

# CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

## Agenda Item 48

Brighton & Hove City Council

**Subject:** *Libraries Fees and Charges*  
**Date of Meeting:** 6 December 2011  
**Report of:** *David Murray, Strategic Director for Communities*  
**Contact Officer:** Name: *Sally McMahon* Tel: 29-6963  
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**Key Decision:** No Forward Plan No.  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 Purpose of the report is to agree the fees and charges for Libraries Services for 2012-13.
- 1.2 Under the Corporate Fees and Charges Policy, we are required to carry out an annual review in line with the policy. We are proposing to make only limited changes to fees and charges for the coming year, because substantial changes were made two years ago and to reflect the fact that the current economic position for some residents of the City remains volatile.
- 1.3 The annual increases in income targets for inflation, together with other service pressures, will be met through a mixture of increased income from fees and charges, and improved performance in our room hire and retail offer.
- 1.4 A significant development for the coming year is the extension of the age range for the young person's library membership card from 13 - 15 years to 13 – 19 years. The adult membership card will then be available from the age of 20 years. This will make services more accessible and affordable for young people, as we do not charge young people fines or reservation charges.
- 1.5 This report is one of several that are being considered in relation to fees and charges for the next financial year (2012/13) across the wide range of services within the portfolio of the Cabinet Member for Culture, Recreation and Tourism. While services positively engage in collaborative working, at the moment each report has been considered individually and recommendations made in relation to the specific issues of the service being provided.
- 1.6 For the financial year 2013/14 an overall review will be undertaken with the wide range of fees and charges considered together rather than individually. The intention being to achieve a more consistent approach to the increases that are proposed across the wide range of services.

## **2. RECOMMENDATIONS:**

- 2.1 (1) To agree the Libraries Fees and Charges proposals for 2012-13.

## **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS**

- 3.1 As many Library Service charges are only a few pence it is not possible to increase them annually by inflation. Instead, most prices are left unchanged for a number of years until an increase in real prices can be adopted. Overdue fines, DVD hire charges and some interlibrary loan charges were all increased above inflation rates last year, so the full range of library fees and charges are still fit for purpose.

- 3.2 We are proposing the following changes to Libraries fees and charges:

### 3.2.1 Music Scores:

Sets of music scores which vary in total from 30 to 100 are currently loaned at £5.00 per month. This is a valued but labour intensive service so it is proposed to increase this to a more realistic figure of £10 per month.

### 3.2.2 Room hire charges:

It is proposed to maintain the current rates for Jubilee Library conference rooms but introduce two-tier charging depending on facilities for hire of the other libraries.

Coldean, Hangleton, Hove, Patcham and Whitehawk Libraries all offer good ICT facilities as part of the hire and it is proposed to raise the session hire charge from £60 to £80 (commercial) and £25 to £40(council/community use.)

### 3.3 Commercial Income for Libraries:

Further income will be achieved through improved performance in room hire and retail sales, without putting up prices. Last year we increased our income targets for these commercial activities, and we achieved the target for room hire (£30,000). The retail target was a little short (achieving £115,000 of the £122,000 target), but the Booklover store overall came in underspent by £19,000.

### 3.4 Comparison Information:

A table showing current Brighton & Hove Library charges in comparisons with other authorities can be seen in appendix 1. These charges reflect the position in April 2011, and it is possible that these authorities may change their charges for next year. Charges in the south east appear to be slightly higher than in authorities in other parts of the country.

### 3.5 Maintenance of concessionary rates and exemptions:

We are maintaining the comprehensive range of concessionary and exemption arrangements for disadvantaged borrowers:

- No charges for children and young people (fines and reservations)
- Maintaining all of our concessionary and exemption arrangements for those with most need (low income, disability and special needs) – see end of appendix 2 for a full list.

3.6 Actions we will take to ensure that we achieve these targets are:

- Further promote the Jubilee Library conference hire facilities which have been achieving income targets
- Further developing the range of merchandise sold in the Booklover store retail outlet and increasing visitor spend ratio
- Exploit the flexible space available in Jubilee Library to promote after hours hire of the entire ground floor for prestigious events at premium rates.
- Promote the hire of spaces available in community libraries to increase take up, use and income.

3.7 The full list of Libraries fees and charges proposed for 2012/13 are attached as appendix 2.

#### **4. CONSULTATION**

4.1 Market research comparing our charges with other library authorities or other similar service providers has taken place.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

The fees and charges included in this report have been reviewed in accordance with the Corporate Fees and Charges Policy. The overall income target for the library service in 2012/13 is £400k. This includes the 2% inflationary increase of approximately £8k and represents targets of £107k Audio Visual and Music Charges, £85k Overdue Charges, £31k Room Hire, £51k Other Fees (including Research) as well as £126k sales income through the Booklover store. Whilst the majority of the fees and charges are unchanged, it is anticipated that the proposed increases included in this report, together with the levels of income currently being achieved and the actions detailed at 3.6 will ensure the overall income target is met next year.

