

## Spondon Library



### Library Information Pack

For organisations wishing to submit an Application to  
manage Spondon Library

v.1 4 September 2017

 [inderby.org.uk/libraries](http://inderby.org.uk/libraries)  

## Table of Contents

Background to the CML Expression of Interest Process	1
Introduction to the library	2
Current library operations	4
Current running costs and income	6
Current building information	9
Equipment and furniture	11
Appendix 1 – Location	13
Appendix 2 – Proposed site	14
Appendices 3 and 4 – Library floor plans and room data	15

## **Background to the CML Expression of Interest (Eol) Process**

The CML Expression of Interest process comprises the following four stages:

- Stage 1: Registration.
- Stage 2: Application.
- Stage 3: Evaluation.
- Stage 4: Decision.

Stages 1 and 2 are supported by a suite of three documents, as follows:

- A Library Information Pack (the document you are reading now) for each library.
- A Library Catchment Profile for each library.
- An Application Pack (a generic document, relating to Application to run every library).

If you are planning to submit an application to run a library, you should be sure to obtain relevant copies of all three documents and consider these carefully before proceeding.

If you require paper copies, including large print, then please phone 01332 640761 or email [libraries@derby.gov.uk](mailto:libraries@derby.gov.uk). Paper copies are also available at the relevant libraries and Council House reception on request.

An outline of the process of applying for a Grant is available in the Application Pack. Further information about the process, together with a Grant Application form, will be available from [inderby.org.uk/runalibrary](http://inderby.org.uk/runalibrary) after the deadline for registering an interest, in October 2017.

Updates to the Application Pack and Library Information Packs may be issued during the course of Stages 1 and 2. Any updates will be available from [inderby.org.uk/runalibrary](http://inderby.org.uk/runalibrary).

## **Introduction**

### **The purpose of this Library Information Pack**

This Library Information Pack is intended to provide background information for groups and organisations that are considering submitting an Application to take over the running of Spondon Library. It gives details of the library building, its current running costs, the resources and activities it currently provides and the use that is made of it.

A separate Library Catchment Profile gives demographic and socio-economic information about the community in which the library is set.

This document should be read in conjunction with the Application Pack, which provides details of the Expression of Interest process, and includes template forms to register an interest and to submit a full Application. It also provides details of the availability of Council support for Community Managed Libraries (CMLs).

This is version 1 of Library Information Pack. Any updates will be available from [inderby.org.uk/runalibrary](http://inderby.org.uk/runalibrary).

### **Introducing Spondon Library**

The Spondon Library catchment contains approximately 5,150 households and covers a population of approximately 11,700<sup>1</sup> Derby residents, or approximately 4.6% of Derby's population<sup>2</sup>.

The library is fully accessible with stepped and ramp access and automatic opening doors. There are 2 disabled access parking spaces near to the front entrance; free parking is available in the car park shared with Spondon Village Hall. There is a 10 minute drop of zone as you enter the car park; this is currently used by library delivery vehicles.

The library is open plan with a children's area on the right. The library has wall and mobile shelving. There is a small staff rest room with seating and a kitchen area.

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<sup>1</sup> Derived from Office for National Statistics, Mid-year estimate of population, 2014 (household figure via Experian Ltd, Mosaic Public Sector, 2015) .

<sup>2</sup> Please note, libraries serve not only Derby residents but people who work in, go to school/college/university in, shop in and visit Derby. However, whilst some library catchments extend beyond the city boundary, the demographic and socio-economic information included in this profile only relates to Derby residents living within the library catchment.

The office space is located to the rear of the counter with toilet off. The toilet is for staff and customer use.

Plans are attached as follows:

- Appendix 1 – Location
- Appendix 2 – Proposed site
- Appendices 3 and 4 – Library floor plans and room data

### **Arranging a viewing**

You can view the public access areas of the library whenever it is open. The opening hours are set out later in this pack. Unfortunately the staff on duty will not be able to show you the areas of the library that are not publicly accessible. If you would like to arrange a viewing of the whole building, including the staff areas, please email [libraries@derby.gov.uk](mailto:libraries@derby.gov.uk) entering the words “Viewing request – Spondon Library” in the subject line. Please provide a telephone number so we can ring you back to talk about the arrangements.

