



MRL DRAFT BUDGET PAPERS 2020 - 2021

MEMBER COUNCILS:

Dubbo Regional Council
Narromine Shire Council
Warrumbungle Shire Council

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The Draft MRL 2020/2021 budget and planning documents of the Macquarie Regional Library are attached as follows:

- 20/04 Report from the MRL Manager on the Draft 2020/2021 Budget
- 20/05 Draft Budget 2020/2021 and forecast budgets for 2021/2022 – 2023/2024
- 20/06 2020/2021 Revenue Policy [Fees and Charges]
- 20/07 2020/2021 Annual Operational Plan

Dubbo Regional Council's Director Liveability will contact member Councils shortly, to formalise necessary Library Agreement changes, particularly since the Library Committee has been abolished.

Yours faithfully

Michael McMahon
Chief Executive Officer



REPORT: Draft 2020/21 Budget, Draft Revenue Policy 2020/21 [Fees and Charges], Draft Annual Operational Plan

AUTHOR: Manager Macquarie Regional Library

REPORT DATE: 2 April 2020

EXECUTIVE SUMMARY

This report details the proposed 2020/21 Draft Budget, Draft Revenue Policy [Fees & Charges], Draft Operational Plan along with the forecast Budget Estimates for the 2021/22, 2022/23, and 2023/24 financial years. This will provide a balanced budget over the next three (3) years.

The Draft Budget 2020/21 is based on a 3% increase in the Annual Contribution rate, continuation of a Book Vote Contribution being 15% of the Annual Contribution and 4% increase in Salary Contributions which will provide a balanced budget. The adopted Macquarie Regional Library (MRL) Service Agreement states a 4% increase in the Annual Contribution, however, current economic conditions and outlook require a more responsive and flexible approach to member Councils funding for the MRL service. The recent NSW Government announcement of a four year funding package to NSW councils for public libraries will further enhance service provisions.

FINANCIAL IMPLICATIONS

The proposed 1% reduction in the increase to the Annual Contribution rate will be absorbed through efficiency gains including a greater emphasis on 24/7 online library resources; regional office restructure and streamlining of branch service provisions. The estimated value-added income from fees and charges for 2020/2021 is \$63,471.

POLICY IMPLICATIONS

The 3% Annual Contribution rate is outside the current MRL Library Service Agreement. Therefore, formal agreement will be required by all member Councils.

RECOMMENDATION

- 1. That the Draft Budget 2020/21 and forecast 2021/22, 2022/23, and 2023/24, be adopted.**
- 2. That the Draft 2020/21 Revenue Policy and Operational Plan be adopted by member Councils.**
- 3. That the MRL budget documents form part of respective Councils twenty-eight (28) day public exhibition process and be automatically adopted in the event that no submissions are received.**

Kathryn McAlister
Manager Macquarie Regional Library

REPORT

The current Macquarie Regional Library Agreement provides for a 4% increase in the Annual Contributions; a Book Vote Contribution being 15% of the Annual Contribution, and a 4% Salary Contribution increase each year. Dubbo Regional Council continues to contribute an additional \$60,000 per year towards the Dubbo Book Vote with these resources being available across the region.

In June 2019, MRL member Councils met to discuss MRL Contributions. In July 2019, member Councils were provided an options paper with recommendations for cost savings. Additionally, in September 2019, the NSW State Government announced a significant new public library funding model and package over four years (2019-2022) and acknowledged that approximately half of the State's 128 councils have populations below 20,000 people, and these councils would not have received significant increases through per capita funding alone if the current funding model was retained.

The new funding model addressed this inequity by imposing a flat rate Subsidy Adjustment fund of \$50,000 per council; a proportional funding allocation using the Socio-Economic Indexes for Areas scale (SEIFA) developed by the ABS, and an increase in the per capita subsidy amount annually from \$1.85 per head to \$2.85 by 2022/23.

A further review of the MRL per capita basis for Annual Contributions showed that, under the new model, further inequity would be created due to the new flat rate and SEIFA components having no correlation to the per capita calculation. To assist correct this inequity, the current Annual Contributions continue to be based on the current contribution but with a reduction in the increase of the contribution rate from 4% to 3%. This will provide a balanced budget over the next three (3) years. Cost savings in term of Annual Contribution and Book Vote contributions for 2020/2021 are: Dubbo Regional Council \$9,525.00; Warrumbungle Shire Council \$2,127.00 and Narromine Shire Council \$1,286.00.

The Draft Budget 2020/21 has been prepared with staff salaries increasing by 4% and Employee Leave Entitlements are fully funded. It is noted that the Superannuation Guarantee rate is increasing 0.5% per annum from 9.5% in 2020/21 to 11% in 2023/24 and Workers Compensation premiums are expected to increase well above 4%. Both of these factors will affect the 4% increase in staff salaries going forward.

The estimated value-added income from fees and charges for 2020/2021 is \$63,471.

The estimated Annual Operational Plan 2020/21 provides for the library's operations over the next 12 months.

CONTRIBUTIONS - BOOK VOTE

The Book Vote allocation, as per the Library Service Agreement, is 15% of the member Council's Annual Contribution. This will decrease slightly in dollar terms due to the reduced contribution rate of 3%. However, book and online resource collections are part of core library service provisions and continue to be a priority in the budget.

SUMMARY

The Draft Budget 2020/21 - 2023/24, Draft Revenue Policy 2020/21 [Fees and Charges], and Draft 2020/21 Annual Operational Plan are now submitted for consideration by MRL member Councils.

MACQUARIE REGIONAL LIBRARY
ESTIMATED - DETAILED FINANCIAL STATEMENTS

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Income					
Contributions - Annual					
Dubbo Regional Council	-828,190	-853,036	-878,627	-904,986	-932,136
Narromine Shire Council	-111,885	-115,242	-118,699	-122,260	-125,928
Warrumbungle Shire Council	-184,989	-190,539	-196,255	-202,143	-208,207
Contributions - Annual Total	-1,125,064	-1,158,817	-1,193,581	-1,229,389	-1,266,271
Contributions - Books					
Dubbo Regional Council	-184,229	-187,955	-191,794	-195,748	-199,820
Narromine Shire Council	-16,783	-17,286	-17,805	-18,339	-18,889
Warrumbungle Shire Council	-27,748	-28,581	-29,438	-30,321	-31,231
Contributions - Books Total	-228,760	-233,822	-239,037	-244,408	-249,940
Contributions - Other					
Dubbo Regional Council - Research Local History	-4,000	-4,000	-4,000	-4,000	-4,000
Contributions - Other Total	-4,000	-4,000	-4,000	-4,000	-4,000
Contributions - Salary					
Dubbo Regional Council	-947,665	-910,085	-954,065	-1,000,959	-1,051,160
Narromine Shire Council	-248,241	-251,225	-262,912	-275,332	-288,560
Warrumbungle Shire Council	-333,190	-331,320	-347,156	-363,794	-381,278
Contributions - Salary Total	-1,529,096	-1,492,630	-1,564,133	-1,640,085	-1,720,998
Library Council Subsidy					
Dubbo Regional Council	-136,290	-153,318	-158,642	-169,290	-169,290
Narromine Shire Council	-22,387	-35,642	-36,299	-37,612	-37,612
Warrumbungle Shire Council	-29,471	-43,296	-44,236	-46,116	-46,116
Library Council Subsidy Total	-188,148	-232,256	-239,177	-253,018	-253,018
Local Priority Project - Book Vote					
Dubbo Regional Council	-29,261	-24,580	-24,580	-24,580	-24,580
Narromine Shire Council	-31,495	-26,454	-26,454	-26,454	-26,454
Warrumbungle Shire Council	-32,215	-27,061	-27,061	-27,061	-27,061
Local Priority Project - Book Vote Total	-92,971	-78,095	-78,095	-78,095	-78,095
Local Priority Special Projects					
Dubbo Regional Council	-23,408	-16,385	-16,385	-16,385	-16,385
Narromine Shire Council	-25,193	-17,637	-17,637	-17,637	-17,637
Warrumbungle Shire Council	-25,772	-18,040	-18,040	-18,040	-18,040
Local Priority Special Projects Total	-74,373	-52,062	-52,062	-52,062	-52,062
Other Income					
Interest on Investments	-20,500	-17,781	-17,781	-17,781	-17,781
Reimburse Travel - State Library NSW	-41	0	0	0	0
Sundry Income	-290	-255	-260	-265	-270
Other Income Total	-20,831	-18,036	-18,041	-18,046	-18,051

