Blagreaves Library

Library Information Pack

For organisations wishing to submit an Application to manage Blagreaves Library

v.3 13 November 2017

inderby.org.uk/runalibrary

Derby City Council

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Background to the CML Expression of Interest (EoI) 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. 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 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.

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 Blagreaves 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 served by the library.

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 3 of Library Information Pack. Any updates will be available from inderby.org.uk/runalibrary.

Introducing Blagreaves Library

The Blagreaves Library catchment contains approximately 13,150 households and covers a population of approximately 35,600[1] Derby residents, or approximately 13.7% of Derby's population[2].

The proposed Community Managed Library (CML) forms part of a larger building, and is on the ground and first floors at the north west corner. The remainder of the building is used by the Council's library service as the base for a variety of city wide services, and for the storage of library books. The Council will continue to operate out of this area of the building after the launch of the CML.

The library is fully accessible with level access and an automatic opening door to the front entrance; free parking is available in the customer car park accessed from Blagreaves Lane.

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

[2] 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 area of the building that will become the CML has 1 toilet with baby changing facilities. This is on the ground floor, accessed from the main library through a corridor.

The main library area has some moveable shelving allowing the space to be used for events and activities. The children's area is on a mezzanine floor; there is a stair case and small customer lift.

There is a large meeting room on the first floor which has network points, tables and seating; there is a separate kitchen area off with cupboards.

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 entering the words "Viewing request – Blagreaves 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 1.97 (full-time equivalent) staff working at the library, split between four posts. This does not include the Operations Manager who also works at Libraries HQ. 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	3,304	1,819	5,123
Adult Non Fiction	3,596	2,601	6,197
Children's Fiction	2,241	4,000	6,241
Children's Non Fiction	946	686	1,632
Non book stock – This includes audiobooks and magazines	467	238	705

Addition to stock (purchases) 2016-17	
Adult	1,423
Children's	768
Audiobooks	49

Current Performance Data

From April 2016 to the end of March 2017:

- 39,927 items were loaned
- 39,984 user visits were recorded.

Current ICT Usage

During 2016/17, take-up of the public computers amounted to 4,433 sessions (30 minutes duration each). Currently the library has 6 computers for public internet access. There is 1 public printer.

Current Activities Run By Library Staff

The following activities are currently held in the library:

- Rhymetime - Weekly

- Cradle Club - Weekly

- Get Crafty - Weekly

- Internet Taster Session - Offered weekly; delivered subject to demand.

External Groups Currently Using Library

There is one meeting room at this library.

Current Links to Other Libraries

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.

2) CURRENT RUNNING COSTS & INCOME

National Non-Domestic Rates

The library space is currently not separately assessed for National Non-Domestic Rates (NNDR).

NNDR liabilities for the library space are currently included within the service charge. The Council would like to move towards separate ratings for the two parts of the building; when implemented this will prompt a reduction in the service charge.

Utilities & Other Charges

The anticipated service charge for the area to be occupied by the CML (26% of the whole building), based on 2016/17 costs, is £11,835. This is based on the most accurate information available on 30 June 2017, and excludes any provision for cleaning. The service charge is made up of the following elements: alarms repairs and maintenance, electricity, gas, NNDR, water and effluent, window cleaning, hygiene, laundry, refuse and telephones.

Energy Performance Certificate

Energy performance certificates are available to download from inderby.org.uk/runalibrary.

Current Security

Further discussions will be required on security arrangements for this joint use building, and any additional costs will be included in the service charge.

Current Cleaning

Currently the library is cleaned by the Council's Facilities Management service, which provides 15 hours of cleaning per week across the whole building.

Following handover, the CML can make its own arrangements for cleaning. If it wishes the Council to continue cleaning the library, costs will be passed on through the service charge.

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		
Income Source	**2016/17 Income**	**Notes**
Late fees	£1,544	Standard charge currently set at 17p a day each book up to maximum of £6.80 each book Concessionary charge - 6p a day each book up to maximum of £2.40 each book. Figures based on a 4 week loan period.
Hold (request) charge for books and audiobooks	£342	Hold charges are currently set at 45p and 21p concessionary charge. Postal charge of 70p may apply.
Printing	£783	Currently the printing charges are: • Black & white - 13p per sheet. • Colour - 42p per sheet.
Room Hire	£349	There is one room available for hire; charges are currently as follows: Community meeting room: • Community rate £9 an hour, £19 an hour outside of opening hours. • Commercial rate £18 per hour; £28 an hour outside of opening hours.

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

Address: Blagreaves Library
               Blagreaves Lane
               Littleover
               Derby, DE23 1PT

Location Map: see Appendix 1

The building within which the library is located is at the southern end of Blagreaves Lane, close to the junction with Stenson Road. This is primarily a residential area with a parade of local shops on Stenson Road very close by.

The library forms part of a larger building and is on the ground and first floors of the north west corner. The remainder of the building is used by Derby City Council's library services as offices and for the storage of library books.

