

ANNUAL PLAN BUDGET UPDATE - GALLERIES, LIBRARIES AND MUSEUMS

Department: Executive Leadership Team

EXECUTIVE SUMMARY

- 1 This report provides an overview of the operating expenditure (opex) budgets for the 2022/23 Annual Plan year for the Galleries, Libraries and Museums Group. The following activities are provided for:
 - Dunedin Public Art Gallery (DPAG)
 - Dunedin Public Libraries
 - Olveston
 - Otago Museum Levy
 - Toitū Otago Settlers Museum (Toitū), including the Lan Yuan Dunedin Chinese Garden (Lan Yuan)
 - Ara Toi
- 2 A schedule of proposed fees and charges for the 2022/23 year is also presented at Attachment B.

RECOMMENDATIONS

That the Council:

- a) **Approves** the draft 2022/23 operating budget for the Galleries, Libraries and Museums Group as shown/amended at Attachment A.
- b) **Approves** the draft 2022/23 fees and charges schedules for Galleries, Libraries and Museums as shown/amended at Attachment B.

OPERATING BUDGETS

Revenue

Rates

- 3 The rates contribution for this Group has increased by \$1.206 million, 4.9%.

Expenditure

Personnel Costs

- 4 Personnel costs have increased \$358k, 3.5%. This includes additional resources to meet rostering obligations for DPAG and Toitū.

Grants and Subsidies

- 5 Grants and Subsidies costs have increased by \$399k.
- 6 Otago Museum funding is increased by \$369k to \$4.904 million for the following:
- \$91k being a 2% adjustment to the base levy,
 - \$103k funding allowance to enable the Otago Museum to pay the living wage, and
 - \$175k one-off grant towards a seismic survey of the Otago Museum facility.
- 7 All but the living wage increase was provided for in the 10 year plan. Work has been undertaken with the Otago Museum, and as a result the draft budget allows the Otago Museum to pay the living wage to its staff, in line with DCC policy.

Depreciation

- 8 Depreciation has increased by \$287k, mainly due to the capital expenditure programme.

FEES AND CHARGES

- 9 Fees and charges are broadly in line with the 10 year plan, but with some variations to reflect actual costs.

Signatories

| | |
|-------------|---|
| Author: | Simon Pickford - General Manager Community Services |
| Authoriser: | Simon Pickford - General Manager Community Services |

Attachments

| | Title | Page |
|--------------------|---|-------------|
| ↓A | Galleries, libraries and museums draft budget for 2022/23 | 191 |
| ↓B | Galleries, libraries and museums draft fees and charges for 2022/23 | 192 |

SUMMARY OF CONSIDERATIONS
Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities, and promotes the social economic, environmental, and cultural well-being of communities in the present and for the future.

Fit with strategic framework

| | Contributes | Detracts | Not applicable |
|---|-------------------------------------|--------------------------|-------------------------------------|
| Social Wellbeing Strategy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Economic Development Strategy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Environment Strategy | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Arts and Culture Strategy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Waters Strategy | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Spatial Plan | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Integrated Transport Strategy | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Parks and Recreation Strategy | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other strategic projects/policies/plans | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The Galleries, Libraries and Museums Group activities primarily contribute to the objectives and priorities of the above strategies.

Māori Impact Statement

Council budgets impact broadly across all Dunedin communities including Māori. The Council is committed to developing ongoing relationships with Māori communities, particularly with mana whenua. Strategic projects that have significance to Māori have been identified from across the organisation and these projects will work collaboratively with the Maori Partnerships Manager to ensure beneficial outcomes for Māori are achieved.

Sustainability

The Annual Plan is not proposing any changes to that provided for in the 10 year plan. Major issues and implications for sustainability are discussed and considered in the 50 year Infrastructure Strategy and financial resilience is discussed in the Financial Strategy of the current 10 year plan 2021-31.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report provides a draft budget for the Galleries, Libraries and Museums Group for inclusion in the draft 2022/23 Annual Plan.

Financial considerations

Financial considerations are detailed in the report.

Significance

The 10 year plan 2021-31 budgets were considered significant in terms of the Council's Significance and Engagement Policy, and were consulted on. Variations to those budgets as discussed in this report are not considered significant in terms of the policy.

Engagement – external

There has been no external engagement in updating the draft budget for the Galleries, Libraries and Museums Group.

SUMMARY OF CONSIDERATIONS

Engagement - internal

Staff and managers from across council have been involved in the development of the draft budget.

Risks: Legal / Health and Safety etc.

There are no identified risks.

Conflict of Interest

There are no known conflicts of interest.

Community Boards

Projects identified in Community Board Plans were considered in the development of the budgets for the 10 year plan, and Community Boards were consulted at this time. Community Boards will have an opportunity to present on the draft 2022/23 Annual Plan.

