

2025/2026 MRL Budget 2025/2026 Fees and Charges 2025-2029 Delivery Plan 2025/2026 Operational Plan



Macquarie Regional Library
Estimated - Detailed Financial Statements

	2024/2025 Revised Budget	2025/2026 Budget	2026/2027 Forecast	2027/2028 Forecast	2028/2029 Forecast
Operating					
Income					
Contributions - Annual					
Dubbo Regional Council	-1,107,446	-1,052,074	-1,078,376	-1,105,335	-1,132,968
Narromine Shire Council	-127,335	-119,853	-122,849	-125,920	-129,068
Warrumbungle Shire Council	-183,204	-171,718	-176,011	-180,411	-184,921
Warrumbungle Premium Services Provided	-44,251	-42,038	-43,089	-44,166	-45,270
Contributions - Annual Total	-1,462,236	-1,385,683	-1,420,325	-1,455,832	-1,492,227
Contributions - Collection Development					
Dubbo Regional Council	-166,117	-157,811	-161,756	-165,800	-169,945
Narromine Shire Council	-19,100	-17,978	-18,427	-18,888	-19,360
Warrumbungle Shire Council	-27,481	-25,758	-26,402	-27,062	-27,738
Contributions - Books Total	-212,698	-201,547	-206,585	-211,750	-217,043
Contributions - Salary					
Dubbo Regional Council	-1,035,217	-1,018,325	-1,060,984	-1,105,580	-1,160,638
Narromine Shire Council	-274,438	-282,395	-294,185	-308,754	-319,951
Warrumbungle Shire Council	-388,132	-396,737	-413,080	-435,602	-449,322
Contributions - Salary Total	-1,697,787	-1,697,457	-1,768,249	-1,849,936	-1,929,911
Library Council Subsidy					
Dubbo Regional Council	-179,648	-179,648	-179,648	-179,648	-179,648
Narromine Shire Council	-37,597	-37,597	-37,597	-37,597	-37,597
Warrumbungle Shire Council	-46,493	-46,493	-46,493	-46,493	-46,493
Library Council Subsidy Total	-263,738	-263,738	-263,738	-263,738	-263,738
Local Priority Project - Collection Development					
Dubbo Regional Council	-24,612	-24,612	-24,612	-24,612	-24,612
Narromine Shire Council	-25,647	-25,647	-25,647	-25,647	-25,647
Warrumbungle Shire Council	-26,925	-26,925	-26,925	-26,925	-26,925
Local Priority Project - Book Vote Total	-77,184	-77,184	-77,184	-77,184	-77,184
Local Priority Special Projects					
Dubbo Regional Council	-18,459	-18,459	-18,459	-18,459	-18,459
Narromine Shire Council	-19,235	-19,235	-19,235	-19,235	-19,235
Warrumbungle Shire Council	-20,194	-20,194	-20,194	-20,194	-20,194
Local Priority Special Projects Total	-57,888	-57,888	-57,888	-57,888	-57,888
Other Income					
Interest on Investments	-96,041	-122,307	-123,531	-124,766	-126,014
Grants	2,260	0	0	0	0
Sundry Income	-900	-550	-567	-584	-602
Other Income Total	-94,681	-122,857	-124,098	-125,350	-126,616
Value Added Income					
Fees & Charges	-70,754	-82,171	-83,814	-85,491	-87,201
Value Added Income Total	-70,754	-82,171	-83,814	-85,491	-87,201
Income Total	-3,936,966	-3,888,525	-4,001,881	-4,127,169	-4,251,808
Expenditure					
Depreciation					
Furniture & Fittings	5,203	8,811	8,811	8,811	8,811
Office Equipment	31,514	28,524	28,524	28,524	28,524

