



Victorian PRAHRAN
History MECHANICS'
Library INSTITUTE

ANNUAL REPORT 2016

FOR THE PERIOD

1 JANUARY 2016 - 1 DECEMBER 2016

Prahran Mechanics' Institute

Victorian History Library

39 St Edmonds Road
PRAHRAN VIC 3181



Victorian PRAHRAN
History MECHANICS'
Library INSTITUTE

ANNUAL GENERAL MEETING
of the Prahran Mechanics' Institute.
6.00pm, Thursday 25 May 2017

AGENDA

1. Apologies.
2. Confirmation of Minutes of AGM held on 28 May 2016
3. Matters arising from previous Annual General Meeting.
4. Correspondence.
5. President's report.
6. Secretary Librarian's report.
7. Treasurer's Report.
8. Election of one committee members
9. Appointment of auditor.

The AGM will be followed at 6.30pm by a presentation on fashion and clothing in iconic Chapel Street by noted Melbourne historian, journalist, film maker and raconteur Lesley Sharan Rosenthal.

Refreshments provided after the presentation

*Victorian
History
Library*

PRAHRAN
MECHANICS'
INSTITUTE

Founded 1854
ABN 13 164 635 256

59 St Edmonds Road
Prahran VIC 3181

DX 212404
Melbourne, Vic.

CONTACT

P 03 9510 3393
E library@pmi.net.au

www.pmi.net.au



Victorian PRAHRAN
History MECHANICS'
Library INSTITUTE

Minutes of the Annual General Meeting of the Prahran Mechanics' Institute and Circulating Library held at 39 St Edmonds Road, Prahran on Saturday 28 May 2016 at 2 pm.

PRESENT

Cr John Chandler OAM (President), Tim McKenna (Secretary Librarian), Ben Quin (Treasurer), Dr Judith Buckrich, Steve Stefanopoulos, Cr Claude Ullin, Lyn Annetta, Anna Baras-Miller, Claire Barton, Gary Bester, Denis Boundy, Ron Cameron, Ruth Cameron, Jennifer Chapman, Ellen Coates, Judith Dwyer, Lyn Firminger, Pat Galvin, Maya Lazarus, Reuben Lazarus, Peter Munro, Marianne Preissner, Mike Trickett, Andrew Turner, Elizabeth Turner, Richard Twentyman, Ursula Zamecnik, Richard Tate, Don Barker, David Howard Duerden, David Hayter, Geoffrey Paterson, Patience Grace, John Merry, Sally Edwardes, Andrew Linden, Chris Gahan, Sally Cummings, Carol Stals, Ian Lovell, Judi Kenneally, Robert Kingston.

The President welcomed all to the meeting. The Secretary Librarian read out the apologies.

APOLOGIES

Alison Boundy, Gerry Kennedy, Margaret Dunne, Chris Michalopoulos, Brian Hunt, Pat Grainger, Martin Playne, Peter Wolfenden, Jennifer Wardrop.

CONFIRMATION OF MINUTES OF THE PREVIOUS AGM

It was moved Judith Buckrich, that the minutes of the last AGM, held 31 May 2015, be accepted, seconded Judith Dwyer, carried.

MATTERS ARISING FROM PREVIOUS AGM

No matters were raised.

The Secretary Librarian reported that there had been no changes to the rules since the last AGM.

CORRESPONDENCE

No correspondence addressed to the AGM was received.

PRESIDENT'S REPORT

The President presented his report.

Cr Claude Ullin moved that the President's report be accepted, seconded Chris Gahan, carried.

SECRETARY LIBRARIAN'S REPORT

The Secretary Librarian presented his report.

Gary Bester moved that the Secretary Librarian's report be accepted, seconded David Hayter, carried.

TREASURER'S REPORT

The Treasurer presented his report and commented on some of major aspects including the expectation that the PMI will return to profitability this year as the renovations have now been completed and all tenancies at Chapel Street are filled.

Judith Buckrich moved that the Treasurer's report be accepted, seconded Steve Stefanopoulos, carried.

ELECTION OF TWO COMMITTEE MEMBERS

John Chandler vacated the chair as he was standing for re-election and Steve Stefanopoulos took the chair. There being only two nominations for the vacant committee positions, John Chandler and Peter Wolfenden were declared re-elected. John Chandler then resumed the chair.

APPOINTMENT OF AUDITOR

The Secretary Librarian recommended continuing with Prospect Accountants as the PMI's auditors. So moved Cr Claude Ullin, seconded David Hayter, carried.

OTHER BUSINESS

The President mentioned our new group the 'Friends of the PMI' and their coordinator Wendy Eldridge and thanked them for their work on the PMI book sales.

Pat Galvin moved that the minutes show the thanks of the meeting to Christine Worthington on her departure, stating that her contribution to the PMI has been remarkable, seconded Carol Stals, carried unanimously.

CLOSURE

There being no further business the President thanked everyone for attending, and declared the meeting closed at 2.25 pm.

President's Report to the AGM Thursday 25 May 2017

The work undertaken by the Prahran Mechanics' Institute, Victorian History Library over the last twelve months has been about consolidation and planning for the future

Sincere thanks to the outgoing President, Councillor John Chandler OAM, for steering the Institute through difficult times; the sale of our second home in High Street, Windsor; the purchase and subsequent refurbishment of our new home in nearby St Edmonds Road, Prahran; and the establishment of a secure financial position. John's work and that of other Committee members and the staff are to be commended. The legacy of this hard work is clearly evident and will undoubtedly stand the test of time.