MACQUARIE REGIONAL LIBRARY
ESTIMATED - DETAILED FINANCIAL STATEMENTS

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Value Added Income					
Childrens & Youth Services	-911	-929	-947	-965	-985
Document Delivery	-1,000	-1,020	-1,040	-1,061	-1,082
Fees & Charges	-61,035	-61,522	-63,028	-64,571	-66,152
Value Added Income Total	-62,946	-63,471	-65,015	-66,597	-68,219
Income Total	-3,326,189	-3,333,189	-3,453,141	-3,585,700	-3,710,654
Expenditure					
Depreciation					
Furniture & Fittings	607	633	633	633	633
Information Technology Equipment	26,207	26,785	26,785	26,785	26,785
Library Books	279,202	308,544	308,544	308,544	308,544
Plant & Equipment	3,808	3,793	3,793	3,793	3,793
Depreciation Total	309,824	339,755	339,755	339,755	339,755
Information Technology					
Executive Council IT Support	8,844	9,021	9,201	9,385	9,573
Hardware Maintenance	1,040	1,061	1,082	1,103	1,125
Other Minor Equipment	2,140	2,183	2,227	2,272	2,317
Radio Frequency Identification (RFID)	18,790	5,000	5,125	5,253	5,384
Software Licences	22,853	28,310	28,876	29,454	30,043
Spydus Library Management System	71,960	57,638	58,791	59,967	61,166
Wan Charges	32,252	32,897	33,555	34,226	34,911
Information Technology Total	157,879	136,110	138,857	141,660	144,519
Library Services & Collections					
Children & Youth Services	11,578	6,862	7,034	7,210	7,390
Data Bases	51,302	30,825	31,075	31,331	31,594
Document Delivery	400	408	418	428	439
e-Collection Licences	15,734	16,521	16,934	17,357	17,791
Marketing & Promotions	17,874	12,412	12,462	12,513	12,566
Serials	24,997	25,497	26,135	26,789	27,459
Summer Reading Club	3,938	4,000	4,100	4,203	4,308
Web Page Maintenance	3,250	3,250	3,331	3,414	3,499
Library Services & Collections Total	129,073	99,775	101,489	103,245	105,046
Management Services					
Audit Fees	3,903	3,981	4,081	4,183	4,288
Bank Charges	250	300	308	316	324
Equipment - Minor Purchases	19,215	8,572	8,787	9,007	9,233
Executive Council Administrative Expenses	87,412	89,513	91,666	93,958	96,307
Financial Statement Templates	1,000	1,000	1,025	1,051	1,077
Freight	23,575	22,007	22,447	22,896	23,354
Fringe Benefits Tax	6,000	4,000	4,100	4,203	4,308
Insurances	18,553	19,481	20,260	21,070	21,913
Local Studies Materials	4,000	4,000	4,000	4,000	4,000
Memberships	3,000	3,060	3,137	3,215	3,295

MACQUARIE REGIONAL LIBRARY
ESTIMATED - DETAILED FINANCIAL STATEMENTS

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
MRL/WPCC Exhibition	8,000	0	0	0	0
Postage	11,470	4,100	4,202	4,307	4,414
Printing & Stationery	20,391	20,799	21,319	21,852	22,398
Rental Work Area	5,732	5,877	5,992	6,112	6,265
Wellington Library Refurbishment Concept	5,600	0	0	0	0
Staff Training	15,238	12,547	12,860	13,182	13,512
Sundries	17,103	16,598	17,011	17,434	17,867
Telephone	15,560	15,872	16,265	16,667	17,079
Vehicle Expenses	9,642	9,719	10,021	10,333	10,654
Management Services Total	275,644	241,426	247,481	253,786	260,288
Salaries & Overheads					
Dubbo Regional Council	947,665	910,085	954,065	1,000,959	1,051,160
Narromine Shire Council	248,241	251,225	262,912	275,332	288,560
Regional Office	813,872	840,838	879,740	920,935	964,619
Warrumbungle Shire Council	333,190	331,320	347,156	363,794	381,278
Salaries & Overheads Total	2,342,968	2,333,468	2,443,873	2,561,020	2,685,617
Technical Services					
Book Maintenance	14,974	15,273	15,655	16,046	16,447
Libraries Australia	3,235	3,300	3,383	3,468	3,555
Technical Services Total	18,209	18,573	19,038	19,514	20,002
Expenditure Total	3,233,597	3,169,107	3,290,493	3,418,980	3,555,227
Operating Total	-92,592	-164,082	-162,648	-166,720	-155,427
Capital					
Income					
Depreciation (Capital Recovery)					
Furniture & Fittings	-607	-633	-633	-633	-633
Information Technology Equipment	-26,207	-26,785	-26,785	-26,785	-26,785
Library Books	-279,202	-308,544	-308,544	-308,544	-308,544
Motor Vehicle	-3,808	-3,793	-3,793	-3,793	-3,793
Depreciation (Capital Recovery) Total	-309,824	-339,755	-339,755	-339,755	-339,755
Proceeds from Sale of Assets					
Library Books	-96	0	0	0	0
Motor Vehicle	0	-20,000	0	0	-24,977
Office Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
Proceeds from Sale of Assets Total	-1,096	-21,000	-1,000	-1,000	-25,977
Income Total	-310,920	-360,755	-340,755	-340,755	-365,732
Expenditure					
Acquisition of Assets - Books					
Book Purchases - Dubbo Regional Council	275,233	224,089	227,928	231,882	235,954
Book Purchases - Narromine Shire Council	53,619	43,740	44,259	44,793	45,343

MACQUARIE REGIONAL LIBRARY
ESTIMATED - DETAILED FINANCIAL STATEMENTS

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Book Purchases - Warrumbungle Shire Council	69,774	55,642	56,499	57,382	58,292
Acquisition of Assets - Books Total	398,626	323,471	328,686	334,057	339,589
Acquisition of Assets - Other					
Com Respite & Carelink Centre Orana					
Computer Equipment	28,961	64,271	64,871	65,483	66,107
e-Lending Collections	22,082	22,588	23,153	23,732	24,325
Furniture & Fittings	28,952	42,112	38,498	39,211	39,941
Makerspace Program & Kits	10,000	5,000	5,125	5,253	5,384
Motor Vehicle	0	34,262	0	0	37,439
Other Equipment	10,000	10,000	10,000	10,000	10,000
Acquisition of Assets - Other Total	99,995	178,233	141,647	143,679	183,196
Expenditure Total	498,621	501,704	470,333	477,736	522,785
Capital Total	187,701	140,949	129,578	136,981	157,053
Available Funds Movement Prior To Restricted Asset Funding	95,109	-23,133	-33,070	-29,739	1,626
Restricted Assets - Internally Restricted Assets					
Book Purchases	-66,049	0	0	0	0
Collection Development - MRL Funded	-1,483	0	0	0	0
Computer & Equipment Upgrade	0	-10,000	-10,200	-10,404	-10,612
Data Bases	-3,038	0	0	0	0
e-Collection Licenses	-516	0	0	0	0
Furniture & Fittings - MRL Funded	-1,500	0	0	0	0
Motor Vehicle Replacement	6,500	-14,262	6,500	6,500	-12,462
Operating Surplus	3,097	47,395	36,770	33,643	21,448
Staff Training	-2,938	0	0	0	0
Summer Reading Club - MRL Funded	-1,938	0	0	0	0
Youth Services Program	-3,978	0	0	0	0
Restricted Assets - Internally Restricted Assets Total	-71,843	23,133	33,070	29,739	-1,626
Restricted Assets - Externally Restricted Assets					
Local Priority Special Projects	-21,552	0	0	0	0
PLNC Conference Funds	-1,714	0	0	0	0
Restricted Assets - Externally Restricted Assets Total	-23,266	0	0	0	0
Restricted Assets Total	-95,109	23,133	33,070	29,739	-1,626
Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MACQUARIE REGIONAL LIBRARY
STATEMENT OF RESTRICTED ASSETS

Purpose of Restricted Asset	Balance as at 30/06/2020	Balance as at 30/06/2021	Balance as at 30/06/2022	Balance as at 30/06/2023	Balance as at 30/06/2024
INTERNALLY RESTRICTED ASSETS					
LIBRARY OPERATIONS TOTAL	547,057	594,452	631,222	657,636	668,472
BOOK PURCHASES TOTAL	19,233	19,233	19,233	19,233	19,233
CHILDREN & YOUTH SERVICES - DUBBO	2,943	2,943	2,943	2,943	2,943
CHILDREN & YOUTH SERVICES - NARROMINE	150	150	150	150	150
COLLECTION DEVELOPMENT - REGIONAL OFFICE FUNDED	5,296	5,296	5,296	5,296	5,296
COMPUTER & EQUIPMENT UPGRADE	23,375	13,375	3,175	0	0
EMPLOYEE LEAVE ENTITLEMENTS	688,118	688,118	688,118	688,118	688,118
E-COLLECTION LICENCES	3,876	3,876	3,876	3,876	3,876
LMS UPGRADE	32,623	32,623	32,623	32,623	32,623
LOCAL STUDIES CONTRIBUTION	16,685	16,685	16,685	16,685	16,685
MAKEASPACE PROGRAM KITS	12,155	12,155	12,155	12,155	12,155
MOTOR VEHICLE REPLACEMENT	22,946	8,684	15,184	21,684	9,222
ORAL HISTORY PROJECT - REGIONAL OFFICE FUNDED	4,156	4,156	4,156	4,156	4,156
RADIO FREQUENCY IDENTIFICATION (RFID)	19,200	19,200	19,200	19,200	19,200
SALARY SAVINGS / DRC LIBRARY ASSISTANT	48,085	48,085	48,085	48,085	48,085
TOTAL INTERNALLY RESTRICTED ASSETS	1,445,898	1,469,031	1,502,101	1,531,840	1,530,214
EXTERNALLY RESTRICTED ASSETS					
COM RESPITE & CARELINK CENTRE ORANA	656	656	656	656	656
PLNC CONFERENCE FUNDS - NARROMINE	29	29	29	29	29
PLNC ZONE FUNDING	390	390	390	390	390
TOTAL EXTERNALLY RESTRICTED ASSETS	1,075	1,075	1,075	1,075	1,075
TOTAL RESTRICTED ASSETS	1,446,973	1,470,106	1,503,176	1,532,915	1,531,289