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	2024/2025 Revised Budget	2025/2026 Budget	2026/2027 Forecast	2027/2028 Forecast	2028/2029 Forecast
Collections	370,328	314,358	314,358	314,358	314,358
Motor Vehicle	4,467	3,150	3,150	3,150	3,150
Depreciation Total	411,512	354,843	354,843	354,843	354,843
Management Services					
Audit Fees	4,650	4,766	4,885	5,007	5,132
Executive Council Administrative Expenses	100,159	102,663	105,230	107,861	110,558
Freight	35,816	25,000	25,625	26,266	26,923
Fringe Benefits Tax	1,800	1,750	1,776	1,803	1,830
General Expenses	27,716	22,906	23,472	24,052	24,646
Insurances	20,108	20,108	21,314	22,593	23,949
Memberships	4,500	3,808	3,903	4,001	4,101
Minor Equipment and Furniture	34,000	8,000	8,200	8,406	8,615
Motor Vehicle Expenses	5,956	4,784	4,904	5,027	5,153
Postage	3,121	2,900	2,973	3,045	3,119
Printing & Stationery	16,000	18,000	18,450	18,911	19,384
Rental Work Area	6,960	7,656	8,422	9,264	10,190
Staff Training	15,000	15,000	15,375	15,760	16,154
Telephone	17,423	7,066	7,241	7,420	7,603
Management Services Total	293,209	244,407	251,770	259,416	267,357
Regional Library Services					
Children & Youth Services	19,750	18,150	18,304	18,462	18,624
Document Delivery	684	300	308	316	324
Local Special Projects	48,321	57,888	57,888	57,888	57,888
Marketing & Promotions	10,000	13,500	8,713	8,931	9,155
MRL Rebranding	0	25,000	0	0	0
On-Line Licences and Subscriptions	9,100	5,000	5,125	5,253	5,384
Serials	20,474	23,528	24,116	24,720	25,339
Summer Reading Club	4,100	4,500	4,613	4,728	4,846
Surveys	5,000	0	5,000	0	5,500
Web Page Maintenance	12,400	4,500	4,613	4,728	4,846
Website Redesign	0	40,000	0	0	0
Regional Library Services Total	129,829	192,366	128,680	125,026	131,906
Resources and Technology					
Book Maintenance	4,101	4,100	4,100	4,100	4,100
Data Bases	40,000	40,000	41,000	42,025	43,076
e-Collection Development	105,000	127,000	133,350	140,018	147,019
Executive Council IT Support	49,778	163,121	170,562	168,616	167,555
Hardware Maintenance	1,020	1,050	1,076	1,103	1,131
Hardware - Computers & Minor Equipment	59,000	17,100	17,528	17,966	18,415
Public Library Infrastructure Grant	90,260	0	0	0	0
Software Licences	55,500	56,130	57,533	58,971	60,445
Spydus Library Management System	71,750	72,640	72,640	72,640	72,640
Subscriptions and Memberships	9,200	9,384	9,619	9,859	10,105
Wan Charges	28,500	0	0	0	0
Resources and Technology Total	514,109	490,525	507,408	515,298	524,486
Salaries & Overheads					
Dubbo Regional Council	1,035,217	1,018,325	1,060,984	1,105,580	1,160,638
Narromine Shire Council	274,438	282,395	294,185	308,754	319,951
Warrumbungle Shire Council	388,132	396,737	413,080	435,602	449,322
Regional Office	1,038,470	1,051,683	1,091,408	1,135,756	1,187,154
Salaries & Overheads Total	2,736,257	2,749,140	2,859,657	2,985,692	3,117,065

Macquarie Regional Library
Estimated - Detailed Financial Statements

	2024/2025 Revised Budget	2025/2026 Budget	2026/2027 Forecast	2027/2028 Forecast	2028/2029 Forecast
Expenditure Total	4,084,916	4,031,281	4,102,358	4,240,275	4,395,657
Operating Total	147,950	142,756	100,477	113,106	143,849
Capital					
Income					
Depreciation (Capital Recovery)					
Depreciation Total	-411,512	-354,843	-354,843	-354,843	-354,843
Depreciation (Capital Recovery) Total	-411,512	-354,843	-354,843	-354,843	-354,843
Proceeds from Sale of Assets					
Motor Vehicles	0	-28,000	0	0	0
Proceeds from Sale of Assets Total	0	-28,000	0	0	0
Income Total	-411,512	-382,843	-354,843	-354,843	-354,843
Expenditure					
Acquisition of Assets - Collections					
Collection Development - Dubbo Regional Council	190,729	218,423	222,368	226,412	230,557
Collection Development - Narromine Shire Council	44,747	49,625	50,074	50,535	51,007
Collection Development - Warrumbungle Shire Council	54,406	56,683	57,327	57,987	58,663
Acquisition of Assets - Collections Total	289,882	324,731	329,769	334,934	340,227
Acquisition of Assets - Other					
Local Special Projects	47,235	0	0	0	0
Motor Vehicle	0	46,695	0	0	0
Acquisition of Assets - Other Total	47,235	46,695	0	0	0
Expenditure Total	337,117	371,426	329,769	334,934	340,227
Capital Total	-74,395	-11,417	-25,074	-19,909	-14,616
Available Funds Movement Prior to Restricted Asset Funding	73,555	131,339	75,403	93,197	129,233
Restricted Assets					
Restricted Assets - Internally Restricted Assets					
Library Operations Surplus	43,971	-73,072	-35,403	-53,197	-89,233
Collection Development	0	-46,000	-46,000	-46,000	-46,000
Motor Vehicle Replacement	7,000	-12,267	6,000	6,000	6,000
Restricted Assets - Internally Restricted Assets Total	50,971	-131,339	-75,403	-93,197	-129,233
Restricted Assets - Externally Restricted Assets					
Local Special Projects	-33,606	0	0	0	0
NSW Tech Savvy Grant	-660	0	0	0	0
Public Library Infrastructure	-90,260	0	0	0	0
Restricted Assets - Externally Restricted Assets Total	-124,526	0	0	0	0
Restricted Assets Total	-73,555	-131,339	-75,403	-93,197	-129,233
Funds Available to (-), or Required From Library Operations	0	0	0	0	0

