



**AGENDA
ORDINARY MRL COMMITTEE MEETING
12 NOVEMBER 2019**

MEMBERSHIP:

Narromine Shire Council: Councillor Les Lambert (Chairperson)
Councillor Mark Munro (Alternate)
Warrumbungle Shire Council: Councillor Wendy Hill
Councillor Aniello Iannuzzi (Alternate)

This meeting is scheduled to commence at 5.30 pm

TRIM REFERENCE: ED19/162271

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| 19/23 | Apologies. |
| 19/24 | Confirmation of the minutes of the MRL Committee Budget Meeting held at the Dubbo Branch Library on Tuesday 16 April 2019 |
| 19/25 | Confirmation of the minutes of the previous MRL Ordinary Committee Meeting held at the Dubbo Branch Library on Tuesday 16 April 2019 |
| 19/26 | Report from MRL Manager on the 2019/2020 Delivery Program & Operational Plan Quarterly Report for the period July–September 2019 |
| 19/27 | Report from MRL Manager on Branch Libraries' activities during the July-September 2019 quarter |
| 19/28 | Report from the Library Services and Collection Coordinator on the Library Users and Non Users Community Survey results |

Please contact Manager Macquarie Regional Library, Mrs Kathryn McAlister, on 6801 4500 if you have any enquiries.

MACQUARIE REGIONAL LIBRARY COMMITTEE

ED19/49211

MINUTES BUDGET MEETING – 16 APRIL 2019

PRESENT

Dubbo Regional Council – Councillor Anne Jones
Narromine Shire Council – Councillor Les Lambert
Warrumbungle Shire Council – Councillor Wendy Hill

Also in attendance:

Phil Johnson, Director Community and Economic Development, Narromine Shire Council
Ian McAlister, Acting Director Community and Recreation, Dubbo Regional Council
Kathryn McAlister, Manager Macquarie Regional Library
Elizabeth Scholes, Management Accounting Advisor, Dubbo Regional Council

The meeting commenced at 5.34pm.

Cr. Lambert assumed Chairmanship of the Committee.

19/08 APOLOGIES

Apologies for non-attendance were received from John Watts, Director Community and Recreation, Dubbo Regional Council, Louise Johnson, Acting Director Corporate and Community Services, Warrumbungle Shire Council.

MOTION:

That such apologies be accepted and the members concerned be granted leave of absence from this meeting.

Moved Cr. A Jones Seconded Cr. L Lambert

CARRIED

19/09 REPORT FROM THE MANAGER ON THE DRAFT 2019/2020 BUDGET, DRAFT REVENUE POLICY [FEES AND CHARGES], DRAFT ANNUAL OPERATIONAL PLAN AND DRAFT FORECAST BUDGET 2019/2020 – 2022/2023

THIS IS PAGE 1 OF THE MINUTES OF THE BUDGET MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE HELD AT THE DUBBO BRANCH LIBRARY ON TUESDAY 16 APRIL 2019 AND TO BE CONFIRMED AT THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE ON TUESDAY 12 NOVEMBER 2019

CHAIRMAN CHIEF EXECUTIVE OFFICER

The meeting had before it the annexed report dated 16 April 2019 on the Draft 2019/2020 Annual Operational Plan, Draft 2019/2020 Revenue [Fees and Charges] Policy and the Draft MRL Forward Budget 2019/2020 - 2022/2023.

MOTION:

- 1. That the Draft 2019/2020 Annual Operational Plan be adopted.**
- 2. That the Draft Forecast 2019/2020 - 2022/2023 Budget and the 2019/2020 Revenue Policy, as submitted, be adopted and presented to each member Council for consideration as part of their respective twenty-eight (28) day public exhibition process and then consequent formal adoption by each member Council.**
- 3. That if no submissions are received following the member Councils public exhibition period, then the Draft Forecast 2019/2020 - 2022/2023 Budget and the 2019/2020 Fees & Charges Policy will be automatically adopted.**

Moved Cr. A Jones Seconded Cr. W Hill

CARRIED

The meeting closed at 6.04pm.

THIS IS PAGE 2 OF THE MINUTES OF THE BUDGET MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE HELD AT THE DUBBO BRANCH LIBRARY ON TUESDAY 16 APRIL 2019 AND TO BE CONFIRMED AT THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE HELD ON TUESDAY 12 NOVEMBER 2019

CHAIRMANCHIEF EXECUTIVE OFFICER

MACQUARIE REGIONAL LIBRARY COMMITTEE

ED19/49211

MINUTES ORDINARY MEETING – 16 APRIL 2019

PRESENT

Dubbo Regional Council – Councillor Anne Jones
Narromine Shire Council – Councillor Les Lambert
Warrumbungle Shire Council – Councillor Wendy Hill

Also in attendance:

Ian McAlister, Acting Director Community and Recreation, Dubbo Regional Council
Phil Johnson, Director Community and Economic Development, Narromine Shire Council
Kathryn McAlister, Manager Macquarie Regional Library
Elizabeth Scholes, Management Accounting Advisor, Dubbo Regional Council

The meeting commenced at 6.14pm.

Cr. Lambert assumed Chairmanship of the Committee.

19/10 APOLOGIES

Apologies for non-attendance were received from John Watts, Director Community and Recreation, Dubbo Regional Council, Louise Johnson, Acting Director Corporate and Community Services, Warrumbungle Shire Council

MOTION:

That such apologies be accepted and the members concerned be granted leave of absence from this meeting.

Moved Cr. A Jones

Seconded Cr. W Hill

CARRIED

THIS IS PAGE 1 OF THE MINUTES OF THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE HELD AT THE DUBBO LIBRARY ON TUESDAY 16 APRIL 2019 AND TO BE CONFIRMED AT THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE ON TUESDAY 12 NOVEMBER 2019

CHAIRMAN CHIEF EXECUTIVE OFFICER

19/11 MINUTES ORDINARY MEETING – 13 NOVEMBER 2018

MOTION:

That the minutes of the proceedings of the Macquarie Regional Library Committee of the Ordinary Meeting held on 13 November 2018 consisting of pages 1, 2, 3, 4 and 5, of the series, be taken as read, confirmed as correct records, and signed by the Chairman and Chief Executive Officer.

Moved Cr. L Lambert

Seconded Cr. W Hill

CARRIED

19/12 CONFIRMATION OF THE MRL OCTOBER 2018 TO DECEMBER 2018 QUARTERLY REVIEW OF MRL OPERATION PLAN, BUDGET, AND EXECUTIVE MEMORANDA – DISTRIBUTED FEBRUARY 2019

The meeting had before it the annexed report from the Manager dated 14 February 2019 on the October 2019 to December 2019 Quarterly review of the MRL Operational Plan, Budget and Executive Memoranda.

MOTION:

1. That the report and Memoranda be noted.

Moved Cr. A Jones

Seconded Cr. W Hill

CARRIED

THIS IS PAGE 2 OF THE MINUTES OF THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE HELD AT THE DUBBO LIBRARY ON TUESDAY 16 APRIL 2019 AND TO BE CONFIRMED AT THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE ON TUESDAY 12 NOVEMBER 2019

CHAIRMAN CHIEF EXECUTIVE OFFICER

19/13 JANUARY 2019 TO MARCH 2019 QUARTERLY REVIEW REPORT ON THE 2018/2019 MRL DELIVERY AND OPERATIONAL PLANS AND BUDGET

The meeting had before it the annexed report from the Manager dated 31 March 2019 on the January 2019 to March 2019 quarterly review of the 2018/2019 MRL Delivery and Operational Plans and Budget.

MOTION:

- 1. That the Performance Review details from the Macquarie Regional Library for the Quarter ended 31 March 2019, be noted.**
- 2. That the Budget Review Statement and the Quarterly Financial Statement for the Macquarie Regional Library Service as at 31 March 2019, as attached to this report, be adopted and such sums be voted for such purposes.**
- 3. That the information regarding the performance of MRL's investment funds be noted.**

Moved Cr. A Jones

Seconded Cr. W Hill

CARRIED

19/15 BRANCH LIBRARIES' ACTIVITIES REPORT DURING THE JANUARY 2019 TO MARCH 2019 QUARTER.

The meeting had before it the annexed report from the Manager dated 31 March 2019 on the Branch Libraries' activities for the January 2019 to March 2019 quarter.

MOTION:

That the information contained in the report of the Manager Macquarie Regional Library dated 31 March 2019 be noted.

Moved Cr. W Hill Seconded Cr. A Jones

CARRIED

The meeting closed at 6.30pm.

THIS IS PAGE 3 OF THE MINUTES OF THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE HELD AT THE DUBBO LIBRARY ON TUESDAY 16 APRIL 2019 AND TO BE CONFIRMED AT THE ORDINARY MEETING OF THE MACQUARIE REGIONAL LIBRARY COMMITTEE ON TUESDAY 12 NOVEMBER 2019

CHAIRMAN CHIEF EXECUTIVE OFFICER



REPORT: Quarterly Report 2019/2020 Operational Plan, Delivery Plans and Budget – July 2019 to September 2019

AUTHOR: Manager Macquarie Regional Library

REPORT DATE: 1 November 2019

TRIM REFERENCE: ED19/162271

EXECUTIVE SUMMARY

The conclusion of the September quarter 2019/2020 provides the opportunity to review the performance targets in accordance with the Annual Operational Plan, Delivery Plan and Budget.

Appended is the quarterly review of the 2019/2020 Macquarie Regional Library Annual Operational Plan and Budget.

