

Portfolio Holder for Commissioning and Procurement



County Hall
Llandrindod Wells
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9 March 2017

For further information please contact

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NOTICE OF INTENDED PORTFOLIO HOLDER DELEGATED DECISION

The Portfolio Holder has received the following report for a decision to be taken under delegated authority. The decision will be taken on **15 March 2017** (i.e. 3 clear days after the date of this note). The decision will be published on the Council's website but will not be implemented until 5 clear days after the date of publication of the decision) to comply with the call-in process set out in Rule 7.37 of the Constitution.

1.	CHARGES AND FEES FOR THE LIBRARY SERVICE 2017/18
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CYNGOR SIR POWYS COUNTY COUNCIL**PORTFOLIO HOLDER DELEGATED DECISION****By****County Councillor Graham Brown (Portfolio holder for
Commissioning and Procurement)****March 2017****REPORT AUTHOR: Kay Thomas, Principal Librarian****SUBJECT: Charges and Fees for the Library Service 2017/18**

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 2017/18. (See full list of proposed charges in appendix A)

2. Proposal

- 2.1 It is proposed to make some increases to fees and charges 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 charge a second request fee for interlibrary loans both to renew them or if they are kept overdue, rather than fines at the normal rate, as the loaning authority will make a second charge to Powys to renew the item.
- 2.3 It is proposed to remove the hire fee for non-selling exhibitions (introduced in 2016/17, at £10 for galleries and £5 for display cases), as this has proved counterproductive for charities and not-for-profit organisations, and has resulted in empty galleries. It is important to have vibrant, informative and changing displays in our libraries, to attract the public inside. Donations will be encouraged instead.
- 2.4 It is proposed to increase the local studies research fees to £15 per half hour's work, in line with the Archives Service charges. (Previously £12.50 per half hour).

- 2.5 It is proposed to trial “business desks” for hire in Newtown and Brecon Area Libraries, at a charge of £5 per session. This initiative is designed to support the self-employed and new and small enterprises as well as passing business people, and will be developed further with the Regeneration Service if there is sufficient interest.
- 2.6 It is proposed to research and pilot a “sponsor a book” scheme in 2017/18, in order to boost the resources fund in a way which sustains a balanced, cost-effective collection, processed for immediate use and catalogued to the required national data standards at source.

3. Corporate Improvement Plan 2016-2019

- 3.1 Powys Library Service provides a wide variety of opportunities for the community to access and 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 Corporate Improvement Plan priorities:
- Services delivered for less; remodelling council services to respond to reduced funding
 - Supporting people in their communities to lead fulfilled lives:
 - Older people are supported to lead fulfilled lives and be a part of their communities (
 - Mental health and wellbeing, and active healthier lifestyles
 - Support and opportunity for vulnerable families
 - A safe inclusive environment which brings people together so that they feel they matter, belong and can contribute to their community.
 - Improving learner outcomes for all, and reducing disadvantage:
 - Children and young people are supported to achieve their full potential
 - Developing the economy
 - Support for job seekers and students
 - Support for small enterprises and self-employed residents
- 3.3.1 Powys Library Service contributes to the vision, values and principles of the authority, as outlined in the Corporate Improvement 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 increases, including trial of some new options

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 would be counterproductive, and has the potential to result in fewer participants and reduced income levels.

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 important that annual increases are implemented so that service income is maintained.

10.2 “The Professional Lead - Legal notes the recommendation in this report and is satisfied that this is in line with the guidance under both the Public Library and Monument Act of 1964 and the WAG Welsh Public Library standards”

11. Local Service Board/Partnerships/Stakeholders etc
n/a

12. Communications

12.1 The report is of public interest and requires use of news release and appropriate social media to publicise the decision.

13. Statutory Officers

13.1 The Strategic Director Resources (Section 151 Officer) notes the comments made by Finance.

13.2 The Deputy Monitoring Officer notes the legal comment and makes no further comment.

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.

Recommendation:	Reason for Recommendation:
<p>1. That the charges and fees for Library Services for 2017/18 are approved as set out in Appendix A.</p> <p>2. The increases take effect as from 1st April 2017.</p>	<p>In order to try to achieve income targets and support the service budget through reductions under the Medium Term Financial Strategy.</p>

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

Relevant Local Member(s):	n/a
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Person(s) To Implement Decision:	Kay Thomas
Date By When Decision To Be Implemented:	1st April 2017

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

APPENDIX A

LIBRARY SERVICE FEES AND CHARGES:

Fines – books	Branches: Adult: 15p per open 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 open day overdue for each item, to a maximum of £5.00. No fines on children's items. DVDs – children's, information and music: 20p per open day DVDs – feature films and boxed sets: 50p per open day to a maximum of £5.00
Reservations	Books in stock or on order: no charge Not in stock book or periodical: £6.00 Application for renewal of inter-library loan items (minimum of one week's notice required): £6.00 Overdue inter-library loan items: £6.00 recharge Music and play sets: from £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 per session: Brecon £10, others £5.00 Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)
Exhibitions	Galleries: No charge for non-selling exhibitions £50 + 10% of sales for selling exhibitions Display cases: No charge 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 (where available)	Incoming: 50p per page Outgoing: UK £1.00; Europe - £2.00 for 1 st page, £1.00 for each subsequent page; World - £3.00 for 1 st page, £1.00 for each subsequent page
Laminating (where)	A4 size: £1.50 A3 size: £2.00

available)	
Local studies research	£15 per half hour
Business desks (where available)	£5 per session

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