notifications will be coordinated as required by YPRL staff that are authorised to undertake investigations, IBAC, Victoria Police and/or any other relevant parties that are authorised to undertake investigations.
- r. Where authorised all suspected fraudulent or corrupt activities will be investigated and may attract criminal, civil, administrative, or disciplinary sanctions.
- s. YPRL's Fraud and Corruption Control Framework (the Framework) will outline the appropriate strategies and resources to manage fraud and corruption risks.
- t. YPRL will undertake a fraud and corruption risk assessment at least every two years as part of a biennial review of the Framework to ensure that appropriate mitigation actions are in place.

5. Principles of Management

YPRL's commitment to fraud and corruption control will consider Australian Standard AS 8001:2021 (Fraud and Corruption Control) and be managed by preventing, detecting, and responding to fraud and corruption, to ensure that:

- e. Fraudulent or corrupt activity is prevented.
- f. Conflicts of interest are avoided where possible or declared and managed to ensure open and transparent decision making.
- g. Risks associated with fraud and corruption are managed as a priority activity within YPRL's risk management program.
- h. Auditing systems are in place to deter and/or identify corrupt activities.

6. Responsibilities for Fraud and Corruption Control

Responsibility for the prevention, detection and reporting of fraud and corruption and for the implementation and operation of controls that minimise fraudulent and corrupt activity within their areas of responsibility rests with all levels of management, the YPRL Board, employees, volunteers, and agency or contract staff who represent YPRL.

6.1. The CEO

Ensuring appropriate and effective governance structures are in place for fraud and corruption prevention and control including the implementation of this policy.

- g. As Principal Officer, notifying IBAC as soon as practicable if there is a reasonable suspicion that corrupt conduct may have occurred or be occurring.
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- j. Ensuring appropriate security measures and personnel clearances are in place to prevent and detect fraud and corruption.
- k. Arranging for the appropriate investigation of incidents of suspected fraud or corruption activity.
- l. Ensuring a Public Interest Disclosure System is established and maintained in accordance with the Public Interest Disclosures Act 2012.

6.2. Managers

Managers are in positions of authority and as such are responsible in their areas of expertise to manage risk, control costs, monitor and improve systems, institute proper controls and foster an ethical environment, as well as:

- i) Continuously promoting ethical behaviour through both their actions and advice.
- j) Ensure staff understand their tasks and responsibilities, through adequate supervision.
- k) Identifying high risk fraud and corruption areas, including being aware of changes in the internal and external environment (Political, Economic, Social, Technological, Legal and Environmental).
- l) Developing/modifying local practices to reduce fraud and corruption risks.
- m) Assess amending business practices to eliminate the risk and then the cost benefit of introducing anti-fraud and corruption measures.
- n) Monitoring continued operation of controls to prevent fraud and corruption.
- o) Reporting suspected fraud and corruption (Refer to item 7).

- p) Follow procedures once fraud or corruption has been alleged or identified.

All cases or suspicions of fraud are to be reported to the appropriate party. Managers are required to support any fraud investigations by providing information and advice as directed/requested by the investigating party.

6.3. YPRL Board Members

- d. Maintaining, modelling, and fostering the highest standards of ethical behaviour.
- e. Endorsing and supporting all policies and measures taken to prevent, deter, detect, and resolve instances or suspected instances of fraud.
- f. Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by a conflict of interest.

6.4. YPRL employees, volunteers and agency or contract staff

- f. Complying with internal control requirements, policies, frameworks, and procedures.
- g. Reporting all suspected incidents of fraud, theft, corruption, or misconduct to their supervisor and/or management (Refer to item 7).
- h. Assisting with any enquiries and investigations pertaining to fraud, corruption, or misconduct.
- i. Conducting themselves in a manner that will ensure they avoid situations where their actions may be perceived to be fraudulent, corrupt, or unduly influenced by conflict of interest.
- j. Being mindful that the inappropriate acceptance of a gift or hospitality may be seen as acceptance of a bribe (refer to YPRL's Code of Conduct for information on accepting Gifts, Benefits and Hospitality).

6.5 YPRL Audit and Risk Committee

The Audit and Risk Committee has an independent role to play in assessing the internal controls of YPRL and the adequacy of the financial and performance reports.

This Committee is responsible for adopting the internal audit plan and reviewing all internal and external audit reports. On behalf of YPRL, it has the role of over-seeing risk management activities relating to fraud and corruption minimisation, and the effectiveness of fraud prevention.

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The nominated Public Interest Disclosures Coordinator (Executive Manager Corporate Services) will have the responsibility to inform IBAC, YPRL Audit and Risk Committee and Board members, in the event that it is the CEO who is under investigation.

6.7. Internal and External Auditors

- d. Independently reviewing systems, procedures, and controls to ensure there are adequate safeguards to prevent, deter and detect fraud and corruption.
- e. Identify areas of concern through specific audits and testing of systems.
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report any irregularities identified during the audit process in accordance with relevant legislation and accounting standards.