Alternatively please either phone 01332 640761 or put your request in writing on a viewing request form, which will be available in Derby Libraries and Council House reception.

## 1) CURRENT LIBRARY OPERATIONS

This is what is currently offered in our libraries by library staff.

### Current Opening Hours

As of 1 January 2017 the library is open 26 hours a week. The opening pattern is as follows:

Monday: 10am-7pm  
 Tuesday: 10am-5pm  
 Wednesday: Closed  
 Thursday: 10am-5pm  
 Friday: Closed  
 Saturday: 10am-1pm

### Current Staffing and Volunteers

As of 1 January 2017 there are 1.84 (full-time equivalent) staff working at the library, split between four posts. Staff are on duty 30 minutes before opening and 10 minutes after closing. There is always a minimum of 2 staff on duty, and 3 during busy periods.

As of 1 January 2017 there is 1 active volunteer at the library.

### Current Books and Other Materials

There is currently a range of fiction, non-fiction, audiobooks and magazines available at the library. Here are the figures from the last annual stock count which took place in February 2017:

	On shelf	On loan (estimate)	Total
Adult Fiction	3,627	1,996	5,623
Adult Non Fiction	1,365	987	2,352
Children's Fiction	1,626	2,902	4,528
Children's Non Fiction	801	580	1,381
Non book stock – This includes audiobooks and magazines	376	191	567

<b>Current Performance Data</b>
<p>From April 2016 to the end of March 2017:</p> <ul style="list-style-type: none"> <li>• 40,088 items were loaned</li> <li>• 36,338 user visits were recorded.</li> </ul>
<b>Current ICT Usage</b>
<p>During 2016/17, take-up of the public computers amounted to 2,988 sessions (30 minutes duration each). Currently the library has 5 computers for public internet access. There is 1 public printer.</p>
<b>Current Activities Run By Library Staff</b>
<p>The following activities are currently held in the library:</p> <ul style="list-style-type: none"> <li>• Rhymetime - Weekly</li> <li>• Craft and Chat - Weekly</li> <li>• Internet Taster Session - Offered weekly; delivered subject to demand.</li> </ul>
<b>External Groups Currently Using Library</b>
<p>There are no meeting rooms at this library.</p>
<b>Current Links to Other Libraries</b>
<p>Currently this library is part of the Derby City Council network of 15 libraries. The library van service moves stock between all 15 locations. Library tickets from Derbyshire libraries are valid in Derby libraries and vice versa. Derby and Derbyshire have a shared catalogue. Loans and memberships are managed by the Library Management System (LMS) accessed from 2 staff computers. Stock from Derby libraries can be used to meet requests (holds) in Derbyshire libraries and vice versa.</p>

## 2) CURRENT RUNNING COSTS & INCOME

### National Non-Domestic Rates

The 2017 rateable value for this library is £7,000.

National non domestic rates are calculated by multiplying the rateable value of a property by a national non-domestic rating multiplier which is set by the government. Below are the multipliers for the last 3 years.

<u>Year</u>	<u>Standard multiplier</u>	<u>Small business multiplier</u>
2017 to 2018	47.9p	46.6p
2016 to 2017	49.7p	48.4p
2015 to 2016	49.3p	48.0p

**Rates payable 2017/18: £3,058**

Further information is available at:

<http://www.derby.gov.uk/business/business-rates/business-rates-info-advice/>

Rate relief may be applicable depending on the specific circumstances of your community group.

### Utilities & Other Charges

<b>Charge</b>	<b>Cost 2016/17 (excluding VAT)</b>	<b>Notes</b>
Alarms – Repairs and Maintenance	£749	
Electricity	£1,056	
Gas	£1,001	
Water	£587	
Window Cleaning	£158	
Hygiene and Laundry	£173	
Trade Waste	£253	
Telephones	£638	

These figures are based on the most accurate information available, on 30 June 2017.



