

Derwent Library



Library Information Pack

For organisations wishing to submit an Application to
manage Derwent Library

v.2 3 November 2017

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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 Derwent 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 2 of Library Information Pack. Any updates will be available from inderby.org.uk/runalibrary.

Introducing Derwent Library

The Derwent Library catchment contains approximately 8,250 households and covers a population of approximately 19,800¹ Derby residents, or approximately 7.8% of Derby's population².

The library is located in the Revive Healthy Living Centre.

The library is fully accessible, being on one level. It is on the ground floor, with automatic opening doors. Access to the library is by passing through the Revive Healthy Living Centre reception, continuing to the rear and following the external walkway. Disabled access parking spaces are available in the front car park and also in the car park at the rear. On street parking is also available.

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.

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 – Derwent 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 20 hours a week. The opening pattern is as follows:

Monday: 1pm-5:30pm
Tuesday: 1pm-5:30pm
Wednesday: Closed
Thursday: 10am-5:30pm
Friday: 10am-1:30pm
Saturday: Closed

Current Staffing and Volunteers

As of 1 January 2017 there are 0.78 (full-time equivalent) staff working at the library, split between two posts. This does not include the Library Group Manager who also works at Pear Tree Library. Staff are on duty 30 minutes before opening and 10 minutes after closing. There are usually two staff on duty, and on occasions only one.

As of 1 January 2017 there are no active volunteers 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	1,306	719	2,025
Adult Non Fiction	833	602	1,435
Children's Fiction	1,452	2,592	4,044
Children's Non Fiction	413	299	712
Non book stock – This includes audiobooks and magazines	128	65	193

Addition to stock (purchases) 2016-17

Adult	917
Children's	440
Audiobooks	40

Current Performance Data

From April 2016 to the end of March 2017:

- 10,534 items were loaned
- 20,124 user visits were recorded.

Current ICT Usage

During 2016/17, take-up of the public computers amounted to 1,274 sessions (30 minutes duration each). Currently the library has 3 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
- Internet Taster Session - Offered weekly; delivered subject to demand.

External Groups Currently Using Library

N/A

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 £5,100.

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: £2,488

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
Service Charge	£7,200	Excludes (1) one off additional charges for evening and Saturday library opening, and (2) credit for 2015/16

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

Energy Performance Certificate

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

Current Security

The Library does not have a separate intruder alarm. Security is managed by the

Revive Healthy Living Centre. Costs are included in the service charge.

Current Cleaning

Cleaning is provided by the Revive Healthy Living Centre; costs are included in the service charge.

Current Insurance

The fabric of the building is insured by the Revive Healthy Living Centre; costs are reflected in the service charge. 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	£145	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	£101	Hold charges are currently set at 45p and 21p concessionary charge. Postal charge of 70p may apply.
Printing	£225	Currently the printing charges are: <ul style="list-style-type: none"> • Black & white - 13p per sheet. • Colour - 42p per sheet.
Room Hire	£0	There are no rooms 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

Address: Derwent Library
 Revive Healthy Living Centre, Roe Farm Lane
 Chaddesden
 Derby, DE21 6ET

Location Map: see Appendix 1

The library is located within the Revive Healthy Living Centre

Derwent Community Library is located on Roe Farm Lane, approximately 1.5 miles east of Derby City Centre. The library is situated on the ground floor of the Revive Healthy Living Centre, which also includes an NHS clinic, dental practice and community hub.

The surrounding property is predominantly residential, with St Albans Catholic Church located next door to the Centre. There are a variety of shops in close proximity on Wiltshire Road.

The Council leases the library accommodation from Derwent Delivers Ltd.

Proposed Site and Room Layout Plans

Please see Appendices 2, 3 & 4

Construction

The accommodation comprises a ground floor room which is open plan and fitted out for use as a library, with an adjacent small storage room.