FINANCIAL IMPLICATIONS

Financial implications are considered in the 2019/2020 Detailed Financial Statement Quarter Ending 30 September 2019.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the quarterly review report by Manager MRL, dated 1 November 2019, outlining the performance of the Macquarie Regional Library for the quarter ending 30 September 2019, be noted.**
- 2. That the Budget Review Statement and the Quarterly Financial Statement for the Macquarie Regional Library Service as at 30 September 2019, be noted.**
- 3. That the information regarding the performance of MRL's investment funds be noted.**

Kathryn McAlister
Manager Macquarie Regional Library

MRL Loans, Membership and Visitation Statistics

July 2019 – September 2019



531 new borrowers



7,450 hours of internet use



7,015 online database searches



65,071 visitors



6,242 Information Inquiries, UP 1,449



72,625 items loaned, UP 854



This includes 11,038 movies/e-audio/books/magazines UP 935



8,179 logins

MRL Website Statistics



RESOURCES



64 posts, 1,308 likes
UP 196,
1,450 followers



32 tweets,
1,017 followers UP 40
544 impressions/day



14 posts, 8 stories
587 followers UP 306

MRL Program Attendance – Comparison 2018 – 2019 (all branches/service points)

July

<i>Target Groups - programs</i>	July 2018		July 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	2	2	11	2
Women	62	12	43	6
Men	0	0	0	0
Cross Generational	11	1	0	0
Adult Programs	161	11	94	8
Preschool	203	20	460	30
School aged	412	37	649	50
Youth	7	1	23	2
Indigenous	15	1	104	3
CALD Communities	0	0	0	0
General Programs	31	14	20	10
Other Programs	0	0	0	0
Total programs	904	99	1404	111

August

<i>Target Groups - programs</i>	August 2018		August 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	16	4	13	3
Women	68	14	45	7
Men	0	0	0	0
Cross Generational	5	1	0	0
Adult Programs	79	9	87	8
Preschool	567	39	1101	67
School aged	2096	106	1911	121
Youth	2	1	8	1
Indigenous	30	1	0	0
CALD Communities	0	0	0	0
General Programs	36	17	10	17
Other Programs	0	0	0	0
Total programs	2899	192	3175	224

September

<i>Target Groups - programs</i>	September 2018		September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	7	2	24	5
Women	50	12	65	10
Men	0	0	400	1
Cross Generational	284	9	199	8
Adult Programs	142	18	233	16
Preschool	1106	45	825	50
School aged	261	33	306	37
Youth	32	5	20	3
Indigenous	140	2	27	1
CALD Communities	0	0	0	0
General Programs	20	14	16	17
Other Programs	9	2		
Total programs	2051	142	2115	148

Quarterly Comparison 2018 – 2019 (all branches/service points)

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	25	8	48	10
Women	180	38	153	23
Men	0	0	400	1
Cross Generational	300	11	199	8
Adult Programs	382	38	414	32
Preschool	1876	104	2386	147
School aged	2769	176	2866	208
Youth	41	7	51	6
Indigenous	185	4	131	4
CALD Communities	0	0	0	0
General Programs	87	45	46	44
Other Programs	9	2	0	0
Total programs	5854	433	6694	483

Community Engagement Activities – Comparison 2018-2019 (by LGA)

Dubbo Regional Council

Dubbo

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	6	2	13	3
Women	0	0	9	3
Men	0	0	400	1
Cross Generational	174	8	50	1
Adult Programs	155	17	79	6
Preschool	735	23	1355	54
School aged	538	39	675	38
Youth	17	3	20	3
Indigenous	0	0	27	1
CALD Communities	0	0	0	0
General Programs	0	0	0	0
Other Programs	0	0	0	0
Total programs	1625	92	2628	110

Wellington

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	12	3	8	4
Women	51	13	26	7
Men	0	0	0	0
Cross Generational	4	1	3	1
Adult Programs	10	1	32	5
Preschool	156	11	90	13
School aged	324	18	479	42
Youth	0	0	19	2
Indigenous	0	0	0	0
CALD Communities	0	0	0	0
General Programs	21	12	15	9
Other Programs	0	0	0	0
Total programs	578	59	672	83

Narromine Shire Council
Narromine

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	2	2	8	1
Women	0	0	0	0
Men	0	0	0	0
Cross Generational	85	2	0	0
Adult Programs	32	3	93	2
Preschool	183	16	475	28
School aged	733	32	642	30
Youth	0	0	0	0
Indigenous	60	1	60	1
CALD Communities	0	0	0	0
General Programs	6	3	0	8
Other Programs	0	0	0	0
Total Programs	1401	59	1278	70

Trangie

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	0	0	17	1
Women	0	0	0	0
Men	0	0	0	0
Cross Generational	2	2	20	1
Adult Programs	51	3	40	3
Preschool	142	14	15	1
School aged	258	18	170	20
Youth	0	0	0	0
Indigenous	80	1	0	0
CALD Communities	0	0	0	0
General Programs	0	0	0	0
Other Programs	0	0	0	0
Total programs	537	39	262	26

Warrumbungle Shire Council
Baradine Service Point (limited services)

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	5	1	2	1
Women	0	0	0	0
Men	0	0	0	0
Cross Generational	0	0	8	1
Adult Programs	76	6	67	6
Preschool	49	7	23	4
School aged	64	2	107	6
Youth	0	0	0	0
Indigenous	30	1	29	1
CALD Communities	0	0	0	0
General Programs	13	3	5	2
Other Programs	0	0	0	0
Total programs	237	20	241	21

Coolah

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	0	0	0	0
Women	0	0	0	0
Men	0	0	0	0
Cross Generational	0	0	17	1
Adult Programs	19	3	46	5
Preschool	105	11	64	10
School aged	230	21	174	22
Youth	0	0	0	0
Indigenous	0	0	0	0
CALD Communities	0	0	0	0
General Programs	2	2	0	0
Other Programs	0	0	0	0
Total programs	356	37	301	38

Coonabarabran

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	0	0	0	0
Women	114	12	118	13
Men	0	0	0	0
Cross Generational	15	1	12	1
Adult Programs	77	5	40	3
Preschool	183	12	340	27
School aged	442	30	381	25
Youth	24	4	12	1
Indigenous	15	1	15	1
CALD Communities	0	0	0	0
General Programs	23	12	12	4
Other Programs	0	0	0	0
Total programs	898	78	930	75

Dunedoo

<i>Target Groups - programs</i>	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	0	0	0	0
Women	15	13	0	0
Men	0	0	0	0
Cross Generational	53	1	89	2
Adult Programs	25	3	17	2
Preschool	23	10	24	10
School aged	180	16	238	17
Youth	0	0	0	0
Indigenous	0	0	0	0
CALD Communities	0	0	0	0
General Programs	22	13	14	12
Other Programs	0	0	0	0
Total programs	318	56	382	43

Mendooran Service Point (limited services)

Target Groups - programs	July - September 2018		July - September 2019	
	Attendees	Number of events	Attendees	Number of events
Older Person	n/a	n/a	n/a	n/a
Women	n/a	n/a	n/a	n/a
Men	n/a	n/a	n/a	n/a
Cross Generational	n/a	n/a	n/a	n/a
Adult Programs	n/a	n/a	n/a	n/a
Preschool	n/a	n/a	n/a	n/a
School aged	n/a	n/a	0	8
Youth	n/a	n/a	n/a	n/a
Indigenous	n/a	n/a	n/a	n/a
CALD Communities	n/a	n/a	n/a	n/a
General Programs	n/a	n/a	0	9
Other Programs	n/a	n/a	n/a	n/a
Total programs	0	0	0	17

Binnaway Service Point

- No programs offered

STATISTICAL SUPPLEMENT
July to September 2019

ANALYSIS OF LOANS

2019	July	August	September	TOTAL
Baradine	115	119	83	317
Binnaway	16	36	36	88
Coolah	497	623	403	1,523
Coonabarabran	1,607	1,518	1,282	4,407
Dubbo	16,400	14,267	12,894	43,561
Dunedoo	537	355	233	1,125
Mendooran	44	38	61	143
Narromine	998	1,360	1,021	3,379
Trangie	462	251	493	1,206
Web (all branches)	3,712	3,654	3,672	11,038
Wellington	3,071	3,369	1,775	5,838
Region	26,320	24,352	21,953	72,625

COMPARISON 2018

2018	July	August	September	TOTAL
Baradine	168	207	145	520
Binnaway	53	65	53	171
Coolah	560	639	581	1,780
Coonabarabran	1,865	2,146	1,652	5,663
Dubbo	16,874	16,125	13,231	46,230
Dunedoo	460	403	351	1,214
Mendooran	135	86	38	259
Narromine	1,547	1,668	1,523	4,738
Trangie	423	617	532	1,572
Web (all branches)	1,719	1,758	1,631	5,108
Wellington	2,575	3,024	2,193	7,792
Region	26,379	26,738	21,930	75,047

STATISTICAL SUPPLEMENT
July to September 2019

ANALYSIS OF NEW BORROWER REGISTRATIONS

2019	July	August	September	TOTAL
Baradine	1	2	4	7
Binnaway	0	1	1	2
Coolah	7	3	7	17
Coonabarabran	14	72	50	136
Dubbo	119	95	80	294
Dunedoo	0	5	2	7
Mendooran	0	0	2	2
Narromine	5	8	9	22
Trangie	1	0	3	4
Wellington	14	17	9	40
Region	161	203	167	531

COMPARISON 2018

2018	July	August	September	TOTAL
Baradine	1	0	1	2
Binnaway	0	0	0	0
Coolah	9	3	4	16
Coonabarabran	5	11	7	23
Dubbo	125	145	90	360
Dunedoo	2	1	3	6
Mendooran	0	2	0	2
Narromine	10	13	9	32
Trangie	3	1	5	9
Wellington	12	10	12	34
Region	167	186	131	484

STATISTICAL SUPPLEMENT
July to September 2019

WITHDRAWALS, ADDITIONS AND DONATIONS

2019	Withdrawals	Additions	Donations
Baradine	0	42	22
Binnaway	88	21	16
Coolah	509	79	45
Coonabarabran	1338	213	37
Dubbo	1087	969	102
Dunedoo	1	79	31
Mendooran	0	22	21
Narromine	107	150	43
Trangie	26	74	47
Wellington	333	241	80
WEB	6	124	1
Region	3,495	2,011	445

COMPARISON 2018

2018	Withdrawals	Additions	Donations
Baradine	33	19	32
Binnaway	35	8	24
Coolah	73	89	1
Coonabarabran	4	143	17
Dubbo	546	1,080	98
Dunedoo	502	54	14
Mendooran	0	7	29
Narromine	126	119	32
Trangie	449	50	18
Wellington	544	840	203
Region	2,312	2,523	468

**STATISTICAL SUPPLEMENT
July to September 2019**

BOOKSTOCK TOTAL, BY BRANCH, AS AT 30 September 2019

Baradine	4,547
Binnaway	2,386
Coolah	10,404
Coonabarabran	13,381
Dubbo	88,336
* Stack	2,849
Dunedoo	7,092
Mendooran	2,646
Narromine	15,072
Trangie	9,237
Web (E-resources)	2,460
Wellington	22,088
Region	180,500

Note:

- *Analysis of Issues includes In-house usage*
- *Web issues statistics (e.g. e-Audio, e-Books, e-Magazines, renewal loans through web catalogue) included separately*
- ** Stack total is separate from Dubbo Branch bookstock*

2019/2020 Delivery Program & Operational Plan Quarterly Report
Period: July - September 2019/2020

PRINCIPAL ACTIVITY: Macquarie Regional Library

BUSINESS: Macquarie Regional Library

Responsible Officer: Manager Macquarie Regional Library
 Kathryn McAlister

Business Objectives: *To provide high quality library services to the Macquarie Regional Library Service communities*

Activity	Actions	Performance Targets/Service Level	Completion Date
Management Services	1.2.2 Undertake quarterly budget reviews.	Reviews undertaken each quarter and reported to the MRL Committee.	Completed.
	1.3.2 Complete the annual SLNSW Public Libraries Statistical Return.	Annual return completed by September.	Completed.
	2.1.1 Develop an annual staff training program.	All staff have access to training and staff development programs.	Completed.
	3.1.2 Review the library members' database.	Number of registrations is maintained at a minimum 41.27% of MRL population in accordance with SLNSW benchmark for Urban Medium centres.	Completed.
	3.1.6 Compile comprehensive quarterly statistics of library activity at each Branch and Service Point.	Statistics compiled and reported quarterly.	Completed.

