



Clowne Library Information Pack

For groups and organisations interested in running a community managed library in Derbyshire.

Table of Contents

Introduction	1
Current Location of Clowne Library	2
Clowne Library Floorplan	3
Current Building Information	4
Alternative Premises	5
Equipment and Furniture	5
Current Library Operating Information	6
Use of Clowne Library	8
Running Costs of Clowne Library	8
Income at Clowne Library	9
Grants for Clowne Library	10
Information for Anyone Wishing to Submit an Application to Manage Clowne Library	10
Appendix 1: Clowne Library Building Condition report	

Introduction

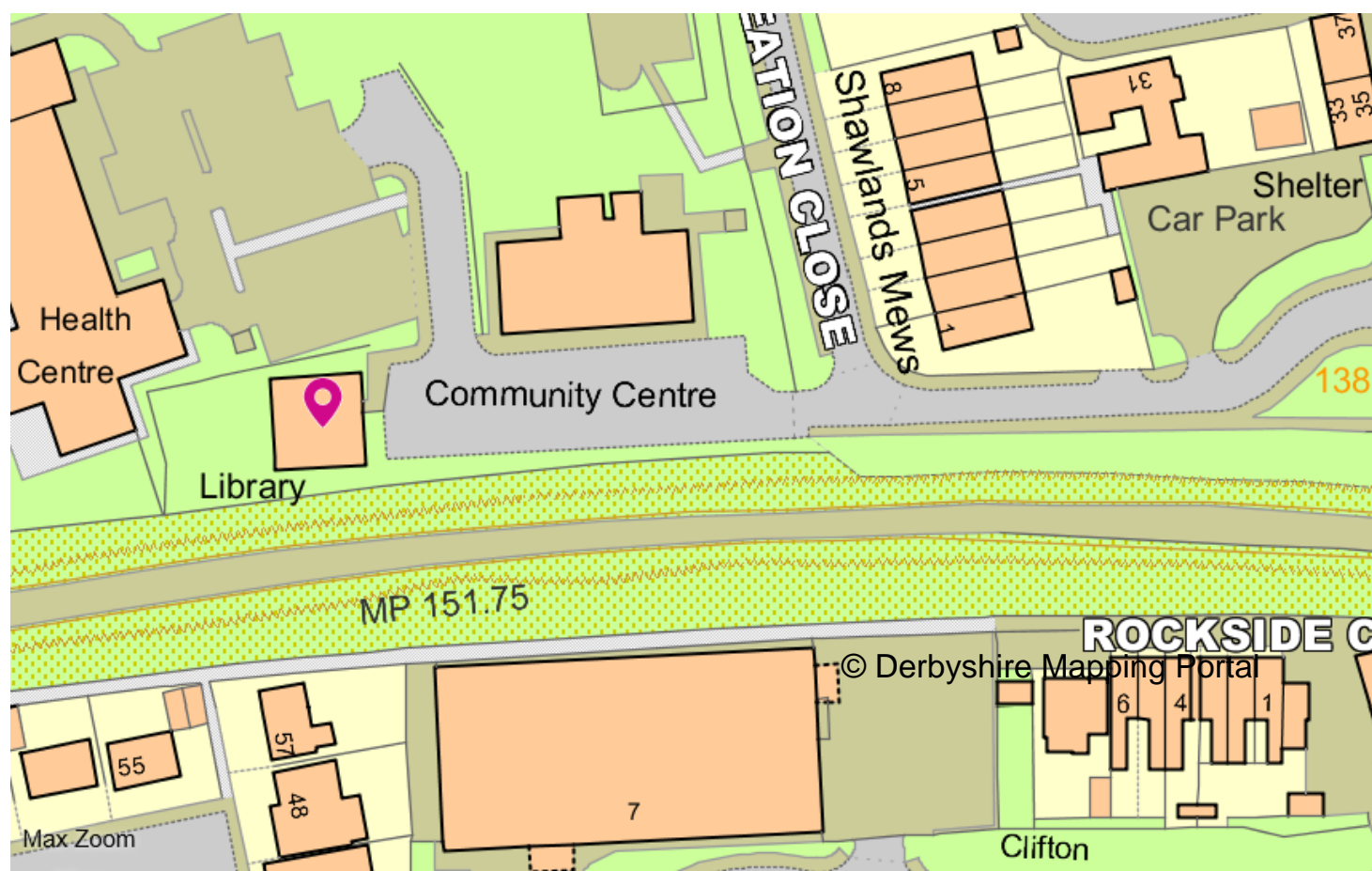
This *Library Information Pack* provides details about Clowne library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

This pack should be read alongside the *Community Managed Libraries Information Pack* which has more details on what Derbyshire County Council are offering; and what a CML would be expected to provide, as well the *Expression of Interest Pack*.