The figures reflect current corporate contracts and are therefore for guidance only. It will be the responsibility of the CML to arrange contracts for the supply of these utilities and services.

### **Energy Performance Certificate**

Energy performance certificates are currently being updated. This information will be provided at a later date.

### **Current Security**

The Council currently has a corporate key holding contract which will be cancelled before the library is formally handed over. The cost for this is £250 +VAT per year; this cost is not reflected in the costs table shown above.

The building has an intruder alarm and fire alarm, both on 'Redcare' monitoring. Out of hours activations are attended by the key holding contractors. The CML will be responsible for making its own arrangements to deal with out of hours activations.

### **Current Cleaning**

Currently the library is cleaned by the Council's Facilities Management service, which provides 7 hours of cleaning per week. This operation will cease on handover, when the CML will be responsible for making its own arrangement to clean the building.

### **Current Insurance**

The Council will continue to insure the fabric of the building. The organisation operating this library will be responsible for taking out its own public liability insurance and any other relevant insurance.

### **Current Income**

<b>Income Source</b>	<b>2016/17 Income</b>	<b>Notes</b>
Late fees	£683	<p>Standard charge currently set at 17p a day each book up to maximum of £6.80 each book</p> <p>Concessionary charge - 6p a day each book up to maximum of £2.40 each book.</p> <p>Figures based on a 4 week loan period.</p>

Hold (request) charge for books and audiobooks	£449	Hold charges are currently set at 45p and 21p concessionary charge. Postal charge of 70p may apply.
Printing	£430.00	Currently the printing charges are: <ul style="list-style-type: none"> <li>• Black &amp; white - 13p per sheet.</li> <li>• Colour - 42p per sheet.</li> </ul>
Room Hire	£0	There are no rooms are available for hire.

Please note

- Where applicable, VAT has been deducted from the sums shown.
- The income generated by a library varies from year-to-year. The income generated in 2017/18 and subsequent years may be more or less than the sums shown above for 2016/17.

