

Sinfin Library



Library Information Pack

For organisations wishing to submit an Application to
manage Sinfin 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 Sinfin 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 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 Sinfin Library

The Sinfin Library catchment contains approximately 17,000 households and covers a population of approximately 44,700¹ Derby residents, or approximately 17.7% of Derby's population².

The library is fully accessible, being on one level with automatic opening doors. Vehicular access is from both Arleston Lane and Grampian Way. Free parking is available in the main district shopping centre.

The library has a large entrance lobby giving access to the main library area; the library space has a lantern light ceiling allowing natural light and ventilation. The shelving is wall-mounted and free standing.

There are 2 small advice rooms, as well as a large partially glazed room with tables and chairs. This room can be accessed from the entrance lobby, and also

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.

from the main library. A further meeting room is located to the rear of the library, accessed through a corridor.

There is one customer toilet, with disabled access and baby changing facilities. It is accessed from the main library. Library staff have a dedicated toilet which has a key pad lock system.

To the rear of the building there is a staff work room, and a separate staff rest room with a small kitchen area. There is an emergency exit door to the rear of the building.

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 – Sinfyn 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 2.46 (full-time equivalent) staff working at the library, split between four posts. This includes the Library Group Manager who also works at Chellaston Library. 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 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	3,089	1,700	4,789
Adult Non Fiction	2,551	1,845	4,396
Children's Fiction	1,549	2,765	4,314
Children's Non Fiction	1,062	770	1,832
Non book stock – This includes audiobooks and magazines	417	212	629

Addition to stock (purchases) 2016-17

Adult	1,222
Children's	665
Audiobooks	49

Current Performance Data

From April 2016 to the end of March 2017:

- 33,744 items were loaned
- 45,556 user visits were recorded.

Current ICT Usage

During 2016/17, take-up of the public computers amounted to 13,370 sessions (30 minutes duration each). Currently the library has 18 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
- Knit and Natter - Weekly
- Job Club - Weekly
- Code Club - Weekly
- Internet Taster Session - Offered weekly; delivered subject to demand.

External Groups Currently Using Library

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

- Bereavement and Friendship Group - Fortnightly
- Livewell - Weekly
- Bright Stars Community Group - Weekly (term time only)

- Sinfin Book Club - Monthly
- Talking Points - Weekly
- Sinfin Ladies Group - Monthly
- Dig It - Drop in session – Fortnightly
- The library is also used as a polling station.

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 £36,000.

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: £14,857

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	£765	
Electricity	£3,526	
Gas	£1,186	
Water	£852	
Window Cleaning	£635	
Hygiene and Laundry	£38	
Trade Waste	£554	
Telephones	£400	
Service Charge	tbc	Subject to further clarification.

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 8.5 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	£1,163	Standard charge currently set at 17p a day each book up to maximum of £6.80 each book Concessionary charge - 6p a day

		<p>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	£303	Hold charges are currently set at 45p and 21p concessionary charge. Postal charge of 70p may apply.
Printing	£1,782	<p>Currently the printing charges are:</p> <ul style="list-style-type: none"> • Black & white - 13p per sheet. • Colour - 42p per sheet.
Room Hire	£1,652	<p>There are four rooms available for hire; charges are currently as follows:</p> <p><u>Community meeting room-</u></p> <ul style="list-style-type: none"> • Community rate £9 an hour, £18 an hour outside of opening hours. • Commercial rate £18 per hour; £28 an hour outside of opening hours. <p><u>Advice room:</u></p> <ul style="list-style-type: none"> • Community rate during opening hours £5; £10 outside opening hours. • Commercial rate £19 per hour; £28 outside 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: Sinfin Library
Arleston Way
Sinfin
Derby DE24 3DS

Location Map: please see Appendix 1

The library is located approximately three miles south of Derby City Centre in the District Centre of Sinfin. The library is very close to the Asda store and to a parade of shops. There is a large area of housing to the north of the library. Vehicular access is from both Arleston Lane and Grampian Way.

Proposed Site and Room Layout Plans

Please see Appendices 2, 3 & 4

Construction

The library is a single-storey property built in 1981 of steel-framed construction with brick cladding. It has a flat roof with glazed roof lighting.

Restrictions

Type of Restriction	Comments
Access	
Listed Building/Conservation	Sinfin 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).