All relevant documents are available on our dedicated webpages www.derbyshire.gov.uk/librariesforderbyshire

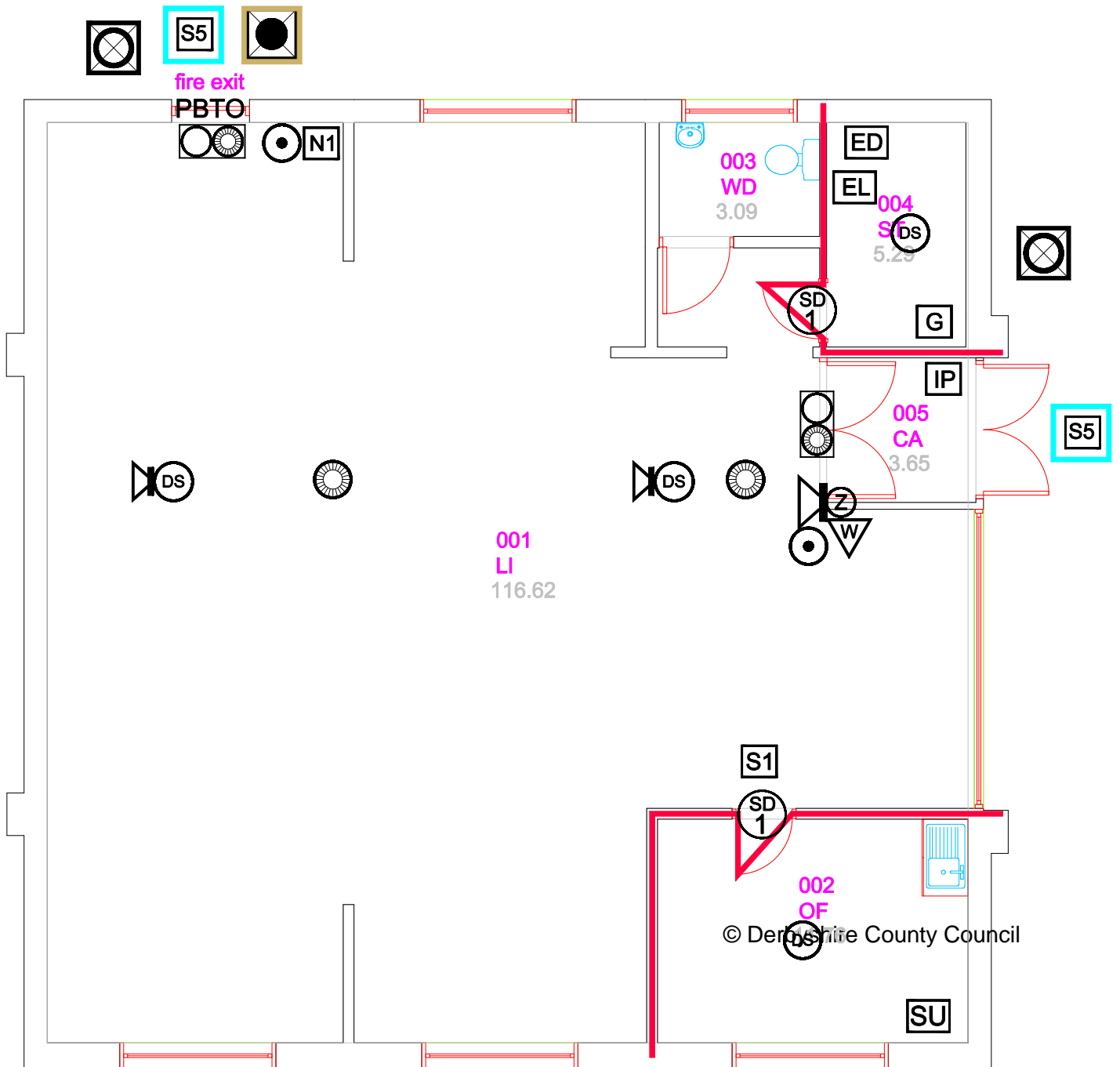
You can print this pack at your local library free of charge or you can request a printed copy to be sent to you, or if you require the documents in another format, by contacting us at community.libraries@derbyshire.gov.uk or telephone on 01629 536166.