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All employees, Board members, and other workplace participants, including (but not limited to) trainees, work experience students, volunteers, consultants, and contractors must report known or suspected fraud and corruption incidents. There are a number of different avenues of reporting:

Reportee	Reporting Avenues
The CEO	- to the IBAC - to the Audit and Risk Committee
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YPRL employees and other workplace participants	- to the CEO - to a YPRL management staff - to the nominated Public Interest Disclosures Coordinator (the Executive Manager Corporate Services) - to the direct or indirect supervisor/manager - to the IBAC When relates to the YPRL CEO: - to the nominated Public Interest Disclosures Coordinator (the Executive Manager Corporate Services) - Chairperson of YPRL Board - to the IBAC

8. Evaluation and Review

This Policy will be reviewed on request of the YPRL Board or in the event of meaningful change in the Executive Team, significant changes to the legislation applying to fraud and corruption control or on the recommendation of YPRL's Audit and Risk Committee or, in any other case, every two years.

9. Related Resources

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- Independent Broad-based Anti-Corruption Commission Act 2011.
- Commonwealth Fraud Control Framework 2017
- Department of Environment, Land, Water, and Planning (DEWLP) guidance materials for the implementation of AS 8001:2021.

[END OF FRAUD AND CORRUPTION CONTROL POLICY]

Agenda Item 5: CEO Report (NOTING)

Responsible Officer: Chief Executive Officer
 Author: Clem Gillings, Interim Chief Executive Officer
 Attachment: 5 – Dashboard Q4 – 2024-2025

EXECUTIVE SUMMARY

The purpose of this report is to update the Board on each of the focus areas of the YPRL Library Plan. These focus areas reflect the current Library Plan 2021-2025 and are also mapped to member council strategic plans as shown throughout the report.

RECOMMENDATION

THAT the Board resolves to RECEIVE and NOTE the CEO Report.

M: _____
 S: _____

REPORT

KEY INFORMATION

YPRL Library Plan 2021-2025 Knowledge and Learning		
Banyule Council Plan 2021-2025	City of Whittlesea Community Plan 2021-2025	Nillumbik Shire Council Plan 2021-2025
Priority Theme 1: Our Inclusive and Connected Community Priority Theme 5: Our Thriving Local Economy Priority Theme 6: Our Trusted and Responsive Leadership	Goal 1: Connected Community Goal 2: Liveable Neighbourhoods Goal 3: Strong Local Economy	Community Connections Sustainable and resilient



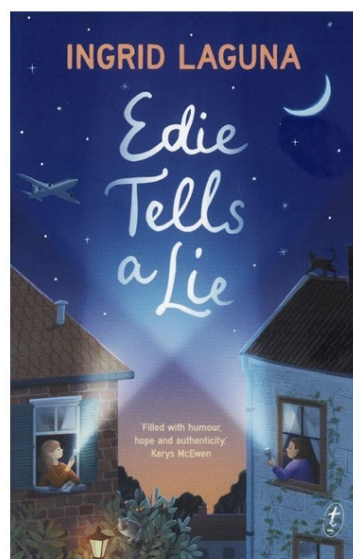
Library and Information Week: For Library and Information Week, staff from collections and marketing attended an ALIA conference held at the State Library 'To Read or Not To Read: Literacy Matters'. Guest speakers discussed the barriers people often face with literacy and what libraries are currently doing, and could do better to dismantle these barriers. Keynote speaker, Ben Bowen the CEO of the Indigenous Literacy Foundation, spoke passionately on his struggles with literacy growing up, and the struggles that other members of the First Nations community often face with literacy. We also hosted a special screening of *Banned Together* at Watsonia Library. This 2025 Kanopy produced documentary follows three students as they fight against censorship and campaign to reinstate 97 books suddenly pulled from their school libraries. Attendees were then invited to discuss how libraries actively work to dismantle barriers to reading and were provided with reading material from ALIA's Freedom to Read campaign and the IFLA Public Library Manifesto.

Supporting Local Authors: Local author, Ingrid Laguna, launched her new book *Edie Tells a Lie* in July. Aimed at ages 8+ the story was inspired by the experience of the author's Polish father who discovered that his father was a fighter pilot in WW2. YPRL and specifically our Family History Librarian Liz Pidgeon was acknowledged in the book for assisting with her research "I became interested in exploring the impact of knowledge of our ancestors on our identities... Liz Pidgeon... helped me do just that'.

Acknowledgments

This story was inspired by the experience of my Polish dad finding out about his own dad, my grandfather Piotr Laguna, who died as a fighter pilot in the Battle of Britain in WWII. I became interested in exploring the impact of knowledge of our ancestors on our identities.

Liz Pidgeon, family history librarian at Yarra Plenty Regional Library, helped me do just that. Thank you, Liz, and Angela Savage at Public Libraries Victoria, for supporting this project.



FamilySearch Affiliate Library: YPRL is now a FamilySearch Affiliate Library. FamilySearch is the largest genealogical repository in the world and is free to access. The FamilySearch Affiliate Library designation means YPRL members will now have greater and more convenient access to the wealth of genealogical resources available through FamilySearch. Patrons need to be in the library to access this content.



Digital Inclusion: YPRL delivered 85 events focused on digital inclusion in July, with 328 attendances recorded. Events included Tech Help, digital drawing, coding, and pilot program Talking Tech (Mill Park Library), a facilitated community-driven program exploring technology topics and tools to enhance digital knowledge, improve digital skills, boost confidence and social connection. These programs strengthen digital inclusion by providing free and welcoming opportunities for community members to build digital knowledge, improve skills, and increase confidence.

