DERBY LIBRARIES

The Phillip Whitehead Memorial Library, Chaddesden Park

Library Information Pack

For organisations wishing to submit an Application to manage The Phillip Whitehead Memorial Library, Chaddesden Park

v.2 3 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 The Phillip Whitehead Memorial Library, Chaddesden Park. 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 2 of Library Information Pack. Any updates will be available from inderby.org.uk/runalibrary.

Introducing The Phillip Whitehead Memorial Library, Chaddesden Park

The Phillip Whitehead Memorial Library catchment contains approximately 8,150 households and covers a population of approximately 19,300[1] Derby residents, or approximately 7.6% of Derby's population[2].

The library is fully accessible being on one level with automatic opening doors. There are 2 disabled access parking spaces near to the front entrance; free parking is available in the main park car park. The library has cycle parking and a secure hitching point for dogs.

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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 library is designed to be a 'low carbon' building, it has a range of features to reduce its impact on the environment including:

- Solar panels to generate electricity
- Super insulation
- A system for recycling 'grey' water
- 'Green roof' planted with sedum
- Use of natural daylight and ventilation throughout.

The building has 2 community meeting rooms and 2 customer toilets with baby changing facilities, one with disabled access. The main library area has moveable shelving allowing the space to be used for events and activities. There is an office, workroom and a staff rest room with seating and a small kitchen area.

The larger community meeting room has flip top tables on castors, seating and a small kitchen area. This room has an induction loop.

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 – The Phillip Whitehead Memorial Library, Chaddesden Park" 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 20 hours a week. The opening pattern is as follows:

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

*6pm 1 November - 31 March

Current Staffing and Volunteers

As of 1 January 2017 there are 1.58 (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	2,165	1,192	3,357
Adult Non Fiction	1,407	1,018	2,425
Children's Fiction	1,856	3,313	5,169
Children's Non Fiction	855	620	1,475
Non book stock – This includes audiobooks and magazines	182	93	275

Addition to stock (purchases) 2016-17	
Adult	1,115
Children's	656
Audiobooks	49

Current Performance Data

From April 2016 to the end of March 2017:

- 30,937 items were loaned
- 29,545 user visits were recorded.

Current ICT Usage

During 2016/17, take-up of the public computers amounted to 4,181 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

- Story Time - Weekly

- Teen Reads - Every four weeks

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

External Groups Currently Using Library

There are two meeting rooms at this library. The following groups currently have use of the library meeting rooms:

- Yarn Spinners - Craft Group - Weekly

- Talking Points - Weekly

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 2017 rateable value for this library is £28,500.

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.

Year	Standard multiplier	Small business multiplier
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: £13,281

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

Charge	Cost 2016/17 (excluding VAT)	Notes
Alarms – Repairs and Maintenance	£934	
Electricity	£1,232	
Gas	£1,012	
Water	£455	
Window Cleaning	£360	
Hygiene and Laundry	£258	
Trade Waste	£618	
Telephones	£591	

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 available to download from
inderby.org.uk/runalibrary.

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 9.5 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

Income Source	2016/17 Income	Notes
Late fees	£756	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	£178	Hold charges are currently set at 45p and 21p concessionary charge. Postal charge of 70p may apply.
Printing	£588	Currently the printing charges are: • Black & white - 13p per sheet. • Colour - 42p per sheet.
Room Hire	£149	There are two rooms 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. Advice room: • Community rate during opening hours £5; £19 outside opening hours. • Commercial rate £10 per hour; £28 outside opening hours.
Solar panel income	£2,800	This is an estimate of the annual income for the solar panels based on the one payment that has been received.

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*: The Phillip Whitehead Memorial Library, Chaddesden Park
Chaddesden Lane
Chaddesden
Derby, DE21 6LN

Location Map: see Appendix 1

* This is the postal address. The library is situated in Chaddesden Park, with vehicular access from Maine Drive.