The present Committee consisting of myself, the President Cr Steve Stefanopoulos, Vice President Dr Judith Buckrich, Treasurer Mr Ben Quin, CPA, Stonnington City Council representative Cr Melina Sehr, and Committee members Cr John Chandler OAM, Mr Chris Michalopoulos and Mr Peter Wolfenden have all worked hard to ensure the momentum of the Institute continues.

Our dedicated staff, Secretary Librarian/General Manager Steven Haby, Collections Librarian Ellen Coates, Marketing and Communications Officer Christine Moysey-Barker, and Library Technician Ursula Zamecnik, have brought great enthusiasm and acumen to the Institute over the last twelve months.

In 2016 we said farewell to Christine Worthington who was with us for fifteen years, and Tim McKenna who was with us for over sixteen years, eight as our Secretary Librarian. We hope their respective paths bring them new challenges and success.

The Committee have worked to ensure the financial standing of the Institute is well managed for now and into the future. We have undertaken planning with this in mind and continue to work on the critical issue of funding our day-to-day operations and ensuring continued financial stability and growth.

Of equal importance is ensuring our staff are well looked after with the development of appropriate position descriptions, and new, well thought out performance management processes and procedures to ensure accountability. It is vital that the skills our staff bring to the Institute, are acknowledged, valued and expanded when needed.

The day-to-day operation of the Institute continues to be in excellent hands, with a committee dedicated to the wellbeing of the staff and the future planning of the organisation. The critical aim for the foreseeable future is the expansion of our public profile and programs and the engagement with wider audience across metropolitan Melbourne and regional Victoria to showcase our new facilities, great location and extensive and unique collection. Continual improvement is critical to remaining relevant.

Cr Steve Stefanopoulos ASAAP

President Prahran Mechanics Institute Victorian History Library
BTeach(Prim) RMIT, GDipArch&RecMgt Monash, GDipPlan&Dgn(ArchHist&Con) Melb,
GDipMuseum Deakin

Secretary Librarian's Report to the AGM 25 May 2017

This is my first report as Secretary Librarian, PMI Victorian History Library. As such I feel somewhat humbled at potentially stealing the thunder of my predecessor Tim McKenna, who retired at the end of December 2016 after 16 years. I wish to place it on the record my thanks to Tim in ensuring the PMI Victorian History Library was in a good place before he left, and also his support and help to me during the December 2016 transition period. I am pleased to report that Tim continues to remain a stalwart of the PMI Victorian History Library as a volunteer.

Therefore it is true to state I believe that 2016 was a period of consolidation, but also change and importantly renewal.

PMI Committee

The Committee met 11 times in 2016 usually on a Wednesday or Thursday afternoon at 4.30pm.

A number of issues were considered and discussed throughout the year including:

- Potential sale of the Chapel Street properties and what if any implications this would have on our Act of Parliament and whether incorporation would be a viable option.
- Development of a staff performance management plan.
- Establishment of a PMI bookshop.
- Creation of new staffing positions.
- Selection of a book to be published by PMI Press.
- Parking.
- Consideration of a 10 year strategic plan; and
- Proposals received for hiring of the James Mason Room and/or the garage as a gym.

The Committee meets as a dedicated group drawn from many areas and whilst debate and discussion can be passionate at times, the ideas and resolutions generated are in the best interests of the PMI Victorian History Library.

On behalf of the staff and myself as Secretary Librarian I wish to express out thanks to the Committee for their dedication, enthusiasm, passion and good humour. In particular past President Cr John Chandler OAM and current President Cr Steve Stefanopoulos for their stewardship in guiding the Committee and PMI during 2016.

Memberships

At the end of 2016 we had 599 members which compares well for the same time at the end of 2015 when our membership base stood at 528. This is an increase of 11% which is very pleasing.

During 2016 there were 115 new members including 1 life member.

The number of non-renewals declined slightly to 99 compared to 110 during 2015.

It is gratifying to note is the ongoing broadening of the membership base, for example we are finding more tertiary students from architecture and planning disciplines are joining PMI as they discover our collection breadth and depth meet their needs and the library environment is a quiet place for study. This has been identified as a key strength to provide a value proposition to market and promote our collection to universities.

Interestingly this year we have had also a young family join PMI on the basis that the primary school son was required to undertake a research project on a local church in Prahran.

As you are aware our members are from all walks of life and we welcome a recently joined member who is well known as a journalist for the *Herald Sun* newspaper and needed a number of resources from our collection on a book he is writing on horse racing. I am referring to one Andrew Rule.

Staffing

As indicated in my opening remarks, 2016 was a period of considerable change. We bid farewell to long standing staff members Christine Worthington who took up a position at the Royal Historical Society in April 2016 and Tim McKenna who retired at the end of 2016.

The opportunity was taken by the Committee, following the resignation of Christine to review and split her former role into two new positions – Collections Librarian (0.6 EFT) and a Marketing and Communications Officer (0.4 EFT). This decision, I believe, was the right one made at the appropriate time as it enabled a refocus on the essential activities of collection development and marketing and communications to ensure that we are able to meet and take on the challenges of the future.

Ellen Coates, who previously was a volunteer focusing on the PMI Victorian History Library archival collection was appointed as Collections Librarian initially in a temporary capacity on 28 April 2016 before being formally appointed on 6 July 2016.

Chris Moysey-Barker, from Mornington Peninsula Libraries, was appointed on 4 July 2016.

The appointment of Ellen and Chris has, I believe, helped to contribute to a new sense of purpose, direction and enthusiasm and, with the assistance and support of Tim and Ursula and the Committee, consolidation to the PMI Victorian History Library.

Work has commenced on a framework to enable us to set team and individual goals and track progress throughout the year.

