



Wroughton Parish Council
Ellendune Community Centre
Barrett Way
Wroughton
SN4 9LW

Swindon Libraries and Information Service
Central Library
Regent Circus
Swindon
SN1 1QG

Tel: 07718918197
Email: sburnett@swindon.gov.uk

December 2023

Dear Emma,

We have been very pleased to work with the Trust and Parish Council to provide library services at Wroughton Library and look forward to another year of providing these services.

Book stock

The book stock ensures residents in the Wroughton area have access to the most up-to-date fiction and non-fiction books. We have compiled below pricing for stock and related services for FY 2024/25

Stock: £11,737.89 per annum (This figure includes VAT on service and staff items).

We have adjusted the amount of stock you purchase based on usage and allowed a percentage for replacing old and out of date stock. If you feel more comfortable working to a number less than what we suggest please let us know and we can work with your team to come up with a number that works for both budget and having adequate replacement stock.

Service charges for providing stock to your library are included and a detailed breakdown of costs can be found in the table below.

Your borrowers can access the library catalogue and manage their library account online.

The services listed below are free of charge provided by Swindon Libraries and Information Service to borrowers that use your library:

- eBooks
- eAudio Books
- eMagazines
- eComics
- eNewspapers
- Audio Books and Large Print
- Local Studies Central Library- a comprehensive permanent collection of all printed and published material relating to the borough, across all formats
- Online Services



	Hours Per Year	Cost per year	Line Management Fees	Net Cost	VAT	Annual Cost (Including VAT)
Wroughton Library						
Stock Cost based on library stock profile				£7,076.33	£0.00	£7,076.33
Vehicle and Delivery cost				£828.00	£165.60	£993.60
LMS Charges based on last FY				£1,490.00	£298.00	£1,788.00
Supplier selection charges based on last FY				£200.00	£40.00	£240.00
Setting Up stock specifications (Stock Librarian)	2	£47.98	£28.55	£76.54	£15.31	£91.84
Setting up Rotation Plan (Stock Librarian)	2	£47.98	£28.55	£76.54	£15.31	£91.84
Reviewing and Monitoring Selections (Stock Librarian)	2	£47.98	£28.55	£76.54	£15.31	£91.84
Stock Circulation - Admin and Processing (LIA)	12	£214.77	£45.28	£260.05	£52.01	£312.06
Processing new stock - Charge based on volume purchased (LIA)	20.94	£374.82	£45.28	£420.10	£84.02	£504.12
Financial Management and agreements	2	£57.11	£54.00	£111.11	£22.22	£133.33
Stock ordering and Invoicing (Acquisitions Officer)	2.5	£48.84	£23.99	£72.83	£14.57	£87.40
Contribution to Central Admin costs (SBC Standard)				£328.11	£54.59	£327.51
Total				£11,016.14	£776.93	£11,737.89

We will need confirmation in writing by Monday, 15 January 2024 if you wish to continue with the current stock beyond 31 March 2024. Please reply to Martin Ponting at: mponting@swindon.gov.uk.

Kind regards

Sally Burnett
Head of Skills & Education Partnerships (E)-Children's Services