MRL - Information Technology
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Expenditure					
<u>Information Technology - Branch Expenses</u>					
09.00003 - Information Technology					
0567 - Rental Work Area	1,433	1,469	1,498	1,528	1,566
0569 - Telephone	1,028	1,049	1,070	1,091	1,113
0570 - Sundries	100	100	100	100	100
0597 - Executive Council IT Support	8,844	9,021	9,201	9,385	9,573
9002 - Software Licences	22,853	28,310	28,876	29,454	30,043
9006 - Hardware Maintenance	1,040	1,061	1,082	1,103	1,125
9010 - WAN Charges	32,252	32,897	33,555	34,226	34,911
9016 - Spydus Annual Software Licence	71,960	57,638	58,791	59,967	61,166
9023 - Hardware - Minor Equipment	2,140	2,183	2,227	2,272	2,317
09.00003 - Information Technology Total	141,650	133,728	136,400	139,126	141,914
Information Technology - Branch Expenses Total	141,650	133,728	136,400	139,126	141,914
<u>Information Technology - Interest Charges & Deprec</u>					
09.00095 - Depreciation - Information Technology					
0252 - Office Equipment	26,207	26,785	26,785	26,785	26,785
09.00095 - Depreciation - Information Technology Total	26,207	26,785	26,785	26,785	26,785
Information Technology - Interest Charges & Deprec Total	26,207	26,785	26,785	26,785	26,785
<u>Information Technology - Less Services Provided</u>					
09.00013 - Charged To Branches - Information Technology					
9064 - Dubbo	-193,421	-206,264	-212,727	-219,524	-226,692
9068 - Warrumbungle	-36,538	-36,411	-37,551	-38,751	-40,016
9070 - Narromine	-25,551	-25,445	-26,242	-27,080	-27,964
09.00013 - Charged To Branches - Information Technology Total	-255,510	-268,120	-276,520	-285,355	-294,672
Information Technology - Less Services Provided Total	-255,510	-268,120	-276,520	-285,355	-294,672
<u>Information Technology - Salaries & Overheads</u>					
09.00103 - Information Technology Salaries & Overheads					
0560 - Salaries	73,017	77,590	80,693	83,921	87,278
0561 - Annual Leave	6,060	6,439	6,697	6,964	7,243
0562 - Long Service Leave	1,231	2,825	2,938	3,056	3,178
0564 - Workers Compensation	7,842	9,797	10,777	11,855	13,041
0586 - Superannuation - Accumulation Scheme	8,136	8,741	9,615	10,625	11,794
09.00103 - Information Technology Salaries & Overheads Total	96,286	105,392	110,720	116,421	122,534
Information Technology - Salaries & Overheads Total	96,286	105,392	110,720	116,421	122,534
Expenditure Total	8,633	-2,215	-2,615	-3,023	-3,439
Operating Total	8,633	-2,215	-2,615	-3,023	-3,439

MRL - Information Technology
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Capital					
Income					
<u>Information Technology - Proceeds from Sale Assets</u>					
09.08163 - Assets Sold - Information Technology					
8001 - Office Equipment	-1,000	-1,000	-1,000	-1,000	-1,000
09.08163 - Assets Sold - Information Technology Total	-1,000	-1,000	-1,000	-1,000	-1,000
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Information Technology - Proceeds from Sale Assets Total	-1,000	-1,000	-1,000	-1,000	-1,000
<u>Information Technology -Depreciation (Capital Rec)</u>					
09.08105 - Depreciation - Information Technology					
0700 - Depreciation	-26,207	-26,785	-26,785	-26,785	-26,785
09.08105 - Depreciation - Information Technology Total	-26,207	-26,785	-26,785	-26,785	-26,785
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Information Technology -Depreciation (Capital Rec) Total	-26,207	-26,785	-26,785	-26,785	-26,785
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Income Total	-27,207	-27,785	-27,785	-27,785	-27,785
Expenditure					
<u>Information Technology - Acquisition of Assets</u>					
09.08044 - Information Technology					
0596 - Computer Equipment	8,574	30,000	30,600	31,212	31,836
0640 - Other Equipment	10,000	10,000	10,000	10,000	10,000
09.08044 - Information Technology Total	18,574	40,000	40,600	41,212	41,836
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Information Technology - Acquisition of Assets Total	18,574	40,000	40,600	41,212	41,836
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Expenditure Total	18,574	40,000	40,600	41,212	41,836
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Capital Total	-8,633	12,215	12,815	13,427	14,051
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Available Funds Movement Prior to Restricted Asset Funding	0	10,000	10,200	10,404	10,612
Restricted Assets					
<u>Information Technology - Restricted Assets</u>					
09.05990 - Internally Restricted Assets - Information Technol					
5009 - Computer & Equipment Upgrade	0	-10,000	-10,200	-10,404	-10,612
09.05990 - Internally Restricted Assets - Information Technol Total	0	-10,000	-10,200	-10,404	-10,612
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Information Technology - Restricted Assets Total	0	-10,000	-10,200	-10,404	-10,612
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Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MRL - Library Services and Collections

Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Income					
<u>Library Services & Collections - Other Income</u>					
09.05046 - Library Services & Collections - Other Income					
0558 - Document Delivery	-1,000	-1,020	-1,040	-1,061	-1,082
09.05046 - Library Services & Collections - Other Income Total	-1,000	-1,020	-1,040	-1,061	-1,082
Library Services & Collections - Other Income Total	-1,000	-1,020	-1,040	-1,061	-1,082
Income Total	-1,000	-1,020	-1,040	-1,061	-1,082
Expenditure					
<u>Library Services & Collect -Less Services Provided</u>					
09.00009 - Charge To Branches- Library Services & Collections					
9064 - Dubbo	-255,699	-256,115	-267,247	-279,069	-291,662
9068 - Warrumbungle	-48,303	-45,210	-47,176	-49,263	-51,485
9070 - Narromine	-33,778	-31,594	-32,967	-34,426	-35,979
09.00009 - Charge To Branches- Library Services & Collections Total	-337,780	-332,919	-347,390	-362,758	-379,126
Library Services & Collect -Less Services Provided Total	-337,780	-332,919	-347,390	-362,758	-379,126
<u>Library Services & Collect-Interest Charges & Depr</u>					
09.00094 - Depreciation - Library Services & Collections					
0284 - Other Assets - library books	13,259	24,273	24,273	24,273	24,273
09.00094 - Depreciation - Library Services & Collections Total	13,259	24,273	24,273	24,273	24,273
Library Services & Collect-Interest Charges & Depr Total	13,259	24,273	24,273	24,273	24,273
<u>Library Services & Collections - Branch Expenses</u>					
09.00001 - Library Services & Collections - Branch Expenses					
0567 - Rental Work Area	1,433	1,469	1,498	1,528	1,566
0569 - Telephone	412	420	431	442	453
0570 - Sundries	333	340	349	358	367
0573 - Document Delivery	400	408	418	428	439
0574 - Youth Services Programs	5,978	2,000	2,050	2,101	2,154
0577 - E-Collections Licences	15,734	16,521	16,934	17,357	17,791
0588 - Summer Reading Club	3,938	4,000	4,100	4,203	4,308
0603 - Marketing / Promotions	3,000	2,000	2,050	2,101	2,154
0605 - Databases	21,552	10,000	10,250	10,506	10,769
9011 - Web Page Maintenance	3,250	3,250	3,331	3,414	3,499
09.00001 - Library Services & Collections - Branch Expenses Total	56,030	40,408	41,411	42,438	43,500
Library Services & Collections - Branch Expenses Total	56,030	40,408	41,411	42,438	43,500
<u>Library Services & Collections-Salaries & O/Heads</u>					
09.00101 - Library Services & Collections-Salaries &Overheads					

MRL - Library Services and Collections

Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
0560 - Salaries	206,877	209,257	217,628	226,333	235,386
0561 - Annual Leave	17,168	17,366	18,060	18,783	19,534
0562 - Long Service Leave	12,162	3,324	3,457	3,595	3,739
0564 - Workers Compensation	9,935	12,422	13,664	15,030	16,533
0586 - Superannuation - Accumulation Scheme	23,324	23,574	25,932	28,655	31,807
09.00101 - Library Services & Collections-Salaries &Overheads Total	269,466	265,943	278,741	292,396	306,999
Library Services & Collections-Salaries & O/Heads Total	269,466	265,943	278,741	292,396	306,999
Expenditure Total	975	-2,295	-2,965	-3,651	-4,354
Operating Total	-25	-3,315	-4,005	-4,712	-5,436
Capital					
Income					
<u>Library Services & Collect-Depreciation Cap Recov</u>					
09.08104 - Depreciation - Library Services & Collections					
0700 - Depreciation	-13,259	-24,273	-24,273	-24,273	-24,273
09.08104 - Depreciation - Library Services & Collections Total	-13,259	-24,273	-24,273	-24,273	-24,273
Library Services & Collect-Depreciation Cap Recov Total	-13,259	-24,273	-24,273	-24,273	-24,273
Income Total	-13,259	-24,273	-24,273	-24,273	-24,273
Expenditure					
<u>Library Services & Collect - Acquisition of Assets</u>					
09.08003 - Library Services & Collections					
0611 - e-Lending Collections	22,082	22,588	23,153	23,732	24,325
0616 - Makerspace Program Kits	10,000	5,000	5,125	5,253	5,384
09.08003 - Library Services & Collections Total	32,082	27,588	28,278	28,985	29,709
Library Services & Collect - Acquisition of Assets Total	32,082	27,588	28,278	28,985	29,709
Expenditure Total	32,082	27,588	28,278	28,985	29,709
Capital Total	18,823	3,315	4,005	4,712	5,436
Available Funds Movement Prior to Restricted Asset Funding	18,798	0	0	0	0
Restricted Assets					
<u>Library Services & Collections - Restricted Assets</u>					
09.05988 - Internally Restricted Assets-Library Services&Coll					
5001 - Operating Surplus	12,224	0	0	0	0
5014 - e-Collection Licences	-516	0	0	0	0
5018 - Regional Office - Summer Reading Club	-1,938	0	0	0	0
5021 - Data Bases	-3,038	0	0	13,067	0
5022 - Youth Services Program	-3,978	0	0	0	0