The appointment of myself, Steven Haby, as the Secretary Librarian in December 2016 completed the changes that occurred throughout 2016. I am very humbled to be able to play a key role in such an august institution as the PMI Victorian History Library and I am very pleased to have such an excellent team of Chris, Ellen and Ursula to position us as a key resource in Victorian and Australian history for the community to enjoy.

Library acquisitions, donations and collection development

Despite the significant staff changes that occurred in 2016, we have continued to add new material to our collection including monographs, CD-ROM databases, DVDs and electronic resources.

I would like to pay particular attention and thank Ellen Coates our new Collections Librarian who has undertaken a sterling effort in (a) becoming acquainted with our cataloguing policies and procedures and (b) mastering our library management system First LMS in a very short space of time, and (c) having a critical eye for detail and accuracy attributes which are vital in regards to cataloguing and indexing.

Special mention should also be made to Tim for providing ongoing support and advice to Ellen and to Ursula and the team of volunteers for providing end-processing and indexing support.

We have been focusing on expanding certain areas of the collection, including: art, transport, company histories, Tasmania, Northern Territory, Western Australia and Australian fiction, and in tracking down histories of all interstate towns, though this is a slow process.

Of interest Ellen has commenced a project to identify and source heritage, conservation and planning studies from local councils primarily in digital format for our collection. So far we have received 500 documents.

Purchasing is undertaken through a network of suppliers including bookshops (new and secondhand), publishers, organisations including historical societies and direct from the author. Online tools such as the Books and Collectables aggregator are invaluable in tracking down obscure items and the National Library of Australia's Recent Australian Publications service is a valuable resource as well.

We have also been organising our archives part of which will be available to members in the near future as well.

The following table summarises the number of items added to the collection in 2016 compared to 2015.

	2015	2016
Items catalogued	1,267	1,649
Periodicals indexed	792	735
Donations received	762	611

We wish to thank the following much appreciated people and institutions for the many and varied donations received during the year. Without your support our collection depth and strength would be very much the poorer.

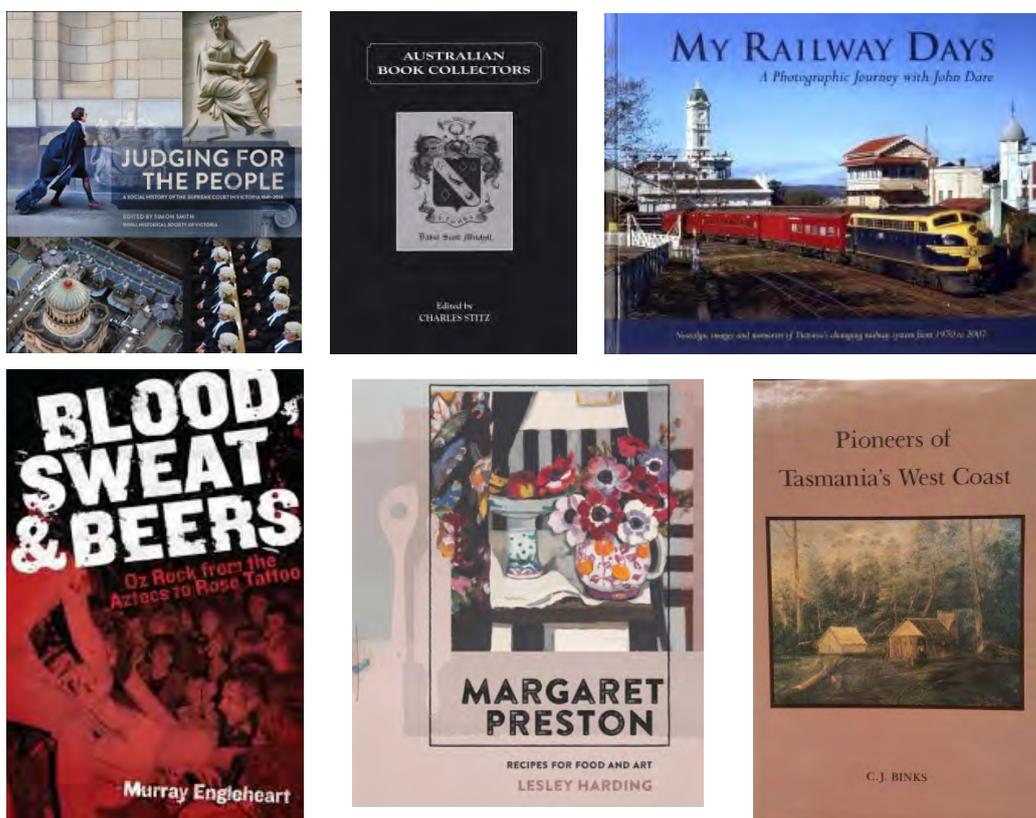
Alison Boundy	Julie Gross McAdam
Andrew Linden	Heritage Network East Gippsland
April-Kaye Ikinci	William Dealy
Australian Natives Association	Ararat Genealogical Society

