



Gamesley Library Information Pack

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

Table of Contents

Introduction	1
Current Location of Gamesley Library	2
Gamesley Library Floorplan	3
Current Building Information	4
Alternative Premises	4
Equipment and Furniture	5
Current Library Operating Information	7
Use of Gamesley Library	8
Running Costs of Gamesley Library	9
Income at Gamesley Library	9
Grants for Gamesley Library	10
Information for Anyone Wishing to Submit an Application to Manage Gamesley Library	10
Appendix 1: Gamesley Library Building Condition report	

Introduction

This *Library Information Pack* provides details about Gamesley 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.

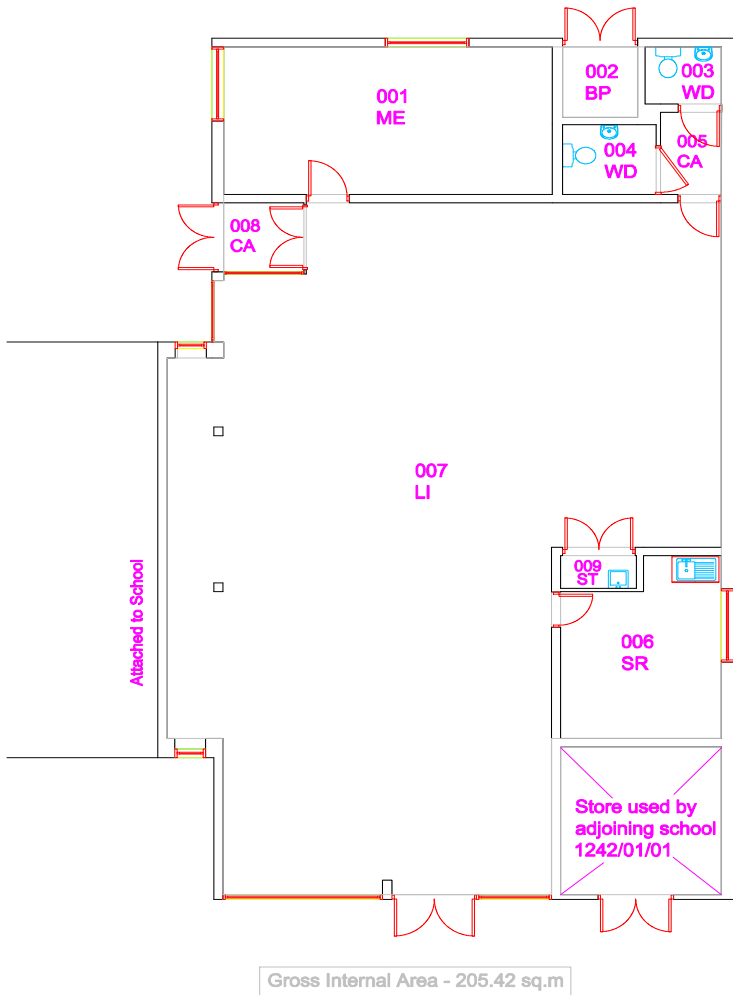
Current Location of Gamesley Library



© Derbyshire Mapping Portal

Gamesley Library
Gamesley Primary School
Grindleford Grove
Gamesley
Derbyshire
SK13 6HW

Gamesley Library Floorplan



Do not scale

Use only written dimensions. All dimensions must be verified prior to the works being put into hand and any discrepancies reported to the originator

Rev. Details of Revision Date Initial

C	Re-measure by PS	Nov 18	NT
B	Asbestos updated	Sep 11	LS
A	Updated to latest 20%	Mar 09	LS

Derbyshire County Council
Corporate Resources
County Property Division
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Project
**GAMESLEY LIBRARY
GLOSSOP**

UPRN Number

Drawing Number
3375-01-01-GF-B-D001

Revision

Title
**SITE 01
BLOCK 01
GROUND FLOOR**

Scale 1:100	Drawn SA	Checked NSB
Original Size A3	Date 01-06-07	Date JUN 07
Status A		

February 2019

Current Building Information

Gamesley library is located adjacent to Gamesley Primary School. The library is all on one level, and is fully accessible. It has automatic opening doors. The library is an open plan space, with a small lobby area leading into the main library; and a dedicated junior area, computer area and an accessible toilet. The main counter area is situated close to the entrance. There is a separate meeting room. There is a staff room including a kitchen sink and a staff toilet.