Macquarie Regional Library

Key Performance Indicators 2019/2020

Performance Standards NSW Public Libraries	SLNSW Benchmark State Median	SLNSW Benchmark (Urban Medium) Dubbo Libraries	SLNSW Benchmark (Rural Region) Narromine & Warrumbungle Libraries	2018/2019 MRL Actuals	2019/2020 MRL YTD
S1. Library expenditure per capita	\$51.10	\$47.07	\$55.94	\$46.92	\$45.59
S2. Library members as % of the population	40.9%	41.27%	49%	48.68%	49.47%
S5. Visits to library per capita	4.15	4.31	3.74	3.90	3.76
S11. Acquisitions per capita	0.21	0.19	0.29	0.18	0.17
S14. Circulation per capita	5.05	5.64	3.68	4.25	4.20
Wi-Fi hotspot logins				37,865	8,179
Website views				156,645	35,898
Website visits (sessions)				79,839	20,643
Number of hours of internet usage				33,341	7,450
Number of registered borrowers				33,692	34,237

Source: Living Learning Libraries: Standards and Guidelines for NSW Public Libraries, 2018: KPIs S1, S2, S5, S11, S14

Capital expenditure program (2019/2020)

Program	Link to capital expenditure program	2019/2020 plan	Year to date
Library Collections	<ul style="list-style-type: none"> ▪ Dubbo Regional Council ▪ Narromine Shire Council ▪ Warrumbungle Shire Council ▪ E-Collections 	<p>\$255,699</p> <p>\$ 48,303</p> <p>\$33,778</p> <p>\$22,082</p>	<p>\$21,308</p> <p>\$ 4,025</p> <p>\$ 2,818</p> <p>\$ 13,814</p>
Information Technology	<ul style="list-style-type: none"> ▪ Computers ▪ Other IT equipment 	<p>\$39,379</p> <p>\$10,000</p>	<p>\$ 0.00</p> <p>\$ 5,846</p>
Acquisition of Assets - Other	<ul style="list-style-type: none"> ▪ Furniture and Fittings ▪ Makerspace Program & Kits 	<p>\$27,165</p> <p>\$10,000</p>	<p>\$ 5,596</p> <p>\$ 0.00</p>

Macquarie Regional Library
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate at September	YTD Actuals
Operating				
Income				
Contributions - Annual				
Dubbo Regional Council	-828,190	0	-828,190	-207,048
Narromine Shire Council	-111,885	0	-111,885	-27,971
Warrumbungle Shire Council	-184,989	0	-184,989	-46,247
Contributions - Annual Total	-1,125,064	0	-1,125,064	-281,266
Contributions - Books				
Dubbo Regional Council	-184,229	0	-184,229	-46,057
Narromine Shire Council	-16,783	0	-16,783	-4,196
Warrumbungle Shire Council	-27,748	0	-27,748	-6,937
Contributions - Books Total	-228,760	0	-228,760	-57,190
Contributions - Other				
Dubbo Regional Council - Research Local History	-4,000	0	-4,000	-1,000
Contributions - Other Total	-4,000	0	-4,000	-1,000
Contributions - Salary				
Dubbo Regional Council	-947,665	0	-947,665	-236,916
Narromine Shire Council	-248,241	0	-248,241	-62,060
Warrumbungle Shire Council	-333,190	0	-333,190	-83,298
Contributions - Salary Total	-1,529,096	0	-1,529,096	-382,274
Library Council Subsidy				
Dubbo Regional Council	-96,355	-39,935	-136,290	0
Narromine Shire Council	-12,125	-10,262	-22,387	0
Warrumbungle Shire Council	-17,429	-12,042	-29,471	0
Library Council Subsidy Total	-125,909	-62,239	-188,148	0
Local Priority Project - Book Vote				
Dubbo Regional Council	-27,103	-2,158	-29,261	0
Narromine Shire Council	-11,564	-19,931	-31,495	0
Warrumbungle Shire Council	-20,299	-11,916	-32,215	0
Local Priority Project - Book Vote Total	-58,966	-34,005	-92,971	0
Local Priority Special Projects				
Dubbo Regional Council	-18,068	-5,340	-23,408	0
Narromine Shire Council	-7,709	-17,484	-25,193	0
Warrumbungle Shire Council	-13,533	-12,239	-25,772	0
Local Priority Special Projects Total	-39,310	-35,063	-74,373	0
Other Income				
Interest on Investments	-38,683	0	-38,683	-7,010
Sundry Income	0	-114	-114	-73
Other Income Total	-38,683	-114	-38,797	-7,083

Macquarie Regional Library
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate at September	YTD Actuals
Value Added Income				
Childrens & Youth Services	-1,476	0	-1,476	-298
Document Delivery	-1,000	0	-1,000	-283
Fees & Charges	-62,505	0	-62,505	-18,892
Value Added Income Total	-64,981	0	-64,981	-19,473
Income Total	-3,214,769	-131,421	-3,346,190	-748,286
Expenditure				
Depreciation				
Furniture & Fittings	607	0	607	152
Information Technology Equipment	26,207	0	26,207	6,552
Library Books	279,202	0	279,202	69,801
Motor Vehicle	3,808	0	3,808	952
Depreciation Total	309,824	0	309,824	77,457
Information Technology				
Executive Council IT Support	8,844	0	8,844	1,493
Hardware Maintenance	1,040	0	1,040	0
Other Minor Equipment	2,140	0	2,140	311
Software Licences	7,500	0	7,500	21,401
Spydus Library Management System	56,508	0	56,508	21,327
Wan Charges	32,252	0	32,252	4,354
Information Technology Total	108,284	0	108,284	48,886
Library Services & Collections				
Children & Youth Services	9,978	100	10,078	2,950
Data Bases	13,649	0	13,649	9,198
Document Delivery	208	0	208	75
e-Collection Licences	15,734	0	15,734	9,274
Marketing & Promotions	3,500	0	3,500	2,232
Serials	24,997	0	24,997	11,021
Summer Reading Club	3,938	0	3,938	0
Web Page Maintenance	3,250	0	3,250	2,530
Library Services & Collections Total	75,254	100	75,354	37,280
Management Services				
Audit Fees	3,903	0	3,903	0
Bank Charges	400	0	400	87
Executive Council Administrative Expenses	88,412	0	88,412	7,284
Freight	21,575	2,000	23,575	6,194
Fringe Benefits Tax	6,000	0	6,000	0
Grant - Local Priority Special Projects	39,310	5,314	44,624	0
Insurances	18,553	0	18,553	0
Local Studies Materials	4,000	0	4,000	0
Memberships	2,500	500	3,000	1,535
Minor Equipment and Furniture	11,215	8,000	19,215	4,864

Macquarie Regional Library
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate at September	YTD Actuals
MRL/WPCC Exhibition	8,000	0	8,000	0
Photocopying Consumables	7,210	0	7,210	1,960
Postage	11,470	0	11,470	959
Printing & Stationery	6,181	7,000	13,181	6,207
Rental Work Area	5,732	0	5,732	0
Radio Frequency Identification (RFID)	18,790	0	18,790	0
Special Projects - MRL Funded	5,000	0	5,000	0
Staff Training	12,300	2,938	15,238	12,541
Sundries	5,170	10,933	16,103	4,975
Telephone	15,560	0	15,560	454
Vehicle Expenses	9,642	0	9,642	2,497
Wellington Library Refurbishment Concept	0	5,600	5,600	0
Management Services Total	300,923	42,285	343,208	49,557
Salaries & Overheads				
Dubbo Regional Council	947,665	0	947,665	218,307
Narromine Shire Council	248,241	0	248,241	60,903
Regional Office	813,872	0	813,872	170,626
Warrumbungle Shire Council	333,190	0	333,190	67,326
Salaries & Overheads Total	2,342,968	0	2,342,968	517,162
Technical Services				
Book Maintenance	14,974	0	14,974	620
Libraries Australia	3,235	0	3,235	2,408
Technical Services Total	18,209	0	18,209	3,028
Expenditure Total	3,155,462	42,385	3,197,847	733,370
Operating Total	-59,307	-89,036	-148,343	-14,916
Capital				
Income				
Depreciation (Capital Recovery)				
Furniture and Fittings	-607	0	-607	-152
Information Technology Equipment	-26,207	0	-26,207	-6,552
Library Books	-279,202	0	-279,202	-69,801
Motor Vehicle	-3,808	0	-3,808	-952
Depreciation (Capital Recovery) Total	-309,824	0	-309,824	-77,457
Proceeds from Sale of Assets				
Office Equipment / Library Books	-1,000	-96	-1,096	-96
Proceeds from Sale of Assets Total	-1,000	-96	-1,096	-96
Income Total	-310,824	-96	-310,920	-77,553

Macquarie Regional Library
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate at September	YTD Actuals
Expenditure				
Acquisition of Assets - Books				
Book Purchases - Dubbo Regional Council	263,712	2,158	265,870	29,025
Book Purchases - Narromine Shire Council	33,688	19,931	53,619	3,584
Book Purchases - Warrumbungle Shire Council	58,002	11,772	69,774	5,827
Acquisition of Assets - Books Total	355,402	33,861	389,263	38,436
Acquisition of Assets - Other				
Computer Equipment	39,379	0	39,379	0
e-Lending Collections	22,082	0	22,082	13,814
Furniture and Fittings	27,165	6,500	33,665	5,596
Local Priority Special Projects	0	51,302	51,302	6,927
Makerspace Program & Kits	10,000	0	10,000	0
Other Equipment	10,000	0	10,000	5,846
Acquisition of Assets - Other Total	108,626	57,802	166,428	32,183
Expenditure Total	464,028	91,663	555,691	70,619
Capital Total	153,204	91,567	244,771	-6,934
Available Funds Movement Prior to Restricted Asset Funding	93,897	2,531	96,428	-21,850
Restricted Assets				
Restricted Assets - Internally Restricted Assets				
Book Purchases	-66,193	144	-66,049	0
Collection Development - MRL Funded	-1,483	0	-1,483	0
Data Bases	-3,038	0	-3,038	0
e-Collection Licenses	-516	0	-516	0
Furniture & Fittings - MRL Funded	-1,500	0	-1,500	0
Motor Vehicle Replacement	6,500	0	6,500	0
Operating Surplus	-16,751	21,815	5,064	0
Special Projects - MRL Funded	-5,000	0	-5,000	0
Staff Training	0	-2,938	-2,938	0
Summer Reading Club	-1,938	0	-1,938	0
Youth Services Program	-3,978	0	-3,978	0
Restricted Assets - Internally Restricted Assets Total	-93,897	19,021	-74,876	0
Restricted Assets - Externally Restricted Assets				
Local Priority Special Projects	0	-21,552	-21,552	0
Restricted Assets - Externally Restricted Assets Total	0	-21,552	-21,552	0
Restricted Assets Total	-93,897	-2,531	-96,428	0
Funds Available to (-), or Required From Library Operations	0	0	0	-21,850