MRL - Library Services and Collections
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
09.05988 - Internally Restricted Assets-Library Services&Coll Total	2,754	0	0	0	0
09.05989 - Externally Restricted Assets-Library Services&Coll					
5005 - Local Priority Special Project	-21,552	0	0	0	0
09.05989 - Externally Restricted Assets-Library Services&Coll Total	-21,552	0	0	0	0
Library Services & Collections - Restricted Assets Total	-18,798	0	0	0	0
Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MRL - Technical Services
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Expenditure					
<u>Technical Services - Branch Expenses</u>					
09.00004 - Technical Services					
0567 - Rental Work Area	1,433	1,470	1,498	1,528	1,567
0569 - Telephone	244	249	255	261	268
0570 - Sundries	50	50	51	52	53
0573 - RFID Consumables	0	5,000	5,125	5,253	5,384
9080 - Maintenance of Books	14,974	15,273	15,655	16,046	16,447
9082 - Libraries Australia	3,235	3,300	3,383	3,468	3,555
09.00004 - Technical Services Total	19,936	25,342	25,967	26,608	27,274
Technical Services - Branch Expenses Total	19,936	25,342	25,967	26,608	27,274
<u>Technical Services - Less Services Provided</u>					
09.00011 - Charged To Branches - Technical Services					
9064 - Dubbo	-186,181	-196,336	-204,697	-213,475	-222,703
9068 - Warrumbungle	-35,170	-34,658	-36,134	-37,683	-39,313
9070 - Narromine	-24,595	-24,220	-25,251	-26,334	-27,473
09.00011 - Charged To Branches - Technical Services Total	-245,946	-255,214	-266,082	-277,492	-289,489
Technical Services - Less Services Provided Total	-245,946	-255,214	-266,082	-277,492	-289,489
<u>Technical Services - Salaries & Overheads</u>					
09.00104 - Technical Services Salaries & Overheads					
0560 - Salaries	145,985	155,818	162,051	168,533	175,274
0561 - Annual Leave	12,115	12,931	13,448	13,986	14,546
0562 - Long Service Leave	18,540	13,400	13,936	14,493	15,073
0563 - Sick Leave	1,309	1,309	1,361	1,415	1,472
0564 - Workers Compensation	11,080	13,856	15,242	16,766	18,443
0565 - Superannuation - Retirement Scheme	21,015	0	0	0	0
0586 - Superannuation - Accumulation Scheme	15,966	32,558	34,077	35,691	37,407
09.00104 - Technical Services Salaries & Overheads Total	226,010	229,872	240,115	250,884	262,215
Technical Services - Salaries & Overheads Total	226,010	229,872	240,115	250,884	262,215
Expenditure Total	0	0	0	0	0
Operating Total	0	0	0	0	0
Available Funds Movement Prior to Restricted Asset Funding	0	0	0	0	0
Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MRL - Management Services

Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Income					
<u>Management Services - Other Income</u>					
09.05049 - Management Services - Other Income					
0552 - Reimburse Travel - State Library	-41	0	0	0	0
09.05049 - Management Services - Other Income Total	-41	0	0	0	0
Management Services - Other Income Total	-41	0	0	0	0
Income Total	-41	0	0	0	0
Expenditure					
<u>Management Services - Branch Expenses</u>					
09.00005 - Management Services					
0003 - Audit Fees	3,903	3,981	4,081	4,183	4,288
0017 - Freight	23,575	22,007	22,447	22,896	23,354
0019 - Fringe Benefits Tax	6,000	4,000	4,100	4,203	4,308
0052 - Vehicle Hire	4,192	4,159	4,325	4,498	4,678
0053 - MRL Motor Vehicle Maintenance Expenses	677	691	705	719	733
0083 - Insurance - CTP	443	452	463	475	487
0086 - Insurance	380	388	398	408	418
0087 - Registration	797	813	833	854	875
0088 - Tyres/Wheels - Repairs	500	510	523	536	549
0092 - Fuel & Oil	2,341	2,388	2,448	2,509	2,572
0094 - Service Costs	312	318	326	334	342
0326 - Services Provided - Financial Acc Serv	87,412	89,513	91,666	93,958	96,307
0566 - Insurances	18,553	19,481	20,260	21,070	21,913
0567 - Rental Work Area	1,433	1,469	1,498	1,528	1,566
0568 - Printing and Stationery	20,391	20,799	21,319	21,852	22,398
0569 - Telephone	1,633	1,666	1,708	1,751	1,795
0570 - Sundries	9,000	9,180	9,410	9,645	9,886
0571 - Staff Training	15,238	12,547	12,860	13,182	13,512
0580 - Minor Equipment	5,000	0	0	0	0
0581 - Minor Furniture & Fittings	3,000	3,500	3,588	3,678	3,770
0616 - Financial Statement Templates	1,000	1,000	1,025	1,051	1,077
9034 - Memberships	3,000	3,060	3,137	3,215	3,295
09.00005 - Management Services Total	208,780	201,922	207,120	212,545	218,123
09.02276 - Bank Charges					
0007 - Bank Charges & Fees	250	300	308	316	324
09.02276 - Bank Charges Total	250	300	308	316	324
Management Services - Branch Expenses Total	209,030	202,222	207,428	212,861	218,447
<u>Management Services - Interest Charges & Depreciat</u>					
09.00007 - Depreciation - Management Services					
0250 - Plant & Equipment	3,808	3,793	3,793	3,793	3,793
0254 - Furniture & Fittings	607	633	633	633	633

MRL - Management Services
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
09.00007 - Depreciation - Management Services Total	4,415	4,426	4,426	4,426	4,426
<hr/>					
Management Services - Interest Charges & Depreciat Total	4,415	4,426	4,426	4,426	4,426
<hr/>					
<u>Management Services - Less Services Provided</u>					
09.00015 - Charged To Branches - Management Services					
9064 - Dubbo	-345,559	-339,917	-357,026	-369,722	-377,971
9068 - Warrumbungle	-65,277	-60,004	-63,024	-65,265	-66,721
9070 - Narromine	-45,649	-41,932	-44,042	-45,608	-46,626
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09.00015 - Charged To Branches - Management Services Total	-456,485	-441,853	-464,092	-480,595	-491,318
<hr/>					
Management Services - Less Services Provided Total	-456,485	-441,853	-464,092	-480,595	-491,318
<hr/>					
<u>Management Services - Salaries & Overheads</u>					
09.00105 - Management Services Salaries & Overheads					
0560 - Salaries	157,528	170,096	176,900	183,976	191,335
0561 - Annual Leave	13,073	14,116	14,680	15,268	15,878
0562 - Long Service Leave	4,748	5,524	5,745	5,975	6,214
0564 - Workers Compensation	10,285	12,857	14,143	15,557	17,113
0565 - Superannuation - Retirement Scheme	35,855	37,038	38,696	40,458	42,331
0586 - Superannuation - Accumulation Scheme	621	0	0	0	0
<hr/>					
09.00105 - Management Services Salaries & Overheads Total	222,110	239,631	250,164	261,234	272,871
<hr/>					
Management Services - Salaries & Overheads Total	222,110	239,631	250,164	261,234	272,871
<hr/>					
Expenditure Total	-20,930	4,426	-2,074	-2,074	4,426
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Operating Total	-20,971	4,426	-2,074	-2,074	4,426
<hr/>					
Capital					
Income					
<u>Management Services - Depreciation (Capital Recov)</u>					
09.08107 - Depreciation - Management Services					
0700 - Depreciation	-3,808	-4,426	-4,426	-4,426	-4,426
0701 - Depreciation - Furniture & Fittings	-607	0	0	0	0
<hr/>					
09.08107 - Depreciation - Management Services Total	-4,415	-4,426	-4,426	-4,426	-4,426
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Management Services - Depreciation (Capital Recov) Total	-4,415	-4,426	-4,426	-4,426	-4,426
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<u>Management Services - Proceeds from Sale of Assets</u>					
09.08004 - Management Services - Sale of Assets					
0600 - Motor Vehicle	0	-20,000	0	170bf 39	-24,977