Bendigo Art Gallery	Laurie Mclean
Bernard Metcalfe	Helen L. Blakeley
Box Hill RSL	Whitehorse Historical Society
C.H Brookes	Barbara Brown
Catherine Milward-Bason	Dr. Lesley Preston
Colin Davis	Holy Trinity Parish
Craig Robinson	Trevor Poultney
David Harmer	Patience Grace
Dr. James Donaldson	Alan Fleming
Eleanor Taylor	Deirdre Farfor
Eleanor Taylor	Ian Belmont
Elizabeth Brown	Alan Fleming
Eltham Historical Society	Cinema and Theatre Historical Society
Geoffrey Pianta	Cr Steve Stefanopoulos
Goulburn Valley Libraries	Fitzroy Library
Graham Beanland	John Howe and Dorothy Silke
Greensborough Historical Society	Stonnington History Centre
Haileybury College	Shirley Xanthos
Irene Fullarton	John Nunan
Irene Robinson	Anna Thompson
Jan Holyman	Sherbrooke Foothills Historical Society
Judith Buckrich	Peter Synan
Julie Hamer	Charles Lewis
Keilor Historical Society	David Pool
Ken James	Ursula Zamecnik
Leon Hurrell	Ian Itter
Library of Dr. Ron Smith	Irene Robinson
Liverpool Council	The Estate of Adrian Brogan
Loreto College Marryatville	Warrandyte Historical Society.
Lyn Firminger	Neville Lee
Mary-Louise Phillips	Pat Ryan
Melbourne University	Whitehorse City Council
Mimi Colligan	Jim Badger
Mirek Kurcki	Helen Cox
Para Park Co-operative	Pam Baragwanath
Penny Woodward	David Hayter
Royal Historical Society of Victoria	Berwick Mechanics' Institute
Sally Edwardes	Christine Worthington
Scots' Church Melbourne	Roger Brookes
Sue Maclellan	Ian Matthews
The Estate of Elizabeth Coleman	Yarra Plenty Regional Library
The Estate of Jack Cranston	Di Christensen
Tim McKenna	Margaret Dunne
Tony Tibballs	Jim Hevey
Trevor Kelly	Brian C S Harper
Ulla Svensson	Ivan Binns
Professor Wallace Kirsop	Stuart Smith
Warrnambool Art Gallery	The Estate of Arthur Goldsworthy
William Garner	John Peck

During 2016 we also received financial donations totalling \$391 from the following individuals. These have been received with much thanks and appreciation.

Alison Boundy	Joe Buggy
Arthur Payne	Keith Rogers
Joan Nelson	Geoffrey Patterson
Margaret Hicks	Murray Houghten
Michael Macgeorge	William McNee
Philippe de Gail	Gillian Gengoult Smith
Richard Snedden	Margaret Stevens.

The following are examples of some of the items acquired in 2016.



Circulation

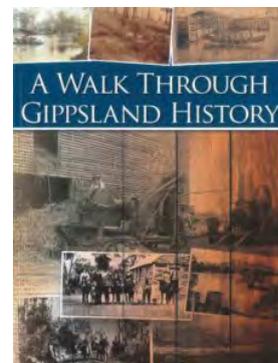
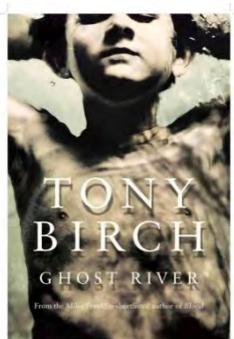
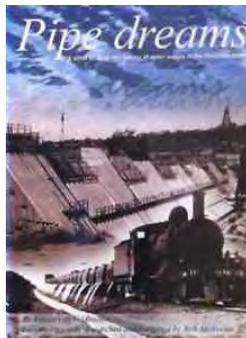
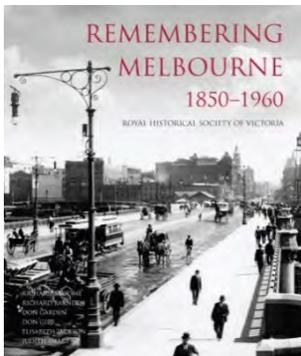
Our circulation is divided into loans to members and inter-library loans to other libraries across Australia. Our library collection holdings are added to Libraries Australia, the national bibliographical database operated by the National Library of Australia.

Preliminary enquiries have been made to PLVN (Public Libraries Victoria Network) and the State Library of Victoria in regards to becoming a member of the LibraryLink Victoria resource sharing / inter-library loan co-operative. This, if successful, would increase the exposure of the collection to Victorian library users considerably.

The total number of loans in 2016 was 2333 up from 2265 in 2015

Our inter-library loans continue to grow and during 2016 we lent 45 items to libraries across Australia. By way of comparison inter-library loans for the year to 23 May 2017 stands at 30.

The following are further examples of some of the items acquired in 2016.



Marketing and Communications

Without an effective marketing campaign it is difficult in this day and age to promote an event or idea in what is becoming an increasing crowded and segmented landscape of competing festivals, targeted weeks and months and other community activities.

With that in mind, it has been an extraordinarily busy and, and I might add, exciting 2016 which bodes well for 2017. The following is a summary of the events undertaken throughout 2016.

Date	Event
27 February	<i>Laurie McCalman Lecture: Murder of a messenger</i> with Robin Grow
28 April	Shining a light, how are helps us discover our unknowable selves: Part 1 presented by Dr Judith Buckrich
28 May	AGM and <i>Bruce Turner Lecture: These walls speak volumes: a history of Mechanics' Institutes in Victoria</i>
23 June	Friends of the PMI Victorian History Library June book sale with \$1,100 raised.