Finance Officer Consulted: Michelle Herrington

Date: 14/11/11

##### Legal Implications:

The proposals are reasonable and appropriate and do not raise any adverse Human Rights Act implications.

Equalities Implications:

- 5.1 The increases in Libraries fees and charges are off-set by the provision of concessionary and exemption rates for those in most need. The extension of the young people's membership from 16 years to 18 years old will help young people as they will receive concessionary rates.

Sustainability Implications:

*Sustainable Consumption and Production:* No implications.

*Climate Change and Energy:* No implications.

*Natural Resource Protection and Environmental Enhancement:* No implications.

*Sustainable Communities:* The holding of most of the Libraries fees and charges at the current level, and the maintenance of concessionary and exemption rates will enable more people to make use of Libraries facilities and services, and so contribute to the development of more sustainable communities.

Crime & Disorder Implications:

- 5.2 There are no crime and disorder implications.

Risk and Opportunity Management Implications:

- 5.3 There is a risk that the income targets for next year will not be met. This is mitigated by the plans set in place to stimulate more income through existing sources. There is an opportunity to increase income from the promotion of services to new target audiences.

Corporate / Citywide Implications:

- 5.4 The proposals support the corporate priority to tackle inequalities: The holding of most Libraries fees and charges at the current level will enable more people, especially those most disadvantaged, to make use of Libraries services, as we are one of the few leisure and learning services that can be used at low cost or for free. Overall, the fees and charges support children and young people through the provision of mainly free services to children (no overdue charges, free special services such as Baby Boogie, Homework clubs, etc). Provision of concessionary rates for disabled people and those on low incomes, special provision for people with learning disabilities, and discount cards for people aged 60 and over, all target support for the most vulnerable in our society.

Public Health and Wellbeing Implications:

- 5.5 People with disabilities receive concessionary rates and people with learning disabilities are exempt from charges.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

None considered.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To set appropriate fees and charges for Libraries Services in order to meet the increased income targets resulting from inflation and service pressures.

**SUPPORTING DOCUMENTATION**

**1. Appendices:**

1. Comparison authority charges
2. Libraries Fees and Charges proposed

**2. Documents In Members' Rooms**

None

**3. Background Documents**

None

**Appendix 1: Comparisons with other authorities**

Information taken from **SINTO** (SINTO is a Sheffield based information organisation that collects and publishes statistical information on library authorities across the country.)

- DVD hire length varies between 2/3/7 days

<b>Neighbouring authorities</b>			
Authority	Adult fines	DVD hire	Children & Young People's fines
Brighton & Hove	20p	£3.00/£1.50	Nil
East Sussex	17p	£3.00	30p admin
West Sussex	20p	£3.00/£2.25	Nil
Surrey	13p	£2.00	Nil
<b>SELMS consortium</b>			
Authority	Adult fines	DVD hire	Children & Young People's fines
Buckinghamshire	20p	£2.20/£1.10	5p
Hammersmith & Fulham	25p	£2.00	Nil
Kent	15p	£2.50/£1.00	2p
Medway	20p	£2.50/£1.10	5p
Milton Keynes	25p	£2.75	5p
West Berkshire	20p	£3.00/£2.00	Nil
Windsor & M	15p	£2.85/£2.50	5p
Wokingham	21p	£3.00	5p
<b>CIPFA Comparator group</b>			
Authority	Adult fines	DVD hire	Children & Young People's fines
Bournemouth	18p	£3.00/£2.00/£1.50	52p admin
Brent	20p	£2.50	10p
Bristol	15p	£3.00/£1.00	Nil
Derby	16p	£2.50	5p
Enfield	16p	£2.50/£1.50	7p

Hillingdon	15p	£2.00	5p
Lewisham	20p	£3.00	Nil
Middlesborough	15p	£2.70/£1.50	8p
Portsmouth	12p	£3.00/£2.00	Nil
Sheffield	10p	£2.00	Nil
Southampton	15p	£3.50/£1.00	Nil
Walsall	12p	£2.50/£1.50	Nil
Wolverhampton	15p	£1.50	Nil
York	15p	£2.50/£1.50	5p

**APPENDIX 2**

**LIBRARY SERVICE PROPOSED FEES AND CHARGES  
2012-13**

(Proposed changes are highlighted)