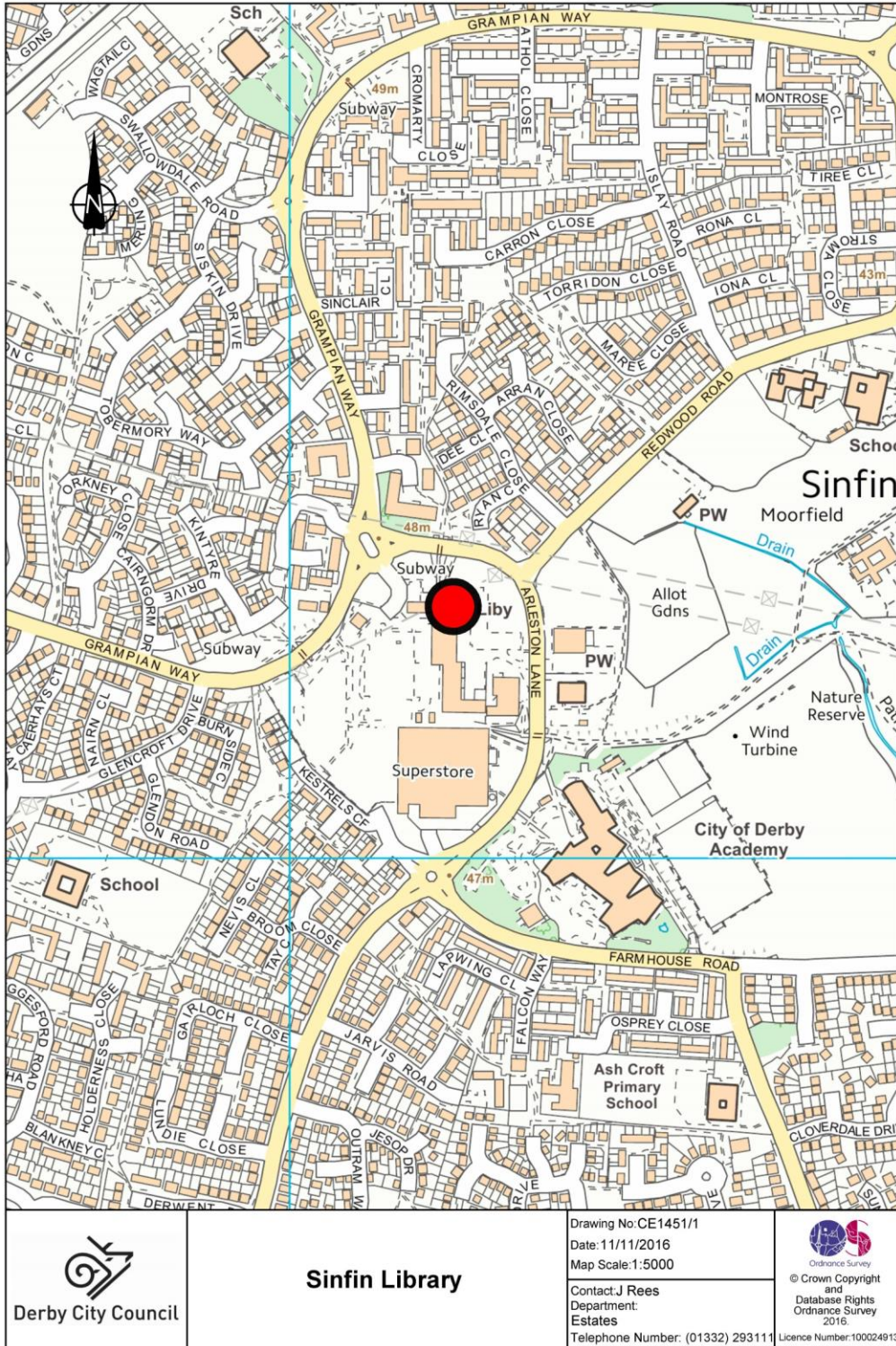
<p>Covenants</p>	<p>There are no restrictive covenants on the council's registered title that will affect this proposal.</p> <p>The Council will require the landlord's consent to sub-let the property.</p>	
<p>Other Legal Restrictions</p>	<p>The Council holds this property by way of a long lease. It is envisaged that the terms of this lease will be reflected in the proposed lease to the organisation. The Council will require the landlord's consent to sub-let the property.</p>	
<p>Car Parking</p>		
<p>There are sixty car parking spaces to the front of the library and six of these are disabled parking spaces. Parking is shared with other retail units in the district shopping centre.</p>		
<p>Accessibility Aids</p>		
<p>The library has:</p> <ul style="list-style-type: none"> • Level access • Automatic doors • Wheelchair friendly counters • Large print books and audio books • Counter induction loop and rear meeting room induction loop • Disabled access toilet 		
<p>Current Sub Lets/Tenants/Occupiers</p>		
<p>There are no sub-tenants or occupiers, other than regular room hirers.</p>		

