

Decision Maker: Executive

Date: 22nd July 2014

Decision Type: Non-Urgent Executive Non-Key

Title: ANERLEY TOWN HALL - LIBRARY PROVISION

Contact Officer: Colin Brand, Assistant Director Leisure and Culture
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Chief Officer: Executive Director of Environment & Community Services

Ward: Crystal Palace;

1. Reason for report

- 1.1 This reports sets out a proposal to provide a locally run, community managed library offer in the main body of Anerley Town Hall following the closure of the current local authority run Library Service pending the move to the newly developed new Penge Library.

2. **RECOMMENDATION(S)**

That the Executive:

- 2.1 **Agree to the Council entering into a legal agreement with the Crystal Palace Community Development Trust to manage a 'community library offer' in Anerley Town Hall.**
- 2.2 **Agree to the inclusion in the Capital programme the sum of £40,800 for the purchase and installation of libraries hardware at Anerley Town Hall, funded from capital receipts.**

Corporate Policy

1. Policy Status: Not Applicable
 2. BBB Priority: Vibrant, Thriving Town Centres:
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Financial

1. Cost of proposal: Capital Costs £40,800:
 2. Ongoing costs: Recurring Cost £12,000 for 2015/16 and £6,000 for 2014/15
 3. Budget head/performance centre: Library Services
 4. Total current budget for this head: £4,638,440
 5. Source of funding: Capital receipts
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Staff

1. Number of staff (current and additional): 0
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 64,000 visits per annum
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes Ward members views will be sought and verbally reported to the Executive.
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 As the Executive will be aware, construction works are currently underway in the former furniture store at 46 Green Lane to transform it into a new modern library that will replace the existing Penge Library in Maple Road and the existing Anerley Library, which is located to the rear of Anerley Town Hall. These works are due to be completed in early August with the new library due to open to the public on the 26th August 2014, with an official opening scheduled for 16th October 2014. In order to accommodate the closure and move to the new library, both of the existing libraries will close to the public from Saturday 9th August 2014.
- 3.2 In response to a number of comments received from existing library users at Anerley, the authority has been looking at options to continue to provide some form of library offer in Anerley Town Hall following the move to the new library.
- 3.3. Discussions have been held with Crystal Palace Community Development Trust (CPCDT) who currently manage the Town Hall and the business units on behalf of the Council. In principle they are keen to pursue the siting of a new community managed library offer within the reception area of the Town Hall where it could be monitored and controlled via their reception area. The library offer would consist of the following:
- Bibliotheca Smart Locker
 - 8 Peoples Network Terminals.
- 3.4 The Smartlocker system provides library services with the ability to extend their systems on a flexible basis to fit their individual requirements and space and can be placed in any internal building in the local community. Examples may include community centres, petrol stations, shared facilities and church halls. The concept very much mirrors that now being rolled out by internet retailers such as Amazon.
- 3.5 The Smartlocker option consists of 24 lockers allowing the automated borrowing and return of library material using touch-screen self-service. The customer uses their library card to access the facility which is connected to the Library Management System. Customers can collect specific items that they have reserved online. They would scan their library card to open the locker door containing their items which are automatically booked out onto their account. They can also return these requested items as well as anything borrowed from another library and leave it secured in the locker.
- 3.6. The current Anerley Library has eight Peoples Network terminals and it is proposed to recreate this offer in the new community run library offer to allow public access to the internet and MS Office software.
- 3.7 The capital costs of purchasing and installing the technology to create this library offer are as follows:

Costs	£'000
Purchase & installation of Smartlocker	15.5
Re-route data lines	10.0
LMS connection to Smartlocker	4.0
Capita project management	5.5
Build and installation of Peoples Network printe	5.8
	<u>40.8</u>

3.8 The on-going revenue costs are as follows:

On-going Revenue Costs	2014/15	2015/16
	£'000	£'000
MFD printer hire	0.3	0.6
Execl Courier	2.6	5.2
CPCDT admin costs	2.5	5.0
Smartlocker annual maintenance costs	0.6	1.2
	6.0	12.0

3.9 The CPCDT have indicated that there may be some loss on income costs associated with the loss of space that the new library offer would take up in the Town Hall. However, given the current availability of space within the building given that the business units are currently at less than 50% occupancy and that the CPCDT could be allowed access the space vacated by the existing library , it is likely that they will not seek any further costs. The CPCDT are keen to utilise the current library space and take on board management for the entire building. Furthermore, they would also be able to utilise the eight computer terminals to run training courses, thereby generating additional income.

4. POLICY IMPLICATIONS

4.1 This proposal contributes to the Building a Better Bromley priority to promote vibrant thriving town centres.

5. FINANCIAL IMPLICATIONS

5.1 This report is requesting capital funding of £40,800 to meet the costs of purchasing and installing technology to enable the provision of a community managed library service in Anerley Town Hall.

5.2 The additional revenue costs of £6,000 in 2014/15 and £12,000 from 2015/16 onwards will be contained within Departmental budgets.

6. LEGAL IMPLICATIONS

6.1 The Council has regard to its general fiduciary duty to local tax payers to secure value for money and to comply with internal procurement and financial regulations in the procurement of the above provisions.

6.2 The proposals are intended to maintain service standards for customers and it is not expected there will be any detriment to service users with protected characteristics. The Council have reviewed its equality obligations throughout the various stages of this development.

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	Penge/Anerley Libraries - 46 Green Lane Executive 6/2/13 Penge Library 46 Green Lane – Award of Contract Executive 2.4/14