

17/07

MACQUARIE REGIONAL LIBRARY COMMITTEE

Meeting Date: 18 April 2017

REPORT: Report on the draft 2017/2018-2020/2021 Budget, the draft 2017/2018 Revenue [Fees and Charges] Policy and the draft 2017/2018 Annual Operational Plan.

FROM: Director MRL

DATE: 10 April 2017

EXECUTIVE SUMMARY

Attached hereto is the Draft 2017/2018-2020/2021 Budget, the Draft 2017/2018 Revenue [Fees and Charges] Policy and the Draft 2017/2018 Annual Operational Plan.

The Draft Annual Operational Plan outlines the key performance indicators for the 2017/2018 year. This document complements the financial forecasts set out in the 2017/2018-2020/2021 Draft Budget and the fees and charges detailed in the 2017/2018 Draft Revenue [Fees and Charges] Policy.

FINANCIAL IMPLICATIONS

Financial implications are considered in the 2017/2018 Draft Budget, Revenue [Fees and Charges] Policy and Annual Operational Plan for confirmation by the member Councils.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATIONS

- 1. That the Draft 2017/2018-2020/2021 Budget, 2017/2018 Revenue [Fees and Charges] Policy and 2017/2018 Annual Operational Plan, 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 consequent formal adoption by each member Council.**
- 2. That if no submissions are received following the member Councils public exhibition period, then the Draft 2017/2018-2020/2021 Budget, 2017/2018 Revenue [Fees and Charges] Policy and 2017/2018 Annual Operational Plan will be automatically adopted.**

John Bayliss
Director

REPORT

The current Macquarie Regional Library Agreement provides for the MRL member Council base annual contributions delivering a balanced budget, with a 9% increase each year for the four (4) years commencing 2014/2015 for each council, with an additional 2.5% increase in each of the four (4) years for Warrumbungle Shire Council.

The member Council annual contributions for the Draft 2017/2018-2020/2021 Budget are based on the 10 year budget estimate figures in the current 2014-2018 Agreement.

The estimate SLNSW Subsidy payments to the member Councils for the next four financial years are based on the actual 2016/2017 payments.

The Draft Budget has been prepared with staff salaries increasing by 4% over the next four years. Superannuation contributions are not increasing until at least 2021. The Employee Leave Entitlements are fully funded.

The estimated Annual Operational Plan Key Performance Indicators (KPI) have been maintained at conservative levels for 2017/2018. The KPIs reflect the best estimate against the current (March) 2017/2018 results and also the *SLNSW Living Learning Libraries: Standards & Guidelines*.

Annual Book Vote

The estimated number of items purchased annually is directly related to the amount allocated for the purchase of such resources in the Library Book Vote in the Draft Budget. The book vote allocation for 2017/2018 is as agreed 15% of the member Council's annual contribution. The resource collection is the core service to the Library's customers and as such it continues to be the highest priority in the budget.

It should be noted that Dubbo Regional Council continues to provide additional funding for the purchase of resources for the Dubbo and Wellington Branch Libraries.

Fees and Charges

The Draft Revenue [Fees and Charges] Policy outlines the fees and charges as administered by Macquarie Regional Library. The Library's Revenue Policy endeavours to align itself with charges that reflect service provision. The Library does not seek to place itself in direct competition with local business.

There are also opportunities available to attain additional revenue at all Branches including word processing, photocopying and scanning facilities, sale of library bags, facsimile services, the provision of digital images and information research services.

The fees and charges are recommended for adoption by the MRL Committee and will then be forwarded to the member Councils for inclusion, with their draft revenue policies, in their annual management plans for public display and consequent formal adoption by each member Council.

The estimated value-added income from fees and charges for 2017/2018 is \$58,851.

CONCLUSION

The Draft 2017/2018-2020/2021 Budget, 2017/2018 Revenue [Fees and Charges] Policy and the 2017/2018 Annual Operational Plan are now submitted for adoption by the MRL Committee. The fees and charges, once adopted, will be forwarded to the member Councils for inclusion, with their draft revenue policies, for public display and consequent formal adoption by each member Council. During the public display period, submissions and comments on the Draft documents are invited.

Prior to the final adoption of the Draft 2017/2018-2020/2021 Budget, 2017/2018 Revenue [Fees and Charges] Policy and 2017/2018 Annual Operational Plan, it will be necessary for the Committee to consider any submissions received. If no submissions are received, it is recommended that the Draft 2017/2018-2020/2021 Budget, 2017/2018 Revenue [Fees and Charges] Policy and 2017/2018 Annual Operational Plan be automatically adopted.