Open House Melbourne: Eltham Library featured in Open House Melbourne's *Stories of the City* weekend – marking YPRL's first partnership with the organisation. Eltham was selected as the filming location for a documentary on architect Gregory Burgess, celebrating the building's heritage listing and architectural significance. As part of the program, Eltham Library hosted a panel on Saturday 26 July with Gregory Burgess, author Sofie Laguna, artist Siri Hayes and YPRL's

Local & Family History Librarian Liz Pidgeon, exploring personal and literary connections to the space (38 attendances). On Sunday 27 July, an Open Play session welcomed 43 children and carers, showcasing the role of the library in literacy, play and learning.



YPRL gratefully acknowledges the support of the Nillumbik Arts and Cultural Development Team, who sponsored Siri Hayes' appearance.

YPRL Library Plan 2021-2025 Connection		
Banyule Council Plan 2021-2025	City of Whittlesea Community Plan 2021-2025	Nillumbik Shire Council Plan 2021-2025
Priority Theme 1: Our Inclusive and Connected Community Priority Theme 3: Our Well Built City Priority Theme 6: Our Trusted and Responsive Leadership	Goal 1: Connected Community Goal 2: Liveable Neighbourhoods Goal 3: Strong Local Economy	Community Connections Place and Space

School Holiday Program: YPRL's July School Holiday Program delivered 61 events across the region, attracting over 2,000 attendees – a notable increase from previous holidays. This growth was likely influenced by early program promotion, colder weather and cost-of-living pressures encouraging local engagement.

Events and activities supported learning, creativity, wellbeing, and community connection, with strong participation across branches and outreach service points including Macleod Community Hall, HOLSTEP Health, Whittlesea Community House, St Andrews Community Centre, Nillumbik Youth Hub, YPRL Click & Collect Hubs and Mobile Library stops.

Highlights included:

- First Nations Family Storytime with proud Djab Wurrung woman Kristen Munro (Watsonia Library) – 56 attendees
- First Nations-led Australian Ballet From the Gadhu performance and workshops (Ivanhoe Library and Cultural Hub) – 110 attendees
- Character Creation & Tabletop Games Workshop with Lucas Li (Watsonia Library) – 35 attendees
- Library Treasure Hunt Workshop with artist Jodi Wiley (Diamond Valley) – 43 attendees
- Teddy Bear Picnic (Eltham Library) – 50 attendees
- ‘Duel of the Dragons’ with Emma Sjaan Beukers and Mark McBride (Lalor Library) – 53 attendees
- Author event with Felice Arena (Mill Park Library) – 84 attendees
- Pokémon League (Kirrip Community Centre) – 19 attendees
- Get Crafty (Mobile Library) – 243 attendees

Feedback was highly positive, with families praising the variety, accessibility and quality of events and activities. Events were described as ‘engaging’ and ‘enriching’, with appreciation for cultural and creative experiences that may otherwise be out of reach. Strong attendance and participation also reflected high community satisfaction.



City of Whittlesea Middle Years Program: City of Whittlesea’s Middle Years Program complemented YPRL’s School Holiday Program, supporting delivery of 24 targeted events and activities across the municipality with 1,086 attendances recorded. Activities focused on creativity, science, learning and connection.

Highlights included:

- Didgeridoo and Beats (Greenbrook Community House)

- Henna Art Workshop with Henna by Namra (Mernda Library) – 52 attendees
- Science Discovery Dome at Mill Park Library - 102 attendees
- Boomerang Painting (Thomastown & Whittlesea Libraries) – 50 attendees
- Reptile Encounters (Mobile Library) – 197 attendees
- Deadly Community Morning (Mernda Library) 20 attendees
- Connecting with Creatives (Mill Park) – 73 attendees
- Make a Zine workshop with Jodi Wiley (Thomastown Library) – 24 attendees
- Contemporary Collage Workshop for Teens (Mill Park) – 14 attendees Manga Drawing with Kenny Chan – (Galada Community Centre) – 40 attendees
- Create Your Own Library Bag (Lalor Library) – 45 attendees

Drop-in activities offering LEGO, scavenger hunts and board games were also offered across service points, encouraging opt-in, self-directed engagement. Feedback from families was strongly positive, with many comments focused on the variety of events, ease of access and welcoming atmosphere. Suggestions included offering increased sessions and increasing inclusive offerings for different abilities.



The July 2025 School Holiday Program marked the final delivery of events supported by the City of Whittlesea's Middle Years Program funding. YPRL remains committed to providing meaningful, inclusive and engaging experiences for children and families.

Homeland: As part of Family History Month, Lalor, Eltham and Whittlesea libraries are showcasing the Homeland: Treasured Objects from Afar digital exhibition. Featuring ten personal migration stories from YPRL community members, the exhibition also includes an interactive world map inviting visitors to share their cultural backgrounds and connections. Complementary programming across the region also includes Southeast Asian Family History Help, the My Books My Memories project, Virtual Reality Travel, Biographical Storytelling and Genetic Genealogy.