MACQUARIE REGIONAL LIBRARY
STATEMENT OF RESTRICTED ASSETS
2025-2029 Financial Years

Purpose of Restricted Asset	Balance as at 01/07/2025	Balance as at 30/06/2026	Balance as at 30/06/2027	Balance as at 30/06/2028	Balance as at 30/06/2029
INTERNALLY RESTRICTED ASSETS					
LIBRARY OPERATIONS TOTAL	1,481,992	1,408,920	1,373,517	1,320,320	1,231,087
COLLECTION DEVELOPMENT - DUBBO	158,406	122,406	86,406	50,406	14,406
COLLECTION DEVELOPMENT - NARROMINE	27,794	21,794	15,794	9,794	3,794
COLLECTION DEVELOPMENT - WARRUMBUNGLE	19,164	15,164	11,164	7,164	3,164
EMPLOYEE LEAVE ENTITLEMENTS	688,118	688,118	688,118	688,118	688,118
MOTOR VEHICLE REPLACEMENT	27,267	15,000	21,000	27,000	33,000
SALARY SAVINGS / DRC LIBRARY ASSISTANT	48,085	48,085	48,085	48,085	48,085
TOTAL INTERNALLY RESTRICTED ASSETS	2,450,826	2,319,487	2,244,084	2,150,887	2,021,654
EXTERNALLY RESTRICTED ASSETS					
COM RESPITE & CARELINK CENTRE ORANA	656	656	656	656	656
LBW TRUST - NATIONAL BACKYARD CRICKET	1,632	1,632	1,632	1,632	1,632
TOTAL EXTERNALLY RESTRICTED ASSETS	2,288	2,288	2,288	2,288	2,288
TOTAL RESTRICTED ASSETS	2,453,114	2,321,775	2,246,372	2,153,175	2,023,942

Name	Year 24/25	Year 25/26		GST	Fee Type	GST Code
	Last YR Fee (incl. GST)	GST	Fee (incl. GST)			

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.

MB – Market Based: Price is set by reference to local market and/or industry prices. Fees are set to be competitive with other 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.

REG - Regulated: Price is set by statute or regulation and Council has no discretionary power to alter these amounts. Council will amend fees and charges as and when instructed by the regulation authority.

Categories for venue hire/facility use (unless otherwise stated):

“Community”: The Community rate may be offered to any entity type whose activities or purpose of use is ‘for the public/community benefit’ and the primary objective of the activity/use is not to make a profit for a commercial business or individual.

Public/community benefit refers to activities, services, or initiatives that are designed to directly serve, improve, or enrich the well-being of the public (Dubbo Regional LGA) or a specific community, without the intention of generating profit for a business or individual. These activities are typically aimed at addressing social, cultural, educational, or environmental needs and are accessible to the wider community.

“Commercial/Private”: The Commercial/Private rate is applied to all other instances of use.

This document includes the details of each fee, charge or contribution, Council’s pricing policy and a comment as to the purpose of the fee, charge or contribution.