<b>SUMMARY OF CHARGES:</b>	Current	Date last changed	Proposed
<b>RESERVATION CHARGES</b>			
Items in stock in Brighton & Hove	50p	2008	50p
Inter-library loans from outside Brighton & Hove	£3.50	2010	£3.50
Inter-library loans from authorities in SELMS Consortium	£2.00	2009	£2.00
Print Disabled card holders – print and talking books	Free	Pre 1997	Free
Print Disabled card holders – all other materials incl AV	Half price	2008	Half price
Exempt card holders (people with learning disabilities) – All materials	Half price	2008	Free
Concessionary Card Holders	Half price	Pre 1997	Half price
Children and young people’s reservations	Free		Free
<b>LOST ITEMS - CHARGES</b>			
Books and other resources (all members)	Replacement cost	Pre 1997	Replacement cost
Computer ticket replacement (all members)	£1.00	Pre 2000	£1.00
<b>TALKING BOOKS CHARGES</b>			
Spoken word recordings (abridged editions) Single Issue Fee per 3 week loan	80p	Pre 2000	80p
Spoken word recordings (unabridged editions) Single Issue Fee per 3 week loan	£1.50	Pre 2000	£1.50
Spoken word loans to Print Disabled card holders	Free	Pre 1997	Free
Spoken word loans to Exempt card holders (people with learning disabilities)	Free	Pre 1997	Free
Spoken word loans to Concessionary card holders	Half price	Pre 1997	Half price
Language courses per 3 weeks (all members)	£2.00	Pre 2000	£2.00



## Appendix 2

<b>AUDIO VISUAL AND MUSIC CHARGES</b>			
Annual Subscription (enabling free CD loan and half price DVDs)	£30.00	2008	£30.00
Quarterly subscription (enabling free CD loan and half price DVDs)	£10.00	2008	£10.00
Music recordings Single Issue Fee for one week loan	£1.00	2008	£1.00
Scores per set – per month	£5.00	2002	£5.00
Video loans to adults per week	£1.00	2008	£1.00
Videos loans to children per week	£1.00	2008	£1.00
DVD loans to adults – Hire charge per week for premium films	£3.00	2008	£3.00
DVD loans to adults – Hire charge per week for other DVDs	£2.00	2010	£2.00
DVD loans to children <b>and young people</b> – Hire charge per week	£1.50	2008	£1.50
All audio-visual loans to print disabled and concessionary card holders	Half price	2008	Half price
All audio-visual loans to Exempt Card Holders (people with learning disabilities)	Free	2009	Free
<b>OVERDUE CHARGES</b>	Current		Proposed
Books on loan to adults - overdue charge per book per day with maximum charge of £6 per loan	20p	2010	20p
Books on loan to children <b>and young people</b> - overdue charge per day	No charge	2008	No charge
Videos on loan to adults and children - overdue charge per video per day	20p	2001	20p
Music CDs on loan to adults - overdue charge per CD per day – (all members)	20p	2008	20p
Toys - overdue charge per day	No charge	2008	No charge
DVDs on loan to adults – overdue charge per day – (all members)	60p	2008	60p
DVDs on loan to children <b>and young people</b> – overdue charge per day	30p	2005	30p
Books and talking books on loan to print disabled card holders – overdue charges	Free	Pre 1997	Free
All loans, including loans of audio-visual material, to Exempt card holders (people with learning difficulties)	Free	2009	Free
<b>PRINTING, COPYING AND SENDING FAXES</b>			
<b>All charges apply to all library users:</b>			
Printing from IT equipment (charge per sheet)-black	10p	2002	10p
Printing from IT equipment (charge per sheet)-colour	50p	2000	50p
Photocopier charges A4 black and white	10p	2000	10p

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A3 black and white	15p	2000	15p	
A4 colour	£1.00	2000	£1.00	
A3 colour	£1.50	2000	£1.50	
Reader printer (Jubilee and Hove Libraries) per A4 sheet	50p	2000	50p	
Reader printer (Brighton History Centre) per A4 sheet	80p	2006	80p	
Fax – sending - per page	£1.00	2001	£1.00	
Fax – receiving - per page	10p plus £2 handling charge	2008	10p plus £2 handling charge	
<b>SUMMARY OF FEES FOR ADDITIONAL SERVICES:</b>				
<b>RESEARCH FEES</b>				
Research carried out by Library staff for private individual - flat rate fee per hour, plus any online fees, copying or printing costs.	£20	2010	£20	
Research carried out by Library staff for business/commercial user - flat rate fee per hour, plus any online fees, copying or printing costs.	£40	2010	£40	
Reader printers - extended use for researchers (per ½ day)	No charge	2008	No charge	
<b>EXHIBITIONS</b>				
Jubilee Library – commercial hire – fee per week	£100	2008	£100	
Jubilee Library – community/council hire - fee per week	£50	2008	£50	
Hove Library – fee per week	£20	2008	£20	
Hove Library - Hire of display cabinets – fee per week per cabinet	£10	2008	£10	
Above costs are within core library opening hours. Additional Facilities Management costs apply if access required outside these hours.				
<b>HIRE OF LIBRARY PREMISES</b>				
- Charge per Session for xxxxx libraries				
Commercial hire	Morning	£60	2008	£60
	Afternoon	£60	2008	£60
	Evening	£60	2008	£60
Community/council use	Morning	£25	2008	£25
	Afternoon	£25	2008	£25
	Evening	£25	2008	£25
Library reserves right to pass on any additional costs incurred				