Media Mentions:

Publication		Number of Mentions
Medium		2
Star Weekly - Northern		4
Mirage News		1
Arts Hub		1
Writers Victoria		1
Nillumbik eNews, August 2025		1
Nillumbik Arts eNews, August 2025		2
Environment and Sustainability in Nillumbik August 2025		1
CoW website		1
Banyule eNews August		1
Banyule Greenwrap newsletter August		1
Banyule Banner August 2025		1
Social Media		
Engagement	Followers	Reach
3,162	14,416	82,170 (content seen)
Email news* We are still refining reporting on a new email system in this reporting period. There will be some variance in reporting data during the transition period.		
Engagement	Subscribers	Reach
67,051 (opened)	85,909	152,473 (delivered)
Combined social media and email news		
Engagement	Followers	Reach
70,213 	100,325 	234,643 

YPRL Library Plan 2021-2025 Wellbeing		
Banyule Council Plan 2021-2025	City of Whittlesea Community Plan 2021-2025	Nillumbik Shire Council Plan 2021- 2025
Priority Theme 1: Our Inclusive and Connected Community Priority Theme 2: Our Sustainable Environment Priority Theme 3: Our Well Built City Priority Theme 5: Our Thriving Local Economy	Goal 1: Connected Community Goal 2: Liveable Neighbourhoods Goal 3: Strong Local Economy Goal 4: Sustainable Environment	Community Connections Place and Space

National Aboriginal and Torres Strait Islander Children's Day: YPRL celebrated Children's Day 2025 with 14 Storytime sessions across the region, including Kirrip, Galada, and Mernda Village Community Centres. The theme, "Little Footsteps, Big Future," honoured children's growth through culture, community and connection to Country. Over 611 participants attended sessions held throughout the week, including weekends to ensure accessibility. A highlight was **Aunty Sharon Hughes** leading Lalor Library's session, sharing stories, songs, and cultural wisdom.

Each Storytime began with a child-friendly Acknowledgment of Country, and featured *I Saw, We Saw*, a book by children from remote Indigenous communities, sparking meaningful conversations about language and observation. Families also enjoyed First Nations songs, movement and craft activities, and explored YPRL's **Deadly Collection**.



Youth Wellbeing: Throughout July, 191 young people 13 – 18 years engaged in a diverse range of events and activities fostering creativity, wellbeing, career development and social connection – designed to respond to priorities and interests identified by young people across the region over the past 12 months.

Highlights included:

- Immersive Worlds in partnership with Banyule Youth Services (Ivanhoe Library) – 41 attendees
- DIY Skin Care for Teens in partnership with Nillumbik Shire Council (Eltham Library) – 35 attendees
- Youth Takeover Night in partnership with City of Whittlesea (Mill Park Library) – 34 attendees



YPRL Library Plan 2021-2025 Organisational Strength		
Banyule Council Plan 2021-2025	City of Whittlesea Community Plan 2021-2025	Nillumbik Shire Council Plan 2021- 2025
Priority Theme 2: Our Sustainable Environment Priority Theme 6: Our Trusted and Responsive Leadership	Goal 3: Strong Local Economy Goal 4: Sustainable Environment Goal 5: High Performing Organisation	Sustainable and resilient Responsible and accountable

ALIA Community Cohesion Grants: In July, YPRL successfully acquired two ALIA (Australian Library and Information Association) Community Cohesion grants (\$9,900 inc. GST each grant) to support delivery of targeted initiatives that foster social inclusion, strengthen community resilience, enhance digital literacy and promote inclusive participation. Aligned with and supported by the Department of Home Affairs' focus on building cohesive communities, these grants will enable us to engage diverse groups through meaningful programming to enhance connection and belonging.

In recognition of the expertise of the YPRL Programs Team, ALIA engaged the team to provide tools and resources that have informed the development of community cohesion templates to support the design of nationwide programs for this initiative.



Libraries After Dark grant: YPRL has secured \$6,000 funding through the Libraries After Dark (LAD) program for 2025/26. LAD aims to reduce social isolation and gambling harm by providing safe, inclusive evening alternatives to attending gambling venues. Mill Park Library has offered LAD since 2018, extending Thursday hours to 10pm with creative and community-focused programs. The new funding supports LAD 2.0, delivered in partnership with Public Libraries Victoria and the Victorian Government, building on strong outcomes to further enhance community wellbeing and harm prevention.

Refurbishments update:

Watsonia Community & Study Room Refurbishment:

- Tender released 28 July; closes 22 August
- Tender submissions evaluations ongoing

Olympic Leisure Banyule

- YPRL documenting data and electrical requirements
- Walkthrough with Resource Furniture account manager to map out floorplan and furniture options

Mill Park Café Extension - works started 9 August; completed 15 August. Photos below:



MEMBERSHIP

1.

Total Members:

Banyule: 66,614

Nillumbik: 52,077

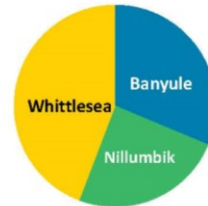
Whittlesea: 94,051



Active Members (Q4): 58,350

New Members: 11,595

Total Members



USAGE

App Hits: 137,038

Catalogue Hits: 152,382

Website Hits: 325,252

Wi-Fi Total Sessions: 37,315

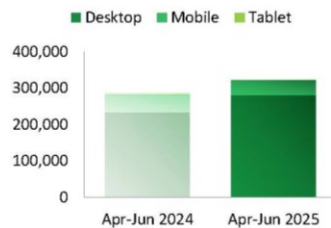
Banyule: 14,251

Nillumbik: 10,863

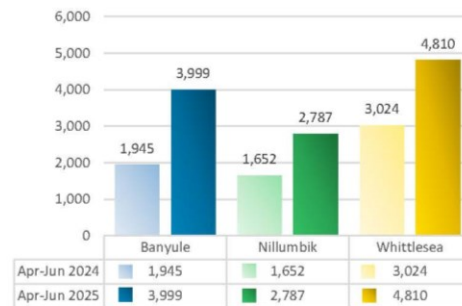
Whittlesea: 12,201

Branch Visits: 390,345

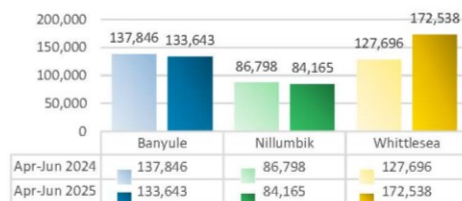
Website Hits



New Members Totals



Branch Visitation



OUR BUSINESS

2024/2025 Q4: 1 Apr–30 Jun

EVENTS

Events: 1,685 33.2% increase
Attendees: 38,188 14.64% increase

Community Engagement

390,345
Library VisitsSCHOOL HOLIDAY
PROGRAM (April)52 events with
1,715 attendees100 attendances at Youth
Maker Market at Ivanhoe
Library and Cultural Hub.143 attendances at Toddler
Garden Play event at
Diamond Valley Library.750 attendances at the
City of Whittlesea
Bringing Up Kids Expo at
Lalor Library11,595
NEW MEMBERS

STAFF



Staff Total 176
 Full Time 38
 Part Time 115
 Casual 23
Volunteer Total 97

EFT Budget: 107.09 EFT Actual: 106.03

Staff EFT is under budget.

Staff Turnover: 2.20% (previously 4.94%)

Absenteeism: 5.47% (previously 6.15%)

KPI: Under 5%

	2024	2025
Training Hours Delivered	1,527.50	561.50
Average per Employee	9.49	3.19

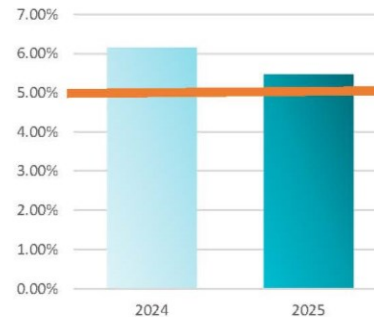


Cash Balance
\$6.81 million
 (in line with YTD result
 and capital expenditure)



■ Full Time ■ Part Time ■ Casual

Absenteeism



PROJECTS

●	On Time, On Budget
●	Delayed
●	Under Evaluation

OUR PEOPLE & FINANCE

2024/2025 Q4: 1 Apr–30 Jun

FINANCES

Quarterly Financial Report

Working Capital Ratio

1.95

Minimum level 1.3



YTD Capital Expenditure
 Under budget: \$134k



YTD Underlying Result

Favourable to budget: \$199k

Forecast Underlying Result

Favourable to budget: \$218k



\$\$\$

Accounts Payable
 Decreased \$315k

Accounts Receivable
 Increased \$84k

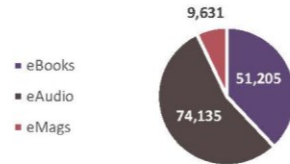


●	Mill Park Café Extension - completed on time and on budget
●	Incident Management Reporting System - launch due 1 October 2025
●	Watsonia Library Refurbishment - at Tender stage
●	Eltham Shelving Report - completed on time and on budget

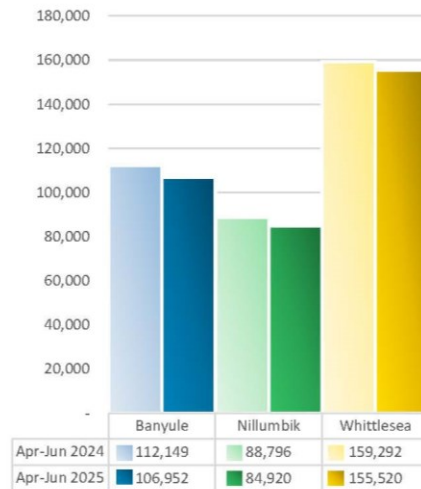
COLLECTION 2.

Total Physical and Digital Collection: 482,363
 Total Physical Items: 347,392
 Total Digital Items: 134,971
 Total Digital Platforms: 22
 Recently Purchased Stock: 31,827

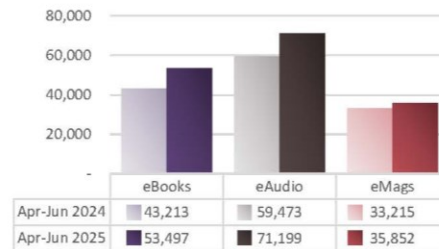
Digital Collection



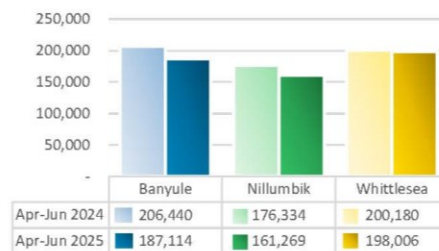
Total Physical Items



Digital Loans



Physical Loans



FOOTNOTES

1. Membership continues to be a focus and requirement to be a member for WiFi access also contributes.
2. Collection is ageing due to a stagnant physical collection budget and increasing supplier costs.

OUR ASSETS

2024/2025 Q4: 1 Apr–30 Jun

LOANS

Total Digital Loans: 160,548 (18.13% increase)
 Total Physical Loans: 546,389 (6.2% decrease)
 Total Loans: 706,937 (1.6% decrease)

Collections Report



5,684 eNewspapers
read on **PressReader**.

Library of Things
loans increased
by 53%.

1,504 LOANS



HUBS

Loans from our Hubs grew by 44.5%
7,726 items loaned this quarter.