MRL - Dubbo Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
<u>Operating</u>				
Income				
<u>Dubbo Branch - Contributions</u>				
09.05010 - Dubbo Branch - Contributions				
0535 - Annual Contribution	-828,190	0	-828,190	0
0536 - Book Contribution	-124,229	0	-124,229	0
0537 - Salary Contribution	-947,665	0	-947,665	0
0550 - Books - Additional Contributions	-60,000	0	-60,000	0
0560 - Research Local History Contribution	-4,000	0	-4,000	0
09.05010 - Dubbo Branch - Contributions Total	-1,964,084	0	-1,964,084	0
Dubbo Branch - Contributions Total	-1,964,084	0	-1,964,084	0
<u>Dubbo Branch - Fees & Charges</u>				
09.05026 - Dubbo Branch Charges & Fees				
0500 - MRL Fees & Charges	-46,600	0	-46,600	0
0540 - Lost & Damaged Books; Fees; Library Bags	0	0	0	-2,462
0541 - Photocopier / Printout Charges	0	0	0	-6,347
0542 - Equipment Use - Word Processing	0	0	0	-998
0543 - Overdue Books	0	0	0	-2,948
0546 - Photo Digitisation	0	0	0	-15
0558 - Meeting Room Hire	0	0	0	-945
09.05026 - Dubbo Branch Charges & Fees Total	-46,600	0	-46,600	-13,715
Dubbo Branch - Fees & Charges Total	-46,600	0	-46,600	-13,715
<u>Dubbo Branch - Grants & Subsidies</u>				
09.05000 - Dubbo Branch - Grants				
0529 - Local Priority Special Projects	-18,068	-5,340	-23,408	0
0530 - Library Council - Subsidy	-96,355	-39,935	-136,290	0
0531 - Library Council-Local Priority Book Vote	-27,103	-2,158	-29,261	0
09.05000 - Dubbo Branch - Grants Total	-141,526	-47,433	-188,959	0
Dubbo Branch - Grants & Subsidies Total	-141,526	-47,433	-188,959	0
<u>Dubbo Branch - Interest On Investments</u>				
09.05018 - Dubbo Branch - Interest On Investments				
0538 - Interest On Investments - Dubbo	-28,239	0	-28,239	0
9330 - Bank of Qld - Term Deposit - Dubbo	0	0	0	-2,279
9508 - NAB - Professional Funds Account - Dubbo	0	0	0	-2,838
09.05018 - Dubbo Branch - Interest On Investments Total	-28,239	0	-28,239	-5,117
Dubbo Branch - Interest On Investments Total	-28,239	0	-28,239	-5,117

MRL - Dubbo Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
<u>Dubbo Branch - Other Income</u>				
09.05036 - Dubbo Branch Other Income				
0553 - Childrens Services	-686	0	-686	-151
0554 - Sundry Income	0	-73	-73	-73
09.05036 - Dubbo Branch Other Income Total	-686	-73	-759	-224
Dubbo Branch - Other Income Total	-686	-73	-759	-224
Income Total	-2,181,135	-47,506	-2,228,641	-19,056
Expenditure				
<u>Dubbo Branch - Branch Expenses</u>				
09.00017 - Dubbo Branch Expenses				
0569 - Telephone	3,093	0	3,093	0
0570 - Sundries	1,420	4,000	5,420	2,343
0575 - Childrens & Youth Services	3,100	0	3,100	2,155
0576 - Postage	11,370	0	11,370	950
0579 - Serials	15,686	0	15,686	7,178
0580 - Minor Equipment and Furniture	1,463	8,000	9,463	1,513
0582 - Events	1,500	0	1,500	1,648
0618 - Local Studies Materials	4,000	0	4,000	0
0760 - Radio Frequency ID (RFID) Project	7,720	0	7,720	0
0761 - MRL/WPCC Exhibition	8,000	0	8,000	0
0762 - Wellington Library Refurbishment Concept	0	5,600	5,600	0
9000 - Local Priority Grant Projects	0	14,045	14,045	0
09.00017 - Dubbo Branch Expenses Total	57,352	31,645	88,997	15,787
Dubbo Branch - Branch Expenses Total	57,352	31,645	88,997	15,787
<u>Dubbo Branch - Interest Charges & Depreciation</u>				
09.00090 - Depreciation - Dubbo Branch				
0287 - Dubbo - Library Books	168,317	0	168,317	42,079
09.00090 - Depreciation - Dubbo Branch Total	168,317	0	168,317	42,079
09.00091 - Depreciation - Wellington Branch				
0288 - Wellington - Library Books	36,032	0	36,032	9,008
09.00091 - Depreciation - Wellington Branch Total	36,032	0	36,032	9,008
Dubbo Branch - Interest Charges & Depreciation Total	204,349	0	204,349	51,087

MRL - Dubbo Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
<u>Dubbo Branch - Salaries & Overheads</u>				
09.00117 - Dubbo Salaries & Overheads				
0560 - Salaries	666,392	0	666,392	128,398
0561 - Annual Leave	55,231	0	55,231	33,394
0562 - Long Service Leave	20,779	0	20,779	23,111
0564 - Workers Compensation	43,783	0	43,783	9,163
0581 - Salaries - Weekend Casuals	27,373	0	27,373	4,257
0586 - Superannuation - Accumulation Scheme	83,144	0	83,144	13,368
0660 - Salaries - Casual Week Days	50,963	0	50,963	6,616
09.00117 - Dubbo Salaries & Overheads Total	947,665	0	947,665	218,307
Dubbo Branch - Salaries & Overheads Total	947,665	0	947,665	218,307
<u>Dubbo Branch - Services Provided - Regional</u>				
09.00217 - Services Provided by Regional Office				
9072 - Services Provided - Library Services & C	255,699	0	255,699	21,308
9074 - Services Provided - Technical Services	186,181	0	186,181	15,515
9076 - Services Provided-Information Technology	193,421	0	193,421	16,118
9078 - Services Provided - Management Services	345,559	0	345,559	28,797
09.00217 - Services Provided by Regional Office Total	980,860	0	980,860	81,738
Dubbo Branch - Services Provided - Regional Total	980,860	0	980,860	81,738
Expenditure Total	2,190,226	31,645	2,221,871	366,919
Operating Total	9,091	-15,861	-6,770	347,863
Capital				
Income				
<u>Dubbo Branch - Depreciation (Capital Recovery)</u>				
09.08100 - Depreciation - Dubbo Branch				
0700 - Depreciation	-204,349	0	-204,349	-51,087
09.08100 - Depreciation - Dubbo Branch Total	-204,349	0	-204,349	-51,087
Dubbo Branch - Depreciation (Capital Recovery) Total	-204,349	0	-204,349	-51,087
<u>Dubbo Branch - Proceeds from Sale of Assets</u>				
09.08150 - Assets Sold - Dubbo Branch				
8000 - Library Books	0	-96	-96	-96
09.08150 - Assets Sold - Dubbo Branch Total	0	-96	-96	-96
Dubbo Branch - Proceeds from Sale of Assets Total	0	-96	-96	-96
Income Total	-204,349	-96	-204,445	-51,183

MRL - Dubbo Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
Expenditure				
<u>Dubbo Branch - Acquisition of Assets</u>				
09.08007 - Dubbo Branch Assets Purchased				
0254 - Furniture & Fittings	0	5,000	5,000	4,531
0590 - Book Contributions	263,712	2,158	265,870	29,025
6000 - Local Priority Grants Projects	0	9,363	9,363	0
09.08007 - Dubbo Branch Assets Purchased Total	263,712	16,521	280,233	33,556
Dubbo Branch - Acquisition of Assets Total	263,712	16,521	280,233	33,556
Expenditure Total	263,712	16,521	280,233	33,556
Capital Total	59,363	16,425	75,788	-17,627
Available Funds Movement Prior to Restricted Asset Funding	68,454	564	69,018	330,236
Restricted Assets				
<u>Dubbo Branch - Restricted Assets</u>				
09.05980 - Internally Restricted Assets - Dubbo Branch				
5001 - Operating Surplus	-16,074	-564	-16,638	0
5002 - Book Purchases	-51,316	0	-51,316	0
5020 - Regional Office - Collection Development	-1,064	0	-1,064	0
09.05980 - Internally Restricted Assets - Dubbo Branch Total	-68,454	-564	-69,018	0
Dubbo Branch - Restricted Assets Total	-68,454	-564	-69,018	0
Funds Available to (-), or Required From Library Operations	0	0	0	330,236

MRL - Warrumbungle Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
Operating				
Income				
<u>Warrumbungle Branch - Charges & Fees</u>				
09.05032 - Warrumbungle Branch Charges & Fees				
0500 - MRL Fees & Charges	-9,670	0	-9,670	0
0539 - Internet User Charges	0	0	0	-1
0540 - Lost or Damaged Books	0	0	0	-770
0541 - Photocopier / Printout Charges	0	0	0	-1,727
0542 - Equipment Use	0	0	0	-275
0543 - Overdue Books	0	0	0	-381
09.05032 - Warrumbungle Branch Charges & Fees Total	-9,670	0	-9,670	-3,154
Warrumbungle Branch - Charges & Fees Total	-9,670	0	-9,670	-3,154
<u>Warrumbungle Branch - Contributions</u>				
09.05016 - Warrumbungle Branch - Contributions				
0535 - Annual Contribution	-184,989	0	-184,989	0
0536 - Book Contribution	-27,748	0	-27,748	0
0537 - Salary Contribution	-333,190	0	-333,190	0
09.05016 - Warrumbungle Branch - Contributions Total	-545,927	0	-545,927	0
Warrumbungle Branch - Contributions Total	-545,927	0	-545,927	0
<u>Warrumbungle Branch - Grants & Subsidies</u>				
09.05006 - Warrumbungle Branch - Grants				
0529 - Local Priority Special Projects	-13,533	-12,239	-25,772	0
0530 - Library Council - Subsidy	-17,429	-12,042	-29,471	0
0531 - Library Council-Local Priority Book Vote	-20,299	-11,916	-32,215	0
09.05006 - Warrumbungle Branch - Grants Total	-51,261	-36,197	-87,458	0
Warrumbungle Branch - Grants & Subsidies Total	-51,261	-36,197	-87,458	0
<u>Warrumbungle Branch - Interest On Investments</u>				
09.05024 - Warrumbungle Branch - Interest On Investments				
0538 - Interest On Investments - Warrumbungle	-6,189	0	-6,189	0
9330 - Bank of Qld - Term Deposit - Warrumbungl	0	0	0	-500
9508 - NAB - Professional Funds Account - Warru	0	0	0	-622
09.05024 - Warrumbungle Branch - Interest On Investments Total	-6,189	0	-6,189	-1,122
Warrumbungle Branch - Interest On Investments Total	-6,189	0	-6,189	-1,122
<u>Warrumbungle Branch - Other Income</u>				
09.05042 - Warrumbungle Branch Other Income				
0553 - Childrens Services	-311	0	-311	-95
09.05042 - Warrumbungle Branch Other Income Total	-311	0	-311	-95
Warrumbungle Branch - Other Income Total	-311	0	-311	-95
Income Total	-613,358	-36,197	-649,555	-4,371