Restrictions

Type of Restriction	Comments
Access	The Revive Healthy Living Centre is a fully-accessible building, with the library being located to the rear of the ground floor. The library may be accessed from the main reception via a number of automatic doors, and more directly from the rear car park

Listed Building/Conservation	Derwent 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 Revive Healthy Living Centre was granted planning permission in 2004 under planning reference DER/03/04/00490 (which may be viewed on Derby City Council's online planning register).
Covenants	The Council holds this property by way of a lease from Derwent Delivers Ltd, and it is envisaged that the terms of this lease will be reflected in the proposed lease to any organisation. The landlord's consent will be required prior to the sub-letting to any organisation.
Other Legal Restrictions	None – other than contained within the proposed lease terms

Car Parking

The Revive Healthy Living Centre has two car parks situated to the front and rear of the building, both of which include disabled parking bays. The car parks are shared by all users of the Centre on a first come, first served basis.

Accessibility Aids

The library has:

- Level access
- Wheelchair friendly counters
- Large print books and audio books
- Counter induction loop
- Disabled access toilet in the Revive Healthy Living Centre

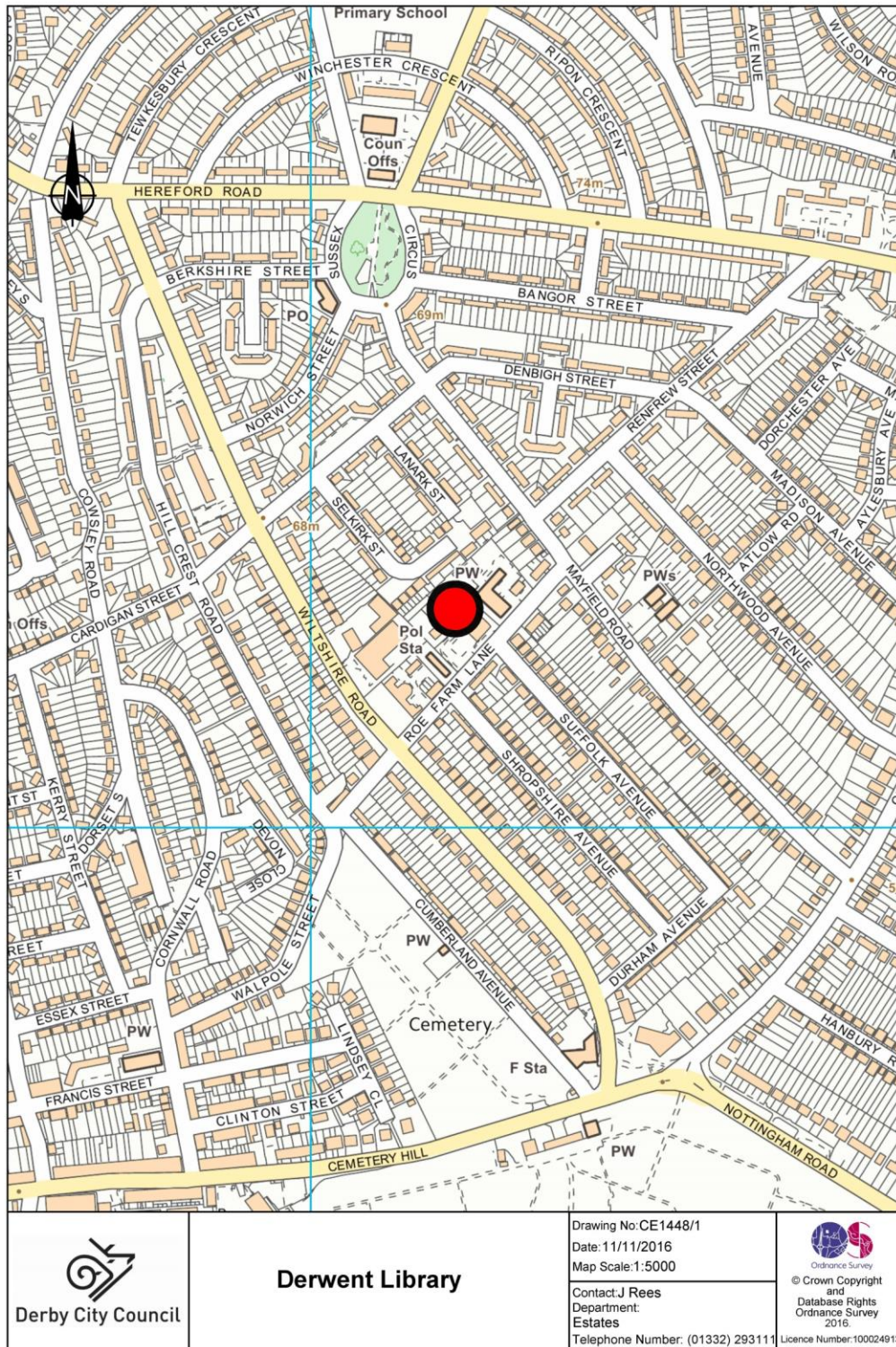
Current Sub Lets/Tenants/Occupiers
There are no sub-tenants or occupiers.

