


## Record of officer decision

<b>Decision title:</b>	Hereford Library Mezzanine Floor Development																										
<b>Date of decision:</b>	29 October 2018																										
<b>Decision maker:</b>	Assistant director corporate support																										
<b>Authority for delegated decision:</b>	The chief executive's scheme of delegation																										
<b>Ward:</b>	Central																										
<b>Consultation:</b>	Public consultation has taken place to gauge areas of interest pre commitment to invest. Also cabinet member for contracts and assets and cabinet member for finance and corporate services.																										
<b>Decision made:</b>	To proceed with design work and procurement for development of the mezzanine floor at Hereford Library based on customer feedback.																										
<b>Reasons for decision:</b>	<p>At Herefordshire Council cabinet on <a href="#">28 June 2018</a> a number of recommendations were agreed regarding future delivery of museums, libraries and archives services managed by the local authority.</p> <p>One of the recommendations was investment in Hereford Library subject to soft market test:</p> <p><b>Subject to soft market testing showing demand for the use of this space, up to £230k is invested in the development of the mezzanine floor at the Hereford Library and Museum creating a flexible community use space and multi-agency office, with external funding sought to highlight the historic features;</b></p> <p>The testing has now been completed via survey of visitors to Hereford Library and response from stakeholders. Appendix 1 includes all the findings.</p> <div style="text-align: center;">  <p>Hereford Library user's survey 2018 -</p> </div> <p><b>Summary of findings</b></p> <p>Below are the findings from the survey. A total of 338 responses were received, with a range of ages and interests. The number of respondents saying they would use the the suggested services in the survey form is featured in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Facility</th> <th style="text-align: right;">Would use</th> </tr> </thead> <tbody> <tr> <td>Seating for reading</td> <td style="text-align: right;">227</td> </tr> <tr> <td>Space for books</td> <td style="text-align: right;">222</td> </tr> <tr> <td>Local history area</td> <td style="text-align: right;">191</td> </tr> <tr> <td>Museum exhibits</td> <td style="text-align: right;">188</td> </tr> <tr> <td>Exhibitions</td> <td style="text-align: right;">184</td> </tr> <tr> <td>Study space</td> <td style="text-align: right;">165</td> </tr> <tr> <td>WiFi</td> <td style="text-align: right;">142</td> </tr> <tr> <td>More public computers</td> <td style="text-align: right;">137</td> </tr> <tr> <td>Activities and school visits</td> <td style="text-align: right;">122</td> </tr> <tr> <td>Meeting rooms for hire</td> <td style="text-align: right;">114</td> </tr> <tr> <td>Events space for hire</td> <td style="text-align: right;">108</td> </tr> <tr> <td>Kitchen facilities for events and meetings</td> <td style="text-align: right;">103</td> </tr> </tbody> </table>	Facility	Would use	Seating for reading	227	Space for books	222	Local history area	191	Museum exhibits	188	Exhibitions	184	Study space	165	WiFi	142	More public computers	137	Activities and school visits	122	Meeting rooms for hire	114	Events space for hire	108	Kitchen facilities for events and meetings	103
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	Place for consultations	74
	Other	48
	<ul style="list-style-type: none"> <li>79% of respondents said that enhancing the facilities would mean they would use the library more</li> <li>Responses were received from a wide range of ages. Over one third of those who responded were 45 years old or younger</li> <li>Messages of support were received from the Herefordshire Museum Service Support Group as well as individual members of stakeholder groups such as SHYPP, Widemarsh Children's Centre, Woolhope Club and Hereford Library User Group</li> </ul> <p>It is therefore proposed that the council proceeds with a design specification based on preferred use of the space. This would provide a multifunctional space that builds on the history of the room and would include:</p> <ul style="list-style-type: none"> <li>Additional capacity for book stock, seating and study tables across the whole mezzanine area</li> <li>More space for local studies material and access to museum service collections</li> <li>Enhancement of existing wi-fi provision and IT connectivity to provide additional opportunities for courses and IT skills development</li> <li>Installation of kitchen activities to allow for the space to be used for meetings and for hire</li> <li>An MAO/staff touchdown area to support Herefordshire Council flexible working policies along with a 1-2-1 meeting area</li> <li>That additional external funding opportunities are explored to highlight the historic features of the room uncovered during previous works.</li> </ul>	
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	The key risk is that the expectation exceeds the budget available. This will be tested through the procurement and a decision made on the areas of highest interest and demand.	
<b>Details of any alternative options considered and rejected:</b>	The alternative option is not to conduct the works. This would save on capital expenditure but not enable improvements needed to have greater and alternative use for the building.	
<b>Details of any declarations of interest made:</b>	None	

Signed..... Date: 29 October 2018