Current Location of Clowne Library



Clowne Library
Recreation Close
Clowne
Chesterfield
Derbyshire
S43 4PL

Clowne Library Floorplan



Gross Internal Area - 143.40 sq.m

Current Building Information

Clowne library is located on a site with Clowne Community Centre and the Springs Health Centre. The library is all on one level, and is fully accessible. It has ramped access at the front of the building.

The library is an open plan space, with a small lobby area leading into the main library, a dedicated junior area, public use computers at various locations around the library and it has an accessible toilet with baby changing facilities. The main counter area is situated close to the entrance with a small staff area including a kitchen sink off this.

- Clowne library is a single storey brick built property of 140m² with a pitched roof. It was purpose built as a library in 1994.
- Clowne library is not a listed building nor is it situated in a Conservation area.
- Any proposals to change the use of the library or alter the building may require planning approval and/or building regulation approval. Public libraries fall within Use Class (D1) of the Town & Country Planning (Use Classes) Order 1987 (as amended).
- Derbyshire County Council does not own this building, but leases it from a landlord. Derbyshire County Council will require the landlord's consent for any sub-letting of the building, and the terms of the sub-lease will reflect those in the head lease. This is subject to agreement by all parties.
- There are five parking spaces adjacent to the library including one accessible parking space. There is further free parking at the site shared by the Community Centre and Health Centre, which are located within walking distance of the library.
- In terms of accessibility, the building has:
 - A ramp leading into a level- access building
 - A hearing loop at the counter
 - An accessible toilet
 - Baby changing facilities
- This building does not require a Display Energy Certificate as it is less than 250m²
- Derbyshire County Council will ensure that there is an up to date Energy Performance Certificate provided before the library is transferred to an organisation.
- See also the full building condition report attached as **Appendix 1**

Alternative Premises

If you are interested in running Clowne library from different premises, this may be possible. Please talk to library officers at the open day or contact us at community.libraries@derbyshire.gov.uk for a discussion.

Equipment and Furniture

Derbyshire County Council will transfer equipment and furniture in the library on the day of handover to the CML as follows:

- Fixtures and fittings will become the property of the CML for the duration of the agreement. The CML will take on the responsibility for their maintenance and repair or replacement and disposal.
- Furniture will also become the property of the CML for the duration of the agreement. The CML will take on the responsibility for its maintenance and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 fixed library counter
 - 23 bays of wall mounted shelving (various sizes) in the library, and 3 in the staff room, with book stops
 - 7 double sided bays of movable shelving with book stops
 - 2 paperback 'spinners'
 - 1 wooden 'dump bin'
 - 5 wooden 'kinder boxes'
 - 2 shelving trolleys (1 metal and 1 wooden)
 - 24 chairs (various sizes/styles), and 1 perching stool
 - 5 tables (various sizes/styles)
 - 2 small coffee tables
 - 1 desk
 - 1 set of a children's table and 4 small chairs
 - 2 storytime rugs
 - 1 safe
 - 1 red metal box
 - 1 blue lockable metal box
 - 1 Movable leaflet rack
 - 1 Kick stool
- ICT equipment connected to the Derbyshire County Council network will be provided to the CML on handover. As at December 2018 this comprises:
 - 2 computers for volunteer use with accessories and software to enable volunteers to use the Library Management System.
 - 4 public access computers with accessories and desks

- 1 Multi-Function Device (combined printer, photocopier and scanner)
 - 1 flatbed scanner
 - A people counter
 - 2 VOIP telephones¹
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their maintenance and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 small fridge
 - 1 microwave
 - 1 till
 - A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
 - Derbyshire County Council branded stationery items and forms which will be needed to run the library, such as date labels, will be provided to the CML.
 - Generic publicity material for countywide services will also be provided subject to capacity, but the CML will be expected to create and provide their own library specific promotional materials.
 - Cleaning equipment and materials on site will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.