4) EQUIPMENT & FURNITURE

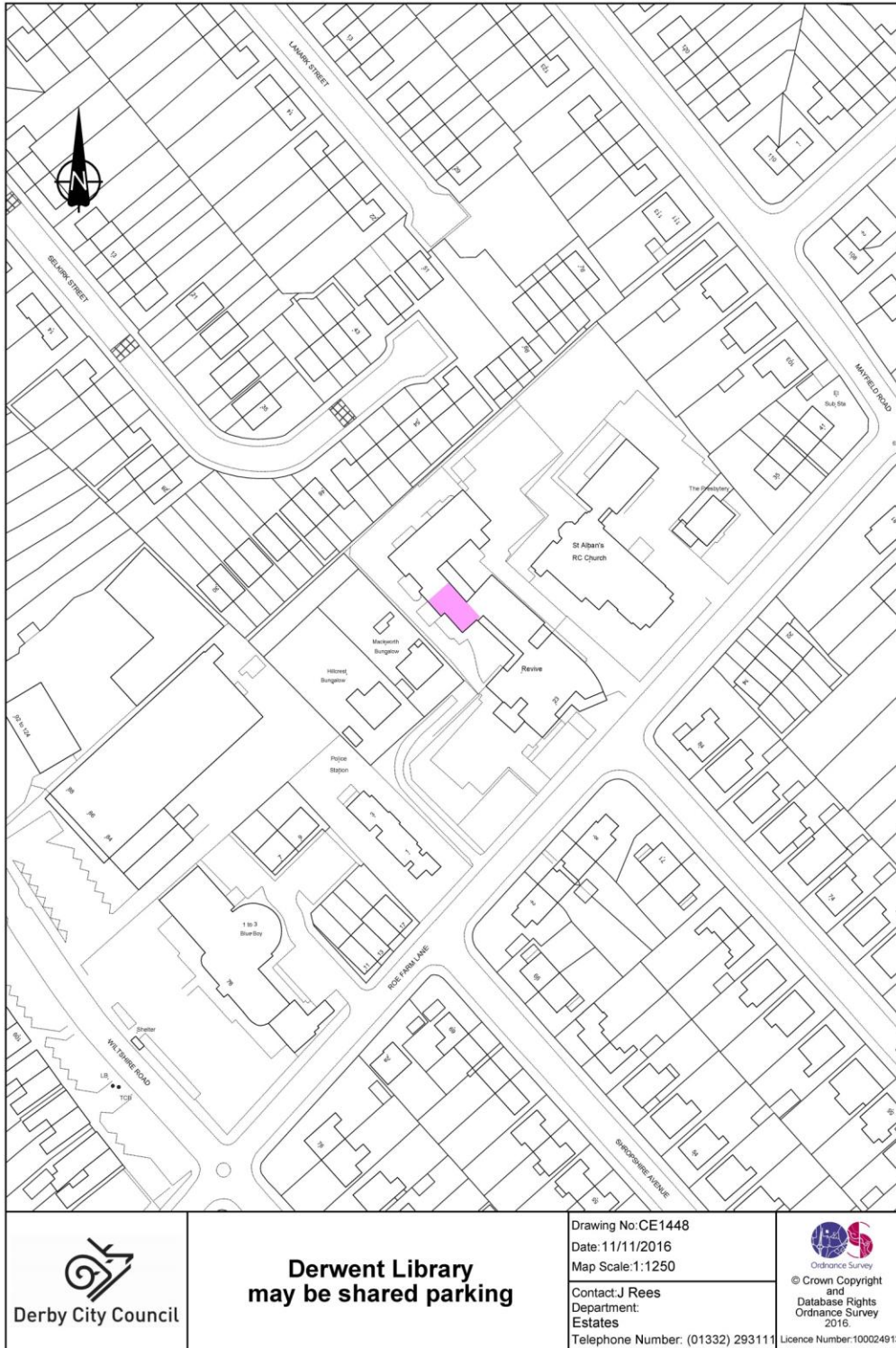
Item	Notes
Books and audio books	Books and audio books on the premises on handover day, and any books on loan from it, will remain the property of the Council. The CML will be able to retain them and to lend them to library users; this will be conditional upon the loan of books being free of charge, 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	<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	n/a
Grounds maintenance equipment and materials	n/a