4) EQUIPMENT & FURNITURE

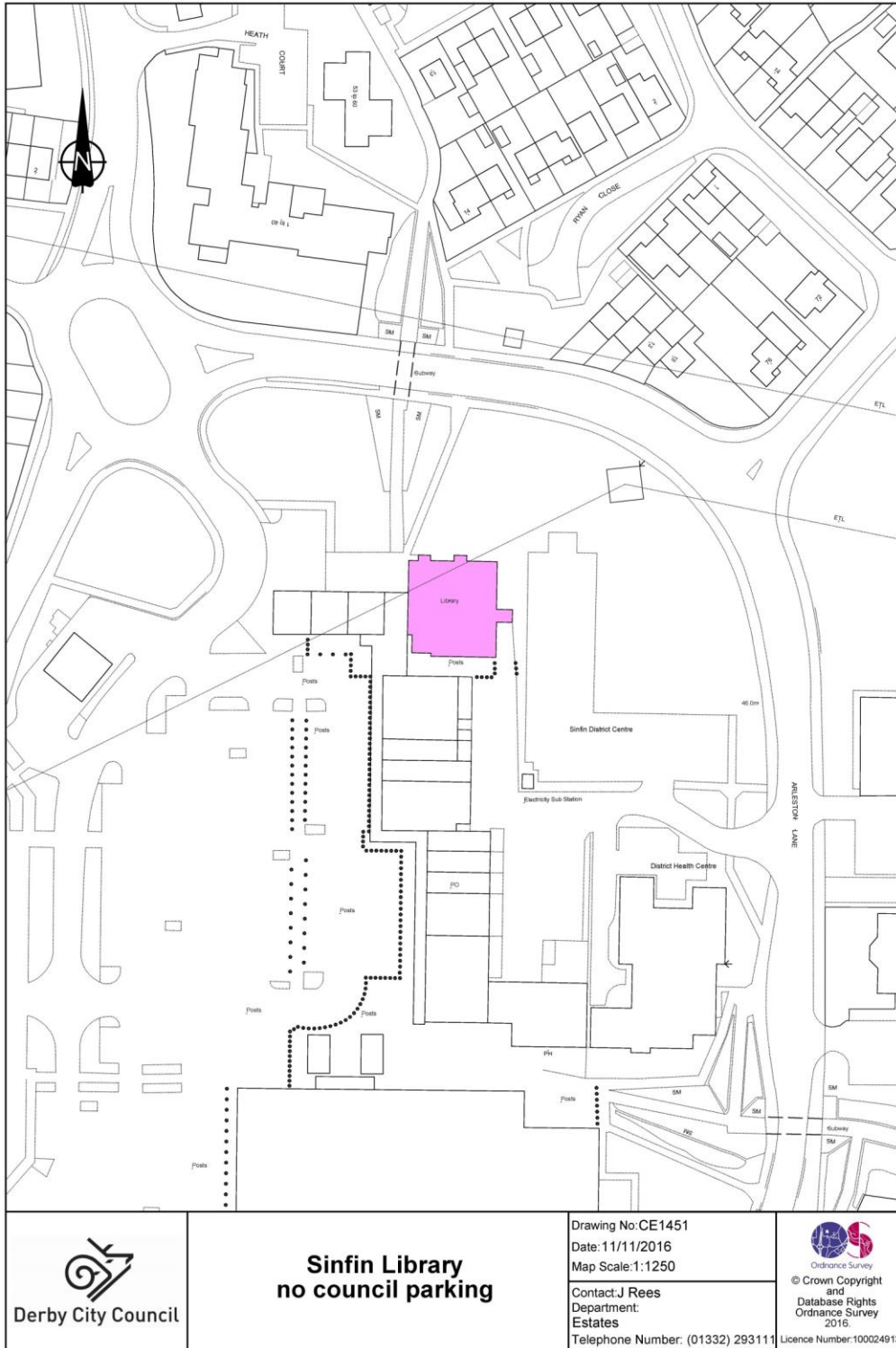
Item	Notes
Books and audio books	Books and audio books on the premises on handover day, and any books on loan from it, will remain the property of the Council. The CML will be able to retain them and to lend them to library users; this will be conditional upon the loan of books being free of charge,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