Current Library Operating Information

Current opening hours

Monday	14.00 – 19:00		
Tuesday	10.00 – 17:00		
Thursday	10.00 – 17:00		
Friday	14.00 – 17:00		
Saturday	09.30 – 13:00		
Total 25.5 hours per week			

This library must open for 18 hours per week as a minimum once it has transferred to community management, to include at least one evening until 6.00 pm and 3 hours at weekends.

¹ VoIP stands for Voice over Internet Protocol. VoIP allows you to make free, or very low cost, telephone calls over the Internet

Current staffing

There are currently 1.24 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Clowne library is transferred to community management.

Current volunteers

There is currently 1 volunteer at Clowne library, who is an IT Buddy.

Current materials (as at December 2018)

Clowne library currently houses approximately 7,300 items. Books and audiobooks in stock or on loan will remain the property of Derbyshire County Council, but they will be retained in the CML for use by their users.

After Clowne library is transferred to community management, Derbyshire County Council will continue to provide some new stock. Stock circulation between branches on a regular basis will ensure that it continues to work well and remain fresh in all libraries.

Regular library activities

- Adult Craft Group
 - Mondays
 - Weekly
- Rhyme and Story Time
 - Tuesdays
 - Weekly in term time only
- Bookworms
 - Thursdays
 - Weekly in term time only
- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Clowne Library is transferred to community management. Training will be offered if volunteers wish to continue with any of these activities.

Security and alarms

There are 2 fire extinguishers. The building has a fire alarm system, and an intruder alarm covered by First County monitoring. Out of hours activations are currently attended by nominated key holders. The CML will be responsible for making its own arrangements to deal with out of hours activations.

There is a fixed panic alarm on the library counter. Details will be discussed with the organisation prior to handover.

Cleaning

Currently the library is cleaned for 4 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Clowne library.

Insurance

Derbyshire County Council currently pays all the insurance necessary to run Clowne library. Arrangements for insurance after handover can be found in the *Community Managed Libraries Information Pack*.

Use of Clowne Library

According to figures from 2015, the draft catchment area of Clowne library (determined using the postcodes of active borrowers) has a population of 10,693 Derbyshire residents, which is 1.4% of Derbyshire's estimated population. 19.9% of this population are aged 0-17, and 26.9% are aged over 60. The area has an Indices of Multiple Deprivation score of 4 (with 1 being the most deprived and 10 being the least deprived).

At Clowne library in 2016-2017 there were:

- 15,720 visits
- 23,668 issues
- 2,284 Computer reservations

There were 988 active members of Clowne library in March 2017, which represents approximately 9.2% of the estimated Derbyshire residents living in the catchment area of Clowne library.

External groups who regularly use Clowne library

- Clowne library Readers Group
 - Tuesday evenings when the library is closed
 - This group currently collect and return keys from/to the library

Running Costs of Clowne Library

(1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£210
Gas	£934
Electricity	£573
National Non-Domestic Rates*	£5,445
Water	£1,025
Cleaning/Caretaking	£257
Trade Waste Services	£551
ICT Costs**	£2,505
Total	£11,500

***A note on National Non-Domestic Rates**

For more information on rates in Bolsover, see <http://www.bolsover.gov.uk/index.php/business/business-rates> The CML will take on the responsibility for rates. Depending on the nature of the organisation taking over, it may be possible to apply for Business Rate Relief, reducing the amount payable. This would need to be discussed with the relevant District Council.

****A note on ICT costs**

ICT costs include PC support & replacement, lease of printers, replacement toner and TV licence.

Income at Clowne Library
(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£325
Request charges	£152
Printing/ photocopying charges	£515
Audiobook Hire	£23
Room Hire	£0
Book Sales	£44
Other general charges	£38
Total	£1,097

Service standards for income

There are legal requirements outlined in the *Public Libraries and Museums Act* (1964) which require local authority libraries to “lend books and other printed material free of charge for those who live, work or study in the area”. This is reiterated in *The Library Charges (England and Wales) Regulations* (1991). This means that CMLs, as part of our statutory libraries network in Derbyshire, cannot charge people to be a member of the library or borrow books.