Galleries, Libraries and Museums Summary

Income Statement

for the Year Ended 30 June 2023

| Actual | Budget | Draft Budget | Budget Inc (Dec) | Budget Inc (Dec) |
|------------------------------------|------------------|------------------|------------------|------------------|
| 2020-21 \$000 | 2021-22 \$000 | 2022-23 \$000 | \$000 | % |
| Revenue | | | | |
| 24,877 Rates revenue | 24,672 | 25,878 | 1,206 | 4.9% |
| - Rates penalties | - | - | - | - |
| 1,479 External revenue | 1,137 | 1,211 | 74 | 6.5% |
| 412 Grants and subsidies operating | 316 | 305 | (11) | -3.5% |
| - Grants and subsidies capital | 30 | 30 | - | 0.0% |
| - Development contributions | - | - | - | - |
| - Vested assets | - | - | - | - |
| 40 Internal revenue | 21 | 30 | 9 | 42.9% |
| 26,808 Total revenue | 26,176 | 27,454 | 1,278 | 4.9% |
| Expenditure | | | | |
| 9,884 Personnel costs | 10,339 | 10,697 | 358 | 3.5% |
| 1,459 Operations & maintenance | 1,186 | 1,258 | 72 | 6.1% |
| 1,169 Occupancy costs | 1,206 | 1,168 | (38) | -3.2% |
| 892 Consumables & general | 896 | 954 | 58 | 6.5% |
| 4,648 Grants & subsidies | 4,569 | 4,968 | 399 | 8.7% |
| 6,513 Internal charges | 6,512 | 6,690 | 178 | 2.7% |
| 1,325 Depreciation | 1,095 | 1,382 | 287 | 26.2% |
| 939 Interest | 373 | 337 | (36) | -9.7% |
| 26,829 Total expenditure | 26,176 | 27,454 | 1,278 | 4.9% |
| (21) Net surplus/(deficit) | - | - | - | - |

Group - Galleries, Libraries and Museums

| | 2021/22 fees | 2022/23 proposed | % change |
|--|--------------|------------------|----------|
| Dunedin Public Art Gallery | | | |
| Dunedin Public Art Gallery Admission | | | |
| Admission free | \$0.00 | \$0.00 | |
| Group tours by arrangement, cost negotiable. | | | |
| Special exhibition entry charges will vary depending on the exhibition | | | |
| Venue hire | | | |
| Venue Hire - by negotiation depending on the hirer's requirements | | | |
| Lan Yuan Chinese Garden | | | |
| Chinese Garden Admission | | | |
| Adult Admission | \$10.00 | \$10.00 | 0.00% |
| Adult Season Ticket | \$22.50 | \$23.00 | 2.20% |
| Adult Season Ticket renewal | \$20.50 | \$20.50 | 0.00% |
| Student or Beneficiary | \$7.20 | \$7.20 | 0.00% |
| Student or Beneficiary Season Ticket | \$16.50 | \$17.00 | 3.00% |
| Student or Beneficiary Season Ticket Renewal | \$13.50 | \$13.50 | 0.00% |
| Child (under 13 years with Adult) free | \$0.00 | \$0.00 | |
| Venue hire | | | |
| Venue Hire - by negotiation depending on the hirer's requirements | | | |
| Libraries | | | |
| Hot picks | | | |
| Hot Picks Books (two week loan) | \$5.00 | \$5.00 | 0.00% |
| Hot Picks DVDs (one week loan) | \$4.00 | \$4.00 | 0.00% |
| Hot Picks Magazines (one week loan) | \$2.50 | \$2.50 | 0.00% |
| Hot Picks Voucher Pack (6 Hot Picks vouchers) | \$25.00 | \$25.00 | 0.00% |
| Libraries | | | |
| City Library parking (per hour) | \$2.00 | \$2.00 | 0.00% |
| Create and supply digital image, per image | \$35.00 | \$35.00 | 0.00% |
| Inter-loan (plus any additional charges over the standard fee) | \$10.00 | \$10.00 | 0.00% |
| Membership card replacement (Adult) | \$4.00 | \$4.00 | 0.00% |
| Membership card replacement (Child) | \$2.00 | \$2.00 | 0.00% |
| Non-residential membership (per family per year) | \$160.00 | \$170.00 | 6.30% |
| Photocopying (black and white, A3, per copy) | \$0.30 | \$0.30 | 0.00% |
| Photocopying (black and white, A4, per copy) | \$0.20 | \$0.20 | 0.00% |
| Photocopying (colour, A3, per copy) | \$2.00 | \$2.00 | 0.00% |
| Photocopying (colour, A4, per copy) | \$1.00 | \$1.00 | 0.00% |
| Research enquiries undertaken by staff (per hour) | \$75.00 | \$80.00 | 6.70% |
| Loss and damage charges | | | |
| Processing Fee per item | \$10.00 | \$10.00 | 0.00% |
| Overdue and hold fees | | | |
| Holds charge (per item) | \$1.50 | \$1.50 | 0.00% |
| Holds Voucher Pack (6 Holds vouchers) | \$6.00 | \$6.00 | 0.00% |
| Rentals | | | |
| DVDs (1 week loan) | \$2.00 | \$2.00 | 0.00% |
| DVDs (2 week loan) | \$4.00 | \$4.00 | 0.00% |
| Room Hire - Downes Room, Mosgiel Library | | | |
| Charges vary from \$15.00 for first hour, \$10.00 thereafter, up to \$60.00 | | | |
| No charge for individuals or groups who are unfunded or provide a community service | | | |
| Room Hire - Dunningham Suite, City Library | | | |
| Full Suite (full day) | \$450.00 | \$450.00 | 0.00% |
| Full Suite (half day) | \$325.00 | \$325.00 | 0.00% |
| Kitchen | \$60.00 | \$60.00 | 0.00% |
| Moderate Meeting Room (full day) | \$270.00 | \$270.00 | 0.00% |
| Moderate Meeting Room (half day) | \$200.00 | \$200.00 | 0.00% |
| Security Guard Service (After 8pm Monday – Friday, before 11am and after 4pm Saturday/Sunday) per hour | \$40.00 | \$40.00 | 0.00% |
| Small Meeting Room (full day) | \$190.00 | \$190.00 | 0.00% |