MRL - Warrumbungle Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
Expenditure				
<u>Warrumbungle Branch - Branch Expenses</u>				
09.00023 - Warrumbungle Branch Expenses				
0569 - Telephone	6,491	0	6,491	454
0570 - Sundries	300	700	1,000	642
0575 - Children & Youth Services	400	100	500	489
0576 - Postage	50	0	50	9
0579 - Serials	4,777	0	4,777	2,366
0580 - Minor Equipment	1,000	0	1,000	220
0582 - Events	0	0	0	10
0616 - Radio Frequency Identification (RFID)	6,650	0	6,650	0
9000 - Local Priority Grant Projects	0	15,463	15,463	0
09.00023 - Warrumbungle Branch Expenses Total	19,668	16,263	35,931	4,190
Warrumbungle Branch - Branch Expenses Total	19,668	16,263	35,931	4,190
<u>Warrumbungle Branch - Interest Charges & Depreciat</u>				
09.00093 - Depreciation - Warrumbungle Branch				
0290 - Warrumbungle - Library Books	38,896	0	38,896	9,724
09.00093 - Depreciation - Warrumbungle Branch Total	38,896	0	38,896	9,724
Warrumbungle Branch - Interest Charges & Depreciat Total	38,896	0	38,896	9,724
<u>Warrumbungle Branch - Salaries & Overheads</u>				
09.00123 - Warrumbungle Salaries & Overheads				
0560 - Salaries	219,571	0	219,571	49,819
0561 - Annual Leave	17,890	0	17,890	3,237
0562 - Long Service Leave	7,118	0	7,118	0
0564 - Workers Compensation	12,293	0	12,293	2,573
0565 - Superannuation - Retirement Scheme	19,948	0	19,948	1,267
0581 - Salaries - Weekend Casuals	6,034	0	6,034	1,102
0586 - Superannuation - Accumulation Scheme	13,432	0	13,432	5,805
0660 - Salaries - Casual Week Days	36,904	0	36,904	3,523
09.00123 - Warrumbungle Salaries & Overheads Total	333,190	0	333,190	67,326
Warrumbungle Branch - Salaries & Overheads Total	333,190	0	333,190	67,326
<u>Warrumbungle Branch - Services Provided - Regional</u>				
09.00223 - Services Provided by Regional Office				
9072 - Services Provided - Library Services & C	48,303	0	48,303	4,025
9074 - Services Provided - Technical Services	35,170	0	35,170	2,931
9076 - Services Provided-Information Technology	36,538	0	36,538	3,045
9078 - Services Provided - Management Services	65,277	0	65,277	5,440
09.00223 - Services Provided by Regional Office Total	185,288	0	185,288	15,441

MRL - Warrumbungle Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
Warrumbungle Branch - Services Provided - Regional Total	185,288	0	185,288	15,441
Expenditure Total	577,042	16,263	593,305	96,681
Operating Total	-36,316	-19,934	-56,250	92,310
Capital				
Income				
<u>Warrumbungle Branch - Depreciation (Capital Recov)</u>				
09.08103 - Depreciation - Warrumbungle Branch				
0700 - Depreciation	-38,896	0	-38,896	-9,724
09.08103 - Depreciation - Warrumbungle Branch Total	-38,896	0	-38,896	-9,724
Warrumbungle Branch - Depreciation (Capital Recov) Total	-38,896	0	-38,896	-9,724
Income Total	-38,896	0	-38,896	-9,724
Expenditure				
<u>Warrumbungle Branch - Acquisition of Assets</u>				
09.08013 - Warrumbungle Branch Assets Purchased				
0254 - Furniture & Fittings	27,165	0	27,165	0
0590 - Book Purchases from Contributions	58,002	11,353	69,355	5,827
5020 - Regional Office - Collection Development	0	419	419	0
6000 - Local Priority Grant Projects	0	10,309	10,309	0
09.08013 - Warrumbungle Branch Assets Purchased Total	85,167	22,081	107,248	5,827
Warrumbungle Branch - Acquisition of Assets Total	85,167	22,081	107,248	5,827
Expenditure Total	85,167	22,081	107,248	5,827
Capital Total	46,271	22,081	68,352	-3,897
Available Funds Movement Prior to Restricted Asset Funding	9,955	2,147	12,102	88,413
Restricted Assets				
<u>Warrumbungle Branch - Restricted Assets</u>				
09.05986 - Internally Restricted Assets - Warrumbungle Branch				
5001 - Operating Surplus	0	-2,291	-2,291	0
5002 - Book Purchases	-9,536	144	-9,392	0
5020 - Regional Office - Collection Development	-419	0	-419	0
09.05986 - Internally Restricted Assets - Warrumbungle Branch Total	-9,955	-2,147	-12,102	0
Warrumbungle Branch - Restricted Assets Total	-9,955	-2,147	-12,102	0
Funds Available to (-), or Required From Library Operations	0	0	0	88,413

MRL - Narromine Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
<u>Operating</u>				
Income				
<u>Narromine Branch - Charges & Fees</u>				
09.05030 - Narromine Branch Charges & Fees				
0500 - MRL Fees & Charges	-6,235	0	-6,235	0
0540 - Lost or Damaged Books	0	0	0	-224
0541 - Photocopier/Printout Charges	0	0	0	-1,525
0542 - Equipment Use	0	0	0	-71
0543 - Overdue Books	0	0	0	-203
09.05030 - Narromine Branch Charges & Fees Total	-6,235	0	-6,235	-2,023
Narromine Branch - Charges & Fees Total	-6,235	0	-6,235	-2,023
<u>Narromine Branch - Contributions</u>				
09.05014 - Narromine Branch - Contributions				
0535 - Annual Contribution	-111,885	0	-111,885	0
0536 - Book Contribution	-16,783	0	-16,783	0
0537 - Salary Contribution	-248,241	0	-248,241	0
09.05014 - Narromine Branch - Contributions Total	-376,909	0	-376,909	0
Narromine Branch - Contributions Total	-376,909	0	-376,909	0
<u>Narromine Branch - Grants & Subsidies</u>				
09.05004 - Narromine Branch - Grants				
0529 - Local Priority Special Projects	-7,709	-17,484	-25,193	0
0530 - Library Council - Subsidy	-12,125	-10,262	-22,387	0
0531 - Library Council-Local Priority Book Vote	-11,564	-19,931	-31,495	0
09.05004 - Narromine Branch - Grants Total	-31,398	-47,677	-79,075	0
Narromine Branch - Grants & Subsidies Total	-31,398	-47,677	-79,075	0
<u>Narromine Branch - Interest On Investments</u>				
09.05022 - Narromine Branch - Interest On Investments				
0538 - Interest On Investments - Narromine	-4,255	0	-4,255	0
9330 - Bank of Qld - Term Deposit - Narromine	0	0	0	-343
9508 - NAB - Professional Funds Account - Narro	0	0	0	-428
09.05022 - Narromine Branch - Interest On Investments Total	-4,255	0	-4,255	-771
Narromine Branch - Interest On Investments Total	-4,255	0	-4,255	-771
<u>Narromine Branch - Other Income</u>				
09.05040 - Narromine Branch Other Income				
0553 - Childrens Services	-479	0	-479	-52
09.05040 - Narromine Branch Other Income Total	-479	0	-479	-52
Narromine Branch - Other Income Total	-479	0	-479	-52
Income Total	-419,276	-47,677	-466,953	-2,846

MRL - Narromine Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
Expenditure				
<u>Narromine Branch - Branch Expenses</u>				
09.00021 - Narromine Branch Expenses				
0569 - Telephone	2,659	0	2,659	0
0570 - Sundries	200	0	200	166
0575 - Children & Youth Services	500	0	500	0
0576 - Postage	50	0	50	0
0579 - Serials	4,534	0	4,534	1,477
0580 - Minor Equipment and Furniture	752	0	752	514
0616 - Radio Frequency Identification (RFID)	4,420	0	4,420	0
9000 - Local Priority Grant Projects	0	15,116	15,116	0
09.00021 - Narromine Branch Expenses Total	13,115	15,116	28,231	2,157
Narromine Branch - Branch Expenses Total	13,115	15,116	28,231	2,157
<u>Narromine Branch - Interest Charges & Depreciation</u>				
09.00092 - Depreciation - Narromine Branch				
0289 - Narromine - Library Books	22,698	0	22,698	5,675
09.00092 - Depreciation - Narromine Branch Total	22,698	0	22,698	5,675
Narromine Branch - Interest Charges & Depreciation Total	22,698	0	22,698	5,675
<u>Narromine Branch - Salaries & Overheads</u>				
09.00121 - Narromine Salaries & Overheads				
0560 - Salaries	159,762	0	159,762	29,824
0561 - Annual Leave	13,189	0	13,189	7,552
0562 - Long Service Leave	6,807	0	6,807	8,510
0564 - Workers Compensation	7,230	0	7,230	1,513
0581 - Salaries - Weekend Casuals	2,578	0	2,578	944
0586 - Superannuation - Accumulation Scheme	21,771	0	21,771	3,663
0660 - Salaries - Casual Week Days	36,904	0	36,904	8,897
09.00121 - Narromine Salaries & Overheads Total	248,241	0	248,241	60,903
Narromine Branch - Salaries & Overheads Total	248,241	0	248,241	60,903