Proposed Site and Room Layout Plans

See Appendices 2, 3 and 4.

Construction

The library building was constructed in 1973. It is two storeys, has a steel frame and brick cladding, with a flat roof.

Restrictions

Type of Restriction	Comments
Access	The library has its own entrance to the side of the building. Access to the first floor is via a staircase and lift.
Listed Building/Conservation	Blagreaves Library is not a listed building nor is it situated in a Conservation Area
Planning Please note that any proposals to make any changes to the use of the	Public libraries fall within Use Class (D1) of the Town &

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.	Country Planning (Use Classes) Order 1987 (as amended).
Covenants	There are no restrictive covenants on the Council's registered title that will affect this proposal
Other Legal Restrictions	None – other than contained within the proposed lease terms

Car Parking

There is customer car parking to the front of the library, including one disabled space.

Accessibility Aids

The library has:

- Level access
- Automatic doors
- Wheelchair friendly counters
- Large print books and audio books
- Counter induction loop

Current Sub Lets/Tenants/Occupiers

There are no sub-tenants or occupiers.

4) EQUIPMENT & FURNITURE

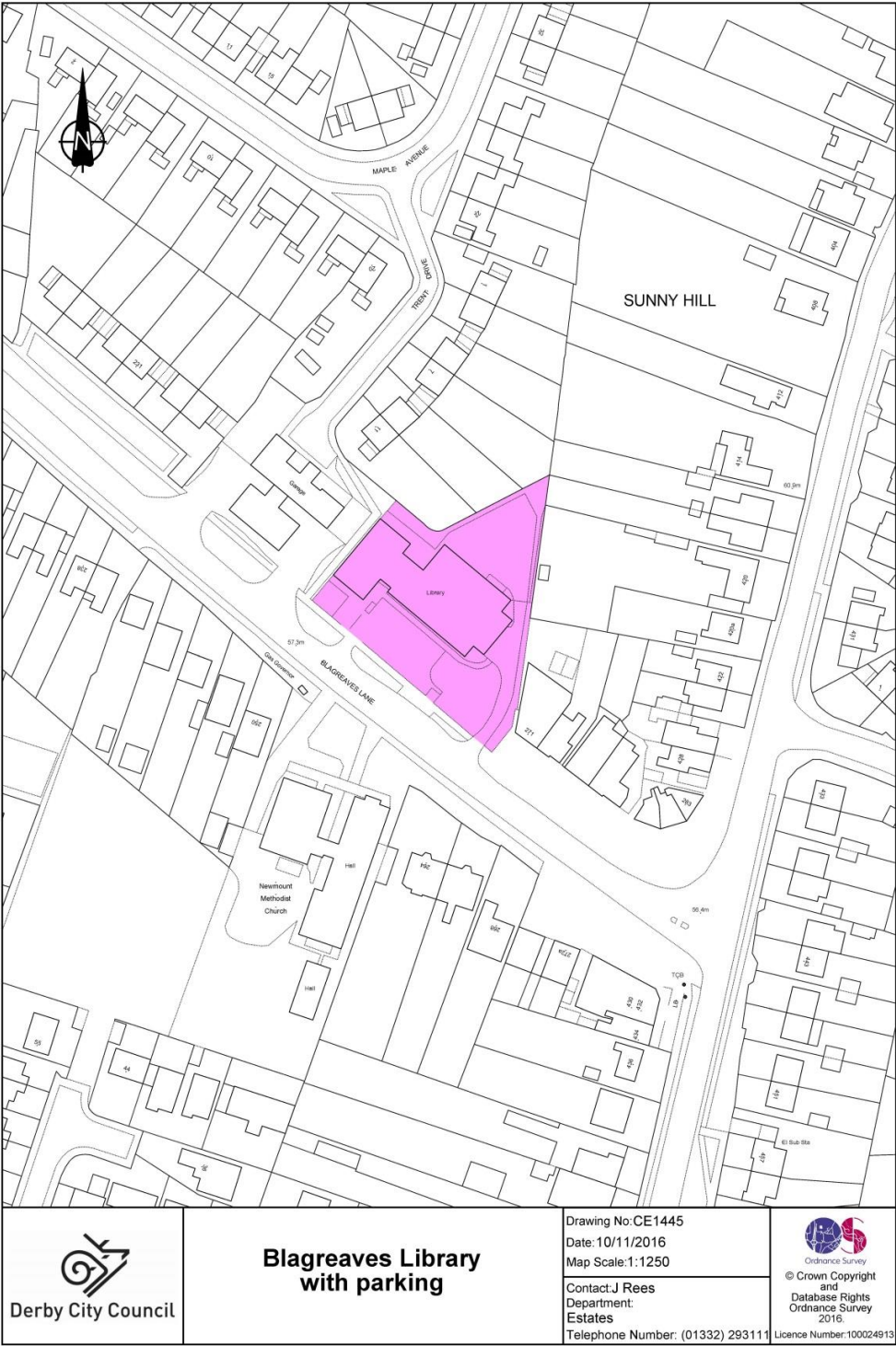| Item	Notes
Books and audio books	Books and audio books on the premises on handover day, and any books on loan from it, will remain the property of the Council. The CML will be able to retain them and to lend them to library users; this will be **conditional** upon the loan of books being free of charge, 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	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. 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.
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.	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. 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.

