

## Portfolio Holder for Commissioning and Procurement

---

Meeting Venue

---

Meeting date  
**Wednesday, 8 June 2016**

---

Meeting time  
**Time Not Specified**

---

For further information please contact  
Stephen Boyd  
01597 826374  
[Steve.boyd@powys.gov.uk](mailto:Steve.boyd@powys.gov.uk)



County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

2 June 2016

### AGENDA

1.	<b>CHARGES AND FEES FOR THE LIBRARY SERVICE 2016/17</b>
----	---

(Pages 3 - 8)

This page is intentionally left blank

**CYNGOR SIR POWYS COUNTY COUNCIL****PORTFOLIO HOLDER DELEGATED DECISION****By****County Councillor Graham Brown (Portfolio holder for  
Commissioning and Procurement)****June 2016****REPORT AUTHOR: Kay Thomas, Principal Librarian****SUBJECT: Charges and Fees for the Library Service 2016/17**

---

**REPORT FOR: Decision**

---

**1. Summary**

1.1 The purpose of this report is to obtain approval for the proposed charges and fees for Library Services for 2016/17. (See full list of proposed charges in appendix A)

**2. Proposal**

2.1 It is proposed to make some increases to fees and charges as follows, in order to contribute to service income. As some areas of income are declining through service development (for example library fines, due to the availability of online renewals), the proposal is to make increases in other areas, to ensure that basic costs are covered, and to stabilise the revenue budget.

2.2 It is proposed to increase the hire charge for a talking book for adults to £3 per loan

2.3 It is proposed to introduce a new hire charge for boxed sets containing 3 or more DVDs, at £4 per week.

2.4 It is proposed to increase the basic prices of older withdrawn stock for sale, to start at 40p for an adult paperback, 60p for an adult hardback, 20p for a children's book, 50p for an audio book and £2.50 for a DVD, with items individually priced more highly where appropriate

2.5 It is proposed to increase the charge for photocopies to 15p per sheet A4, 30p per sheet A3, with no discount for quantity.

2.6 It is proposed to increase the charge for a sheet of blank A4 paper to 10p per sheet

- 2.7 It is proposed to remove the restriction on out of hours' bookings for meeting rooms, in order to increase income potential

### **3. One Powys Plan**

3.1 Powys Library Service provides a wide variety of opportunities for the community to enjoy a range of services and facilities, and to generally improve the quality of life of local people. The services are linked to key corporate priorities and provide the Council with the opportunity to maintain and improve the wellbeing of Powys' residents.

3.2 Powys Library Service contributes to the achievement of the following One Plan outcomes:

- Older people are supported to lead fulfilled lives within their communities
- Mental health and wellbeing, and active healthier lifestyles
- Support and opportunity for vulnerable families
- Children and young people are supported to achieve their full potential
- Support for job seekers and students
- Safer, stronger and economically viable communities – through the provision of a safe inclusive environment which brings people together so that they feel they matter, belong and can contribute to their community.
- Financially balanced and fit for purpose public service

3.3.1 Powys Library Service contributes to the values of accessibility and equality as outlined in the One Plan, ensuring that all members of the community are able to access our services with ease and on an equal basis.

### **4. Options Considered/Available**

4.1 Option 1: No Change  
Service income declines.

Option 2: Charges levelled with some increase

This option provides a more equitable approach to charges across the service and proposes some modest increases to cover costs and contribute to service income, whilst maintaining most charges at their current level.

Option 3: Increase Charges for all Services

It is a requirement of the Welsh Government under the terms of the Public Libraries and Museums Act that core services remain free at the point of delivery.

**5. Preferred Choice and Reasons**

5.1 It is recommended that the charges outlined in Option 2 are adopted. Library Service prices are pitched at a level to facilitate and encourage maximum levels of access and participation. For most areas of service a significant increase in prices has the potential to result in fewer participants and reduced income levels.

5.2 Improvements to the service through the availability of online renewals and text and email notices to residents to remind them to renew their books has led to a decrease in income from library fines, hence some increases and new proposals are included to offset this reduction.