Derbyshire County Council do not charge library users for access to our public computers or Wi-Fi, and CMLs would have to commit to this policy.

CMLs must adhere to Derbyshire County Council’s Libraries Charging Scale, including any future changes.

For full information, see the *Community Managed Libraries Information Pack*.

Grants for Clowne Library

Derbyshire County Council will provide the organisation managing Clowne library with grants or equivalent services up to a total of:

Year 1	£12,700
Year 2	£9,200
Year 3	£6,900
Year 4	£4,600
Year 5	£3,500

Equivalent services might mean that, for example, an organisation would prefer Derbyshire County Council to continue paying utility bills on their behalf rather than receive the equivalent amount of grant for a the first year or two. This will be negotiated on a case by case basis.

Information for Anyone Wishing to Submit an Application to Manage Clowne Library

Obtaining further information or support

It is suggested that you take time to consider all of the information available on the dedicated webpages www.derbyshire.gov.uk/librariesforderbyshire, which will be kept up to date, and will be used to share important information and dates. Please read the *Community Managed Libraries Information Pack* carefully.

If you would like to get in touch with someone at Derbyshire Libraries with questions or queries about CMLs, email is recommended on community.libraries@derbyshire.gov.uk. Alternatively, you can telephone our call back number on 01629 536166. Staff who answer this number will not be able to answer any questions, but can take your details and arrange for someone to call you back.

An open day has been arranged at each of the 20 libraries proposed to move to community management. At the open days, there will be council staff available to answer any questions you may have and show you around. The open day at Clowne library will be on 24th April 2019.

You are welcome to visit the library during opening hours to have a look at the public areas and to get a feel of the library. However, please be sensitive to the library staff and be aware that they will not be able to answer questions about this process, or show you around. If you cannot make the open day and you would like to ask any questions or have a look around the whole building, you can contact us at the email or phone number above.

Applying to run Clowne library

If you are interested in applying to run Clowne Library, please complete the form in the *Expression of Interest Pack* (EOI) which contains the EOI form alongside guidance on the completion and scoring of the form. Successful organisations will be invited to submit a *Business Case*.

The EOI form also gives organisations an opportunity to identify any support they would need, for example with becoming a constituted group or advice around writing a business case. This will enable Derbyshire County Council to signpost your organisation to relevant support or information where possible.

Key Dates for Clowne Library	
Open Day	24 April 2019
Expressions of Interest submission deadline	23 May 2019

Thank you very much for your interest.