MRL - Management Services
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
09.08004 - Management Services - Sale of Assets Total	0	-20,000	0	0	-24,977
<hr/>					
Management Services - Proceeds from Sale of Assets Total	0	-20,000	0	0	-24,977
<hr/>					
Income Total	-4,415	-24,426	-4,426	-4,426	-29,403
<hr/>					
Expenditure					
<u>Management Services - Acquisition of Assets</u>					
09.08005 - Management Services					
0254 - Furniture & Fittings	1,500	0	0	0	0
0592 - Motor Vehicle	0	34,262	0	0	37,439
09.08005 - Management Services Total	1,500	34,262	0	0	37,439
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Management Services - Acquisition of Assets Total	1,500	34,262	0	0	37,439
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Expenditure Total	1,500	34,262	0	0	37,439
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Capital Total	-2,915	9,836	-4,426	-4,426	8,036
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Available Funds Movement Prior to Restricted Asset Funding	-23,886	14,262	-6,500	-6,500	12,462
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Restricted Assets					
<u>Management Services - Restricted Assets</u>					
09.05994 - Internally Restricted Assets - Management Services					
5001 - Operating Surplus	21,824	0	0	0	0
5012 - Staff Training	-2,938	0	0	0	0
5014 - Vehicle Replacement	6,500	-14,262	6,500	6,500	-12,462
5021 - Regional Office - Furniture & Fittings	-1,500	0	0	0	0
09.05994 - Internally Restricted Assets - Management Services Total	23,886	-14,262	6,500	6,500	-12,462
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Management Services - Restricted Assets Total	23,886	-14,262	6,500	6,500	-12,462
<hr/>					
Funds Available to (-), or Required From Library Operations	0	0	0	0	0
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MRL - Dubbo Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Income					
<u>Dubbo Branch - Contributions</u>					
09.05010 - Dubbo Branch - Contributions					
0535 - Annual Contribution	-828,190	-853,036	-878,627	-904,986	-932,136
0536 - Book Contribution	-124,229	-127,955	-131,794	-135,748	-139,820
0537 - Salary Contribution	-947,665	-910,085	-954,065	-1,000,959	-1,051,160
0550 - Books - Additional Contributions	-60,000	-60,000	-60,000	-60,000	-60,000
0560 - Research Local History Contribution	-4,000	-4,000	-4,000	-4,000	-4,000
09.05010 - Dubbo Branch - Contributions Total	-1,964,084	-1,955,076	-2,028,486	-2,105,693	-2,187,116
Dubbo Branch - Contributions Total	-1,964,084	-1,955,076	-2,028,486	-2,105,693	-2,187,116
<u>Dubbo Branch - Fees & Charges</u>					
09.05026 - Dubbo Branch Charges & Fees					
0500 - MRL Fees & Charges	-46,600	-46,839	-48,010	-49,211	-50,442
09.05026 - Dubbo Branch Charges & Fees Total	-46,600	-46,839	-48,010	-49,211	-50,442
Dubbo Branch - Fees & Charges Total	-46,600	-46,839	-48,010	-49,211	-50,442
<u>Dubbo Branch - Grants & Subsidies</u>					
09.05000 - Dubbo Branch - Grants					
0529 - Local Priority Special Projects	-23,408	-16,385	-16,385	-16,385	-16,385
0530 - Library Council - Subsidy	-136,290	-153,318	-158,642	-169,290	-169,290
0531 - Library Council-Local Priority Book Vote	-29,261	-24,580	-24,580	-24,580	-24,580
09.05000 - Dubbo Branch - Grants Total	-188,959	-194,283	-199,607	-210,255	-210,255
Dubbo Branch - Grants & Subsidies Total	-188,959	-194,283	-199,607	-210,255	-210,255
<u>Dubbo Branch - Interest On Investments</u>					
09.05018 - Dubbo Branch - Interest On Investments					
0538 - Interest On Investments - Dubbo	-15,000	-12,281	-12,281	-12,281	-12,281
09.05018 - Dubbo Branch - Interest On Investments Total	-15,000	-12,281	-12,281	-12,281	-12,281
Dubbo Branch - Interest On Investments Total	-15,000	-12,281	-12,281	-12,281	-12,281
<u>Dubbo Branch - Other Income</u>					
09.05036 - Dubbo Branch Other Income					
0553 - Childrens Services	-450	-459	-468	-477	-487
0554 - Sundry Income	-250	-255	-260	-265	-270
09.05036 - Dubbo Branch Other Income Total	-700	-714	-728	-742	-757
Dubbo Branch - Other Income Total	-700	-714	-728	-742	-757
Income Total	-2,215,343	-2,209,193	-2,289,112	-2,378,182	-2,460,851

MRL - Dubbo Branch

Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Expenditure					
<u>Dubbo Branch - Branch Expenses</u>					
09.00017 - Dubbo Branch Expenses					
0569 - Telephone	3,093	3,155	3,234	3,315	3,398
0570 - Sundries	5,420	5,528	5,666	5,808	5,953
0575 - Childrens & Youth Services	3,100	3,162	3,241	3,322	3,405
0576 - Postage	11,370	4,000	4,100	4,203	4,308
0579 - Serials	15,686	16,000	16,400	16,810	17,230
0580 - Minor Equipment and Furniture	9,463	500	513	526	539
0582 - LPGP - Marketing/Promotion Programs	4,682	3,277	3,277	3,277	3,277
0618 - Local Studies Materials	4,000	4,000	4,000	4,000	4,000
0760 - Radio Frequency ID (RFID) Project	7,720	0	0	0	0
0761 - MRL/WPCC Exhibition	8,000	0	0	0	0
0762 - Wellington Library Refurbishment Concept	5,600	0	0	0	0
9000 - LPGP - Online Subscription/Data Bases	9,363	6,554	6,554	6,554	6,554
09.00017 - Dubbo Branch Expenses Total	87,497	46,176	46,985	47,815	48,664
Dubbo Branch - Branch Expenses Total	87,497	46,176	46,985	47,815	48,664
<u>Dubbo Branch - Interest Charges & Depreciation</u>					
09.00090 - Depreciation - Dubbo Branch					
0287 - Dubbo - Library Books	168,317	167,282	167,282	167,282	167,282
09.00090 - Depreciation - Dubbo Branch Total	168,317	167,282	167,282	167,282	167,282
09.00091 - Depreciation - Wellington Branch					
0288 - Wellington - Library Books	36,032	35,860	35,860	35,860	35,860
09.00091 - Depreciation - Wellington Branch Total	36,032	35,860	35,860	35,860	35,860
Dubbo Branch - Interest Charges & Depreciation Total	204,349	203,142	203,142	203,142	203,142
<u>Dubbo Branch - Salaries & Overheads</u>					
09.00117 - Dubbo Salaries & Overheads					
0560 - Salaries	666,392	638,376	663,910	690,467	718,086
0561 - Annual Leave	55,231	52,729	54,838	57,032	59,313
0562 - Long Service Leave	20,779	17,987	18,706	19,455	20,333
0564 - Workers Compensation	43,783	54,721	60,193	66,212	72,833
0581 - Salaries - Weekend Casuals	27,373	24,464	25,443	26,461	27,519
0586 - Superannuation - Accumulation Scheme	83,144	71,581	78,739	87,007	96,578
0660 - Salaries - Casual Week Days	50,963	50,227	52,236	54,325	56,498
09.00117 - Dubbo Salaries & Overheads Total	947,665	910,085	954,065	1,000,959	1,051,160
Dubbo Branch - Salaries & Overheads Total	947,665	910,085	954,065	1,000,959	1,051,160
<u>Dubbo Branch - Services Provided - Regional</u>					
09.00217 - Services Provided by Regional Office					
9072 - Services Provided - Library Services & C	255,699	256,115	267,247	279,069	291,662
9074 - Services Provided - Technical Services	186,181	196,336	204,697	213,475	222,703
9076 - Services Provided-Information Technology	193,421	206,264	212,727	219,524	226,692
9078 - Services Provided - Management Services	345,559	339,917	357,026	369,722	377,971
09.00217 - Services Provided by Regional Office Total	980,860	998,632	1,041,697	1,081,790	1,119,028

MRL - Dubbo Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Dubbo Branch - Services Provided - Regional Total	980,860	998,632	1,041,697	1,081,790	1,119,028
Expenditure Total	2,220,371	2,158,035	2,245,889	2,333,706	2,421,994
Operating Total	5,028	-51,158	-43,223	-44,476	-38,857
Capital					
Income					
<u>Dubbo Branch - Depreciation (Capital Recovery)</u>					
09.08100 - Depreciation - Dubbo Branch					
0700 - Depreciation	-204,349	-167,282	-167,282	-167,282	-167,282
09.08100 - Depreciation - Dubbo Branch Total	-204,349	-167,282	-167,282	-167,282	-167,282
09.08101 - Depreciation - Wellington Branch					
0700 - Depreciation	0	-35,860	-35,860	-35,860	-35,860
09.08101 - Depreciation - Wellington Branch Total	0	-35,860	-35,860	-35,860	-35,860
Dubbo Branch - Depreciation (Capital Recovery) Total	-204,349	-203,142	-203,142	-203,142	-203,142
<u>Dubbo Branch - Proceeds from Sale of Assets</u>					
09.08150 - Assets Sold - Dubbo Branch					
8000 - Library Books	-96	0	0	0	0
09.08150 - Assets Sold - Dubbo Branch Total	-96	0	0	0	0
Dubbo Branch - Proceeds from Sale of Assets Total	-96	0	0	0	0
Income Total	-204,445	-203,142	-203,142	-203,142	-203,142
Expenditure					
<u>Dubbo Branch - Acquisition of Assets</u>					
09.08007 - Dubbo Branch Assets Purchased					
0254 - Furniture & Fittings	6,423	12,112	7,998	8,198	8,403
0590 - Collection Development	265,870	212,535	216,374	220,328	224,400
6000 - LPGP - Public Access Computers	9,363	11,554	11,554	11,554	11,554
09.08007 - Dubbo Branch Assets Purchased Total	281,656	236,201	235,926	240,080	244,357
Dubbo Branch - Acquisition of Assets Total	281,656	236,201	235,926	240,080	244,357
Expenditure Total	281,656	236,201	235,926	240,080	244,357
Capital Total	77,211	33,059	32,784	36,938	41,215
Available Funds Movement Prior to Restricted Asset Funding	82,239	-18,099	-10,439	-7,538	2,358
Restricted Assets					
<u>Dubbo Branch - Restricted Assets</u>					
09.05980 - Internally Restricted Assets - Dubbo Branch					
5001 - Operating Surplus	-29,859	18,099	10,439	7,538	-2,358

