

THE EXECUTIVE

11 MAY 2004

REPORT OF THE DIRECTOR OF EDUCATION, ARTS AND LIBRARIES

REVISION TO LIBRARIES FINES AND CHARGES	FOR DECISION
<p><i>The Library Service is proposing to increase certain elements of their fines and charges to meet revised income targets.</i></p> <p><u>Summary</u></p> <p>This report contains the proposed scale of fines and charges commencing 1 June 2004 which will allow the service to provide a cost efficient service in line with the Council's projected expenditure.</p> <p><u>Recommendations</u></p> <p>The Executive is asked to agree:</p> <ol style="list-style-type: none">1. The scale of fines and charges as set out in section 2 of this report;2. That the new scale of fines and charges commence from 1 June 2004; and3. That the head of Libraries carries out further research in to new charges. <p><u>Reasons</u></p> <p>To reduce the net cost for the provision of the Library Service in line with agreed targets as part of the overall reduction in service costs for Education, Arts and Libraries.</p>	
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1. Background

- 1.1 There has not been a significant change in the basic charging structure since 2001 as part of Libraries' commitment to Social Inclusion as set out within previous Annual Library plans.
- 1.2 The current financial outlook requires libraries to generate more income in order to maintain the level of service. The scale of fines and charges have been reviewed with a view to increasing income but implementing charges which are comparable to neighbouring boroughs.

2. Main Body of the Report

- 2.1 The proposed changes are as follows:

Current	Amount	Projected Income 2003/4 *	2004/5 (Proposed)	Projected Income 2004/5
Fines - Adults only				
Books, spoken word, music	10p per item per working day	£34,500	13p per item per working day – Adults only	£45,000
DVD/Video	25p & 50p per day		No change	
	Maximum £10 (100 days)		Maximum £5 (39 days)	
Reservations				
All in stock items	Free	£2,607	No change	£3,500
All items not in stock	60p		£1	
DVD/Video				
Children/Factual	£1 pw	£14,671	No change	£15,000
Feature	£2 pw		No change	
Audio				
Language courses	80p	£6,928	£1	£9,000
CD/cassette - singles	70p		£1	
CD/cassette - sets	£1.20		£1.50	
Spoken Word	Nil	Nil	Adults only £1 per box set	£15,000
Subscription 3 months	£6	£6,228	£10	£10,000
Subscription 6 months	£10		£15	
Subscription 12 months	£18		£30	
Lettings				
Branches	£10/£15 per hour	£18,647	Under review	£18,647
Lecture Hall	£20/£30 per hour			
Conference Rooms	£10/£15 per hour			
Photocopying				
All sites	10p/£1	£6,505	No change	£6,500
TOTALS		£90,086		£122,647

This provides a projected increase of just over £32,000 which will contribute significantly to the £45,000 budget saving that is required from increased fees, charges, lettings income.

2.2 Areas for further investigation:

In order to further increase income the Head of Libraries is pursuing the following areas:

- Service Level Agreements with partners e.g. UK-Online, SureStart, Customer First
- Administrative charge for overdue and lost/damaged items
- Commercial letting of space in new developments e.g. Central Library,
- Increasing external funding and grants

3. Consultations/financial and other implications

3.1 Research using the current edition of 'Fines and Charges in Public Libraries in England and Wales 2003' (produced by 'The Sheffield Information Organisation') indicates that our proposed charges are not extreme. The following table briefly summarises the current charges operated by our near neighbours:

	B & D (proposed)	B & D	Havering	Newham	Redbridge
Fines	13p per working day - £5 max.	10p per working day - £10 max	10p per day first week – then 11p	12p per day - £5 max	14p per day
Reservations	Free in stock - £1 not in stock	Free in stock – 60p not in stock	75p	Free in stock - £1.20 not in stock	£1
Video/DVD	£1 -£2	£1 - £2	£1.20 - £3	£1.80	£2.60
CDs	£1 single £1.50 box	70p £1.20	60p single £1.60 box	90p	£1 single £2 box
Spoken Word	£1 box	Free	Free	Free	£1 single £2 box
Photocopying A4	10p/£1(col)	10p/£1(col)	10p/£1(col)	10p/£1(col)	10p/£1(col)

3.2 A charge for the loan of spoken word is a new direction for this authority but our research shows that 76% of UK library authorities now make such a charge. There is a wide variance up to a maximum of £3, however this is tempered by a range of concessions. The proposed charge of £1 is at the lower end. We are currently actively identifying potential concession groups based around disability and need. In line with current professional practice, exemptions will be self-certified. This work has a deadline of 28 May 2004 to facilitate the 1 June commencement date. It is recognised that for a maximum return of income, this new charge must be marketed positively and effectively.

4. Conclusion

4.1 Changes to the current charges need to be agreed as soon as possible to allow due notice to be given to our users and to meet the 01 June start date. It is also requested that due time is allowed for investigation and implementation for new areas of charging e.g. spoken word.

Public background papers (used in preparation of the report)

1. 'Fines and Charges in Public Libraries in England and Wales 16th edition'
2. Libraries' DMT minutes 25.02.04