Condition Survey Report

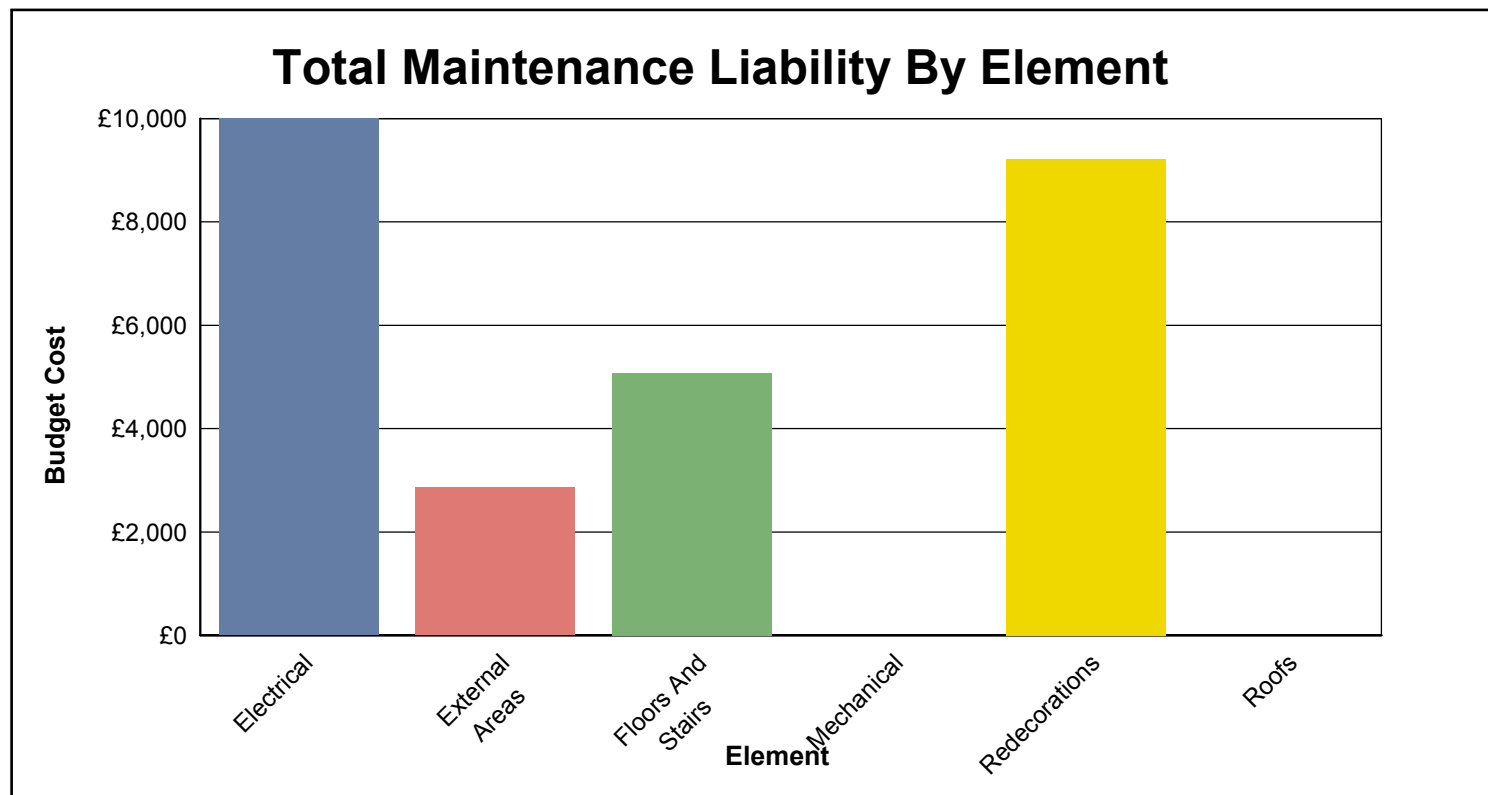
3245-01

Clowne Library

Building Survey Date: 01-June-2018

Mechanical Survey Date: 29-May-2018

Electrical Survey Date: 12-June-2018



Condition Survey General Guidance Notes

1) Scope of Survey

- a) The condition surveys have comprised of a visual assessment of the condition of all exposed and accessible building, electrical and heating elements within each building, and all external works (excluding soft landscaped areas), to identify significant defects and items of disrepair.

2) Unique Property Reference Number (UPRN)

- a) Every establishment, site, building, and room has been allocated a UPRN, in the following format:

1234-01-01-001

- b) The first four digits are the establishment reference, the fifth and sixth digits are the site, the seventh and eighth are the building or block, and the last three are the room number, the first of which indicates the floor level.

- c) Within the survey data floor levels are referenced in the following way:

- 1 Basement or lower ground floor level
- 0 Ground floor, or the level where the main entrance is located
- 1 First floor
- 2 Second floor

Note: Mezzanine levels are indicated with a '+' for example +1

3) Site Plan

- a) The site plan shows the land and buildings **occupied**, this is not necessarily the same as the legal ownership.

4) Priorities

- a) All building elements surveyed have generally been given three ratings:
 - i) Type
 - ii) Priority
 - iii) Condition
- b) There are three exceptions to the above, where only a single priority rating is entered:
 - i) Recommendations (Rating R)
 - ii) Further investigations (Rating I)
 - iii) Energy improvements (Rating Q)
- c) Examples and further details of the priorities can be found in Appendix A.

5) Element Breakdown

a) All building elements are categorised into three main groups:

- i) Element – e.g. Roofing
- ii) Sub Element – e.g. Flat roofs
- iii) Attribute – e.g. Felt

6) Year

- a) This is the year a defect is identified, priority altered, or cost adjusted.
- b) A year entry of 51 identifies that the item is in a satisfactory condition and will not require any maintenance or replacement within the survey period.