The Phillip Whitehead Memorial Library opened on 12 March 2013 within the attractive Chaddesden Park, and is conveniently situated for local schools, shops and bus routes. Chaddesden is a residential area with a well-established retailing centre approximately two miles east of Derby City Centre.

The Park offers a variety of attractions including a children's play area, water play area, bowling greens, games courts, sports pavilion with community room, Age UK building and the Church Pavilion alongside the designated nature area which includes Mossey Yard Plantation and Chaddesden Brook.

Proposed Site and Room Layout Plans

Please see Appendices 2, 3 & 4

Construction

The building is single-storey of steel-framed construction. The walls are of brick or cedar cladding, under a Plastisol-coated steel pitched and mainly green system of roofing. The internal walls are of block-work, with floors of pre-cast concrete beam and block, screeded, and with carpet or vinyl sheet finish. In the main library area, the floor is raised with a Kingspan Flooring System and has a carpet finish.

Externally is a service yard with staff parking for up to 4 cars and disabled parking bays in close proximity. Outdoor areas are secured by Heras fencing.

Restrictions	

Type of Restriction	Comments
Access	Disabled vehicular access and authorised vehicles only, full access to main Park car park
Listed Building/Conservation	Chaddesden 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 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.	Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended). The Phillip Whitehead Memorial Library was granted planning permission in 2011 and 2012, under Planning References DER/02/11/00111 and DER/01/12/00085 (which may be viewed on Derby City Council's online planning register).
Covenants	There are no restrictive covenants on the Council's registered title that will affect this proposal. No alcohol may be sold, stored or consumed on these premises.
Other Legal Restrictions	None – other than contained within the proposed lease terms

Car Parking

- 2 disabled access parking spaces to the front entrance
- Free parking is available in the main park car park
- Service yard with staff parking for up to 4 cars

Accessibility Aids

The library has:

- Level access
- Automatic doors
- Wheelchair friendly counter
- Large print books and audio books
- Counter induction loop, meeting room induction loop
- Disabled access toilet