MRL - Narromine Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
<u>Narromine Branch - Services Provided - Regional Of</u>				
09.00221 - Services Provided by Regional Office				
9072 - Services Provided - Library Services & C	33,778	0	33,778	2,815
9074 - Services Provided - Technical Services	24,595	0	24,595	2,050
9076 - Services Provided-Information Technology	25,551	0	25,551	2,129
9078 - Services Provided - Management Services	45,649	0	45,649	3,804
09.00221 - Services Provided by Regional Office Total	129,573	0	129,573	10,798
<hr/>				
Narromine Branch - Services Provided - Regional Of Total	129,573	0	129,573	10,798
<hr/>				
Expenditure Total	413,627	15,116	428,743	79,533
<hr/>				
Operating Total	-5,649	-32,561	-38,210	76,687
<hr/>				
Capital				
Income				
<u>Narromine Branch - Depreciation (Capital Recovery)</u>				
09.08102 - Depreciation - Narromine Branch				
0700 - Depreciation	-22,698	0	-22,698	-5,675
09.08102 - Depreciation - Narromine Branch Total	-22,698	0	-22,698	-5,675
<hr/>				
Narromine Branch - Depreciation (Capital Recovery) Total	-22,698	0	-22,698	-5,675
<hr/>				
Income Total	-22,698	0	-22,698	-5,675
<hr/>				
Expenditure				
<u>Narromine Branch - Acquisition of Assets</u>				
09.08011 - Narromine Branch Assets Purchased				
0254 - Furniture & Fittings	0	0	0	-230
0590 - Book Contributions	33,688	19,931	53,619	3,584
6000 - Local Priority Grant Projects	0	10,078	10,078	0
09.08011 - Narromine Branch Assets Purchased Total	33,688	30,009	63,697	3,354
<hr/>				
Narromine Branch - Acquisition of Assets Total	33,688	30,009	63,697	3,354
<hr/>				
Expenditure Total	33,688	30,009	63,697	3,354
<hr/>				
Capital Total	10,990	30,009	40,999	-2,321
<hr/>				
Available Funds Movement Prior to Restricted Asset Funding	5,341	-2,552	2,789	74,366

MRL - Narromine Branch
Detailed Financial Statement - Quarter Ending 30 September 2019

	2019/2020 Original Budget	September Adjustment	Revised Annual Estimate	YTD Actuals
Restricted Assets				
<u>Narromine Branch - Restricted Assets</u>				
09.05984 - Internally Restricted Assets - Narromine Branch				
5001 - Operating Surplus	0	2,552	2,552	0
5002 - Book Purchases	-5,341	0	-5,341	0
09.05984 - Internally Restricted Assets - Narromine Branch Total	-5,341	2,552	-2,789	0
Narromine Branch - Restricted Assets Total	-5,341	2,552	-2,789	0
Funds Available to (-), or Required From Library Operations	0	0	0	74,366

MACQUARIE REGIONAL LIBRARY
STATEMENT OF RESTRICTED ASSETS - 2019/2020
As at 30 June 2019

Purpose of Restricted Asset	Balance as at 01/07/2018	Transfers To 2018/2019	Transfers From 2018/2019	Balance as at 30/06/2019
INTERNALLY RESTRICTED ASSETS				
LIBRARY OPERATIONS TOTAL	571,104	5,252	23,563	552,793
BOOK PURCHASES TOTAL	77,962	0	66,193	11,769
CHILDREN & YOUTH SERVICES - DUBBO	2,943	0	0	2,943
CHILDREN & YOUTH SERVICES - NARROMINE	150	0	0	150
COLLECTION DEVELOPMENT - REGIONAL OFFICE FUNDED	6,779	0	1,483	5,296
COMPUTER & EQUIPMENT UPGRADE	53,256	0	0	53,256
DATA BASES	2,760	0	2,760	0
EMPLOYEE LEAVE ENTITLEMENTS	688,118	0	0	688,118
E-COLLECTION DEVELOPMENT	257	0	0	257
E-COLLECTION LICENCES	4,392	0	516	3,876
FURNITURE & FITTINGS - REGIONAL OFFICE FUNDED	684	0	684	0
LMS UPGRADE	32,623	0	0	32,623
LOCAL STUDIES CONTRIBUTION	12,874	0	0	12,874
MAKERSPACE PROGRAM & KITS	12,155	0	0	12,155
MOTOR VEHICLE REPLACEMENT	16,446	6,500	0	22,946
ORAL HISTORY PROJECT - REGIONAL OFFICE FUNDED	4,156	0	0	4,156
RADIO FREQUENCY IDENTIFICATION (RFID)	19,200	0	0	19,200
SALARY SAVINGS / DRC LIBRARY ASSISTANT	48,085	0	0	48,085
SPECIAL PROJECTS - MRL Funded	1,693	0	1,693	0
STAFF TRAINING	2,938	0	2,938	0
SUMMER READING CLUB - REGIONAL OFFICE FUNDED	1,938	0	1,938	0
YOUTH SERVICES PROGRAM	3,978	0	3,978	0
TOTAL INTERNALLY RESTRICTED ASSETS	1,564,491	11,752	105,746	1,470,497
EXTERNALLY RESTRICTED ASSETS				
COM RESPITE & CARELINK CENTRE ORANA	656	0	0	656
LOCAL PRIORITY SPECIAL PROJECT	21,552	0	21,552	0
PLNC CONFERENCE FUNDS - NARROMINE	29	0	0	29
PLNC CONFERENCE FUNDS - WARRUMBUNGLE	1,714	0	0	1,714
PLNC ZONE FUNDING	390	0	0	390
TOTAL EXTERNALLY RESTRICTED ASSETS	24,341	0	21,552	2,789
TOTAL RESTRICTED ASSETS	1,588,832	11,752	127,298	1,473,286

MRL Cash and Investments as at: 30/09/2019							
Report Date	28/10/2019						
Balances Held in Accounts	Total	Date Invested	Maturity Date	Days			
NAB Professional Funds Account	1,512,352.88						
BOQ Term Deposit	0.00						
	<u>1,512,352.88</u>						
Interest Performance Details							
2018/2019 Financial Year	July	Aug	Sep		Maturity Date	Days to Maturity	
NAB PFA Account	1.40%	1.40%	1.40%				
BOQ Term Deposit	2.65%	2.65%	2.65%		26/09/2019	0	
NAB Interest Rate as at 30/09/2019							
BSB 082-5634 A/C 74-228-2772							
From \$1.00	1.00%						
Movements in Investment Accounts 1 July 2019 to 30 September 2019							
Institution / Investment	Distribution of Dividends	No of Days Accrued Interest	Opening Balance	Buy / (Sell)	Interest/Net Return	Cash Movement (Excluding Interest)	Closing Balance
NAB PFA Account	Monthly	N/A	1,097,064.22	506,679.45	7,945.28	(99,336.07)	1,512,352.88
BOQ Term Deposit	On Maturity	0	503,557.53	(506,679.45)	3,121.92	0.00	0.00
Total			1,600,621.75	0.00	11,067.20		1,512,352.88
Institution / Investment	Distribution of Interest	Interest Earned For FYTD	Closing Balance				
NAB Cheque Account	Monthly	0.00	0.00				
Commentary							
During the September 2019 quarter, the Reserve Bank reduced the Official Cash Rate down to 1.00%. Within the next 6 months the overall interest income will be reduced as the reduction of the Official Cash Rate impacts on investments and the Professional Funds Account (PFA).							
The Macquarie Regional Library's Bank Account is held with the National Australia Bank with a sweep facility to transfer funds on a daily basis to a National Australia Bank Professional Funds Account (PFA). The PFA account earned interest at the rate of 1.40% over the quarter which is 0.40% above the Official Cash Rate.							
On 26 September 2019 a Term Deposit of 6 months to the value of \$500,000.00 with the Bank of Queensland was redeemed. This investment earned 2.65% interest from April 2019 to September 2019.							
The strategy over the next twelve months will be to compare 'term deposits', 'notice saver accounts' and 'at call account' rates on offer and invest in the best option, while ensuring cashflow requirements are met in the At Call Account.							



REPORT: MRL Branch Libraries Quarterly Activities – July 2019 to September 2019

AUTHOR: Manager Macquarie Regional Library

REPORT DATE: 1 November 2019

TRIM REFERENCE: ED19/162271

EXECUTIVE SUMMARY

This is the July to September 2019/2020 quarterly report on Macquarie Regional Library branch libraries and service points.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report by Manager MRL, dated 1 November 2019, be noted.

Kathryn McAlister
Manager Macquarie Regional Library

MANAGER'S REPORT

NSW Public Library Funding 2019/2020

Member Council Subsidy adjustment 2019/2020 payments will be allocated to Local Priority Project(s). NSW Library Council requires that at least 30% of the Subsidy adjustment allocation is allotted to Local Priority Grant project(s).

Macquarie Regional Library has allocated 90% of the funds to the following projects.

Macquarie Regional Library Local Priority Project(s):

1. Book/E-resource collections will be supplemented by the additional funding.
2. Online subscription/databases provide 24/7 access to library services.
3. Technology/computers/digital literacy - dedicated access (24/7) to online resources.
4. Marketing & promotion – merchandising and new displays will assist in creating greater appeal for products and services.

State Librarian Visit

The NSW State Librarian, Dr John Vallance, visited MRL branch libraries (Narromine and Trangie) on a whistle-stop visit to the region in July. Dr Vallance is a strong advocate for public libraries, education and literature and he is a classical scholar, PhD (and lecturer) in ancient Greek philosophy and medicine from Cambridge College among many other professional roles and interests.

Photo: left to right is: Sally Rider - Branch Librarian, Dr John Vallance, Clr Les Lambert (Narromine), Kathryn McAlister (MRL), Cameron Morley - State Library NSW and Phil Johnston, Director Community & Corporate Services (Narromine).



Retirement - Narromine Branch Officer

After many years of service to MRL, Sally Rider, retired on Friday 26 July 2019. We thank Sally for her commitment and dedication to the Narromine library and staff, and the community and the broader team at MRL.

With the events of the 8 weeks prior to Sally's retirement, she was expecting to sail off into the sunset peacefully, however, with the recent renovations at the Narromine library (WHS) and a visit by the NSW State Librarian, Dr John Vallance, Sally exited with a big bang! We will miss Sally but she is in our thoughts.

MRL – Regional Outreach

A delegation from Walgett visited the Dubbo Branch Library to observe the Baby Rhyme Time sessions being presented by the Dubbo Youth Services Officer. The group is training to deliver similar programs via an outreach program to isolated families in the Walgett area. The group was delighted to see the program attended by approximately 80 participants and they took away program notes and templates to assist in developing their own programs.



Narromine Local History Room - Memorandum of Understanding (MOU)

Dubbo Regional Council and Narromine Council recently signed a new Memorandum of Understanding for the Narromine Local History Room, located in the Narromine Branch Library. The MOU has been reviewed and updated to reflect changing needs and resource collection changes over time. The MOU was last reviewed in 2003.

Kathryn McAlister

Manager Macquarie Regional Library

REGIONAL OFFICE BRANCH**Library Services and Collections****General Activities**

- Promotional material developed for Children's Book Week, the Australian Reading Hour, and school holidays.
- Monthly e-newsletter to promote services and events across the region.
- Marketing Plan review underway.
- Collection development including visits from book suppliers.
- Weeding branch materials to prepare for RFID - ongoing.

Young People's Services

- Developed a program of activities for the October school holidays on the theme Books to Movies.
- Branches/service points supported in the delivery of literacy programs for the Australian Reading Hour in September.