Appendix 1



Appendix 2



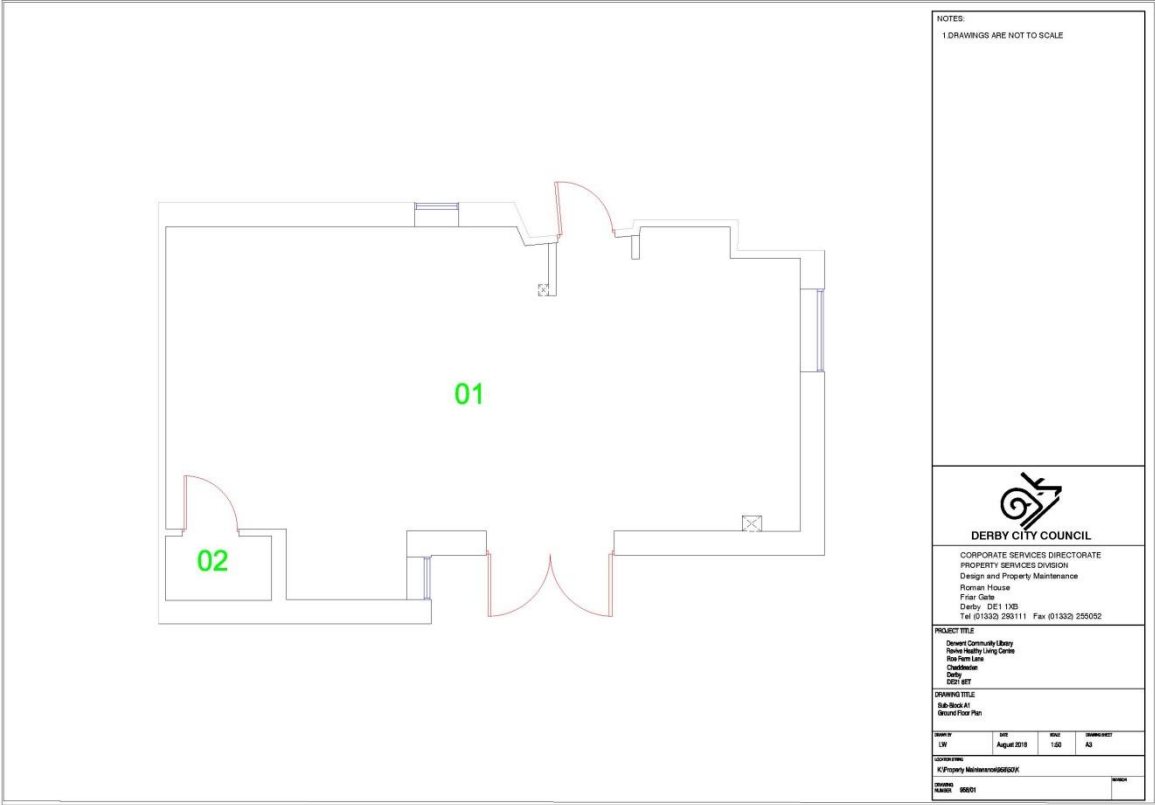
**Derwent Library
may be shared parking**

Drawing No: CE1448
 Date: 11/11/2016
 Map Scale: 1:1250
 Contact: J Rees
 Department:
 Estates
 Telephone Number: (01332) 293111



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Appendix 3



Appendix 4

Floor Plan Key

Room	Type	Width	Length	Area	Perimeter	F/Clg
1	Library			58.64	36.50	2.41
2	Store Room	1.11	1.84	2.03	5.87	2.41

Net Internal Floor Area		60.67	m²
Gross Internal Area		61.42	m²
Gross External Area		70.63	m²