Date	Event
21 July	<i>Rare Book Week</i> : People from Prahran and district important to the Melbourne book scene presented by Professor Wallace Kirsop
30 and 31 July	<i>Open House Melbourne</i>
27 August	<i>National Family History Month</i> : Family history basics for budding family historians
29 October	<p><i>PMI Open Day</i> incorporating the following events:</p> <p>The sense of occasion: how things have changed at the movies presented by the Cinema and Theatre Historical Society;</p> <p>Friends of the PMI Victorian History Library October book sale which raised \$2,000; and</p> <p><i>Short History Prize</i> announcement: <i>The story of Ashburton through the ages</i> by Neville Lee OAM from the Camberwell Historical Society. This book was described by the judges as a ‘well-researched and detailed description of the development of this little known area of greater Melbourne’. Dr Judith Buckrich was one of the judges on the panel.</p>
17 November	Shining a light, how are helps us discover our unknowable selves: Part 2 presented by Dr Judith Buckrich
3 October to 30 November	<i>Vision Australia Tilly Aston Exhibition</i> in the William Moss Room.
3 December	Volunteers and PMI members Christmas afternoon tea.

In order to ensure our relevancy and presence within the community we have adopted, with alacrity, the benefits of social media and targeted marketing.

A number of channels are utilised to maximise publicity to our events including our website, Facebook page, newsletter and targeted advertising with selected historical organisations and societies. We also take the opportunity wherever possible to leverage our connections with public libraries and our tenants (CATHS, ARHS and MIV) and Stonnington Council to promote ourselves and events.

Work commenced on the following key activities during 2016

- A branding facelift to ensure the PMI branding and templates are incorporated into all marketing collateral to provide a consistent and modern look;
- Collection of reference statistics to obtain insights into what visitors and members are looking for, for what purpose and what resources are being used;
- Establishment of targeted social media campaigns to bring more engagement (i.e. interaction with our Facebook page) including the verification of our page (which makes the page “official” from Facebook’s perspective and the page is ranked higher in searches);
- Paid Facebook advertising (also known as ‘boosting’) of events and other services;

- Introduction of online feedback forms;
- Rotating web banners on our home page highlighting various aspects of the collection;
- Alignment of events to coincide with Australia/Victoria wide or local festivals and events so that we can advertise to a wide audience, for example Australian Heritage Festival and Seniors Festival;
- Introduction of online bookings utilising well-established off the shelf booking software platforms such as TryBooking;
- Introduction of promotional collateral such as an outdoor flag (as erected this evening) and a pull-up banner for use in particular at off-site events;
- Tracking of “clicks” to open the Newsletter and Recent Additions so we can collect statistics on usage.

Work is also underway on the following documents:

- PMI Victorian History Library Style Guide
- PMI Victorian History Social Media Policy
- PMI Victorian History Library Communications Policy
- PMI Victorian History Library Collateral.

Library bags that can fold up were ordered and received in June 2016 and were made available for sale. These have been most successful as a marketing tool.

Volunteers and Friends of the PMI Library

For an organisation like the PMI Victorian History Library, volunteers provide an invaluable service and for this we are very appreciative of their time and effort each week.

Ursula once again has undertaken a superb effort in the ongoing supervision and training of our volunteers.

In 2016 our dedicated volunteers spent 105 hours on various tasks including end-processing of new additions to our collection, back of book indexing of local histories (6 were completed during the year) and indexing of journals and material for our vertical file.

One particular project was the replacement of the periodical boxes with new boxes which are much more sturdy and enhance the look of the collection.

Special mention must be made to the Friends of the PMI Library group which is in the capable hands of Wendy Eldridge. One of the key tasks undertaken by the Friends is the running of our book sale held twice each year which have been an outstanding success. Each item for sale is meticulously reviewed, indexed and priced for a catalogue sent out to members.

This year we are keen to involve younger volunteers at the PMI through involvement in programs including the Duke of Ed program aimed at secondary schools.

On behalf of the PMI Victorian History Library, Committee and staff I express our thanks to the following volunteers.

Alex Williams	Greta Bain
Alexandra Williams	Amanda Witt
Angelene Hayter	David Hayter
Jennifer Chapman	Ellen Coates
Jeremiah Sloane	Judith Thomas
Jillian Irvine	Jenny Jones
John Merry	Rosalie Palmer
Lyn Buckley	Jenny Campbell
Lyn Firminger	Patrick Galvin
Margaret Dunne	Wendy Eldridge
Mary-Lou Phillips	Irene Robinson
Philip Knight	Alastair Langdon
Wendy Goodwin	Patience Grace

Our building

A number of issues relating to the building were identified or addressed throughout the year including:

- Air-conditioning unit in the James Mason Room;
- Investigations into installation of a cover on the bottom section of the roller door to stop leaves and rubbish entering the garage;
- The installation of the carpet has been an increasing cause for concern as it started to lift in parts of the building and work is underway to rectify this either by the builder or some other approaches;
- The cleaning of the building was also a cause for concern throughout the year and this has been passed onto the area manager;
- Installation of a ladder to the ceiling

The issue of parking was and continues to be an ongoing concern for us. As you would be aware there is a perception that free parking is a premium in the area even though there are parking areas nearby in Cato Street and elsewhere. Signs were placed on cars not allowed to park out the front but these appear to have had little effect. A number of options were examined including installation of bollards and enabling the City of Stonnington to manage the parking spaces on the forecourt on our behalf.

I wish to thank the work undertaken by the Building Sub-Committee of Cr John Chandler and Peter Wolfenden for their efforts throughout 2016 and in particular Peter's expertise and advice in undertaking a number of repairs and other projects in the building.

Closing remarks

It has been a busy year, a challenging but also rewarding year. I would like to thank the Committee in particular President Cr Steve Stefanopoulos and Vice President Dr Judith Buckrich for their ongoing support and advice; Cr John Chandler OAM, Peter Wolfenden and Chris Michalopoulos for their work on building and related matters; our accountant Ben Quin for his expert eye

for detail in managing our finances and welcome Cr Melina Sehr our Stonnington Council representative.

