

Springwood Library



Library Information Pack

For organisations wishing to submit an Application to
manage Springwood Library

v.3 13 November 2017

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

Introducing Springwood Library

The Springwood Library catchment contains approximately 9,900 households and covers a population of approximately 23,600¹ Derby residents, or approximately 9.3% of Derby's population².

The Library is situated in Springwood Leisure Centre on Springwood Drive in Oakwood. There is a large car park for Leisure Centre and library customers. Disabled access spaces can be found directly outside the main entrance.

Entry to the library is through the Leisure Centre main entrance. The library is fully accessible, being on one level. Currently the public access computers are housed outside of the library space in a screened off area directly outside the library entrance. The main library space is open plan with stock displayed on moveable shelving. There is a small, glazed office/workroom.

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.

Public toilets are in the Leisure Centre. There is a disabled access toilet and baby changing facilities.

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

Current Staffing and Volunteers

As of 1 January 2017 there are 0.87 (full-time equivalent) staff working at the library, split between three posts. This does not include the Library Group Manager who also works at Allestree Library. Staff are on duty 30 minutes before opening and 10 minutes after closing. There is usually two staff on duty, and on occasions only one.

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	1,412	777	2,189
Adult Non Fiction	716	518	1,234
Children's Fiction	1,055	1,883	2,938
Children's Non Fiction	617	447	1,064
Non book stock – This includes audiobooks and magazines	178	91	269

Addition to stock (purchases) 2016-17

Adult	1,069
Children's	661
Audiobooks	46

Current Performance Data

From April 2016 to the end of March 2017:

- 22,854 items were loaned
- 24,568 user visits were recorded.

Current ICT Usage

During 2016/17, take-up of the public computers amounted to 1,853 sessions (30 minutes duration each). Currently the library has 7 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
- Internet Taster Session - Offered weekly; delivered subject to demand.

External Groups Currently Using Library

There are no meeting rooms 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

Charge	Cost 2016/17 (excluding VAT)	Notes
Cleaning	£1,664	
Telephones	£182	
Service Charge	£4,176	The figure shown is a recalculation of the service charge levied in 2016/17, and assumes (1) Library occupies 4.2% of total building floor area, (2) Library open 20 hours a week and (3) Leisure Centre open 99.5 hours a week.

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.

The service charge is made up of the following elements: electricity, gas, NNDR, water and effluent, and property insurance.

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 Springwood Leisure Centre. Costs are included in the service charge.

Current Cleaning

Currently the library is cleaned by staff at the Leisure Centre.

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	£365	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	£328	Hold charges are currently set at 45p and 21p concessionary charge. Postal charge of 70p may apply.
Printing	£241	Currently the printing charges are: <ul style="list-style-type: none">• Black & white - 13p per sheet.• Colour - 42p per sheet.
Room Hire	£512	There are no meeting rooms available in the library space. The income received in 2016/17 was for hire of the main library space when the library was closed. Charges were levied at our community meeting room rate, as follows:

		<u>Community meeting room:</u> <ul style="list-style-type: none">• 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: Springwood Library
 Springwood Leisure Centre
 Springwood Drive
 Oakwood
 Derby DE21 2RQ

Location Map: see Appendix 1

The library is located within the Springwood Leisure Centre, which is on the corner of Bishops Drive and Springwood Drive. Oakwood is a residential area, three miles north of the City Centre. The Leisure Centre contains a sports hall, a dance studio, squash courts and a gym.

The library is located within a circular room, separated from the main reception and viewing area by glazed partitioning.

Proposed Site and Room Layout Plans

Please see Appendices 2, 3 & 4

Construction

The building, a single storey structure, was constructed in 1996. The construction is facing brick cavity walling, solid internal walls and glazed partitioning, pitched roofs covered with profiled metal sheeting.

Restrictions

Type of Restriction	Comments
Access	
Listed Building/Conservation	Springwood Library is not a listed building nor is it situated in a Conservation Area
Planning	Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).
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	The formation of the library