### 3) CURRENT BUILDING INFORMATION

Address & Location							
<p><b>Address:</b> Spondon Library Sitwell Street Spondon Derby, DE21 7FG</p> <p><b>Location Map:</b> see Appendix 1</p> <p>The library is located within the centre of Spondon village, which lies approximately three miles to the east of Derby City Centre, with good access to the A52.</p> <p>Spondon village centre is very compact with shops and amenities concentrated around Sitwell Street and Chapel Street. The retail units are mainly occupied by independent retailers, with good quality artisan trades.</p>							
Proposed Site and Room Layout Plans							
Please see Appendices 2, 3 & 4							
Construction							
The building is of single-storey traditional brick cavity wall construction with a flat felt roof, and with single-glazed metal-framed windows.							
Restrictions							
<table border="1"> <thead> <tr> <th>Type of Restriction</th><th>Comments</th></tr> </thead> <tbody> <tr> <td><b>Access</b></td><td>There is a ramped access to the main library entrance which has an automatic door. Immediately outside the front entrance are two disabled car parking bays, with a further drop-off parking bay (limited to 10 minutes).</td></tr> <tr> <td><b>Listed Building/Conservation</b></td><td>Spondon Library is not a listed building nor is it situated in a Conservation Area</td></tr> </tbody> </table>		Type of Restriction	Comments	<b>Access</b>	There is a ramped access to the main library entrance which has an automatic door. Immediately outside the front entrance are two disabled car parking bays, with a further drop-off parking bay (limited to 10 minutes).	<b>Listed Building/Conservation</b>	Spondon Library is not a listed building nor is it situated in a Conservation Area
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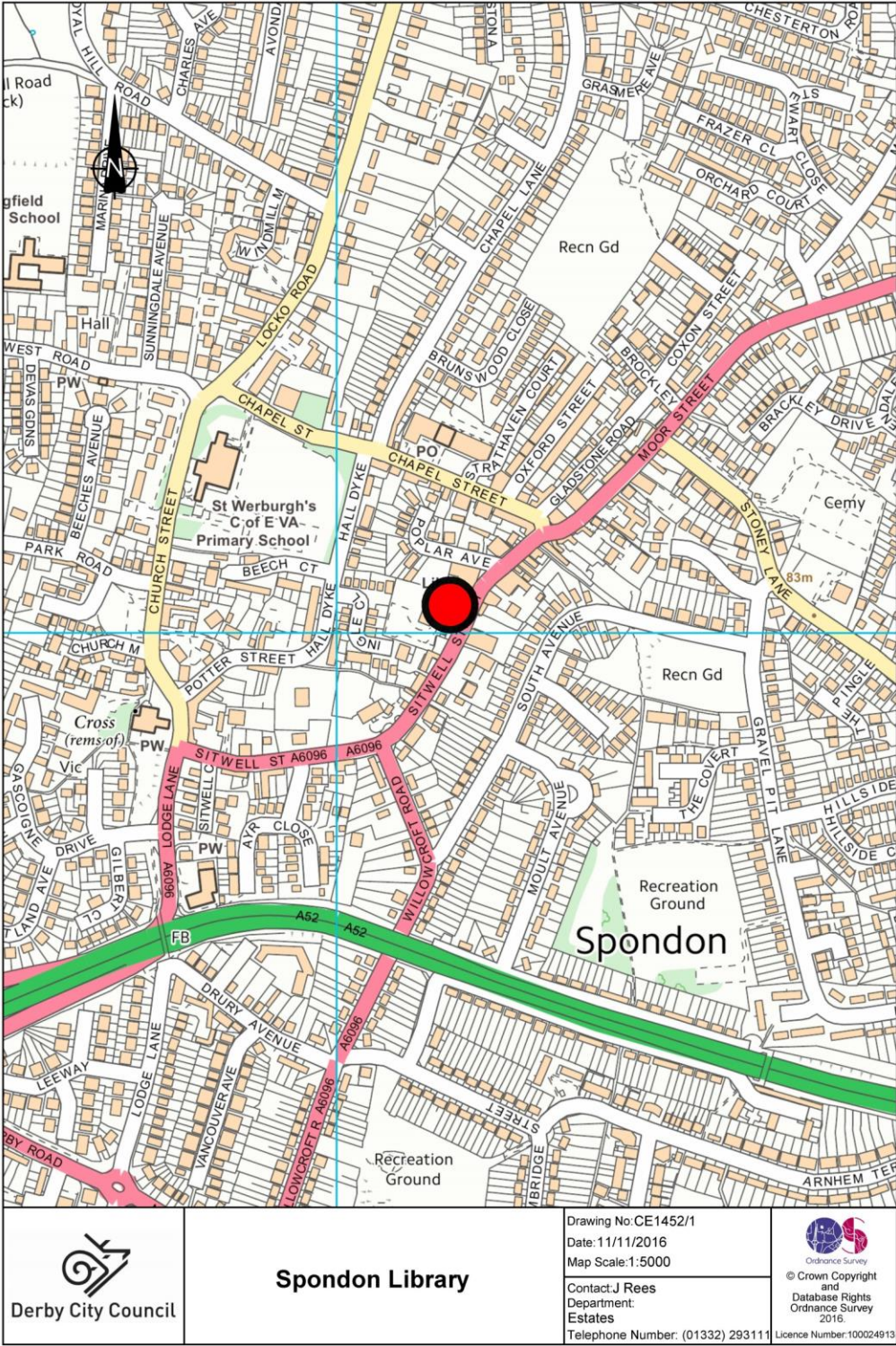
	<p><b>Planning</b></p> <p>Please note that any proposals to make any changes to the use of the library, or make alterations to the building itself, may require planning and/or building regulation approval. It is important that prior discussions should take place with Derby City Council's Development Control section.</p>	<p>Public libraries fall within Use Class (D1) of the Town &amp; Country Planning (Use Classes) Order 1987 (as amended).</p>	
	<p><b>Covenants</b></p>	<p>The building may not be used as a public theatre or cinema.</p> <p>No alcohol may be sold, stored or consumed on these premises.</p>	
	<p><b>Other Legal Restrictions</b></p>	<p>None – other than contained within the proposed lease terms</p>	
<p><b>Car Parking</b></p>			
<p>To the rear of the library and Village Hall is a 42 space public car park. Immediately outside the library front entrance are two disabled car parking bays, with a further drop-off parking bay (limited to 10 minutes).</p>			
<p><b>Accessibility Aids</b></p>			
<p>The library has:</p> <ul style="list-style-type: none"> <li>• Ramped access</li> <li>• Automatic doors</li> <li>• Wheelchair friendly counter</li> <li>• Large print books and audio books</li> <li>• Counter induction loop</li> </ul>			
<p><b>Current Sub Lets/Tenants/Occupiers</b></p>			
<p>There are no sub-tenants or occupiers.</p>			