7) Costs

- a) Costs are budget prices at the time of the survey and include for preliminaries and contingencies.

Appendix A

Summary Table of Condition Ratings

Rating 1 (Type)		Rating 2 (Priority)		Rating 3 (Condition)	
E	Environment Improvement	1	Urgent work to prevent closure of premises Or Serious risk	A	Good Condition Performing as intended and operating efficiently
F	Fire Precaution				
G	Consequential Damage Risk				
H	Health & Safety or Hygiene Issue	2	Essential work required within 2 years	B	Satisfactory Condition Performing as intended but minor repairs required
I	Investigation				
L	Loss of Service	3	Desirable work required within 3 –5 years	C	Poor Condition Exhibits major defects
R	Recommendation				
S	Security	4	Long term work outside the 5-year period	D	Life Expired Serious risk or imminent failure
Q	Energy Improvement				

Appendix A

1) Type Rating

- a) **E** - Environment Improvement
 - i) Example - internal decoration
- b) **F** - Fire Precautions
 - i) Example - repairs to fire doors
- c) **G** - Consequential Damage Risk
 - i) Example - failing roof coverings
- d) **H** - Health & Safety and / or Health & Hygiene
 - i) Example - poor decorations in a kitchen
- e) **I** - Further Investigation Recommended
 - i) Example - cracking to brickwork
- f) **L** - Loss of Service
 - i) Example - possible boiler failure
- g) **R** - Recommendation
 - i) Example - upgrading and improvements beyond maintenance
- h) **S** - Security Implication
 - i) Example - boundary fencing
- i) **Q** - Energy Improvement
 - i) Example - installation of double glazing

2) Priority Rating

a) Priority 1 (Urgent work) - Examples

- i) Unsafe premises, or parts of premises, that are cordoned off or shored up and require urgent attention; accommodation already out of use or likely to be soon out of use.
- ii) Ground problems, such as wells, major ground faults, and mine shafts. Condemned temporary premises already out of use or likely to be soon out of use.
- iii) Obsolete heating boilers that have failed or which are likely to fail and for which no components are available.
- iv) Presence of friable asbestos.

b) Priority 2 (Essential work) - Examples

- i) Roof repairs where patching is no longer possible; windows, doors and curtain walling that are prone to severe water penetration and have severe rot, decay or rusting.
- ii) Urgent problems with mechanical and electrical services, e.g.: lead drinking water pipe-work, corroded water tanks, electrical installations with vulcanised india rubber cabling; unearthed systems where test period has been reduced because of previous failures (one year or less).
- iii) Playgrounds that pose health and safety risks, especially at Primary Schools; defective floor finishes in high-risk areas such as gymnasias or staircases.

c) Priority 3 (Desirable work) - Examples

- i) Defective mechanical and electrical services, e.g.: inefficient boilers towards the end of their expected lives; replacement of old lighting circuits that are no longer suitable and provide poor task lighting; works to resolve fire alarm deficiencies.
- ii) Repairs within the life of the Plan, including works to defective playgrounds, tennis courts and floor finishes that may remain a health and safety issue.

3) Condition rating

- i) **A** - Good. Performing as intended and operating efficiently
- ii) **B** - Satisfactory. Performing as intended but exhibiting minor deterioration
- iii) **C** - Poor. Exhibiting major defects and/or not operating as intended
- iv) **D** - Life Expired and/or serious risk of imminent failure

4) Rating Combinations

- a) An element with a Condition D rating will not always warrant Priority 1. There may be instances where an element is in poor condition, but for which maintenance work is not a high priority. The reverse may also be the case. The following table shows some such examples.