- Gamesley library is a single storey 204m² property built in the 1980's, with a flat roof.
- Gamesley 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 owns this building, and would lease it to an organisation for a peppercorn rent.
- There is a staff parking space adjacent to the library and one accessible parking space in the car park shared with the school. There is further free parking in a car park off Grindleford Grove which is located within walking distance of the library.
- In terms of accessibility, the building has:
 - Level access to a single level building
 - Automatic doors
 - A hearing loop at the counter
 - An accessible toilet
- 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.
- This library has a separate small meeting room which is hired out for a fee.
- See also the full building condition report attached as **Appendix 1**

Alternative Premises

If you are interested in running Gamesley 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
 - 34 bays of wall mounted shelving with book stops
 - 28 bays of movable shelving (various sizes) with book stops
 - 1 paperback 'spinner'
 - 3 wooden 'dump bins' (various sizes)
 - 3 wooden 'kinder boxes'
 - 2 shelving trolleys (various sizes/styles)
 - 47 chairs (various sizes/styles), and 2 settees
 - 7 tables (various sizes/styles)
 - 2 lockable lockers
 - 2 floor standing leaflet holders
 - 1 table top leaflet holder
 - 1 red box
 - 1 metal cupboard
 - A 4 drawer filing cabinet
 - 1 lockable desk
 - 3 beanbags
- 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.
 - 7 public access computers with accessories and desks
 - 1 Multi Function Device (combined printer, photocopier and scanner)
 - A people counter
 - 1 VOIP telephone¹

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

- 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 analogue telephone and phone line
 - 1 fridge
 - 1 microwave
 - 1 till
 - 1 desk fan
 - 1 kick stool
 - 1 guillotine
 - 1 shredder
 - 1 set of display boards
 - A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
 - Storytime rug
 - Storytime instruments and puppets
- 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.
- A supply of winter maintenance materials will become the property of the CML, who will take on the responsibility for their repair or replacement and disposal.
 - Including a quantity of grit; bucket and shovel

Current Library Operating Information

Current opening hours

Monday		14:00 – 17:30		
Wednesday		14:00 – 17:30		
Thursday		10.00 – 13.00	and	14.00 – 19.00
Saturday		09.30 – 13.00		
	Total 18.5 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.

Current staffing

There are currently 0.96 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Gamesley library is transferred to community management.

Current volunteers

There are currently no volunteers at Gamesley library.

Current materials (as at December 2018)

Gamesley library currently houses approximately 5,700 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 Gamesley 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.

Gamesley library currently offers a local newspaper. If a CML wishes to provide newspapers after the library is transferred, they will be responsible for supplying and paying for these.

Regular library activities

- Storytime for under 5s
 - Thursdays
 - Weekly
- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Gamesley 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 4 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 6 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Gamesley library.

Insurance

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

Use of Gamesley Library

According to figures from 2015, the draft catchment area of Gamesley library (determined using the postcodes of active borrowers) has a population of 2,900 Derbyshire residents, which is 0.4% of Derbyshire's estimated population. 29.2% of this population are aged 0-17, and 16.9% are aged over 60. The area has an Indices of Multiple Deprivation score of 1 (with 1 being the most deprived and 10 being the least deprived).

At Gamesley library in 2016-2017 there were:

- 8,961 visits
- 7,695 issues
- 2,660 Computer reservations

There were 552 active members of Gamesley library in March 2017, which represents approximately 19% of the estimated Derbyshire residents living in the catchment area of Gamesley Library.

External groups who regularly use Gamesley library

- Adult Education regularly hire the library when it is closed
- Derbyshire Health Smoking Cessation often use this library

The small meeting room at Gamesley library is hired out by numerous groups for a fixed hire fee.