#### 4) EQUIPMENT & FURNITURE

Item	Notes
Books and audio books	Books and audio books on the premises on handover day, and any books on loan from it, will remain the property of the Council. The CML will be able to retain them and to lend them to library users; this will be <b>conditional</b> upon the loan of books being free of charge, and the charge for audio books matching those levied at Council-run libraries.
Fixtures, fittings and furnishings, including but not limited to shelving, blinds, tables, chairs, counters, cupboards and filing cabinets	Ownership of fixtures, fittings and furnishing on the premises on handover day will be transferred to the CML. The maintenance, repair, replacement and disposal of these items will be the responsibility of the CML at their own cost.
Equipment necessary to operate the Library Management System (LMS), including staff computers, staff printer and handheld scanners	<p>Where a CML has decided to take up Enhanced Support Package (1), the Council will provide equipment in line with the provisions of the Package.</p> <p>Where a CML has chosen not to take up to Enhanced Support Package (1) all equipment related to the LMS will be removed in advance of handover.</p>
LMS self-service equipment.	The Council will not provide self-service equipment. Any self-service equipment on site will be removed in advance of handover.
Public access computers, associated staff computer and printer.	<p>Where a CML has decided to take up Enhanced Support Package (2), the Council will provide public access computers and associated equipment in line with the provisions of the Package.</p> <p>Additional public access computers, in excess of the number specified in Enhanced Support Package (2), may be left on site after handover. However the Council will not maintain or replace them if they are more than 5 years old.</p>