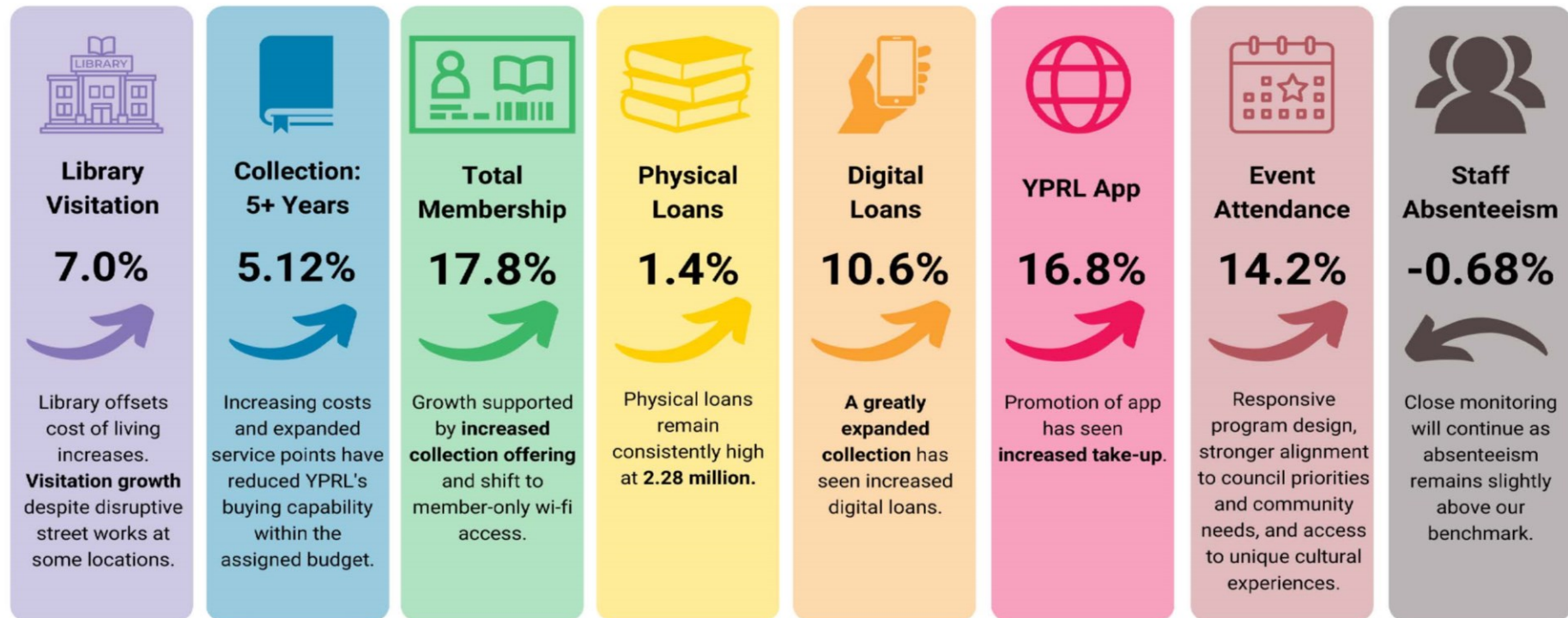
1,220 collection
purchase requests
from community were
approved



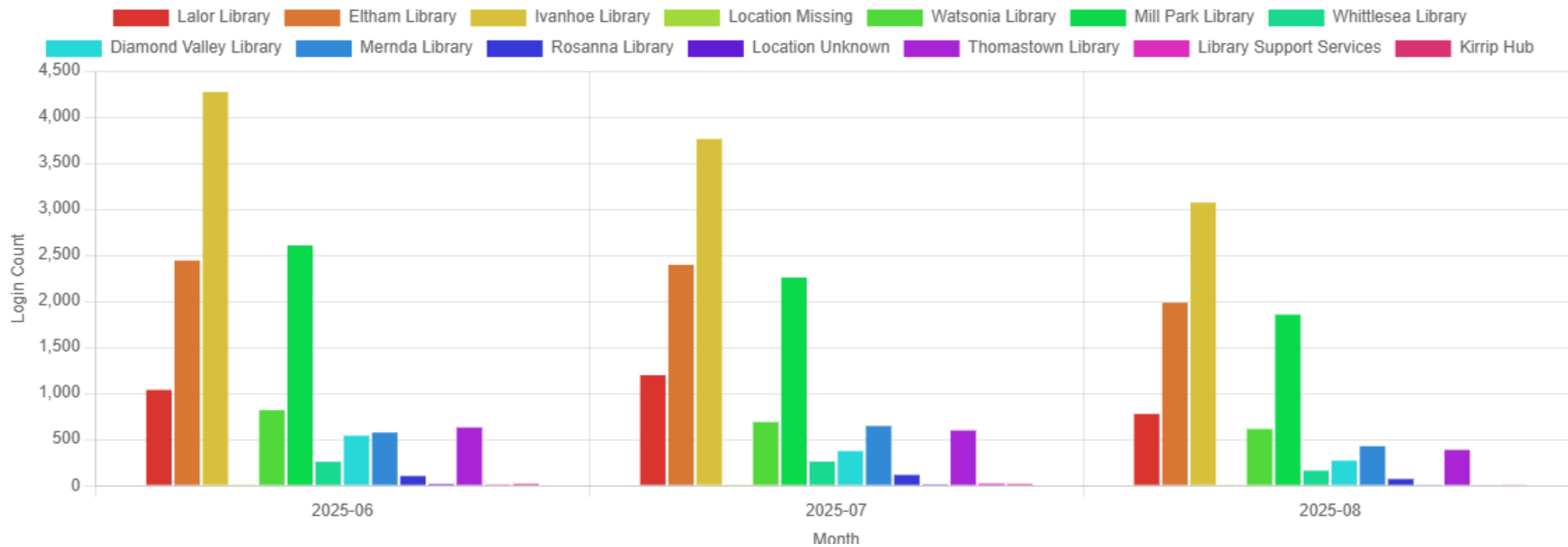
1,817 children's stories
watched on **Storybox Hub**