	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	A safe will not be available.
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	Following handover, the CML can make its own arrangements for cleaning. If it wishes the Council to continue cleaning the library, costs will be passed on through the service charge.
Grounds maintenance equipment and materials	n/a

Blagreaves Library

Derby City Council

Drawing No:CE1445/1
Date:10/11/2016
Map Scale:1:5000

Contact:J Rees
Department:
Estates
Telephone Number: (01332) 293111

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SUNNY HILL

MAPLE AVENUE

TRENT DRIVE

BLAGREAVES LANE

Library

Garage

Newmount
Methodist
Church

57.3m

	Drawing No:CE1445	
Blagreaves Library with parking	Date:10/11/2016	Ordnance Survey
	Map Scale:1:1250	
	Contact:J Rees	© Crown Copyright and Database Rights Ordnance Survey 2016.
	Department:	
	Estates	
	Telephone Number: (01332) 293111	Licence Number:100024913

Derby City Council

BLOCK A
FIRST FLOOR PLAN

CML

DCC

BLOCK A
GROUND FLOOR LAYOUT

CML

DCC

DERBY CITY COUNCIL

PROPERTY DESIGN & MAINTENANCE

PROJECT TITLE

Magreaves Library
Magreaves Lane
Derby
DE23 1PT

DRAWING TITLE

Proposed Shared Ownership

Floor Plan Key

Rooms that are proposed as part of the CML are highlighted in yellow.

Floor Level	Room	Type	Known As	Width	Length	Area	Perimeter	F/Clg
0.0	1	Entrance Area		1.80	3.5	6.30	10.60	2.65
0.0	2	Reception				28.50	22.03	2.65
0.0	3	Library				155.80	57.00	4.70
0.0	4	Lift		1.50	1.3	1.95	5.60	5.16
0.0	5	Archived						
0.0	6	Circulation				13.39	17.36	5.60
0.0	7	Archived						
0.0	8	Circulation		13.69	1.49	20.40	30.36	2.68
0.0	9	Store	Fiction Store Room			178.34	56.48	2.68
0.0	10	Circulation		8.34	3.12	26.02	22.92	5.60
0.0	11	Archived						
0.0	12	Lift		1.12	1.10	1.23	4.43	5.16
0.0	13	Office	Acquisition Unit			112.51	48.38	2.69
0.0	14	Office	Remote Working Office	3.63	2.73	9.91	12.72	2.69
0.0	15	Staff Room		5.16	3.48	17.96	17.28	2.69
0.0	16	Office	Multipurpose Room	1.68	3.48	5.85	10.32	2.69
0.0	17	Store		1.55	3.48	5.39	10.06	2.69
0.0	18	Office	Library Staff Work Office	1.57	3.48	5.46	10.10	2.69
0.0	19	Toilets/Mixed	Public Mixed Toilets			7.09	13.12	2.69
0.0	20	Service	Alarm Room	1.94	1.60	3.10	7.08	2.69
0.0	21	Lift Plant		1.85	1.80	3.33	7.30	2.69
1.0	22	Circulation				14.55	18.44	2.69
1.0	23	Circulation				21.02	30.88	2.69
1.0	24	Store		2.9	1.8	5.22	9.40	2.69
1.0	25	Office	Adult Services Resources Centre & Childrens Team Office			272.32	90.38	2.69
1.0	26	Office	Managers Office	2.83	3.31	9.37	12.28	2.69
1.0	27	Office	Line Managers Office	2.11	3.31	6.98	10.84	2.69

1.0	28	Circulation		8.34	3.12	26.02	22.92	2.69
1.0	29	Office		3.17	2.29	7.26	10.92	2.69
1.0	30	Store				9.70	13.42	2.69
1.0	31	Store		1.90	3.59	6.82	10.98	2.69
1.0	32	Store	Caretakers Store	1.72	3.59	6.17	10.62	2.69
1.0	33	Toilets/Male		3.32	3.59	11.92	13.82	2.69
1.0	34	Toilets/Female		3.38	3.59	12.13	13.94	2.69
1.0	35	Store		1.57	3.59	5.64	10.32	2.69
1.0	36	Meeting Room	Large Meeting Room			36.52	26.60	2.69
1.0	37	Kitchen				9.55	13.20	2.69
1.0	38	Childrens Library				46.57	29.13	2.69
1.0	39	Store		1.88	1.80	3.38	7.36	2.69
0.0	40	Boiler Room				17.47	17.36	2.68

Net Internal Floor Area = 1131.15 m²

Gross Internal Area = 1189.47 m²

Gross External Area = 1274.41 m²