Running Costs of Gamesley Library

(1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£973
Gas	£516
Electricity	£619
National Non-Domestic Rates*	£6,171
Water	£817
Cleaning/Caretaking	£170
Trade Waste Services	£476
ICT Costs**	£2,537
Total	£12,278

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

For more information on rates in High Peak, see

<https://www.highpeak.gov.uk/businessrates> 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 Gamesley Library

(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£160
Request charges	£94
Printing/ photocopying charges	£241
Audiobook Hire	£0
Room Hire	£1438
Book Sales	£86
Other general charges	£40
Total	£2,059

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 Gamesley Library

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

Year 1	£13,600
Year 2	£9,900
Year 3	£7,400
Year 4	£5,000
Year 5	£3,700

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 Gamesley 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 Gamesley library will be on 16th 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 Gamesley library

If you are interested in applying to run Gamesley Library, please complete the form in the *Expression of Interest Pack* 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 Gamesley Library	
Open Day	16 April 2019
Expressions of Interest submission deadline	14 May 2019

Thank you very much for your interest.

Condition Survey Report

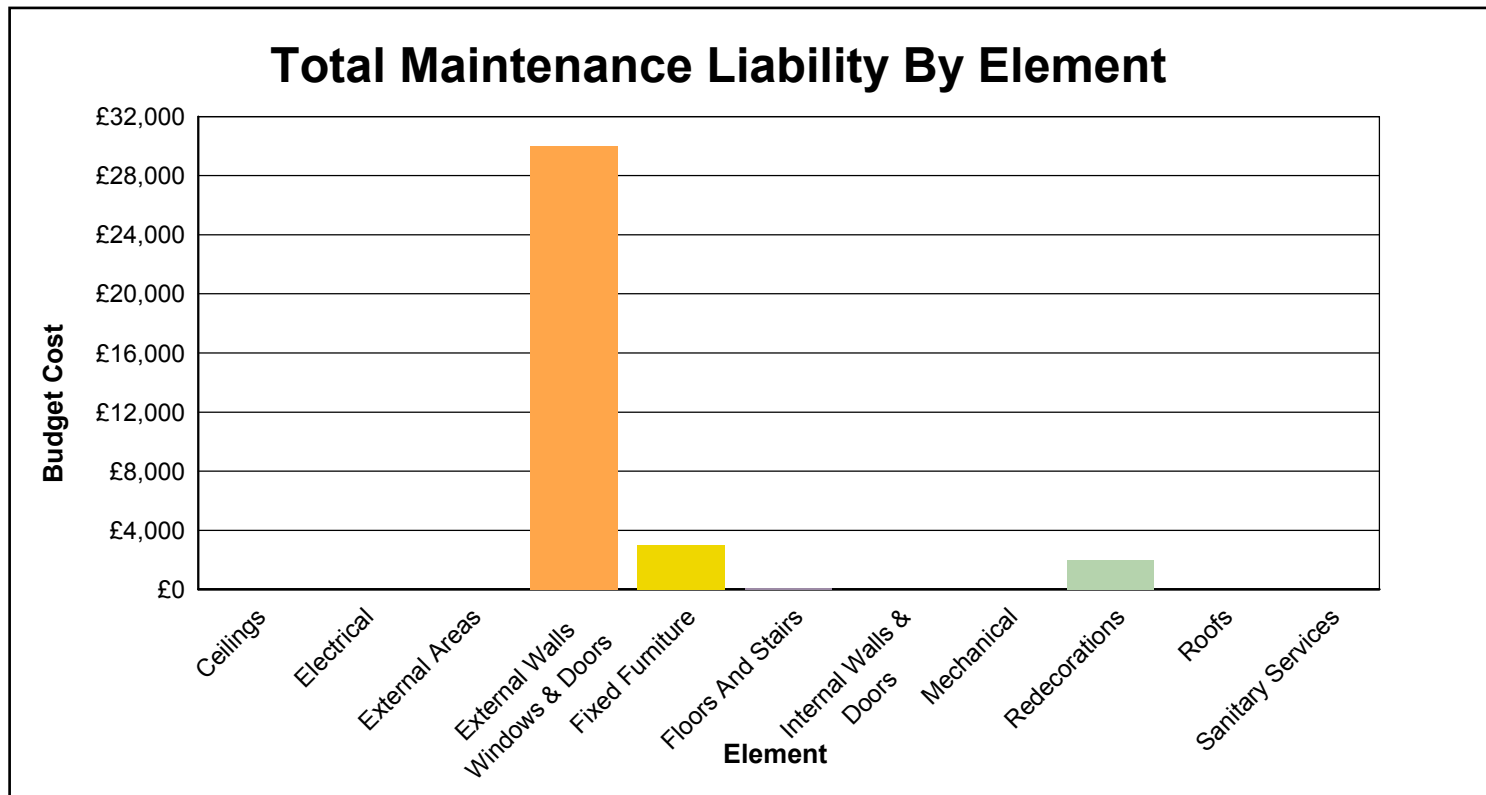
3375-01

Gamesley Library

Building Survey Date: 19-July-2018

Mechanical Survey Date: 13-October-2017

Electrical Survey Date: 21-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

3375-01 Gamesley Library

Building Survey Date: 19-July-2018 Mechanical Survey Date: 13-October-2017 Electrical Survey Date: 21-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks		
01			Ceilings	Finish	Suspended Ceiling					Modern suspended ceiling system throughout.		
01			Electrical	Control Gear	Distribution Boards					Incoming supply fed from adjacent primary school single phase supply. DB being Schneider Isobar 4C TP board with single phase linking kit. Spare ways available mostly RCBO protected. Earth bar installed and labelled		
01			Electrical	Fire System	Alarm Panel					Addressable system linked to school Clymac ZP3 repeater panel in library entrance, system incorporating manual and automatic detection		
01			Electrical	Fire System	Emergency Lights					Combined fittings through out library with stand alone bulkhead exit signs at exit routes. Local test key switches installed		