OUR TRENDS

2024–2025



Wi-Fi Logins by Location - Last 3 Months



Agenda Item 6: Health Safety and Wellbeing Six-monthly Report (NOTING)

Responsible Officer: Chief Executive Officer

Author: Anne Shotri, Senior Manager People & Culture

EXECUTIVE SUMMARY

This report outlines YPRL's performance and key developments in Health, Safety, and Wellbeing (HSW) from 1 January to 30 June 2025.

RECOMMENDATION

That the Board resolves to RECEIVE and NOTE the Health Safety and Wellbeing Six-monthly report.

M: _____

S: _____

REPORT

This report outlines YPRL's performance and key developments in Health, Safety, and Wellbeing (HSW) from 1 January to 30 June 2025. It highlights a significant uplift in incident reporting (203 reports; 78 more than previous period), attributed in part to an improving reporting culture and increased patron complexity.

Key trends include a marked increase in inappropriate behaviours (particularly verbal and disruptive conduct), growing child safety concerns, and community-driven challenges such as homelessness, substance use, and mental health.

In response, YPRL has progressed several strategic initiatives: the phased implementation of the Donesafe incident management system, upgraded safety infrastructure, and continued investment in staff training and wellbeing. While the operating environment remains complex, proactive responses and robust governance continue to support a safe and inclusive service network.

1. System Enhancements and Wellbeing Initiatives

1.1 New Incident Reporting Platform – Donesafe

A digital health and safety reporting system (Donesafe) is scheduled for implementation from 1 October 2025. Initial setup, governance, and project teams have been established, with some delays due to staffing changes and scope adjustments

1.2 Policy and Governance

No new HSW policies were finalised in this period. However, the Responsible Conduct Policy was reviewed and strengthened with legal support from Hunt & Hunt to reinforce behavioural expectations and procedural responses.

1.3 Fitness Passport Program

Continues to support staff wellbeing, with 14 staff and 28 participants including family members currently enrolled.

1.4 Enhanced Physical Safety Measures

- CCTV screens installed at staff desks and entry points across most sites (excluding Rosanna and Ivanhoe).
- Emergency drills and lockdown assessments conducted.
- Lighting reviews completed for staff carparks.
- Council notified of all issued ban letters; coordination with local businesses and services strengthened.
- Staff carry emergency codes on lanyards for rapid response.

1.5 Mental Health and Behavioural Risk Response

- Partnerships developed with Northern Health to improve staff tools for responding to mental health presentations.
- Staff participated in Mental Health First Aid, with De-escalation and OVA Train-the-Trainer sessions scheduled for September 2025.

2. Incident Reporting and Analysis

2.1 Incident Trends

Dates	Total No. Incidents	Change from previous reporting period
1 Jan – 30 Jun 2025	175	↑ 78
1 Jul – 31 Dec 2024	97	↑ 17
1 Jan - 30 Jun 2024	80	↓ 4

Significant increases were recorded in:

- Inappropriate Behaviour (Physical, Verbal, Other): 90 incidents (↑61)
- Patron Injury/Illness: 26 incidents
- Other (e.g. mental health, hygiene, disruptive conduct): 30 incidents

2.2 Notable Risk Categories

- **Inappropriate Behaviour**
Includes aggression, disruptive conduct, intoxication, banned patron re-entry, racial graffiti, and sexually explicit material on public PCs.
- **Child Safety Concerns**
Examples include exposure to inappropriate material, unsupervised children, and concerning adult interactions. YPRL's Child Safe Champions have taken action in line with safeguarding protocols, including referrals to external agencies.
- **Property and Safety Hazards**
15 reports, including structural damage, vandalism, water leaks, blocked toilets, and physical altercations.
- **Staff Health and Injury**
6 staff injuries (manual handling, asthma, trip/fall), supported through EAP, debriefs, and one long-term WorkCover claim.

2.3 Critical Responses

- Police contacted: 34 times
- Ambulances called: 9
- Ban letters issued: 5
- Warning letters issued: 6
- First Aid administered: 17 cases

Table 1: Summary and Comparison of incidents

Incident Type	No. Incidents (1 Jan to 30 Jun 2025)	No. Incidents (1 July to 31 Dec 2024)	No. Incidents (1 Jan to 30 Jun 2024)
Inappropriate Behaviour (Physically aggressive)	9	2	1
Inappropriate Behaviour (verbally aggressive)	22	4	7
Inappropriate Behaviour (Other)	59	23	38
Burglary/Theft	2	3	2
Patron Injury/Illness	26	23	21
Staff Injury/Illness	6	3	9
Property/Building Damage	15	16	2
Unattended Child	6	7	0
Other	30	16	0
TOTAL	175	97	80