To our volunteers, thank you for your ongoing contributions and in particular to Wendy Eldridge for her stewardship of the Friends of the Library group.

I would also like to thank my dedicated, passionate and exceptional team of Chris Moysey-Baker, Ellen Coates and Urusla Zamecnik for your support, good humour and ideas.

Finally thank you to our members and supporters who contribute greatly to this iconic and wonderful institution.

Reports from associated groups

We are fortunate to be able to provide space for a number of historical societies and organisations. The following are reports provided by them on their activities in 2016.

Mechanics' Institutes of Victoria report

Membership of the Mechanics' Institutes of Victoria Inc (MIV) is comprised of organizations and individuals with a common interest in "... the social, cultural and physical heritage of Mechanics' Institutes ..." Prahran's support of these objectives is appreciated. Meetings by the MIV Committee were held quarterly on a Saturday morning.

A successful AGM was held on 24th September, followed by the 2016 Wesson Lecture by Gideon Haigh, titled "In Search of the Mechanics". The MIV Bus Tour of Mechanics' Institutes of the South and Southeast of Melbourne included Prahran MI.

It was the first visit to the new PMI library by many on the tour, and several PMI members joined the tour to Frankston, Somerville, Narre Warren and Berwick before returning to Prahran. The Open Day in July provided an opportunity to display the architecture styles and features of Victoria's mechanics' institute buildings.

The scanning of the original records of mechanics' institutes and public halls from across the state continued. The digitized records are added to the Mechanics' Institutes Resource Centre (MIRC) database, and can be accessed on the public computers. They are also recorded in the PMI catalogue. The synergy between the PMI collection and the MIRC database has created the most comprehensive collection of information on the mechanics' institutes of Victoria.

Judith Dwyer, MIRC co-ordinator.

Australian Railway Historical Society (Victorian Division)

As a keen railway enthusiast I am very pleased to have the ARHS (Victorian Division) and their excellent library collection as one of our associated groups.

On their behalf I can state that their volunteer team under supervision of their librarian Don has been working very hard on end-processing and re-cataloguing their library collection as part of a project to incorporate their collection within our library management system.

Work is usually undertaken on a Wednesday morning in a most convivial atmosphere.

Cinema and Theatre Historical Society (CaTHS)

Please refer to report on next page.

Steven G. Haby, B.Soc.Sci.Lib&InfoStudies (RMIT)

Secretary Librarian

25 May 2017

REPORT TO THE PMI ANNUAL GENERAL MEETING 2017

I am pleased to be able to report that CATHS has seen another successful year, with membership numbers growing slowly.

Like most Historical Societies, our membership demographic is predominately in the upper age group, and unfortunately, we have seen a number of deaths amongst our membership this year. We lost both our long-time President Gerry Kennedy and our Treasurer Rod Bendix, as well as a number of other members.

Our activities here at PMI continue on a regular basis, with a crew of 4-6 volunteers here each Wednesday and Thursday, as well as members occasionally attending on other days. Our records show that we accumulated 2342 hours of volunteer labour in the past year.

During the past year, we have been donated several large collections of cinema photos, books, DVDs and other material relating to cinema history. Mostly this has been catalogued, filed and, where surplus to our needs, the books have been offered to our members or sold during the PMI book sales.

We were pleased to be able to offer PMI members the opportunity to attend, along with CATHS members, a morning visit to the Astor Theatre in St Kilda recently. In all about 60 people attended.

We also provided the annual CATHS talk at the PMI during Seniors' Week. This year it was titled "Going to the Pictures – the Sense of Occasion", and was presented by our President, Richard Twentyman. The talk compared the experience of movie going in the pre-television years to today's "walk in, watch and walk out" experience. We are pleased to announce that the next CATHS talk to be presented later this year will be on drive-in theatres.

Much of our archiving activities have centered on increasing and improving the accuracy of our cinema venues and industry identities database. We now believe we have listed close to 100% of all Australian venues which screened films on a commercial basis, as well as a lot of the history and pictures of each venue.

A steady flow of enquiries are received from the general public, both in person here at the PMI, and via our web site. The most frequent request is for information on a particular cinema or a person who worked in the Industry. We are able to assist with the majority of enquiries.

The CATHS database is available to PMI visitors on the "public access" computers in the main library. More detailed information and copies of pictures held in our files are available from our volunteers on the days they are in attendance.

Mike Trickett
Secretary
CATHS



PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2016

Liability limited by a scheme approved under
Professional Standards Legislation

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

CONTENTS

Committee's Report	1
Income Statement	2
Balance Sheet	4
Notes to the Financial Statements	5
Statement by Members of the Committee	10
Compilation Report	11
Certificate by Members of the Committee	12

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

COMMITTEE'S REPORT

Your committee members submit the financial report of the PRAHRAN MECHANICS INSTITUTE INC for the financial year ended 31 December 2016.

Committee Members

The names of committee members throughout the year and at the date of this report are:

John Chandler
Ben Quin
Chris Michalopoulos
Judith Buckrich
Steven Stefanopoulos
Peter Wolfenden
Melina Sehr

Principal Activities

The principal activities of the association during the financial year were:

Operation of a Lending Library

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit after providing for income tax amounted to \$56,713.84.

Signed in accordance with a resolution of the Members of the Committee.