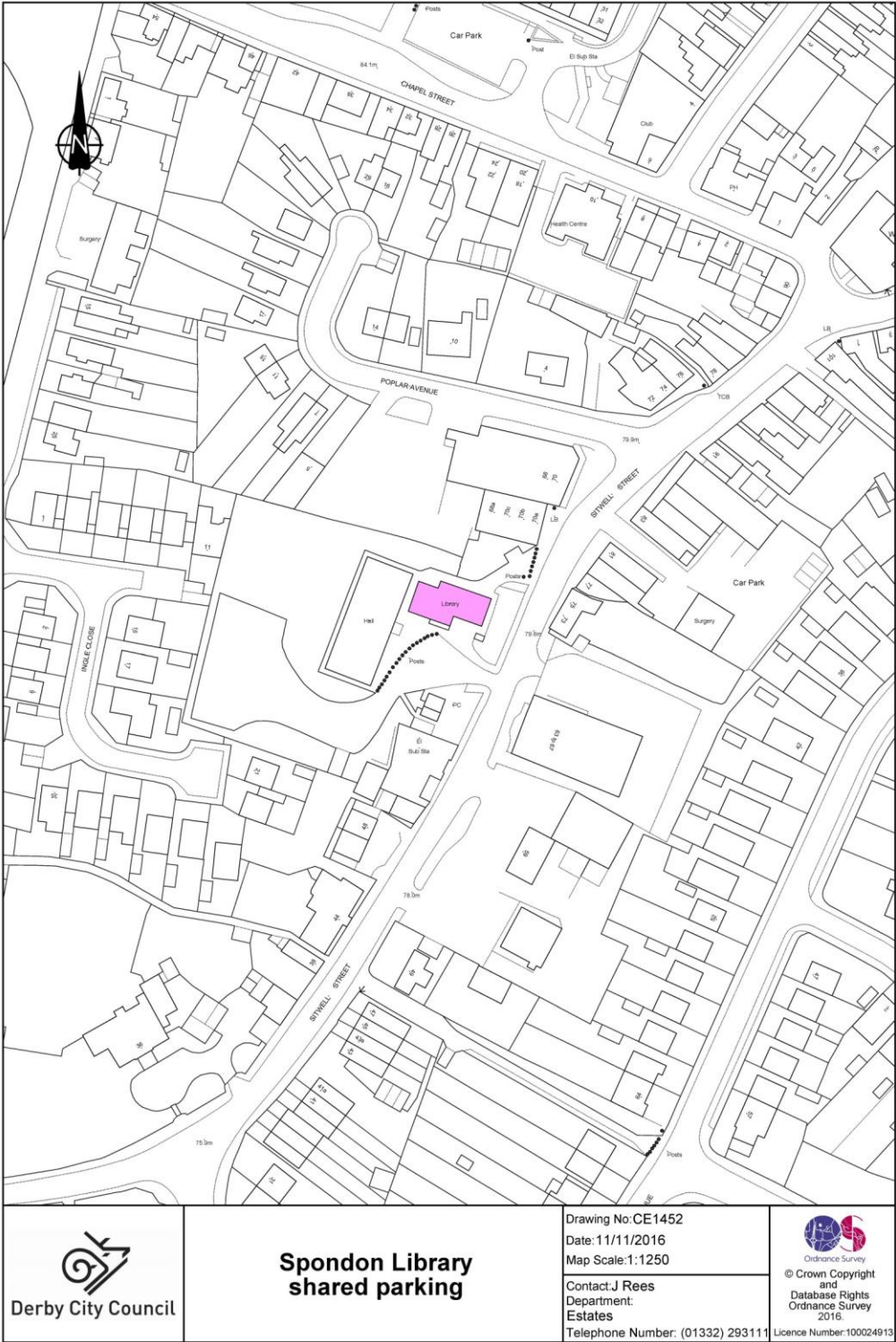
	Where a CML has chosen not to take up to Enhanced Support Package (2) all public access computers and associated equipment will be removed in advance of handover.
Printer consumables (paper and toner).	Any printer consumables on the premises on handover day will be transferred to the CML. The CML will be responsible for the purchase of all further consumables.
Photocopier	The Council will not provide a photocopier. Any photocopiers on site will be removed in advance of handover.
Flatbed scanner	The Council will not provide a flatbed scanner. Any flatbed scanners on site will be removed in advance of handover.
Cash register	If there is a cash register on the premises on handover day ownership of it will be transferred to the CML. The Library Service does not have a maintenance contract for its cash registers. The maintenance, repair, replacement and disposal of the cash register will be the responsibility of the CML.
Safe	If there is a safe on the premises on handover day ownership of it will be transferred to the CML. The maintenance, repair, replacement and disposal of the safe will be the responsibility of the CML.
CCTV	The Council will not provide a CCTV system. Any CCTV equipment on site will be removed in advance of handover.
Cleaning equipment and materials	The Council will not provide cleaning equipment and materials. Any cleaning equipment and materials on site will be removed in advance of handover. As set out above the Council will not provide a cleaning service at the library.
Grounds maintenance equipment and materials	The Council will not provide grounds maintenance equipment and materials.