Staff/Training

- Library Services and Collections Technician attended Rewarding Reading Reader's Advisory training facilitated by Libraries Alive in August.

Meetings

- Young People's programming meeting.

Sarah Tilbrook

Library Services and Collections Technician**Technical Services****General activities**

- Ongoing orders and cataloguing of all library resources.
- Participated in book selection during bookseller visits.
- The Technical Services Coordinator undertook various Coordinator duties in Library Services & Collections Branch while the Coordinator was on long service leave.
- Fund rollover and budgets updated for new financial year.
- New fees and charges updated in Spydus Library Management System.
- Technical Services Cataloguer created and provided Coolah Branch Library with a PowerPoint presentation on how to use Trove's Historical Newspapers database for use during History Week.
- Technical Services Cataloguer designed Help Sheets (*Guide to Ancestry Library Edition, and Tips for Searching Trove's Digitised Newspapers*), and circulated to the MRL Branches for History Week.
- Technical Services Cataloguer gave a presentation on using the library's website, online catalogue and Trove and Ancestry databases to the Trangie Local History Group during History Week.
- Technical Services Coordinator visited Coonabarabran library to provide staff training.

Anne Barwick

Technical Services Coordinator

Information Technology Services

- Applied changes to policies, fees and charges within the Spydus Library Management system for the new financial year.
- General IT maintenance to computer systems at Branch sites across the region.
- RFID tagging of collections commenced at Coonabarabran Library.
- Investigating Eftpos solutions for the Library including alternative point of sale system that supports integration of Eftpos payment terminals for automatic payments and will integrate with the Spydus Library Management System.

David MacBeth

Information Technology Services Coordinator

Dubbo Branch Library**General Activities**

- Local History event: Cooe and Colonial Business Women
- Installed new lounges to encourage parents and children to read together in children's library area.
- Local History Week saw three workshops on Trove & Ancestry booked out, and 18 people attended an evening event Satin Frocks and First Aid: Dubbo's Wartime Women.
- Australian Reading Hour was celebrated with a Blind Date with a Book event and morning tea.
- Outreach activities included participation at Dubbo Sustainable City Expo and Science Festival; Dubbo Dads 4 Kids Festival; Welcome to Baby ceremony and regular scheduled visits to local primary schools, childcare centres and playgroups.
- New volunteers registered, providing support to cover new collection items under staff supervision.
- ATO Tax Help program. 61 people accessed the free Tax Help program delivered by a dedicated ATO volunteer.
- My Aged Care Information Hub. Free information and advice service provided monthly at the library by volunteers from Seniors Rights Service.

Young People's Services

- July School Holiday program included five events with 135 attendees.
- Book Week was celebrated with in-branch events and outreach visits to primary schools and childcare centres. 121 children visited the library during Book Week.
- Dubbo Public School Year 3 classes toured the library and participated in a local history workshop.
- Pilot HSC Lock-In events were held to support HSC students and promote library services and resources, including the HSC Collection and online databases.

Professional meetings

- Attendance at NSWPLA's Central West Zone Library meeting – September

Melissa Tong

Dubbo Libraries Coordinator

Wellington Branch Library

General Activities

- Participated in a community Drug Action Team event aimed at teenagers and young adults, held in Cameron Park in July. The event promoted the library's Drug and Alcohol collection and resources.
- New shelving for the children's section was installed along with new tables and chairs in the main library area.
- My Aged Care have a pop-up in the library monthly on the second Friday, providing community with access to information for Seniors and how to register for an online My Aged Care account.
- Tech Workshops held fortnightly to enhance digital literacy skills, each session focusing on a particular theme such as cyber safety, iPads for beginners and Androids.
- Library hosted the NSW Dementia Australia's Memory Van in August and in October the Men's Health Van, both services set up in the library car park for community access.
- Local History Week events included two Trove workshops and a local history talk on the Women of Wellington, presented by Dorothy Blake from the Oxley Museum, Wellington.
- Australian Reading Hour was celebrated with a 'Speed Reading' event to encourage people to read and try different genres.

Young People's Services and Activities

- July School Holiday program included six events aimed at various ages with a total of 53 attendees. Events included 3D Printing workshop; Minecraft Aquatic Coding Adventure; Dragon Puppets and free movie screening from library's e-movie resource Kanopy.
- National Science Week was celebrated with a Lego Club robotics showcase.
- Book Week was celebrated with 15 school visits from Wellington, Geurie, Stuart Town and Euchareena. 330 kids attended.
- Wellington High School Year 11 class attended a tour of the library, of interest was the Aboriginal and Local History Collection.
- Code Club Program was held with four kids attending the five-week program.
- A trial partnership with Communities for Children delivered an afterschool art/craft program during Terms 3 and 4, with a total 48 participants.
- The popular weekly Lego Club had a total of 30 attendees.
- Outreach activities included visits to Barnardo's at Geurie Scout Hall; the Little Learners Group; and St Mary's Little Saints.

Meetings

- The Wellington Librarian attended the regular monthly meetings of the Wellington Committee for Children.

Victoria Murray

Wellington Librarian



St Mary's Primary busy during Book Week

Dinosaur Building Challenge

Narromine Branch Library

General Activities

- The Narromine Family & Local History room received many enquiries from local, state and interstate visitors.
- Author talk: Ruth and Dick Carney discussed their book "A Little Piece of Heaven. The story of Ruth and Dick Carney".
- Library space was used by the community for meetings, interviews, access visits and local group visits.

Young People Services Activities

- Children attended Pre School Story time and Rhyme Time sessions.
- School group student visits.
- School student visit to Narromine Family and Local History room.
- Children attended Rhyme Time, Story Time and enjoyed the passive activities.
- Children participated in the Children's Book Week.

Cheryl Smith

Narromine Libraries Coordinator



The very popular Little Piece of Heaven author talk



Ruth and Dick Carney signing books

Trangie Library

General activities

- History Week was celebrated in September with a talk by MRL Cataloguer Helen Thompson on online history research, as well as a historical photo drive.
- Guest Storytime held to celebrate the Australian Reading Hour in September, with guest readers Narromine Shire Council Mayor Craig Davies and local author Maggie May Gordon.

Young People's Services activities

- Fun Zone after school program held during term.
- Storytime program held during term.

- *Code Club* technology program for primary school children concluded in July.
- School holiday programs *Dragons*, and *Harry Potter* held in July.
- Children's Book Week celebrated in August, all classes from both local primary schools visited the Library during the week.

Allison Nash

Trangie Branch Library Officer

Coonabarabran Library

General activities including events

- Hosted Warrumbungle Book Club
- Weekly Storytime, Baby Rhyme Time & Lego.
- Facilitated use of library by community groups: Garden Club, Flix in the Stix, Knitting groups, Breakthru disability support and High School study groups.
- Tech Friday session - introduction to e-resources.
- During Naidoc Week there was a special Storytime with guest reader aunty Maureen Sulter.
- Promoted Book Week with in Library activities for Schools.
- History Week activity undertaken Celebrated Reading Hour with a special book club meeting.
- Invited Yulliwirri PreSchool to visit library on a weekly basis. Provided weekly media promotion through the local radio and newspaper.

School Holiday Activities

- Promoted and hosted July school holiday sessions, *Dragons* and *Harry Potter*
- Provided maker space activities for children throughout school holidays.

Staff Matters/Training

- MRL welcomed Warrumbungle Library Coordinator Theresa Jude on August 1.

Baradine, Mendooran and Binnaway

- Baradine hosted the Baradine Bookworms Book Club
- Baradine and Mendooran Library activities and news reported on monthly, through the local news columns.
- Presenters for Baradine Library's popular Third Thursday Club programme booked for next five months.
- Baradine Library conducts Storytime every Thursday morning during the school term.
- Baradine Library hosts a tech help session on the first Tuesday of each month.
- Binnaway continued to support the local Binnaway Book Club Group.
- Binnaway provides customer service through its service point.

Leonie Heslop

Acting Warrumbungles Libraries Coordinator



Golden Snitches & Hogwarts ties being created at Coonabarabran



Naidoc week at Baradine learning about Echidna's

Coolah Library

General Activities

- Books discussed at the lively monthly Book Club discussions were: *Our souls at night* by Kent Haruf, *The bookshop of the broken-hearted* by Robert Hillman, *The Shifting Light* by Alice Honeyman.
- Home Library services continued.
- Children's Book Week was celebrated in August with 9 class visits of 148 children from 2 local schools. This year's theme was 'Reading is my secret power'. Book Week colouring-in competition was held with a great response of 121 entries with some wonderfully creative work being submitted.
- Great new engineering kits were available and enjoyed by all ages.
- History Week was celebrated in September with a presentation on how to access and use Trove on the MRL website along with demonstrations on other resources for family research.
- A Reading Hour event was held in September with a visit by the preschool to a special Storytime. *Coolah by the Black Stump*, a local history book by Steve Dark was launched in September.
- Regular events such as Code Club and Tech Tuesday continued as well as the passive craft activities table with games being available at all times.
- The library continues to serve the community as a place for local groups to hold meetings and access computers and WIFI.

School Holiday Activities

- School holiday activities with the theme Fantasy were held in July. Dragons had children finding out everything about Dragons and then creating a dragon mask and a puppet. The Lego collection was available during the school holidays with a selection of challenges to test the children's imagination.

Julie Sherlock

Branch Library Officer

Dunedoo Library**General activities including events**

- Tech Tuesday is still being used each Tuesday and a total of 14 customers have used this service during this quarter.
- Dunedoo book club is still very popular with a total of 26 attendees in this quarter.
- Fortnightly local newspaper columns continued. These columns are valuable for the community receiving information about the variety of activities that occur in the library.
- The Home Library service continues with 8 visits during July – September.
- The Library attended the Warrumbungle Shire Council's Community Expo and 51 community members are more knowledgeable about the resources of the library.

Young People's Services activities

- The July School holiday activities had a total of 27 children participate.
- During Book Week both of the local schools participated in activities and the colouring in competition and 118 students attended.
- Storytime continued with 24 children attending during this quarter. The painting and glitter activities are still very popular with the children.
- Code Club continued with a 93 children attending, learning how to code and use robots.
- The Australian Reading Hour was a Teddy Bear's Picnic special Storytime. The Library Services and Collections Technician from Regional office was the highlight of the day. Held inside due to the weather the 38 children and 8 adults were well entertained with stories, songs and dance.

Melissa Farrow

Dunedoo Branch Library Officer



REPORT:	Library Users and Non User Community Survey Results
AUTHOR:	Library Services and Collections Coordinator
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EXECUTIVE SUMMARY

The findings summarised in this report are drawn from three online surveys that were undertaken between April 8 2019 and April 23 2019 and conducted by Derham Marketing Research Pty. Ltd.