Committee Member: _____
Ben Quin

Committee Member: _____
Steven Stefanopoulos

Dated this day of

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

	Note	2016 \$	2015 \$
INCOME			
Subscriptions		4,707.18	10,535.86
Donations		7,719.50	5,198.40
Press Income		-	2,068.37
Library Sales		5,669.99	861.83
Grants		40,550.00	40,000.00
		<u>58,646.67</u>	<u>58,664.46</u>
OTHER INCOME			
Perpetual Investment Return		142,846.06	18,844.80
Interest Received		718.53	1,714.96
Other Income		15,532.10	18,771.29
Gross profit from rental operations		173,134.17	157,856.57
		<u>332,230.86</u>	<u>197,187.62</u>
		<u>390,877.53</u>	<u>255,852.08</u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

Note	2016 \$	2015 \$
EXPENDITURE		
Awards	1,000.00	1,000.00
Auditor's Fee	1,605.00	2,170.00
Bank Charges	196.55	231.50
Books	32,106.66	17,531.26
Computer Expenses	1,297.70	16,224.80
Cleaning	5,005.80	4,588.65
Depreciation - Buildings	21,863.90	21,863.90
Depreciation - Office Furniture & Equipment	5,882.16	5,342.16
Holiday Pay	(16,672.40)	4,145.15
Insurance	2,739.68	2,712.41
Long Service Leave	(37,205.35)	13,770.69
Postage, Printing & Stationery	6,691.15	6,923.55
Promotions	4,163.13	6,010.92
Press Expenses	-	5,265.30
Rates & Taxes	3,540.55	3,068.11
Repairs & Maintenance	13,383.24	2,153.14
Salaries & Wages	224,386.73	149,784.18
Security Costs	600.00	881.82
Staff Amenities	8,255.32	1,461.58
St Edmonds Road Expenses	3,859.34	10,779.00
Sundry Expenses	637.54	(407.99)
Superannuation Contributions	44,722.69	44,451.53
Telephone	4,872.18	4,809.99
Workcare	1,232.12	1,224.91
	<u>334,163.69</u>	<u>325,986.56</u>
Profit (Loss) before income tax	<u>56,713.84</u>	<u>(70,134.48)</u>
Profit (Loss) for the year	56,713.84	(70,134.48)
Retained earnings at the beginning of the financial year	<u>11,625,020.27</u>	<u>11,695,154.75</u>
Retained earnings at the end of the financial year	11,681,734.11	11,625,020.27

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

BALANCE SHEET
AS AT 31 DECEMBER 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	78,003.50	123,719.81
Trade and other receivables	4	15,532.10	21,211.08
Financial assets	5	1,730,154.66	1,643,308.60
TOTAL CURRENT ASSETS		<u>1,823,690.26</u>	<u>1,788,239.49</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	9,902,909.16	9,927,055.22
TOTAL NON-CURRENT ASSETS		<u>9,902,909.16</u>	<u>9,927,055.22</u>
TOTAL ASSETS		<u>11,726,599.42</u>	<u>11,715,294.71</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and Other Payables	7	35,749.33	43,953.11
Employee benefits	8	9,115.98	46,321.33
TOTAL CURRENT LIABILITIES		<u>44,865.31</u>	<u>90,274.44</u>
TOTAL LIABILITIES		<u>44,865.31</u>	<u>90,274.44</u>
NET ASSETS		<u>11,681,734.11</u>	<u>11,625,020.27</u>
MEMBERS' FUNDS			
Retained earnings	9	11,681,734.11	11,625,020.27
TOTAL MEMBERS' FUNDS		<u>11,681,734.11</u>	<u>11,625,020.27</u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

The financial statements cover PRAHRAN MECHANICS INSTITUTE INC as an individual entity. PRAHRAN MECHANICS INSTITUTE INC is a not for profit Association incorporated in Victoria under the Associations Incorporation Reform Act 2012.

The principal activities of the Association for the year ended 31 December 2016 were .

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012. The committee has determined that the association is not a reporting entity.

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

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

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

2 Summary of Significant Accounting Policies

Plant and Equipment

Plant and equipment is carried at estimated cost less, where applicable, any accumulated depreciation.

The depreciable amount of all plant and equipment is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

These notes should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

Impairment of Non-Financial Assets

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss , except for goodwill.

Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

This is the second year of recognition.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Cash and Cash Equivalents

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

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

Revenue and Other Income

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

All revenue is stated net of the amount of goods and services tax (GST).

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

Rental income

Investment property revenue is recognised on a straight-line basis over the period of the lease term so as to reflect a constant periodic rate of return on the net investment.

Interest revenue

Interest revenue is recognised using the effective interest rate method.

Dividend revenue

Dividends are recognised when the right to receive payment is established.

Rendering of services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Revenue from training services is generally recognised once the training has been delivered.

Goods and Services Tax (GST)

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

Receivables and payables are stated inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the balance sheet.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
	\$	\$
3 Cash and Cash Equivalents		
CBA Online Acc 3	27,925.92	57,212.48
PMI	37,885.82	55,864.87
PMI Press	11,191.76	10,642.46
PMI Card	1,000.00	-
	<u>78,003.50</u>	<u>123,719.81</u>
4 Trade and Other Receivables		
Current		
Sundry Debtors	15,532.10	18,771.29
GST Control	-	2,439.79
	<u>15,532.10</u>	<u>21,211.08</u>
5 Financial Assets		
Current		
Perpetual Trustees at Market Value	<u>1,730,154.66</u>	<u>1,643,308.60</u>
6 Property, Plant and Equipment		
Land and Buildings		
259-261 Chapel Street	4,700,000.00	4,700,000.00
39 St Edmonds Road	4,234,090.91	4,234,090.91
Property Improvements - St Edmonds Road	874,556.00	874,556.00
Less: Accumulated Depreciation	(43,727.80)	(21,863.90)
	<u>830,828.20</u>	<u>852,692.10</u>
Total Land and Buildings	<u>9,764,919.11</u>	<u>9,786,783.01</u>
Furniture & Fittings at committee valuation	20,000.00	20,000.00
Furniture & Fittings at cost	39,214.37	35,614.37
Less: Accumulated Depreciation	(11,224.32)	(5,342.16)
	<u>27,990.05</u>	<u>30,272.21</u>
Book Collection at committee valuation	90,000.00	90,000.00
Total Plant and Equipment	<u>137,990.05</u>	<u>140,272.21</u>
Total Property, Plant and Equipment	<u>9,902,909.16</u>	<u>9,927,055.22</u>