## Appendix 2

as a result of use, e.g. cleaning.

### **HIRE OF LIBRARY PREMISES**

- Charge per Session for Coldean, Hangelton, Hove, Patcham and Whitehawk libraries. These libraries have good IT and other facilities which are included in the room hire.

Commercial hire	Morning	£60	2008	£80
	Afternoon	£60	2008	£80
	Evening	£60	2008	£80
Community/council use	Morning	£25	2008	£40
	Afternoon	£25	2008	£40
	Evening	£25	2008	£40

Hire cost includes use of all facilities including IT at no extra cost.

Library reserves right to pass on any additional costs incurred as a result of use, e.g. cleaning.

### **HIRE OF JUBILEE LIBRARY CONFERENCE ROOMS AND LEARNING CENTRE**

Commercial hire – double room - full day	£575	2008	£575
Commercial hire – double room - half day	£380	2008	£380
Commercial hire – large room - full day	£320	2008	£320
Commercial hire – large room - half day	£220	2008	£220
Commercial hire - small room and learning centre - full day	£290	2008	£290
Commercial hire - small room and learning centre - half day	£180	2008	£180
Community/council use double room - full day	£400	2008	£400
Community/council use double room - half day	£290	2008	£290
Community/council use large room - full day	£220	2008	£220
Community/council use large room - half day	£140	2008	£140
Community/council use small room and learning centre - full day	£180	2008	£180
Community/council use small room and learning centre - half day	£110	2008	£110
Evening supplement for all hires per hour	£20	2008	£20
Activity space in children's library – hire per hour	£25	2008	£25
Library main hall – available for hire	POA		POA

Hire costs (exclusive of V.A.T.) includes use of all facilities including presentation and IT equipment at no extra cost.

Above costs are within core library opening hours. Additional Facilities Management costs apply outside these hours.

### **MISCELLANEOUS**

## Appendix 2

Events and activities – while many are provided free to library users, sometimes a small charge is made to help cover costs.	Variable		Variable
Tours of Jubilee Library – (except for Brighton & Hove residents, other library authorities, and some professional colleagues, who will not be charged)	£25	2008	£25
Baby Boogie – charge per buggy regardless of number of Children	Free	2008	Free
<b>IMAGE REQUESTS – SERVICE FEES</b>	See separate list	2006	See separate list
<b>REPRODUCTION CHARGES</b>	See separate list	2006	See separate list

<b>SUMMARY OF CONCESSIONS AND EXEMPTIONS</b>	
<b>CONCESSIONARY CARD HOLDERS</b>	
Concessionary cards are for <b>people on low income</b> or for <b>people with disabilities</b> . Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Audio-visual materials, talking books, - hire charges	Half price
Reservations – all materials	Half price
All overdue charges	Full price
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price
<b>SENIOR CITIZENS DISCOUNT SUBSCRIPTION CARD</b>	
<b>People aged 60 or over</b> can purchase an audio-visual discount card that will entitle them to half price audio-visual loans. Suitable proof of entitlement is required. (See list of accepted proofs)	

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Annual or quarterly subscription card entitles holder to: Free CD loans Half price DVD loans (maximum 4 items at any one time)	Half price
<b>PRINT DISABLED CARD HOLDERS</b>	
Print disabled cards are only available for <b>people who cannot use standard print</b> – e.g. people with visual impairment, or people with dyslexia, or those with a physical disability that prevents them holding a book. Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Talking books – issues and overdue charges	Free
Reservations – print and talking books	Free
Reservations – all other materials	Half price
Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price
<b>EXEMPT CARD HOLDERS (PEOPLE WITH LEARNING DISABILITIES)</b>	
Exempt cards are available for adults with learning disabilities, children with learning disabilities and special needs. Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Overdue charges - all materials	Free
Reservations – all materials	Free
Talking books – issues	Free
Audio-visual materials - hire	Free
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price

## Appendix 2

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