| | | | |
|--|------------|------------|--------|
| Small Meeting Room (half day) | \$110.00 | \$110.00 | 0.00% |
| Wedding Booking (includes full day for event, plus 2 half days for set up and clean up. Does not include security guard service) | \$1,000.00 | \$1,000.00 | 0.00% |
| Room Hire - Meeting Room, Blueskin Bay Library | | | |
| Charges vary from \$15.00 for first hour, \$10.00 thereafter, up to \$60.00 | | | |
| No charge for individuals or groups who are unfunded or provide a community service | | | |
| Olveston Historic Home | | | |
| 1 hour guided tour followed by croquet and tea and biscuits | | | |
| Additional adults | \$42.00 | \$44.00 | 4.80% |
| Additional children | \$42.00 | \$44.00 | 4.80% |
| For up to 4 people | \$160.00 | \$170.00 | 6.30% |
| 1 hour tour with high tea (for groups of 10 or more) | | | |
| Devonshire Tea per person | \$40.00 | \$40.00 | 0.00% |
| Edwardian High Tea per person | \$50.00 | \$55.00 | 10.00% |
| Servants' Tea per person | \$34.00 | \$34.00 | 0.00% |
| 2 hour Tours, Special Interest, Art Tours, Embroidery etc. (minimum group 8pax) | | | |
| Adult | \$42.00 | \$44.00 | 4.80% |
| Child | \$25.00 | \$25.00 | 0.00% |
| Concession (friends, student, seniors) | \$38.00 | \$40.00 | 5.30% |
| Group (8+) | \$38.00 | \$40.00 | 5.30% |
| Local | \$38.00 | \$40.00 | 5.30% |
| Education groups | | | |
| Adult | \$19.00 | \$20.00 | 5.30% |
| Primary student | \$10.50 | \$10.50 | 0.00% |
| Secondary student | \$12.50 | \$12.50 | 0.00% |
| Tertiary student | \$15.50 | \$15.50 | 0.00% |
| Family | | | |
| 2 adults and up to 3 children | \$77.00 | \$77.00 | 0.00% |
| Additional adults | \$19.00 | \$20.00 | 5.30% |
| Additional children | \$13.00 | \$14.00 | 7.70% |
| Garden tours (minimum group 8pax) | | | |
| Adult | \$24.00 | \$25.00 | 4.20% |
| Child | \$13.00 | \$14.00 | 7.70% |
| Retail /Free independent traveller (FIT) guided tour | | | |
| Adult | \$24.00 | \$25.00 | 4.20% |
| Child | \$13.00 | \$14.00 | 7.70% |
| Concession (friends, students, seniors) | \$22.00 | \$23.00 | 4.50% |
| Group (10+) | \$19.00 | \$20.00 | 5.30% |
| Local | \$19.00 | \$20.00 | 5.30% |
| Venue hire | | | |
| Additional staff as required for security and staff | \$45.00 | \$45.00 | 0.00% |
| Equipment cost on request | | | |
| Garden and drying room 4 hours includes 1 security | \$550.00 | \$550.00 | 0.00% |
| Garden Hire 4 hours includes 1 security | \$350.00 | \$350.00 | 0.00% |
| Room Hire - Drying room 4 hours includes 1 security | \$200.00 | \$200.00 | 0.00% |
| Room Hire - Great Hall 4 hours includes 2 security | \$1,000.00 | \$1,000.00 | 0.00% |
| Toitū Otago Settlers Museum | | | |
| Toitū Otago Settlers Museum | | | |
| Admission free | \$0.00 | \$0.00 | |
| Archive/Collection queries first half hour free, then charge per half hour | \$67.00 | \$68.50 | 2.20% |
| Archives | \$14.50 | \$15.00 | 3.40% |
| Group tours by arrangement, cost negotiable. | | | |
| Special exhibition entry charges will vary depending on the exhibition | | | |
| Venue Hire - by negotiation depending on the hirers requirements | | | |