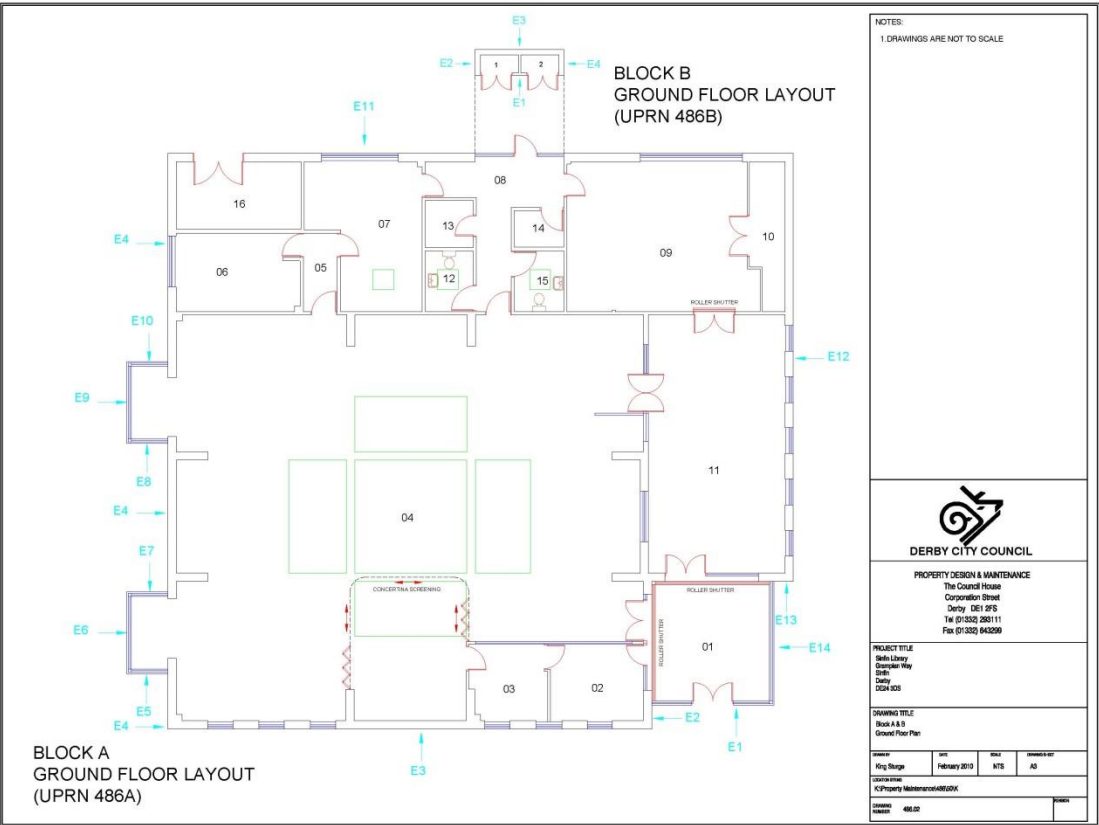
Appendix 1



Appendix 2



Appendix 3



Appendix 4

Floor Plan Key

Room	Type	Width	Length	Area	Perimeter	F/Clg
1	Entrance Area			23.02	19.37	2.45
2	Office	3.65	2.99	10.91	13.28	2.46
3	Office			8.93	12.19	2.46
4	Library			275.68	97.26	5.17
5	Circulation	1.33	3.07	4.08	8.80	2.47
6	Staff Room	4.86	3.07	14.92	15.86	2.48
7	Office			22.52	20.96	2.46
8	Circulation			15.32	22.98	2.48
9	Meeting Room			42.27	26.96	2.47
10	Store			7.35	14.54	2.47
11	ICT Room	5.35	10.10	54.04	30.90	2.46
12	Disabled Toilet	1.88	2.37	4.46	8.50	2.49
13	Services	1.88	1.83	3.44	7.42	2.48
14	Store	1.93	1.42	2.74	6.70	2.48
15	Staff Toilet	1.93	2.38	4.59	8.62	2.48
16	Boiler Room	4.88	2.63	12.83	15.02	3.76

Net Internal Floor Area = 507.09 m²
Gross Internal Area = 522.31 m²
Gross External Area = 552.58 m²

Room	Type	Width	Length	Area	Perimeter	F/Clg
1	Store	1.49	0.70	1.04	4.38	2.08
2	Services	1.48	0.70	1.04	4.36	2.08

Net Internal Floor Area = 2.08 m²
Gross Internal Area = 2.12 m²
Gross External Area = 3.48 m²