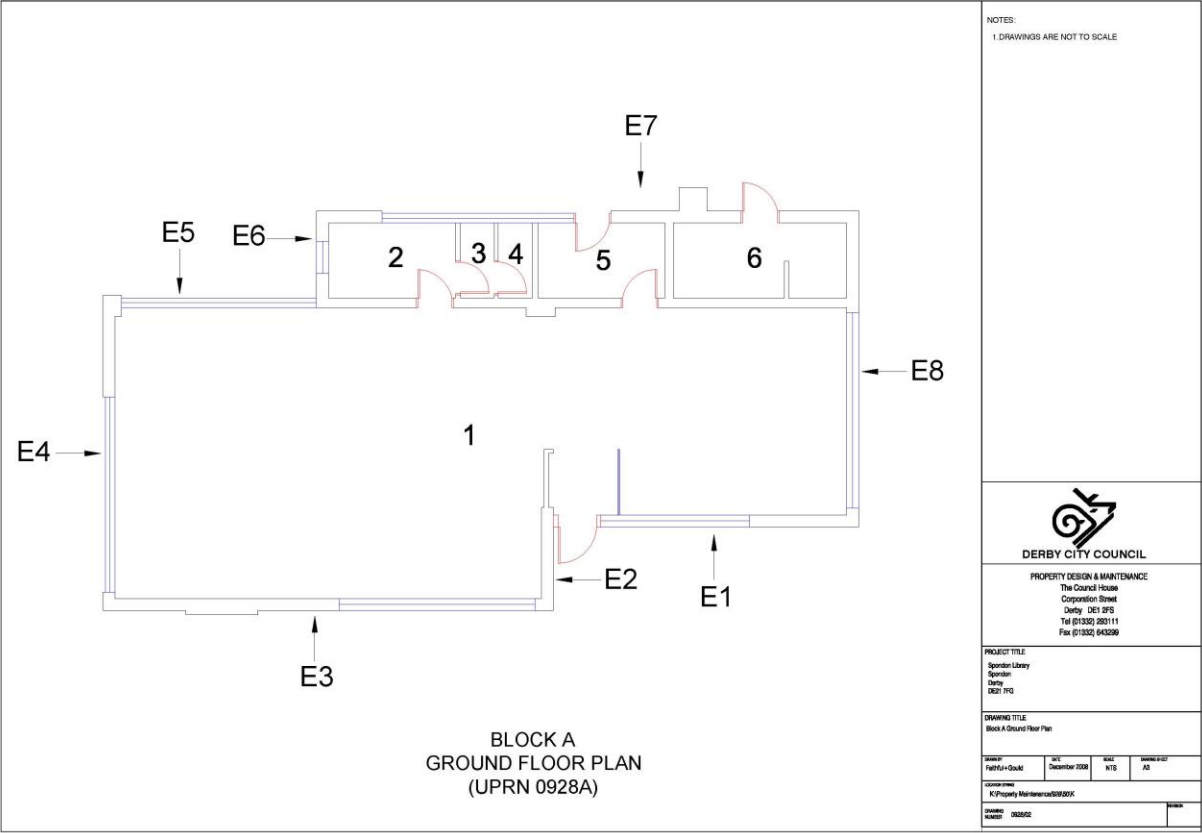


Appendix 2





Appendix 3



## Appendix 4

### Floor Plan Key

Room	Type	Width	Length	Area	Perimeter	F/Clg
1	Library			116.42	51.45	3.05
2	Staff Room	3.17	1.87	5.93	10.08	2.58
3	Staff Toilet	0.84	1.87	1.57	5.42	2.58
4	Staff Toilet	0.85	1.87	1.59	5.44	2.58
5	Office	3.17	1.87	5.93	10.08	2.58
6	Boiler Room			8.01	14.26	2.97

#### Net Internal Floor

Area = 139.45 m<sup>2</sup>  
Gross Internal Area = 144.08 m<sup>2</sup>  
Gross External Area = 160.79 m<sup>2</sup>