MRL - Dubbo Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
5002 - Book Purchases	-51,316	0	0	0	0
5020 - Regional Office - Collection Development	-1,064	0	0	0	0
09.05980 - Internally Restricted Assets - Dubbo Branch Total	-82,239	18,099	10,439	7,538	-2,358
Dubbo Branch - Restricted Assets Total	-82,239	18,099	10,439	7,538	-2,358
Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MRL - Narromine Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Income					
<u>Narromine Branch - Charges & Fees</u>					
09.05030 - Narromine Branch Charges & Fees					
0500 - MRL Fees & Charges	-6,235	-6,529	-6,660	-6,793	-6,929
09.05030 - Narromine Branch Charges & Fees Total	-6,235	-6,529	-6,660	-6,793	-6,929
Narromine Branch - Charges & Fees Total	-6,235	-6,529	-6,660	-6,793	-6,929
<u>Narromine Branch - Contributions</u>					
09.05014 - Narromine Branch - Contributions					
0535 - Annual Contribution	-111,885	-115,242	-118,699	-122,260	-125,928
0536 - Book Contribution	-16,783	-17,286	-17,805	-18,339	-18,889
0537 - Salary Contribution	-248,241	-251,225	-262,912	-275,332	-288,560
09.05014 - Narromine Branch - Contributions Total	-376,909	-383,753	-399,416	-415,931	-433,377
Narromine Branch - Contributions Total	-376,909	-383,753	-399,416	-415,931	-433,377
<u>Narromine Branch - Grants & Subsidies</u>					
09.05004 - Narromine Branch - Grants					
0529 - Local Priority Special Projects	-25,193	-17,637	-17,637	-17,637	-17,637
0530 - Library Council - Subsidy	-22,387	-35,642	-36,299	-37,612	-37,612
0531 - Library Council-Local Priority Book Vote	-31,495	-26,454	-26,454	-26,454	-26,454
09.05004 - Narromine Branch - Grants Total	-79,075	-79,733	-80,390	-81,703	-81,703
Narromine Branch - Grants & Subsidies Total	-79,075	-79,733	-80,390	-81,703	-81,703
<u>Narromine Branch - Interest On Investments</u>					
09.05022 - Narromine Branch - Interest On Investments					
0538 - Interest On Investments - Narromine	-2,400	-2,400	-2,400	-2,400	-2,400
09.05022 - Narromine Branch - Interest On Investments Total	-2,400	-2,400	-2,400	-2,400	-2,400
Narromine Branch - Interest On Investments Total	-2,400	-2,400	-2,400	-2,400	-2,400
<u>Narromine Branch - Other Income</u>					
09.05040 - Narromine Branch Other Income					
0553 - Childrens Services	-150	-153	-156	-159	-162
0554 - Sundry Income	-40	0	0	0	0
09.05040 - Narromine Branch Other Income Total	-190	-153	-156	-159	-162
Narromine Branch - Other Income Total	-190	-153	-156	-159	-162
Income Total	-464,809	-472,568	-489,022	-506,986	-524,571
Expenditure					
<u>Narromine Branch - Branch Expenses</u>					
09.00021 - Narromine Branch Expenses					
0569 - Telephone	2,659	2,712	2,780	2,850 ^{23 of 39}	2,921
0570 - Sundries	200	400	410	420	431

MRL - Narromine Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
0575 - Children & Youth Services	2,000	1,000	1,025	1,051	1,077
0576 - Postage	50	50	51	52	53
0579 - Serials	4,534	4,625	4,741	4,860	4,982
0580 - Minor Equipment and Furniture	752	2,572	2,636	2,702	2,770
0584 - LPGP - Marketing/Promotions Programs	5,038	3,527	3,527	3,527	3,527
0616 - Radio Frequency Identification (RFID)	4,420	0	0	0	0
9000 - LPGP - Online Subscriptions/Databases	10,078	7,055	7,055	7,055	7,055
09.00021 - Narromine Branch Expenses Total	29,731	21,941	22,225	22,517	22,816
Narromine Branch - Branch Expenses Total	29,731	21,941	22,225	22,517	22,816
<u>Narromine Branch - Interest Charges & Depreciation</u>					
09.00092 - Depreciation - Narromine Branch					
0289 - Narromine - Library Books	22,698	29,667	29,667	29,667	29,667
09.00092 - Depreciation - Narromine Branch Total	22,698	29,667	29,667	29,667	29,667
Narromine Branch - Interest Charges & Depreciation Total	22,698	29,667	29,667	29,667	29,667
<u>Narromine Branch - Salaries & Overheads</u>					
09.00121 - Narromine Salaries & Overheads					
0560 - Salaries	159,762	166,754	173,408	180,328	187,523
0561 - Annual Leave	13,189	13,640	14,186	14,753	15,344
0562 - Long Service Leave	6,807	4,319	4,492	4,671	4,858
0564 - Workers Compensation	7,230	9,041	9,945	10,940	12,034
0581 - Salaries - Weekend Casuals	2,578	2,582	2,685	2,792	2,904
0586 - Superannuation - Accumulation Scheme	21,771	18,517	20,369	22,508	24,983
0660 - Salaries - Casual Week Days	36,904	36,372	37,827	39,340	40,914
09.00121 - Narromine Salaries & Overheads Total	248,241	251,225	262,912	275,332	288,560
Narromine Branch - Salaries & Overheads Total	248,241	251,225	262,912	275,332	288,560
<u>Narromine Branch - Services Provided - Regional Of</u>					
09.00221 - Services Provided by Regional Office					
9072 - Services Provided - Library Services & C	33,778	31,594	32,967	34,426	35,979
9074 - Services Provided - Technical Services	24,595	24,220	25,251	26,334	27,473
9076 - Services Provided-Information Technology	25,551	25,445	26,242	27,080	27,964
9078 - Services Provided - Management Services	45,649	41,932	44,042	45,608	46,626
09.00221 - Services Provided by Regional Office Total	129,573	123,191	128,502	133,448	138,042
Narromine Branch - Services Provided - Regional Of Total	129,573	123,191	128,502	133,448	138,042
Expenditure Total	430,243	426,024	443,306	460,964	479,085
Operating Total	-34,566	-46,544	-45,716	-46,022	-45,486

**Capital
Income**

MRL - Narromine Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
<u>Narromine Branch - Depreciation (Capital Recovery)</u>					
09.08102 - Depreciation - Narromine Branch					
0700 - Depreciation	-22,698	-29,667	-29,667	-29,667	-29,667
09.08102 - Depreciation - Narromine Branch Total	-22,698	-29,667	-29,667	-29,667	-29,667
<hr/>					
Narromine Branch - Depreciation (Capital Recovery) Total	-22,698	-29,667	-29,667	-29,667	-29,667
<hr/>					
Income Total	-22,698	-29,667	-29,667	-29,667	-29,667
<hr/>					
Expenditure					
<u>Narromine Branch - Acquisition of Assets</u>					
09.08011 - Narromine Branch Assets Purchased					
0254 - Furniture & Fittings	0	10,000	10,000	10,000	10,000
0590 - Book Contributions	53,619	43,740	44,259	44,793	45,343
6000 - LPGP - Public Access Computers	10,078	12,055	12,055	12,055	12,055
09.08011 - Narromine Branch Assets Purchased Total	63,697	65,795	66,314	66,848	67,398
<hr/>					
Narromine Branch - Acquisition of Assets Total	63,697	65,795	66,314	66,848	67,398
<hr/>					
Expenditure Total	63,697	65,795	66,314	66,848	67,398
<hr/>					
Capital Total	40,999	36,128	36,647	37,181	37,731
<hr/>					
Available Funds Movement Prior to Restricted Asset Funding	6,433	-10,416	-9,069	-8,841	-7,755
<hr/>					
Restricted Assets					
<u>Narromine Branch - Restricted Assets</u>					
09.05984 - Internally Restricted Assets - Narromine Branch					
5001 - Operating Surplus	-1,092	10,416	9,069	8,841	7,755
5002 - Book Purchases	-5,341	0	0	0	0
09.05984 - Internally Restricted Assets - Narromine Branch Total	-6,433	10,416	9,069	8,841	7,755
<hr/>					
Narromine Branch - Restricted Assets Total	-6,433	10,416	9,069	8,841	7,755
<hr/>					
Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MRL - Warrumbungle Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Operating					
Income					
<u>Warrumbungle Branch - Charges & Fees</u>					
09.05032 - Warrumbungle Branch Charges & Fees					
0500 - MRL Fees & Charges	-8,200	-8,154	-8,358	-8,567	-8,781
09.05032 - Warrumbungle Branch Charges & Fees Total	-8,200	-8,154	-8,358	-8,567	-8,781
Warrumbungle Branch - Charges & Fees Total	-8,200	-8,154	-8,358	-8,567	-8,781
<u>Warrumbungle Branch - Contributions</u>					
09.05016 - Warrumbungle Branch - Contributions					
0535 - Annual Contribution	-184,989	-190,539	-196,255	-202,143	-208,207
0536 - Book Contribution	-27,748	-28,581	-29,438	-30,321	-31,231
0537 - Salary Contribution	-333,190	-331,320	-347,156	-363,794	-381,278
09.05016 - Warrumbungle Branch - Contributions Total	-545,927	-550,440	-572,849	-596,258	-620,716
Warrumbungle Branch - Contributions Total	-545,927	-550,440	-572,849	-596,258	-620,716
<u>Warrumbungle Branch - Grants & Subsidies</u>					
09.05006 - Warrumbungle Branch - Grants					
0529 - Local Priority Special Projects	-25,772	-18,040	-18,040	-18,040	-18,040
0530 - Library Council - Subsidy	-29,471	-43,296	-44,236	-46,116	-46,116
0531 - Library Council-Local Priority Book Vote	-32,215	-27,061	-27,061	-27,061	-27,061
09.05006 - Warrumbungle Branch - Grants Total	-87,458	-88,397	-89,337	-91,217	-91,217
Warrumbungle Branch - Grants & Subsidies Total	-87,458	-88,397	-89,337	-91,217	-91,217
<u>Warrumbungle Branch - Interest On Investments</u>					
09.05024 - Warrumbungle Branch - Interest On Investments					
0538 - Interest On Investments - Warrumbungle	-3,100	-3,100	-3,100	-3,100	-3,100
09.05024 - Warrumbungle Branch - Interest On Investments Total	-3,100	-3,100	-3,100	-3,100	-3,100
Warrumbungle Branch - Interest On Investments Total	-3,100	-3,100	-3,100	-3,100	-3,100
<u>Warrumbungle Branch - Other Income</u>					
09.05042 - Warrumbungle Branch Other Income					
0553 - Childrens Services	-311	-317	-323	-329	-336
09.05042 - Warrumbungle Branch Other Income Total	-311	-317	-323	-329	-336
Warrumbungle Branch - Other Income Total	-311	-317	-323	-329	-336
Income Total	-644,996	-650,408	-673,967	-699,471	-724,150

