

**CYNGOR SIR POWYS COUNTY COUNCIL**

**PORTFOLIO HOLDER DELEGATED DECISION**

**By**  
**County Councillor Graham Brown (Portfolio holder for**  
**Commissioning and Procurement)**

**June 2015**

**REPORT AUTHOR: Kay Thomas, Principal Librarian**

**SUBJECT: Charges and Fees for the Library Service 2015/16**

---

**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 2015/16. (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 fines on overdue books and talking books for adults from 10p per item per day to 15p per item per day, to a maximum of £5 per item.
- 2.3 It is proposed to increase fines on overdue items for adults on mobile libraries from 10p per missed visit, to 15p per missed visit, to a maximum of £5 per item.
- 2.4 It is proposed to increase the cost of hiring a feature film DVD for adults or children from £2 to £2.50 per week
- 2.5 It is proposed to make the charge for photocopies a flat rate of 10p per sheet A4, 20p per sheet A3, irrespective of quantity.
- 2.6 It is proposed to introduce a new charge of 5p per sheet of blank A4 paper supplied

- 2.7 It is proposed to increase room hire rates for voluntary/educational organisations as follows (during opening hours):  
From £10 to £15 per hour  
From £20 to £30 per 3 hour session;
- 2.8 It is proposed to increase room hire rates for other organisations from £40 to £50 per 3 hour session (during opening hours)
- 2.9 It is proposed to increase the charge for the use of the kitchen facilities at Brecon Library from £5 to £10 per meeting, and at all other libraries, from £2 to £5 per meeting
- 2.10 It is proposed that the threshold for a 10% discount on room hire bookings be increased from 5 sessions to 10 sessions minimum.
- 2.11 It is proposed to increase charges for exhibitions as follows:  
Non selling exhibitions – from free to £10 per exhibition  
Selling exhibitions – from £15 per week/£45 per month to a flat rate of £50 per exhibition, plus 10% commission on sales
- 2.12 It is proposed to increase charges for display case hire as follows:  
Non selling display – from free to £5 per display  
Selling display - from £5 per week/£15 per month to £25 per display plus 10% commission on sales
- 2.13 It is proposed to introduce donations boxes in all libraries, and to investigate the opportunity for donations to be made online
- 2.14 It is proposed to build on the current sale of memory sticks, book tokens and postage stamps in libraries through the trial of a stationery shop at Newtown Library, due to the distance from the town centre; to include paper, envelopes, plastic pockets/wallets, pens, pencils and reading promotional items, and to investigate whether i-tunes vouchers and mobile phone top-ups could be included.

### **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**

Some charges, such as room hire rates may become out of line with other comparable council service charges. 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 have been involved in the costing of the proposals and can confirm that current income levels are declining, therefore the proposed revised charges should help maintain the current income targets within the library service budgets.
- 10.2 The Professional Lead-Legal support the recommendation in this report and the Legal Services will offer assistance as and when required
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 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 a decision.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
<b>1. That the charges and fees for Library Services for 2015/16 are approved as set out in Appendix A.</b>  <b>2. The increases take effect as from 1st July 2015.</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>

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

<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 2015</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
Talking Books	Hire charge: £2.00. No charge for children's items
Replacement tickets	Adult/children: £1.00
Sales of withdrawn stock	Adult fiction: from 20p Non-fiction: from 50p Junior: from 10p Audio: from 50p
Photocopies	A4, 10p per sheet; A3, 20p per sheet
Paper	A4 5p per sheet
Printouts	A4: 15p black & white, 35p colour A3: 20p black & white, 50p colour (where available) 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	<p>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)</p> <p>Other organisations: £50.00 per 3 hour session during library opening hours; £20 per hour</p> <p>Use of kitchen facilities Brecon £10, others £5.00</p> <p>Reduced rates for regular bookings: 10% reduction for regular bookings (10 per year and over)</p>
Exhibitions	<p>Galleries: £10 per non selling exhibitions £50 + 10% of sales for selling exhibitions</p> <p>Display cases: £5 for non selling exhibitions Selling: £25.00 + 10% of sales for selling exhibitions</p> <p>Local organisations information displays: FREE at the discretion of the Branch Librarian</p>
Fax	<p>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</p>
Laminating (where available)	<p>A4 size: £1.50 A3 size: £2.00</p>