Name	Year 24/25 Last YR Fee (incl. GST)	Year 25/26		GST	Fee (incl. GST)	GST	Fee Type	GST Code
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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	\$2.00	\$0.00	\$2.00	N	PCR	GST Exempt
Variations and exemptions apply 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	\$1.10	\$0.00	\$1.10	N	PCR	GST Exempt
Variations and exemptions apply to overdue items placed under the following member categories; Hospital/Retirement Homes; Home Library Borrower; Honorary Members; Branch Libraries/Sections; Home Library Borrower with Family.						
Overdue Fees - Amnesty	\$0.00	\$0.00	\$0.00	N	FCR	N/A
Item Replacement	Item Value			N	PCR	10%
	Last year fee At cost					
Item Replacement - processing charge - per item	\$10.00	\$0.00	\$10.25	N	FCR	GST Exempt

PHOTOCOPYING AND PRINTOUTS

B&W - per A4 sheet	\$0.30	\$0.03	\$0.30	Y	PCR	10%
B&W - per A3 sheet	\$0.60	\$0.05	\$0.60	Y	PCR	10%
Colour copy - per A4 sheet	\$1.20	\$0.11	\$1.25	Y	PCR	10%
Colour copy - per A3 sheet	\$2.40	\$0.23	\$2.50	Y	PCR	10%

LAMINATING

A4 - per page	\$2.00	\$0.23	\$2.50	Y	PCR	10%
A3 - per page	\$4.00	\$0.41	\$4.50	Y	PCR	10%

Name	Year 24/25 Last YR Fee (incl. GST)	Year 25/26		GST	Fee (incl. GST)	GST	Fee Type	GST Code
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EQUIPMENT USAGE

Charge includes also using the Branch photocopier to scan documents.

Scanner - per hour	\$5.00	\$0.50	\$5.50	Y	PCR	10%
Scanner - 15 minutes	\$1.25	\$0.14	\$1.50	Y	PCR	10%

INTER LIBRARY LOANS

Per Item Loan	\$10.00	\$0.95	\$10.50	Y	FCR	10%
Possible additional fee from other libraries	\$35.00	\$3.27	\$36.00	Y	FCR	10%

FAX SERVICES

Fax, outgoing (Aust.) - first page	\$6.00	\$0.59	\$6.50	Y	MB	10%
Fax, outgoing (Aust.) - additional pages	\$1.55	\$0.18	\$2.00	Y	MB	10%
Fax, outgoing (O/S), first page	\$12.00	\$1.14	\$12.50	Y	MB	10%
Fax, outgoing (O/S), additional pages	\$3.00	\$0.32	\$3.50	Y	MB	10%
Fax, incoming (all) - first page	\$6.00	\$0.59	\$6.50	Y	MB	10%
Fax, incoming (all) - additional pages	\$1.50	\$0.18	\$2.00	Y	MB	10%

INFORMATION RESEARCH

Commercial - per hour	\$90.20	\$8.41	\$92.50	Y	FCR	10%
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DIGITAL IMAGE SERVICE

TIFF/JPG 300 dpi image on CD (Private Use) - Cost includes CD/USB	\$19.00	\$1.77	\$19.50	Y	FCR	10%
TIFF/JPG 300 dpi image on CD (Commercial Use) - Cost includes CD/USB	\$40.00	\$3.73	\$41.00	Y	FCR	10%
Postage & Handling - if required	\$13.00	\$1.23	\$13.50	Y	FCR	10%

WORKSHOPS

Workshops and events - adult - per participant (external service provider)	\$12.00	\$1.18	\$13.00	Y	PCR	10%
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Name	Year 24/25 Last YR Fee (incl. GST)	Year 25/26 GST Fee (incl. GST)		GST	Fee Type	GST Code
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WORKSHOPS [continued]

Workshops and events - children/youth under 16 - per participant (external service provider)	\$6.00	\$0.59	\$6.50	Y	PCR	10%
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MEETING ROOMS

Meeting Room Facilities

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) - per hour charge	\$40.00	\$1.91	\$21.00	Y	MB	10%
Meeting Room (Medium) - per hour charge	\$80.00	\$3.82	\$42.00	Y	MB	10%

LIBRARY BAGS

Nylon with the Macquarie Regional Library Logo	\$4.00	\$0.41	\$4.50	Y	FCR	10%
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EARPHONES

per set Earphones	\$4.40	\$0.41	\$4.50	Y	FCR	10%
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USB THUMB DRIVES

per USB Thumb Drive (16GB)	\$12.00	\$1.14	\$12.50	Y	FCR	10%
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MERCHANDISING

Miscellaneous Items	At market price			Y	PCR	10%
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CAR PARKING LEASE - MACQUARIE REGIONAL LIBRARY - DUBBO BRANCH

Car Parking Lease - Macquarie Regional Library - Dubbo Branch	\$1,300.00	\$121.14	\$1,332.50	Y	PCR	10%
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Macquarie Regional Library 2025–2029 Delivery Program 2025-2026 Operational Plan