Table 2: Inappropriate Behaviour Incidents by Location and Type (1 January to 30 June 2025)				
Location	Inappropriate Behaviour (Physical)	Inappropriate Behaviour (Verbal)	Inappropriate Behaviour (Other)	Total
Diamond Valley	1	0	1	2
Eltham	1	2	9	12
Ivanhoe	0	3	8	11
Lalor	5	6	14	25
LSS	0	0	0	0
Mernda	0	1	2	3
Mill Park	0	7	13	20
Mobile Library	0	0	0	0
Outreach Vehicle	0	0	0	0
Rosanna	0	0	0	3
Thomastown	1	1	9	11
Watsonia	1	2	2	5
Whittlesea	0	0	1	41
Total	9	22	59	90

Summary – Inappropriate Behaviour (Other): To improve incident categorisation, a refined ‘Other’ subcategory now captures behaviours not aligned with existing types, particularly intoxication/substance abuse and mental health-related incidents.

Key examples include:

- Use of facilities for personal hygiene (e.g. washing in toilets)
- Re-entry of previously banned patrons
- Racially offensive graffiti (e.g. swastikas)
- Viewing of explicit content on public PCs
- Disruptive behaviour by patrons experiencing homelessness
- Concerning interactions with children or inappropriate conduct in public spaces
- Recurring disruptions caused by pets (e.g. Eltham Library dog incidents)

These reflect the complex and evolving nature of public library use and community engagement challenges.

Table 3: Other Incidents by Location and Type (1 January to 30 June 2025)							
Location	Burglary / Theft	Patron Injury / Illness	Staff Injury / Illness	Property / Building	Unattended Child	Other	Total
Diamond Valley	0	4	0	1	0	2	7
Eltham	0	3	0	3	0	7	13
Ivanhoe	1	9	0	0	0	1	11
Lalor	0	3	1	4	3	9	20
LSS	0	0	1	0	0	0	1
Mernda	0	1	0	3	2	3	9
Mill Park	0	1	0	0	1	3	5
Mobile Library	0	0	0	1	0	1	2
Outreach Vehicle	1	0	2	0	0	0	3
Rosanna	0	0	0	0	0	1	1
Thomastown	0	3	2	2	0	2	9
Watsonia	0	1	0	0	0	1	2
Whittlesea	0	1	0	1	0	0	2
Total	2	26	6	15	6	30	85

3. Staff Wellbeing and Capability Building

3.1 Training and Support Highlights

YPRL delivered comprehensive health and safety training to build staff capability and resilience:

Table 4: Compulsory Health and Safety Training Completion Rates	
Topic	Current Completion Rate
Bullying and Harassment – Employees	96%
Bullying and Harassment – Managers/Supervisors	84%
Health and Safety in the Workplace	93%
Equal Employment Opportunity – Employees	92%
Equal Employment Opportunity – Managers/Supervisors	86%
Social & Digital Media and the Workplace	91%
Manual Handling	90%

Figure: Compulsory Health, Safety, and Wellbeing Training Completion Rates

Additional training topics included:

1. De-escalation (250+ completions)
2. Trauma and mental health awareness
3. Autism, domestic violence, and substance-affected patron management
4. Manual handling (163 completions)
5. First Aid/CPR: 7 staff trained
6. 16 certified First Aid Officers currently appointed

4. Governance and Compliance

4.1 Health, Safety and Wellbeing Committee

- 9 active Health and Safety Representatives (HSRs) across 11 Designated Work Groups (DWGs)
- 2 vacancies in recruitment
- DWG structures currently under review for alignment with operational needs

4.2 WorkCover and Injury Management

- One active long-term WorkCover claim (> 52 weeks)
- Three staff accessed paramedical support services during the period

5. Key Risks and Strategic Considerations

YPRL continues to navigate a complex operating environment influenced by broader social challenges including:

- Increased patron aggression and antisocial behaviour
- Mental health and substance-related presentations
- Child safety and safeguarding complexities
- Facility and security concerns

While these challenges are not unique to YPRL, they demand coordinated prevention strategies, capability development, and appropriate resource allocation to maintain a safe and inclusive environment.

6. Next Steps and Priorities

- Rollout of Donesafe digital reporting platform
- Expansion of child safety training and response procedures
- De-escalation and OVA train-the-trainer rollout
- Improved reporting analytics and incident trend forecasting
- Ongoing investment in psychological safety, EAP, and critical response supports

CONSULTATION

- Health Safety and Wellbeing Committee members.
- Leaders and managers.

CRITICAL DATES

N/A

FINANCIAL IMPLICATIONS

All financial implications are contained within the body of this report.

POLICY STRATEGY AND LEGISLATION

N/A

LINKS TO LIBRARY PLAN

Outcomes:

- **Organisational strength:** Investment in our staff, capacity, and governance to ensure we are capable and ready to adapt, learn and empower our communities in environmentally and socially responsible ways.

Priorities:

- People and capacity.
- Governance and technology.

DECLARATIONS OF CONFLICT OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to the Library must disclose any interests, including type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

END OF AGENDA ITEM 7 REPORT

[NO ATTACHMENT]

G. Consideration of action petitions and joint letters

None

H. General Business

CORRESPONDENCE:

Two pieces of correspondence were received by patrons. In order to protect their privacy, these items will be discussed in the confidential meeting.

I. Reports from delegates appointed by the Board to other bodies

J. Urgent Business

K. Confidential Meeting (meeting closed to the public as per 89 (2) of the Local Government Act 1989)