These notes should be read in conjunction with the attached compilation report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
	\$	\$
7		
Accounts Payable and Other Payables		
Current		
Grants Liabilities A/C	254.37	(2,360.32)
GST Control	3,699.93	-
Amounts Withheld	21,164.31	19,010.31
Provision for Holiday Pay	10,630.72	27,303.12
	<u>35,749.33</u>	<u>43,953.11</u>
8		
Employee Benefits		
Current		
Provision for Long Service Leave	<u>9,115.98</u>	<u>46,321.33</u>
9		
Retained Earnings		
Retained earnings at the beginning of the financial year	11,625,020.27	11,695,154.75
Net profit (Net loss) attributable to the association	<u>56,713.84</u>	<u>(70,134.48)</u>
Retained earnings at the end of the financial year	<u>11,681,734.11</u>	<u>11,625,020.27</u>

These notes should be read in conjunction with the attached compilation report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

STATEMENT BY MEMBERS OF THE COMMITTEE

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

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

1. Presents a true and fair view of the financial position of PRAHRAN MECHANICS INSTITUTE INC as at 31 December 2016 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that PRAHRAN MECHANICS INSTITUTE INC will be able to pay its debts as and when they fall due.

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

President: _____
Steve Stefanopoulos

Treasurer: _____
Ben Quin

Dated this 25 day of May 2017

**COMPILATION REPORT
TO PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256**

We have compiled the accompanying special purpose financial statements of PRAHRAN MECHANICS INSTITUTE INC which comprise the balance sheet as at 31 December 2016, profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in the notes to the accounts.

The responsibility of the committee of management

The Committee of Management of PRAHRAN MECHANICS INSTITUTE INC is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our responsibility

On the basis of the information provided by the committee of management we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in the notes to the financial statements and APES 315: Compilation of Financial Information.

We have applied professional expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in the notes to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Name of Firm: Quin & Bourke
Certified Practising Accountants

Address: 6/409 St Kilda Road Melbourne VIC 3004

Dated this **day of**

**PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256**

CERTIFICATE BY MEMBERS OF THE COMMITTEE

Annual Statements Give True and Fair View of Financial Position of Incorporated Association

I, Steve Stefanopoulos being a member of the Committee of PRAHRAN MECHANICS INSTITUTE INC certify that:

The statements attached to this certificate give a true and fair view of the financial position of the PRAHRAN MECHANICS INSTITUTE INC during and at the end of the financial year of the association ending on 31 December 2016.

Dated this 25 day of May 2017

Committee Member: _____
Steve Stefanopoulos

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
	\$	\$
<hr/>		
INCOME		
Rent Received	<u>233,092.20</u>	<u>206,387.06</u>
 LESS: RENTAL EXPENSES		
Agent's Fees	9,161.89	14,738.37
Land Tax	30,052.50	29,012.50
Rates	12,696.65	-
Sundry Expenses	<u>8,046.99</u>	<u>4,779.62</u>
	<u>59,958.03</u>	<u>48,530.49</u>
GROSS PROFIT FROM RENTAL OPERATIONS	<u>173,134.17</u>	<u>157,856.57</u>
 OTHER INCOME		
Subscriptions	4,707.18	10,535.86
Donations	7,719.50	5,198.40
Press Income	-	2,068.37
Library Sales	5,669.99	861.83
Grants	40,550.00	40,000.00
Perpetual Investment Return	142,846.06	18,844.80
Interest Received	718.53	1,714.96
Other Income	<u>15,532.10</u>	<u>18,771.29</u>
	<u>217,743.36</u>	<u>97,995.51</u>
	<u>390,877.53</u>	<u>255,852.08</u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

	2016	2015
	\$	\$
EXPENSES		
Awards	1,000.00	1,000.00
Auditor's Fee	1,605.00	2,170.00
Bank Charges	196.55	231.50
Books	32,106.66	17,531.26
Computer Expenses	1,297.70	16,224.80
Cleaning	5,005.80	4,588.65
Depreciation - Buildings	21,863.90	21,863.90
Depreciation - Office Furniture & Equipment	5,882.16	5,342.16
Holiday Pay	(16,672.40)	4,145.15
Insurance	2,739.68	2,712.41
Long Service Leave	(37,205.35)	13,770.69
Postage, Printing & Stationery	6,691.15	6,923.55
Promotions	4,163.13	6,010.92
Press Expenses	-	5,265.30
Rates & Taxes	3,540.55	3,068.11
Repairs & Maintenance	13,383.24	2,153.14
Salaries & Wages	224,386.73	149,784.18
Security Costs	600.00	881.82
Staff Amenities	8,255.32	1,461.58
St Edmonds Road Expenses	3,859.34	10,779.00
Sundry Expenses	637.54	(407.99)
Superannuation Contributions	44,722.69	44,451.53
Telephone	4,872.18	4,809.99
Workcare	1,232.12	1,224.91
	334,163.69	325,986.56
Profit (Loss) before income tax	56,713.84	(70,134.48)

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.