Timeframe – June 2029

GOVERNANCE				
1.1 Governance procedures for the provision of professional and effective services are appropriate				
Action Code	Strategy	Action Code	Action	Responsible Officer
1.1.1	Macquarie Regional Library's (MRL) service delivery model is in accordance with the agreed service levels.	1.1.1.1	Review member councils' MRL Service Agreement.	MRL Manager
		1.1.1.2	Review the regional service delivery model to ensure that the most appropriate level of service is delivered.	MRL Manager
1.1.2	Annual performance is assessed.	1.1.2.1	Produce an MRL Annual Report, including an audited statement of accounts.	MRL Manager
1.2 Financial resources for the provision of professional and effective services are sufficient				
Action Code	Strategy	Action Code	Action	Responsible Officer
1.2.1	Income from value-added services increases by a minimum of 2.5% per annum.	1.2.1.1	Review MRL Revenue Policy [Fees and Charges].	MRL Manager
1.2.2	Member councils contribute sufficient funding to sustain the regional library service	1.2.2.1	Undertake annual and quarterly budget reviews to ensure cost efficiencies.	MRL Manager
1.3 Evaluation and planning for strategically managed services				
Action Code	Strategy	Action Code	Action	Responsible Officer
1.3.1	MRL has appropriate planning documents to ensure the delivery of high-quality library services.	1.3.1.1	Implement MRL Strategic Plan 2025-2030.	MRL Manager
		1.3.1.2	Review the MRL Delivery Program and Operational Plan.	MRL Manager
		1.3.1.3	Complete the annual SLNSW Public Libraries Statistical Return.	MRL Manager
		1.3.1.4	Complete the biennial report against the SLNSW Living Learning Libraries: Standards & Guidelines for the MRL Service.	MRL Manager
		1.3.1.5	Review MRL policies for consistency with legislation, and best-practice.	MRL Manager

SERVICES AND PROGRAMS				
2.1 Customers have access to a full range of high-quality programs and services				
Action Code	Strategy	Action Code	Action	Responsible Officer
2.1.1	100% of residents have ready access to library services.	2.1.1.1	Review the opening hours of branches/service points biennially.	MRL Manager
2.1.2	Community needs are met in accordance with the council's strategies, policies, budget, plans and industry guidelines.	2.1.2.1	Review the provision of services, programs, and collections for target and diverse groups.	MRL Manager
		2.1.2.2	Undertake a biennial community user and non-user survey.	MRL Manager
2.1.3	Member councils can assess MRL's performance.	2.1.3.1	Provide bi-annual reports on performance metrics, regional programs, services, and collections.	MRL Manager

COLLECTIONS				
3.1 Customers have access to current and relevant library collections				
Action Code	Strategy	Action Code	Action	Responsible Officer
3.1.1	Collection Development Policy provisions are relevant to customer needs.	3.1.1.1	Review Collection Development Policy.	MRL Manager

MARKETING				
4.1 Customers are informed and engaged with up-to-date services, programs, and resources, driving continued interest and participation				
Action Code	Strategy	Action Code	Action	Responsible Officer
4.1.1	Marketing and promotional plans are designed to reflect community expectations, ensuring that services, programs, and resources are relevant to customers.	4.1.1.1	Conduct a review and refine marketing and promotional plans to ensure they align with community expectations and drive customer engagement.	MRL Manager

INFORMATION TECHNOLOGY				
5.1 Information technology enables customers to access digital and online services seamlessly				
Action Code	Strategy	Action Code	Action	Responsible Officer
5.1.1	Customers have convenient access to a wide range of relevant library technologies.	5.1.1.1	Conduct a comprehensive review of the Library Management System to enhance functionality and ensure access to digital and online services.	MRL Manager

LIBRARY SPACES				
6.1 Service points are welcoming, safe, accessible, vibrant, and responsive to community needs and NSW building standards and guidelines				
Action Code	Strategy	Action Code	Action	Responsible Officer
6.1.1	Library buildings are appropriate to community needs and relevant SLNSW standards and guidelines.	6.1.1.1	Undertake annual inspections of buildings to ensure compliance with Work Health Safety (WHS) requirements in consultation with member councils.	MRL Manager
		6.1.1.2	Undertake a biennial review of library buildings against SLNSW building standards and guidelines.	MRL Manager
		6.1.1.3	Undertake a biennial review of branch libraries' emergency and disaster response plans.	MRL Manager