One survey was available to people who responded to a popup on the Macquarie Regional Library's website. A second survey was sent to people who were Macquarie Regional Library members whose email addresses were on the library subscription list. The third survey was of people in the community in general who lived in the postcodes within the Dubbo Regional Council, Narromine Shire or the Warrumbungle Shire areas.

A net total of 1,055 people aged 18 years or older completed the survey.

FINANCIAL IMPLICATIONS

There are no financial implications from this report going forward.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the Macquarie Regional Library user and non-user survey be noted.**

Lindy Allan
Library Services and Collections Coordinator

BACKGROUND

The Macquarie Regional Library recently engaged Derham Marketing Research to undertake a Library User and Non-User Community Survey to provide a framework on which to base forward strategic planning to ensure the library remains relevant to the community we serve.

REPORT

The key findings overall for the survey included:

1. Personal characteristics

The participants were mostly women (75%) and in this proportion, differed from the population in the three LGAs, where the gender balance is 50% female and 50% male.

Participants were, on average, aged 54 years, and half (49%) had a tertiary degree (the population norm is 13%), and 56% were in paid employment – 31% in full time roles, 23% in part time roles and 2% were looking for work.

Most participants spoke English at home (92%), and were either living as couples whose children had left home (30%), as parents with children aged under 18 years at home (26%), or as single people (19%).

The study found that 6% of participants were Aboriginal or Torres Strait Islander (the population norm is 15%), and over half the participants lived in or within 5 kilometres of Dubbo (57%).

2. Library use

On average, participants had visited 1.3 Macquarie Regional Library branches in the last year.

The most visited branch was the Dubbo branch (visited by 75% of participants). Ten percent of participants had visited the Narromine branch and 9% had visited the Coonabarabran branch in the last year.

Of the respondents, 87% said they used the Macquarie Regional Library branch closest to home or work as much as they wanted to.

When asked what the Macquarie Regional Library could do to be used more, 33% of all participants said nothing needed to be done and they were very satisfied with it as it is.

Of the respondents, 18% wanted longer opening hours, and 12% said the library needed more or specialist books, eBooks, DVDs, magazines & newspapers (in print or online). Eight percent wanted more events, groups or activities.

3. Other activities

As use of the Macquarie Regional Library facilities is one of a range of activities participants may engage in, they were asked what else they had done in the week before the survey. They

reported that (on average) they had engaged in 3.3 other activities in that week.

The main activities were reading printed books and eBooks (60%), watching free-to-air TV (55%), reading newspapers and magazines in print or online (45%), and listening to the radio (44%). Only 21% had played computer games.

4. Satisfaction with the Macquarie Regional Library

Noticeably, 86% of all participants were at least satisfied with the Macquarie Regional Library. Satisfaction was higher among those who had visited a Macquarie Regional Library branch in the last year – at 92%. And 63% of all participants were very satisfied with the Macquarie Regional Library, as were 67% of all who had visited a branch in the last year.

By home LGA, 87% of all participants from the Dubbo Regional Council were satisfied with the Macquarie Regional Library, as were 88% of all participants from the Narromine Shire, and 88% of all participants from the Warrumbungle Shire.

5. Wanted communications

In relation to the forms of communication participants wanted from Macquarie Regional Library, participants essentially fell into one of three different groups.

One group (21% of all participants) was essentially of the “Don’t call me” group. People in this group either use the Macquarie Regional Library as much as they want, or will use it as and when they want, or do not want to hear from it.

The second group (62%) wanted to hear from the Macquarie Regional Library specifically by email.

The third group were happy to hear from the Macquarie Regional Library in any of a range of ways. These may be via the Library website (32%), or reading about it in the local newspapers (22%), or in Council newsletters (15%), or on local radio (14%).

6. Attitudes towards libraries

There were three mindsets about libraries in general.

The first mindset was mostly of positive associations – happy places (50%), good, special places to visit (49%), safe places (47%), and good places to learn new skills or knowledge (42%).

The second mindset and smallest group, was of negative connotations – old-fashioned (5%), places not relevant to them (2%), and uncomfortable places (1%).

The third mindset was one which saw libraries as civic life centres – good places to discuss books and current issues (21%), and good places to hear, see or to meet new and interesting people (23%).

Then, 61% of all participants said the Macquarie Regional Library specifically was a place that I can browse in and find things I hadn’t known about before, and was a place they liked to use

(44%). It was also a place they liked because they were surrounded by books (43%).

The main groups the participants saw Macquarie Regional Library users as were everyone (70%), people like me (49%), people who like books (69%), young children (58%) and primary and secondary school children (54%) or retirees (56%).

Macquarie Regional Library users were also seen to include people who were without needed technological facilities – that is, those without Internet access (58%), those without computers (55%) and those without printers (48%).

There was also the perception that Macquarie Regional Library users were people who couldn't afford books (41%), were Indigenous Australians (37%) a perception which was not borne out by the survey responses), and migrants (31%).

7. Awareness and use of the online library

The two in three to three in four awareness levels noted on Macquarie Regional Library services continued when participants were asked about Macquarie Regional Library's online library.

Only 71% of participants were aware the Macquarie Regional Library had an online library. Only 67% were aware that this contained an extensive range of e-Audiobooks, e-Books, e-Films, e-Magazines, the library catalogue and extensive databases. Only 23% of participants said they had e-borrowed and downloaded e-Audiobooks or e-Books, e-Films, or e-Magazines.

In the last year, 39% of all participants had used Macquarie Regional Library's online library catalogue – mainly to search or browse for books, for CDs, authors, magazines or DVDs (17%) or to check availability or to make reservations (10%).

Overall, 56% of all participants were aware they could download items from Macquarie Regional Library's online library at home or at work, and at any time of day or night.

8. Macquarie Regional Library's pay-to-use services

Awareness and use of Macquarie Regional Library's pay-to-use services varied by service type.

Thirty four percent of participants were aware of the mobile phone pictures and documents printing service available at the Dubbo branch but and only 3% had used that service. However, 61% were aware of the general printing services available in all branches and 14% had used that service in the last year. However, 71% of participants were aware that the Macquarie Regional Library provided photocopying services and 16% had used the photocopying service in the last year.

Half the participants were aware of the Macquarie Regional Library capacity to send faxes for them (49%) and 3% have used this service in the last year. Again, half the participants were aware that the Macquarie Regional Library provided a pay-to-use scanning service (58%), and 8% had used this service in the last year.

The main reasons the pay-to-use services were used, participants advised, was that they lacked the needed equipment at home, or that the home computer or printer was not working (6%) or that they needed to copy or scan, and that the Library was convenient, and easily available (all 4%).

9. Children's activities.

A Young children's programs

Awareness of and use of the children's activities is low.

The high average age of participants (average age 54 years) indicates many are unlikely to have young children, and so they may well be unaware because they have no need for such services.

The responses that follow should be read with this caveat in mind.

Half the participants were aware of Macquarie Regional Library's Storytime program (59%) and 5% had used it last year; 34% were aware of the Rhyme Time program and 5% had participated in it in the last year. Only 23% of participants were aware of the Duplo program and 2% had participated in it in the last year. Similar proportions also applied to the Little Bang program (21% and 1%) and to the LapSit program (22% and 1%).

B School age children's programs

The Lego program was known to 37% of participants and 5% of participants had used the Lego program in the last year. The School Holidays programs were better known - 68% were aware of these programs and 9% had had children involved in them in the last year. However only 50% were aware of the Summer Reading Club and 8% had children involved in it in the last year.

Only 35% of participants were aware of the FunZone crafts and arts programs and only 4% had had children involved in those activities in the last year.

Awareness was even lower for the technology programs offered for school age children. Only 20% of participants were aware of the Information Literacy program and only 1% had used it in the last year. The Coding and Robotics Club was known to 30% of participants and 4% had children involved in this program.

The new workshops on virtual reality were known by 20% and the augmented reality programs were known by 17% of all participants. Two percent said they had had children involved in the virtual reality workshops in the last year, and 1% said they had had children involved in the augmented reality workshops in the last year.

Then, 22% of all participants were aware of the Library's creating cartoons and animations workshops and 2% had involvement in those workshops in the last year.

10. Technically-oriented training

One in three participants were aware that the Macquarie Regional Library provides courses teaching basic computer skills (36%), training in basic Internet use (38%), and courses teaching more technical skills including iPad and Android use (32%).

In the last year, 1% of participants had attended Library-run courses teaching basic computer skills, 2% had undertaken Library-run training in basic Internet use, and 2% had participated in courses teaching more technical skills including iPad and Android use. Twenty-eight percent of participants were aware that the Macquarie Regional Library provides training to upskill users' Internet search activities and 1% had undertaken such a course at the Library in the last year.

More participants (35%) were aware that the Macquarie Regional Library provides a tech help service to help library members access its eBooks, eAudiobooks, eMagazines and databases, but only 4% had used this service in the last year.

11. Cultural and civic activities

Two in three participants were aware that the Macquarie Regional Library provides writers' book tours and authors talks (66%) and 9% had attended such functions in the last year. Half the participants were aware that the Macquarie Regional Library provides book clubs (53%) and 3% reported that they had been involved in those in the last year.

The Macquarie Regional Library also runs special interest talks and 46% of participants were aware of those and 7% of the participants had attended such talks in the last year.

Of the respondents, 45% were aware that the Macquarie Regional Library provides crafts and arts groups. Two percent of respondents had been involved in these groups in the last year.

When asked what else the Macquarie Regional Library should provide, 34% of participants replied that they could not think of anything, 8% said they were happy with what was on offer. Then 7% said they wanted more courses on coding and computer skills, 5% wanted more courses on researching family or local history and 7% suggested a range of (usually unique and individual interest) courses.

The participants were then shown a list of activities they could do in the next year, and 42% said they were likely to learn something new by attending courses or talks at the Macquarie Regional Library, 25% said they are likely to join a crafts or art class, 22% said they were likely to do a one-time project using 3D printing. Twenty percent said they were likely to learn how to create an app, and 22% said they were likely to undertake brain training. Other potential activities were mentioned by fewer than 20% of participants as activities they would be likely to undertake in the next year.

12. Preferred Library visiting hours

Half the participants would prefer to visit Macquarie Regional Library branches on weekdays between 9 am and 5 pm (58%), or weekends between 9 am and 5 pm (53%). Only 34% wanted to visit Macquarie Regional Library branches on weekdays between 5 pm and 7 pm.

13. Devices used to complete the survey

Almost half the participants used a desktop or laptop computer to complete their surveys.

From the Macquarie Regional Library email list 45%, Impact Lists community sample 50%, and the Library's popup survey invitation was completed on desktops or laptops by 67% of its participants.

Most of the rest used their smart phones –the Macquarie Regional Library email list 43%, the Impact Lists community sample 45%, and the Library popup 22%. The rest used tablets, mostly iPads.

CONCLUSION

The Macquarie Regional Library will use the survey findings to further develop and implement a customer focused approach in meeting the needs of library users and to engage non-users.