**6. Sustainability and Environmental Issues/Equalities/Crime and Disorder,/Welsh Language/Other Policies etc**

6.1 The charges and fees detailed in the Appendix are equitable across Powys.

**7. Children and Young People's Impact Statement - Safeguarding and Wellbeing**

n/a

**8. Local Member(s)**

n/a

**9. Other Front Line Services**

n/a

**10. Support Services (Legal, Finance, HR, ICT, BPU)**

10.1 Finance - It is considered prudent that the charges outlined in Option 2 be adopted which facilitates and encourages maximum levels of access and participation and also contributes towards the savings identified to be made within the service.

10.2 The Professional Lead - Legal notes that the proposal is financial based and therefore has no legal comment to make

**11. Local Service Board/Partnerships/Stakeholders etc**

n/a

**12. Communications**

12.1 Information regarding charges and fees are published on the County Council's website. They are also advertised at premises in public areas, and are provided in response to written or telephone enquiries, or by visitors in person.

### 13. Statutory Officers

- 13.1 The Strategic Director Resources (Section 151 Officer) notes the comments made by finance.
- 13.2 The Solicitor to the Council (Monitoring Officer) has made the following comment: "I note the legal comment and have nothing to add to the report".

### 14. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the portfolio holder has an interest he should declare it, complete the relevant notification form and refer the matter to Cabinet for decision.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>1. That the charges and fees for Library Services for 2016/17 are approved as set out in Appendix A.</b>	<b>In order to try to achieve current income targets and stabilise service budget at a time when some income streams are declining.</b>
<b>2. The increases take effect as from 1<sup>st</sup> July 2016.</b>	

<b>Relevant Policy (ies):</b>			
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>

<b>Relevant Local Member(s):</b>	<b>n/a</b>
----------------------------------	------------

<b>Person(s) To Implement Decision:</b>	<b>Kay Thomas</b>
<b>Date By When Decision To Be Implemented:</b>	<b>1<sup>st</sup> July 2016</b>

<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
Kay Thomas	01597 826864		kay.thomas@powys.gov.uk

## APPENDIX A

### LIBRARY SERVICE FEES AND CHARGES:

Fines – books	Branches: Adult: 15p per day overdue for each item (max. £5.00 per item).  Mobile libraries: 15p per item per missed visit.  Children: no fines on children’s items.
Fines – other	Talking books: Adult – 15p per day overdue for each item, to a maximum of £5.00. No fines on children’s items.  DVDs: Hire charge £1.00: no rehire; fine of 20p per day  Hire charge £2.50: no rehire; fine of 50p per day to a maximum of £5.00
Reservations	Books in stock or on order: no charge Not in stock book or periodical: £6.00 Music and play sets: £20.00
DVDs	Hire charge: £1.00 per week for children’s, information, and music Hire charge: £2.50 per week for adults and children’s feature films. £4 per week for boxed sets containing 3 or more discs
Talking Books	Hire charge: £3.00. No charge for children’s items
Replacement tickets	Adult/children: £1.00
Sales of withdrawn stock	Adult paperback: from 40p Adult hardback: from 60p Junior: from 20p Audio: from 50p DVD: from £2.50
Photocopies	A4, 15p per sheet; A3, 30p per sheet
Paper	A4 10p per sheet
Printouts	A4 only: 15p black & white, 35p colour

	Microfiche/film printout - A4: 30p self-service, 50p postal (where available) Digital copies and printouts undertaken by staff: £1.00 each
Damaged & lost items	Books: In print: current published price Out of print: current average cost for book type DVDs: Individually priced
Use of Computers	Free bookable sessions
Sale of memory sticks	£5.00
Room hire	Voluntary/educational organisations: £30.00 per 3 hour session; £15.00 per hour; £50.00 per 3 hour session out of library opening hours (to recover cost of caretaker call out)  Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour Plus caretaker costs for opening/closing per session outside of library opening hours  Use of kitchen facilities Brecon £10, others £5.00  Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)
Exhibitions	Galleries: £10 per non selling exhibitions £50 + 10% of sales for selling exhibitions  Display cases: £5 for non selling exhibitions Selling: £25.00 + 10% of sales for selling exhibitions  Local organisations information displays: FREE at the discretion of the Branch Librarian
Fax	Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1 <sup>st</sup> page, £1.00 for each subsequent page; World - £3.00 for 1 <sup>st</sup> page, £1.00 for each subsequent page