Current Sub Lets/Tenants/Occupiers

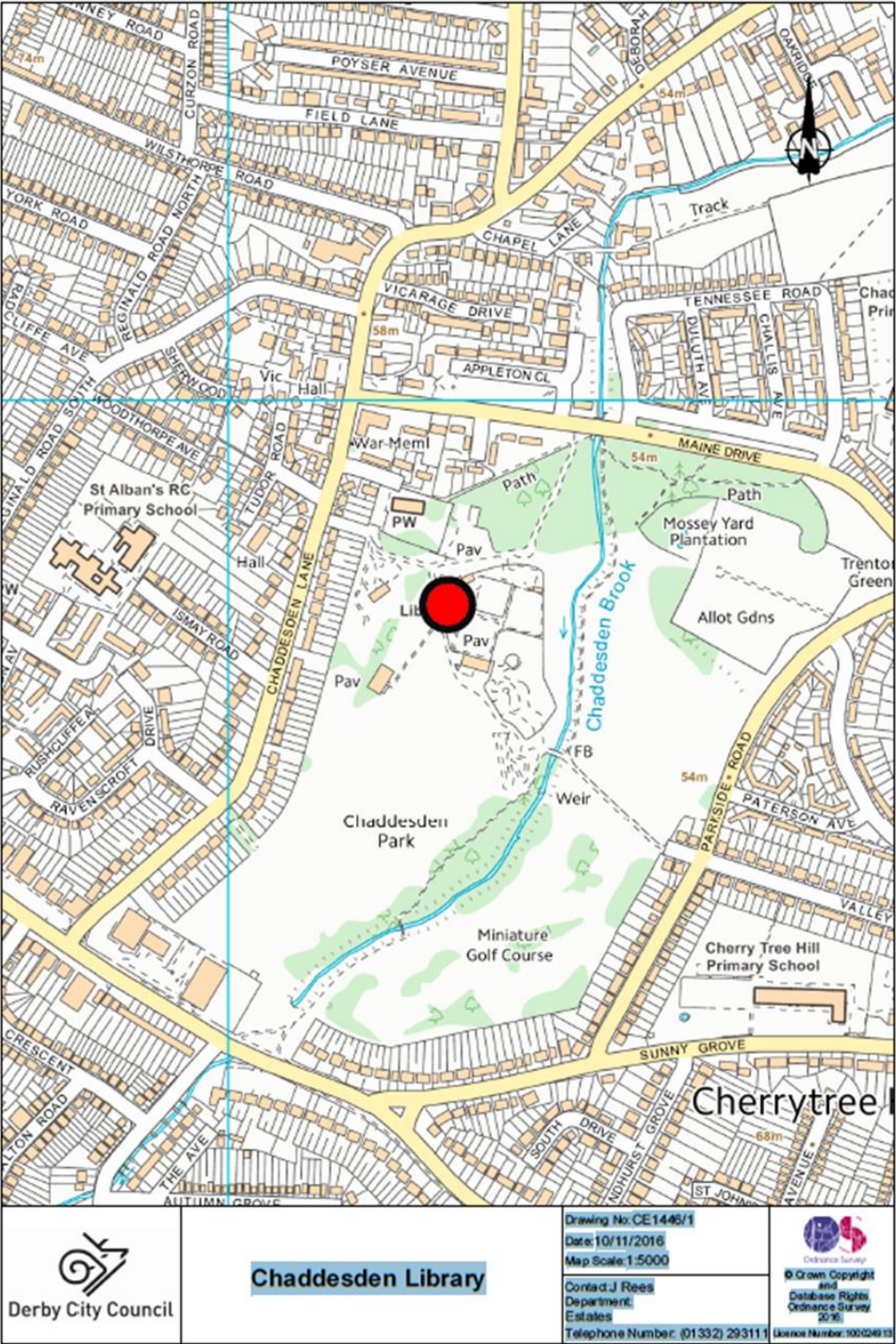There are no sub-tenants or occupiers, other than regular room hirers.