Element	Condition	Priority	Comment
External walls, windows and doors	D	4	External cladding of mobile building badly decayed and beyond economic repair. The building however is not now in use and will be shortly replaced as part of a redevelopment scheme. It is therefore low priority.
Internal walls, windows and doors	B	1	Internal walls and doors in this example are generally in satisfactory condition, but some glazing breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority
Electrical services	A	1	Electrical services in this example are in good condition, but lack of earthing provision breaches legislation and is a hazard. There is no serious dilapidation, but removing the hazard is a high priority

3245-01 Clowne Library

Building Survey Date: 01-June-2018 Mechanical Survey Date: 29-May-2018 Electrical Survey Date: 12-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			Electrical	Lighting	External Lighting	H 1 D	2018	0.00	£2,000	One lamp post on car park controlled with external lights. Cyclon cone fitting on top. The lamp post has been damaged hit by a vehicle, cover at base is missing electrical isolator is exposed. Requires urgent attention. Dealing with myself.
			External Areas	Ancillary Premises & Landscaping	Ancillary Premises & Landscaping Project	H 2 C	2018	1.00	£2,862	Replace lamp post bent by collision with a badly parked car, Cost based on a claim in 2015 for this exact same thing.
Total Condition Liability for Block = £4,862										
01			Electrical	Control Gear	Distribution Boards					Incoming supply single phase TNCS earthing system. Crabtree Polestar 30 ways triple pole DB installed with single phase linking kit. Spare ways available, limited RCD protection
01			Electrical	Fire System	Alarm Panel	L 3 D	2018	0.00	£8,000	Pennie system Kentec panel 2 zone conventional system, incorporating automatic detection and manual call points. In good working order with satisfactory coverage, this is a dated system
01			Electrical	Fire System	Emergency Lights					Main library floor area being covered with combined fittings within the suspended fluorescent lighting system. Exit doors having stand alone illuminated exit signs. Test key switches located at distribution board.
01			Electrical	Lighting	External Lighting					SON lamp Thorn bulkhead fitting installed on footpaths around perimeter of building. Time clock controlled. Rear exit door having a stand alone emergency bulkhead installed
01			Electrical	Wiring	Lighting					Mixture of lighting through out building, main central area of library floor having suspended linear fluorescent T5 with cat 2 louvers. Other areas having PL lamp surface circular bulkhead fittings. in satisfactory condition
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E 2 C	2018	6.00	£276	Renew old vinyl floor tiles to room 004 store room in non slip sheet vinyl
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E 3 B	2018	117.00	£4,797	Renew carpet to main library room
01			Mechanical	External Services	External Gas Services					1 x Gas meter G4 with diagram and bonded .
01			Mechanical	External Services	External Water Services					1 x Kent water meter from 25mm MDPE with stop tap bonded.
01			Redecorations	External	External Project	G 2 C	2018	96.00	£1,728	Paint all soffits & fascias. Inc the large timber gable at front.
01			Redecorations	External	External Project	G 2 C	2018	36.00	£1,008	Paint all timber windows & doors.
01			Redecorations	Internal	Internal Project	E 3 B	2018	141.00	£6,486	Generally fair condition. Price increased for high ceiling
01			Roofs	Roof Void	Roof Void Project	E 3 B	2018	1.00	£1	No access

3245-01 Clowne Library

Building Survey Date: 01-June-2018 Mechanical Survey Date: 29-May-2018 Electrical Survey Date: 12-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01	0	001	Mechanical	Heating Distribution	Heat Emitters and TRVs					3 x SPC fan convector and 1 x LST Radiator with TRV'S and I/shield valve's.
01	0	002	Mechanical	Hot Water	Hot Water Generator					1 x Santon under sink w/htr,7 ltr's 3kw,no dataplate visible.
01	0	003	Mechanical	Heating Controls	Panel and Sensors					1 x Sunvic room stat.
01	0	003	Mechanical	Hot Water	Hot Water Generator					1 x Redring Sanspray oversink w/htr.
01	0	004	Mechanical	Gas Distribution	Gas Valves and Pipework					1 x Gas ISO valve on entrance. painted and bonded.
01	0	004	Mechanical	Heating Controls	Panel and Sensors					1 x Coster time controller.
01	0	004	Mechanical	Heating Distribution	Heating Pumps					1 x Grundfos 22-55 htg pump.1x 15-60 shunt pump.
01	0	004	Mechanical	Heating Plant	Boiler					1 x Glow worm 30hxi heat only boiler with filler loop and flexcon 2 ltr's pressure vessel.
01	0	004	Mechanical	Heating Plant	Fill System					RPZ valve with low pressure switch.
01	0	004	Mechanical	Insulation	Pipework Insulation					Fibre glass to metal finish .

Total Condition Liability for Block 01 = £22,296**Total Condition Liability for Site 3245-01 = £27,158**