MRL - Warrumbungle Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Expenditure					
<u>Warrumbungle Branch - Branch Expenses</u>					
09.00023 - Warrumbungle Branch Expenses					
0569 - Telephone	6,491	6,621	6,787	6,957	7,131
0570 - Sundries	2,000	1,000	1,025	1,051	1,077
0575 - Children & Youth Services	500	700	718	736	754
0576 - Postage	50	50	51	52	53
0579 - Serials	4,777	4,872	4,994	5,119	5,247
0580 - Minor Equipment	1,000	2,000	2,050	2,101	2,154
0582 - LPGP - Marketing/Promotion Programs	5,154	3,608	3,608	3,608	3,608
0616 - Radio Frequency Identification (RFID)	6,650	0	0	0	0
9000 - LPGP - Online Subscriptions/Databases	10,309	7,216	7,216	7,216	7,216
09.00023 - Warrumbungle Branch Expenses Total	36,931	26,067	26,449	26,840	27,240
Warrumbungle Branch - Branch Expenses Total	36,931	26,067	26,449	26,840	27,240
<u>Warrumbungle Branch - Interest Charges & Depreciat</u>					
09.00093 - Depreciation - Warrumbungle Branch					
0290 - Warrumbungle - Library Books	38,896	51,462	51,462	51,462	51,462
09.00093 - Depreciation - Warrumbungle Branch Total	38,896	51,462	51,462	51,462	51,462
Warrumbungle Branch - Interest Charges & Depreciat Total	38,896	51,462	51,462	51,462	51,462
<u>Warrumbungle Branch - Salaries & Overheads</u>					
09.00123 - Warrumbungle Salaries & Overheads					
0560 - Salaries	219,571	222,503	231,323	240,494	250,030
0561 - Annual Leave	17,890	18,133	18,858	19,613	20,397
0562 - Long Service Leave	7,118	9,901	10,758	11,676	12,659
0564 - Workers Compensation	12,293	15,368	16,905	18,596	20,456
0565 - Superannuation - Retirement Scheme	19,948	0	0	0	0
0581 - Salaries - Weekend Casuals	6,034	5,663	5,890	6,126	6,371
0586 - Superannuation - Accumulation Scheme	13,432	23,380	25,595	27,949	30,451
0660 - Salaries - Casual Week Days	36,904	36,372	37,827	39,340	40,914
09.00123 - Warrumbungle Salaries & Overheads Total	333,190	331,320	347,156	363,794	381,278
Warrumbungle Branch - Salaries & Overheads Total	333,190	331,320	347,156	363,794	381,278
<u>Warrumbungle Branch - Services Provided - Regional</u>					
09.00223 - Services Provided by Regional Office					
9072 - Services Provided - Library Services & C	48,303	45,210	47,176	49,263	51,485
9074 - Services Provided - Technical Services	35,170	34,658	36,134	37,683	39,313
9076 - Services Provided-Information Technology	36,538	36,411	37,551	38,751	40,016
9078 - Services Provided - Management Services	65,277	60,004	63,024	65,265	66,721
09.00223 - Services Provided by Regional Office Total	185,288	176,283	183,885	190,962	197,535
Warrumbungle Branch - Services Provided - Regional Total	185,288	176,283	183,885	190,962	197,535

MRL - Warrumbungle Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Expenditure Total	594,305	585,132	608,952	633,058	657,515
Operating Total	-50,691	-65,276	-65,015	-66,413	-66,635
Capital					
Income					
<u>Warrumbungle Branch - Depreciation (Capital Recov)</u>					
09.08103 - Depreciation - Warrumbungle Branch					
0700 - Depreciation	-38,896	-51,462	-51,462	-51,462	-51,462
09.08103 - Depreciation - Warrumbungle Branch Total	-38,896	-51,462	-51,462	-51,462	-51,462
Warrumbungle Branch - Depreciation (Capital Recov) Total	-38,896	-51,462	-51,462	-51,462	-51,462
Income Total	-38,896	-51,462	-51,462	-51,462	-51,462
Expenditure					
<u>Warrumbungle Branch - Acquisition of Assets</u>					
09.08013 - Warrumbungle Branch Assets Purchased					
0254 - Furniture & Fittings	21,029	20,000	20,500	21,013	21,538
0590 - Book Purchases from Contributions	69,355	55,642	56,499	57,382	58,292
5020 - Regional Office - Collection Development	419	0	0	0	0
6000 - Local Priority Grant - Computers	10,309	22,216	22,216	22,216	22,216
09.08013 - Warrumbungle Branch Assets Purchased Total	101,112	97,858	99,215	100,611	102,046
Warrumbungle Branch - Acquisition of Assets Total	101,112	97,858	99,215	100,611	102,046
Expenditure Total	101,112	97,858	99,215	100,611	102,046
Capital Total	62,216	46,396	47,753	49,149	50,584
Available Funds Movement Prior to Restricted Asset Funding	11,525	-18,880	-17,262	-17,264	-16,051
Restricted Assets					
<u>Warrumbungle Branch - Restricted Assets</u>					
09.05986 - Internally Restricted Assets - Warrumbungle Branch					
5001 - Operating Surplus	0	18,880	17,262	17,264	16,051
5002 - Book Purchases	-9,392	0	0	0	0
5020 - Regional Office - Collection Development	-419	0	0	0	0
09.05986 - Internally Restricted Assets - Warrumbungle Branch Total	-9,811	18,880	17,262	17,264	16,051
09.05987 - Externally Restricted Assets -Warrumbungle Branch					
5001 - PLNC Conference Funds	-1,714	0	0	0	0
09.05987 - Externally Restricted Assets -Warrumbungle Branch Total	-1,714	0	0	0	0

MRL - Warrumbungle Branch
Estimates - Detailed Financial Statement

	2019/2020 Revised Budget	2020/2021 Budget	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast
Warrumbungle Branch - Restricted Assets Total	-11,525	18,880	17,262	17,264	16,051
Funds Available to (-), or Required From Library Operations	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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DRAFT

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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MACQUARIE REGIONAL LIBRARY

Pricing Policy

FCR – Full Cost Recovery

Price set to recover the full cost of providing the goods/services. In determining whether this principle is appropriate consideration is given to whether there are community service obligations or equity issues that would warrant an alternative pricing principle.

IS – Industry Standard

Price is set to an industry standard.

MB – Market Based

Price is set by reference to local market prices. Fees are set to be competitive with local service providers.

NC – No Charge

No price charged for the service.

PCR – Part Cost Recovered

Price is discounted to below the full cost of providing the goods/services in recognition of a community service obligation. Funding for these services is sourced from other revenue and by charging a nominal fee to help offset the cost of providing the services.

MACQUARIE REGIONAL LIBRARY

Macquarie Regional Library fees and charges are set in recognition of - (1) cost is discounted to below the full cost in recognition of community service obligations - partial cost recovery [PCR] (2) price is set to an industry standards [IS] (3) fees are set to be not competitive with local service providers - market based [MB] (4) where possible, in consideration of the above, full cost recovery [FCR] (5) price is set by regulation/statute [S]

Reservation Fee	\$1.55	\$0.00	\$1.50	N	PCR	GST Exempt
An exemption applies to reservations placed under the following member categories: Hospital/Retirement Homes; Book Club; Inter Library Loans; Home Library Borrower; Honorary Members; Branch Libraries/Sections; Home Library Borrower with Family.						
Overdue Fees – item per week	\$1.05	\$0.00	\$1.00	N	PCR	GST Exempt
An exemption applies to overdue items placed under the following member categories; Hospital/Retirement Homes; Book Club; Inter Library Loans; Home Library Borrower; Honorary Members; Branch Libraries/Sections; Home Library Borrower with Family.						

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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MACQUARIE REGIONAL LIBRARY [continued]

Overdue Fees – Amnesty	\$0.00	\$0.00	\$0.00	N	FCR	N/A
Item Replacement – processing charge – per item	\$5.65	\$0.00	\$10.00	N	FCR	GST Exempt

PHOTOCOPYING AND PRINTOUTS

B&W – per A4 sheet	\$0.35	\$0.03	\$0.30	Y	PCR	10%
B&W – per A3 sheet	\$0.65	\$0.05	\$0.60	Y	PCR	10%
Colour copy – per A4 sheet	\$1.15	\$0.09	\$1.00	Y	PCR	10%
Colour copy – per A3 sheet	\$2.30	\$0.18	\$2.00	Y	PCR	10%
3D Printing – not including materials – per hour	\$0.00	\$0.45	\$5.00	Y	PCR	10%
3D Printing – not including materials – per 15 minutes	\$0.00	\$0.11	\$1.25	Y	PCR	10%

LAMINATING

A4 – per page	\$0.00	\$0.14	\$1.50	Y	PCR	10%
A3 – per page	\$0.00	\$0.27	\$3.00	Y	PCR	10%

EQUIPMENT USAGE

Charge includes also using the Branch photocopier to scan documents.

Word Processing Scanner – per hour	\$6.20	\$0.58	\$6.40	Y	PCR	10%
Word Processing Scanner – 15 minutes	\$1.55	\$0.15	\$1.60	Y	PCR	10%

INTER LIBRARY LOANS

Per Item Loan	\$6.80	\$0.64	\$7.00	Y	FCR	10%
Possible additional fee from other libraries	\$16.50	\$2.59	\$28.50	Y	S	10%

Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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FAX SERVICES

The fax service charges are based on the current Australia Post *Fax Post Service* charges.