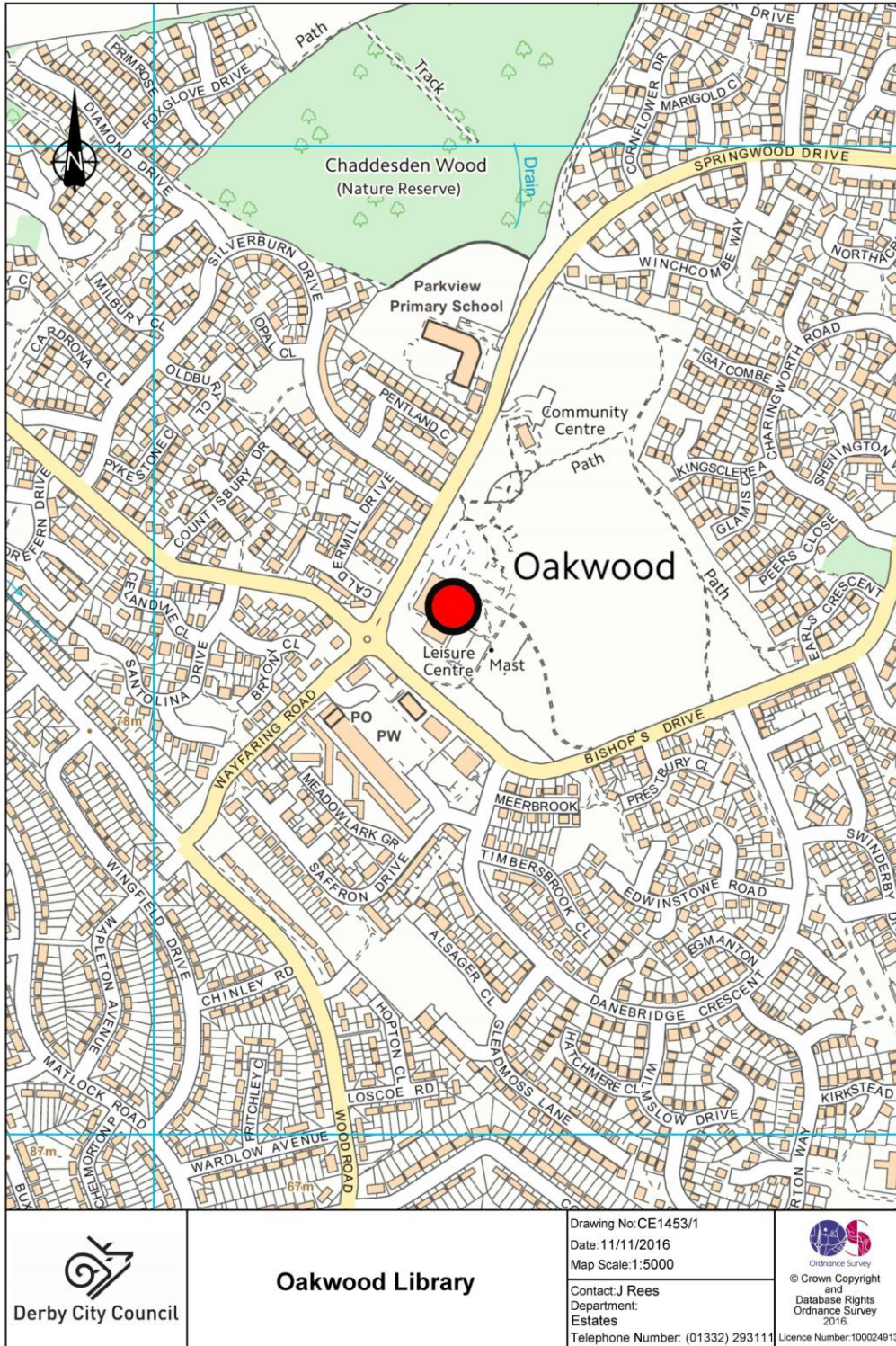
	and/or building regulation approval. It is important that prior discussions should take place with Derby City Council's Development Control section.	within the Springwood Leisure Centre was granted planning permission in 2007 under planning reference DER/02/07/00390 (which may be viewed on Derby City Council's online planning register).	
	Covenants	There are no restrictive covenants on the Council's registered title that will affect this proposal	
	Other Legal Restrictions	None – other than contained within the proposed lease terms	
Car Parking			
Parking is shared with Springwood Leisure Centre. Disabled parking can be found to the front entrance of the Leisure Centre. There is cycle parking to the front entrance.			
Accessibility Aids			
<p>The library has:</p> <ul style="list-style-type: none"> • Level access • Wheelchair friendly counters • Large print books and audio books • Counter induction loop • Disabled access toilet (in Springwood Leisure 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	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	N/A
Grounds maintenance equipment and materials	N/A

Appendix 1



Appendix 2



 <p>Derby City Council</p>	<p>Oakwood Library with parking</p>	<p>Drawing No: CE1453 Date: 11/11/2016 Map Scale: 1:1250 Contact: J Rees Department: Estates Telephone Number: (01332) 293111</p>	 <p>© Crown Copyright and Database Rights Ordnance Survey 2016. Licence Number: 100024913</p>
---	--	---	---

Appendix 3