4) CURRENT EQUIPMENT & FURNITURE

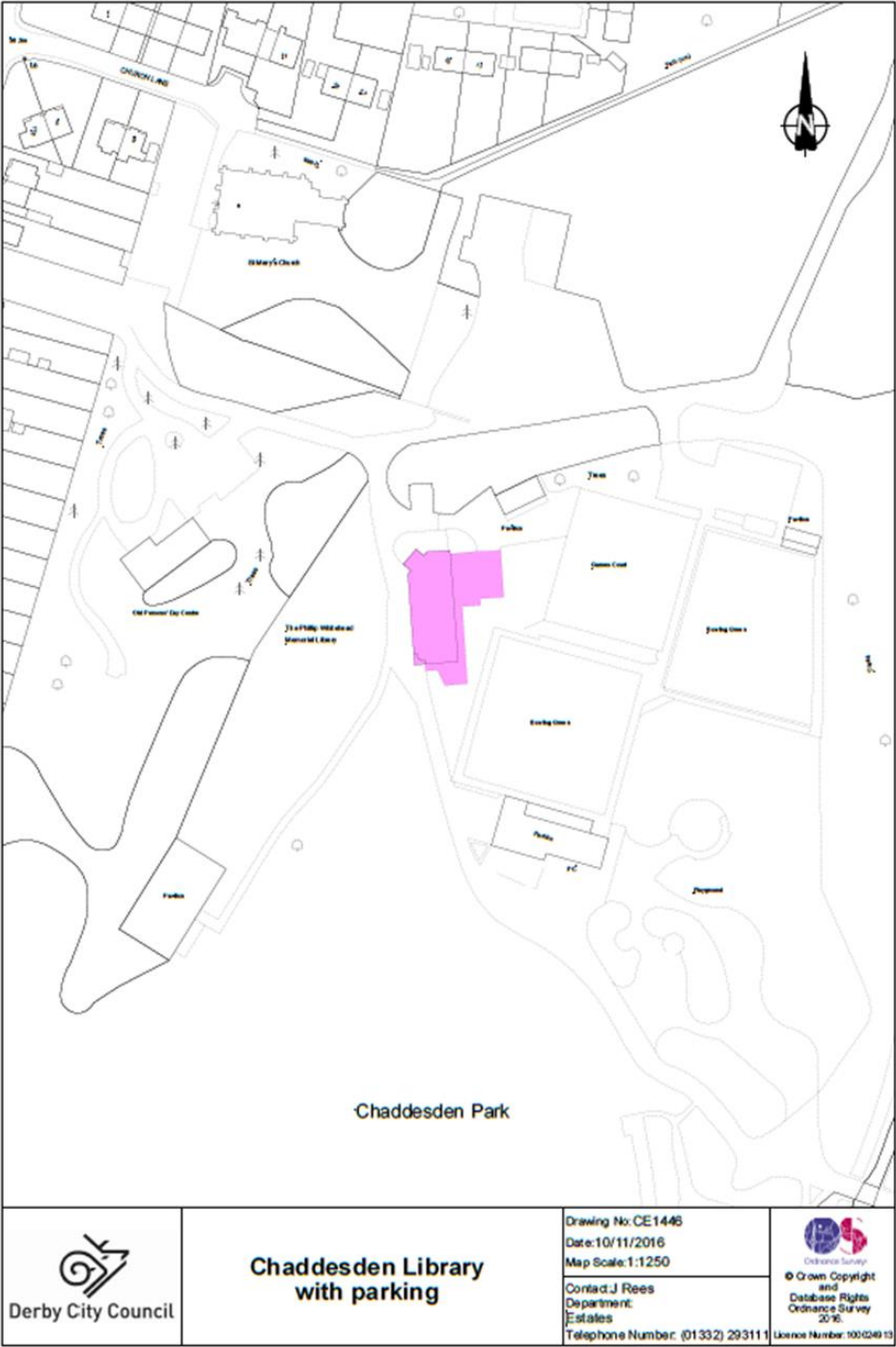| Item	Notes
Books and audio books	Books and audio books on the premises on handover day, and any books on loan from it, will remain the property of the Council. The CML will be able to retain them and to lend them to library users; this will be **conditional** upon the loan of books being free of charge,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

	Drawing No: CE1446	
Chaddesden Library with parking	Date: 10/11/2016	
	Map Scale: 1:1250	
Derby City Council	Contact: J Rees Department: Estates Telephone Number: (01332) 293111	© Crown Copyright and Database Rights Ordnance Survey 2016. Licence Number: 100024913

Chaddesden Park

Block J
Ground Floor
Plan

Floor Plan Key

Room	Description	Length	Width	Area	Perimeter	Fl/Clg
1	Entrance Area	2.20	4.31	9.48	13.02	5.22
2	Library			127.25	44.84	4.51
3	Circulation			18.37	24.74	3.36
4	Meeting Room	3.25	3.08	9.99	12.65	3.36
5	Toilets/Mixed	1.78	1.42	2.53	6.40	3.22
6	Toilets/Mixed	1.78	1.46	2.59	6.47	3.22
7	Disabled Toilet	1.72	3.28	5.62	9.98	3.22
8	Staff Room			14.83	17.22	3.23
9	Electronics	1.32	2.51	3.30	7.64	5.52
10	Utility Room	1.50	1.96	2.93	6.91	4.10
11	Staff Room			12.14	15.56	3.91
12	Exhibition Area			2.41	6.18	3.96
13	Store	0.88	1.53	1.34	4.82	3.23
14	Office			9.78	14.80	3.79
15	Community Room	5.04	5.87	29.58	21.82	3.96
16	Plant Room	2.97	2.51	7.43	10.95	5.53

	Net Internal Floor Area	**259.57**	**m²**
	Gross Internal Floor Area	**279.03**	**m²**
	Gross External Floor Area	**309.96**	**m²**