

Notice of:	Deputy Leader of the Council
Decision Number:	PH22/2018
Relevant Officer:	Peter Legg, Head of Economic and Cultural Services
Relevant Cabinet Member	Deputy Leader of the Council (Tourism, Economic Growth and Jobs)
Date of Decision:	21 February 2018

LIBRARY FEES AND CHARGES 2018-19

1.0 Purpose of the report:

- 1.1 To consider to fees and charges for the Library Service for 2018-19.

2.0 Recommendation(s):

- 2.1 To approve the amended library fees and charges as set out in *Appendix A* to be implemented from 1 April 2018 to 31 March 2018.
- 2.2 To note the introduction of a premium library membership is suspended pending the comprehensive review of the library service offer.

3.0 Reasons for recommendation(s):

- 3.1 The proposed changes, although minor, are required to maintain an up-to-date set of library fees and charges which are reasonable and reflect the costs of administration and providing the service.

Previous changes, notably the introduction of a premium library membership are no longer seen as a priority given the need to undertake a comprehensive review of the library service offer in 2018, which may result in a range of changes in service provision if approved.

- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No
- 3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

The current charges could remain in place but would be out-of-date offering a premium membership which currently does not exist, or continuing to offer services which are not cost effective in terms of administrative time e.g. scanning of documents for customers.

4.0 Council Priority:

4.1 The relevant Council Priority is:

“Communities: Creating stronger communities and increasing resilience”

5.0 Background Information

5.1 Library fees and charges are amended on a regular basis to reflect the costs of provision but are also intended to be kept as low as possible to encourage take-up. The last report in March 2017 recommended a number of changes which have since been reviewed. *Appendix A* shows a list of charges and date of implementation.

5.2 The previous report recommended the introduction of a premium library membership at £20 per year. However, due to other pressures, notably a comprehensive service restructure it has not been possible to implement this initiative as a potential income generation opportunity. The timing is not right in 2018 as a new Head of Libraries is being tasked with reviewing the service offer as a whole which may lead to revised fees and charges recommended in 2019-20. The premium membership proposal may be resurrected as part of these proposals.

5.3 In terms of library organised cultural events the previous minimum charge of £2 has been seen as potentially excluding certain groups and difficult to administer. Instead, ticketed events will have clear prices and exemptions shown. Most family events are free of charge.

5.4 There is a proposed increase to the charge of scanning per document which reflects the amount of staff time required to scan documents on behalf of customers.

5.5 Does the information submitted include any exempt information? No

5.6 List of Appendices:

Appendix A – Review of Fees and Charges 2018-19

6.0 Legal considerations:

6.1 Library Charges (England and Wales) regulations 1991
Public Libraries and Museums Act 1964

7.0 Human Resources considerations:

7.1 None.

8.0 Equalities considerations:

8.1 None.

9.0 Financial considerations:

9.1 The proposed changes will not result in a significant change to charges to the public or service income.

10.0 Risk management considerations:

10.1 None.

11.0 Ethical considerations:

11.1 None.

12.0 Internal/ External Consultation undertaken:

12.1 None.

13.0 Background papers:

13.1 None.

14.0 Key decision information:

14.1 Is this a key decision? No

14.2 If so, Forward Plan reference number:

14.3 If a key decision, is the decision required in less than five days? No

14.4 If **yes**, please describe the reason for urgency:

15.0 Call-in information:

15.1 Are there any grounds for urgency, which would cause this decision to be exempt from the call-in process?

No

15.2 If **yes**, please give reason:

TO BE COMPLETED BY THE HEAD OF DEMOCRATIC GOVERNANCE

16.0 Scrutiny Committee Chairman (where appropriate):

Date informed:

Date approved:

17.0 Declarations of interest (if applicable):

17.1 None.

18.0 Executive decision:

18.1 The Deputy Leader of the Council agreed the recommendations as outlined above namely:

1. To approve the amended library fees and charges as set out in *Appendix A* to be implemented from 1 April 2018 to 31 March 2018.
2. To note the introduction of a premium library membership is suspended pending the comprehensive review of the library service offer.

18.2 Date of Decision:

21 February 2018

19.0 Reason(s) for decision:

The proposed changes, although minor, are required to maintain an up-to-date set of library fees and charges which are reasonable and reflect the costs of administration and providing the service.

Previous changes, notably the introduction of a premium library membership are no longer seen as a priority given the need to undertake a comprehensive review of the library service offer in 2018, which may result in a range of changes in service provision if approved.

19.1 Date Decision published:

21 February 2018

20.0 Executive Members in attendance:

20.1

21.0 Call-in:

21.1

22.0 Notes:

22.1