Fax, outgoing (Aust.) – first page	\$5.15	\$0.45	\$5.00	Y	MB	10%
Fax, outgoing (Aust.) – additional pages	\$1.30	\$0.11	\$1.25	Y	MB	10%
Fax, outgoing (O/S), first page	\$10.30	\$1.00	\$11.00	Y	MB	10%
Fax, outgoing (O/S), additional pages	\$2.60	\$0.23	\$2.50	Y	MB	10%
Fax, incoming (all) – first page	\$5.15	\$0.45	\$5.00	Y	MB	10%
Fax, incoming (all) – additional pages	\$1.60	\$0.12	\$1.30	Y	MB	10%

LOCAL AND FAMILY HISTORY RESEARCH

per hour	\$25.70	\$2.73	\$30.00	Y	PCR	10%
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INFORMATION RESEARCH

Community – per hour	\$35.95	\$2.73	\$30.00	Y	PCR	10%
Commercial – per hour	\$57.00	\$5.45	\$60.00	Y	FCR	10%

DIGITAL IMAGE SERVICE

Single TIFF/JPG 300 dpi image on CD (Private Use) – Cost includes CD	\$15.40	\$1.45	\$16.00	Y	FCR	10%
Postage & Handling (if required)	\$10.30	\$1.00	\$11.00	Y	FCR	10%
Single JPG 300 dpi image via email	\$11.30	\$1.09	\$12.00	Y	FCR	10%
Single TIFF/JPG 300 dpi image on CD (Commercial Use) – Cost includes CD	\$51.35	\$4.82	\$53.00	Y	FCR	10%
Postage & Handling (if required)	\$10.30	\$1.00	\$11.00	Y	FCR	10%

WORKSHOPS

Workshops – per participant (external service provider)	\$0.00	\$0.91	\$10.00	Y	PCR	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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WORKSHOPS [continued]

Events – Special – per participant (external service provider)	\$0.00	\$0.45	\$5.00	Y	PCR	10%
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MEETING ROOMS

Meeting Room Facilities - Dubbo Branch Library only.

Fees are applicable to commercial/for profit organisations. No fees are applied to 'not for profit' organisations/groups - service groups, charities and cultural organisations.

Meeting Room (Small) – hourly rate	\$20.55	\$1.82	\$20.00	Y	MB	10%
Meeting Room (Large) hourly rate	\$35.95	\$4.55	\$50.00	Y	MB	10%

LIBRARY BAGS

Nylon with the Macquarie Regional Library Logo	\$2.30	\$0.27	\$3.00	Y	FCR	10%
Drawstring Bag	\$0.00	\$0.45	\$5.00	Y	PCR	10%
Tote Bag – cotton	\$0.00	\$0.73	\$8.00	Y	PCR	10%

BOOK CLUB SUBSCRIPTIONS

MRL Library Book Clubs			No Charge	N		
Community Book Clubs	\$0.00	\$7.27	\$80.00	Y	PCR	10%

EARPHONES

per set Earphones	\$2.60	\$0.23	\$2.50	Y	FCR	10%
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USB THUMB DRIVES

per USB Thumb Drive	\$10.30	\$0.73	\$8.00	Y	FCR	10%
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Name	Year 19/20 Last YR Fee (incl. GST)	Year 20/21 GST	Year 20/21 Fee (incl. GST)	GST	Fee type	GST Code
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BOOK SALE

Adult/Junior/Large Print/Non-Fiction – soft cover	\$0.60	\$0.09	\$1.00	Y	PCR	10%
Adult/Junior/Large Print/Non-Fiction – hard cover	\$1.15	\$0.14	\$1.50	Y	PCR	10%
Box of Books – large	\$0.00	\$0.91	\$10.00	Y	PCR	10%
Box of Books – small	\$5.15	\$0.45	\$5.00	Y	PCR	10%

PC COMPUTERS (MRL DECOMMISSIONED)

PC Computers – MRL Decommissioned			Market Price	N	MB	N/A
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MERCHANDISING

Book Light	\$0.00	\$0.91	\$10.00	Y	PCR	10%
Keep Cup	\$0.00	\$1.27	\$14.00	Y	PCR	10%

DRAFT 2020/21 OPERATIONAL PLAN

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*

Strategy	Actions	Performance Targets/Service Level
1. GOVERNANCE 1.1. The governance procedures for the provision of a professional and effective library service are appropriate.	1.1.1 Review the regional service delivery model to ensure that the most appropriate level of service is provided.	The MRL service delivery model is considered appropriate and agreed levels of service are provided. To be completed by March 2021.
	1.1.2 Review the MRL Service Agreement.	The MRL Service Agreement meets the needs of the member Councils and their communities. To be completed by March 2021.
	1.1.3 Report against the service delivery requirements of Schedule B of the MRL Service Agreement.	To be completed by August 2020.
1.2 Financial resources are sufficient for the provision of a professional and effective library service.	1.2.1 Submit a draft 2020/2021 MRL Budget, Revenue Policy and Operational Plan to member councils.	Council contributions are set by the annual general rate variation % as a minimum. To be completed by April 2021.
	1.2.2 Undertake quarterly budget reviews.	Reviews undertaken each quarter and reported to the MRL Technical Panel.

	1.2.3 Review the MRL Fees and Charges including value-added services for presentation to member Councils.	Income from value-added library services is increased 3% per annum. Review completed by March annually.
1.3 Appropriate evaluation & planning for the strategic direction & management of the library service is undertaken.	1.3.1 Review the MRL planning documents - 2018/2021 MRL Strategic Plan and Delivery Program and Operational Plan to ensure the provision of high quality library services.[Commence October 2020]	MRL has appropriate planning documents in place to support the delivery and access to high quality library services for the member Council communities. To be completed by March 2021.
	1.3.2 Complete the annual SLNSW Public Libraries Statistical Return.	Annual return completed by September annually.
2. PEOPLE MANAGEMENT 2.1. A professional and efficient library service is delivered through skilled and informed staff.	2.1.1 Develop an annual staff training and development program.	Training and Development program developed by September annually.
	2.1.2 Conduct an all Staff Development Training day.	An all staff development training day is undertaken to support the delivery of a professional and efficient library service. October annually.
	2.1.3 Review and report biennially on the Operational Capability [staff numbers and staff hours] of the organisation.	The staffing levels are appropriate to meet the needs of the organisation and the SLNSW guidelines. Review to be completed by October 2020.
	2.1.4 Review the MRL organisational structure. [Commence September 2020]	Completed by March 2021
3. SERVICES AND PROGRAMS 3.1 Library users in all member Council communities have access to a full range of high quality library programs and services.	3.1.1 Review the opening hours of all Branches/Service Points. Opening hours should reflect the needs of each member council community.	100% of residents have ready access to library services. Review to be completed by October annually.
	3.1.2 Review the library members' database.	Number of registrations is maintained in accordance with SLNSW benchmarks for Urban Medium/Rural Region centres. Ongoing monthly.

	3.1.3 Collate visitations and attendance numbers at events and programs at each Branch and Service Point.	Number of visitations to the branches and service points is maintained in accordance with <i>SLNSW Living Learning Libraries: Standards & Guidelines</i> . Ongoing monthly.
	3.1.5 Review the provision of services, programs and collections for young people including interaction with local schools and related community organisations.	To be completed by July 2020.
	3.1.6 Compile comprehensive quarterly statistics of library activity at each Branch and Service Point.	Statistics compiled and reported quarterly.
	3.1.8 Undertake a biennial Customer Survey	For completion by October 2020.
	6.1.5 Review the MRL website on an annual basis.	For completion by November 2020.
Strategy	Actions	Performance Targets/Service Level
4. COLLECTIONS 4.1 Library users in all member Council communities have access to current and relevant library collections.	4.1.2 Compile annual statistics of collection profiles and usage at MRL branches.	Statistics compiled to help inform and support collection development and book vote budgets. To be completed February annually.
	4.1.3 Review the MRL Loans Policy.	Number of loans is maintained in accordance with SLNSW benchmark for Urban Medium/Rural Region centres. To be completed March annually.
	4.1.4 Review the cataloguing procedures, ensuring conformity to the recognised bibliographic standards.	Resources are catalogued to recognised library standards and 100% of library resources have uniform & functional identification & protection measures applied. Review to be completed by June annually.
5. MARKETING 5.1 Library users in all member Council communities have access to current information on the library services, programs and resources available.	5.1.1 Review and develop an annual marketing program.	Marketing and Promotional Plans are developed to promote services and resources to the member Council communities. To be completed by December 2020.

	5.1.2 Develop an annual calendar of events and activities.	Calendar of events and activities is prepared in December annually.
Strategy	Actions	Performance Targets/Service Level
6. INFORMATION TECHNOLOGY	6.1.2 Report on the current and future information technology needs of the library service.	Review undertaken to ensure MRL information technology requirements are available for the service to function efficiently To be completed by November 2020.
	6.1.3 Undertake a biennial review of the Information Technology Plan.	To be completed by November 2020.
	6.1.4 Review the Library service's business continuity plans and strategies.	Review undertaken to ensure the availability of effective and continuous service during emergencies. To be completed by April 2021.
7. LIBRARY ACCOMMODATIONS 7.1 Library service points are welcoming, safe, accessible, vibrant, connected and flexible. Accommodations meet SLNSW building standards and guidelines.	7.1.1 Undertake an annual inspection of the Library buildings to ensure compliance with Work Health Safety (WHS) requirements.	100% of accommodation and conditions are considered to standard. To be completed by October annually.
	7.1.2 Review equipment requirements for Branches/Service Points.	To be completed by October annually.
	7.1.3 Undertake a comprehensive review of all MRL library buildings against SLNSW building standards and guidelines.	To be completed by October annually.
7.2 Branches and Service Points have prepared Emergency and Disaster Response Plans.	7.2.1 Undertake a biennial review of the MRL Emergency and Disaster Response Plans	To be completed by April 2021.