01			Electrical	Lighting	External Lighting					PL lamp bulkhead fittings on path way on perimeter of library, all being combined emergency fitting controlled via timeclock		
01			Electrical	Wiring	Lighting					600x600 sit in modular fittings with PL lamp through out library floor. Small rooms having Apollo Altair Linear T5 fluorescent, W/C having 2D bulkhead with PIR control		
01			Electrical	Wiring	Power					Adequate number of socket outlets in satisfactory condition all being RCBO protected, will remain serviceable for duration of this survey		
01			External Areas	Paths & Pedestian Paved Areas	Pedestrian - Tarmac					Main pedestrian walkways re-surfaced 2017.		
01			External Areas	Roads & Car Parks	Vehicle - Tarmac					Car park re-surfaced 2017.		
01			External Walls Windows & Doors	Wall Structure	Blockwork					CLASP system concrete cladding panels to perimeter. No obvious signs of defects or movement at time of inspection. Avoid mechanically fixing to panels to avoid spelching concrete and exposing reinforcement.		
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	G	3	B	2018	0.00	£30,000	Single glazed aluminium units with horizontal sliding sashes. Windows functioning, though showing signs of age inc reduced thermal properties. Consider replacing with double glazed, powder coated aluminium units to current standards. Allow for potential asbestos removal and associated repairs / making good etc.
01			Floors And Stairs	Floor Screed & Finish	Carpet	E	2	B	2018	0.00	£100	Carpet tile to library areas. Minor staining only. Recommend cleaning worse areas.
01			Internal Walls & Doors	Doors & Glazed Screens	Internal Doors							CLASP steel frames. Modern softwood flush doors. Refer to Technical Fire Risk Assessment for any recommendations.
01			Internal Walls & Doors	Walls & Partitions	Boarded Wall							Plasterboard walls.
01			Internal Walls & Doors	Walls & Partitions	Boarded Wall							Stelvetite CLASP partitioning system.

3375-01 Gamesley Library

Building Survey Date: 19-July-2018 Mechanical Survey Date: 13-October-2017 Electrical Survey Date: 21-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					Dunham bush fan heaters and radiators all have thermostatic controls.
01			Mechanical	Hot Water	Controls and TMVs					Blenders throughout
01			Mechanical	Ventilation	Mechanical Ventilation					Advent fans in all toilets.
01			Redecorations	Internal	Internal Project	E 3 B	2018	0.00	£2,000	Rooms 003WC & 004WC. Remove wc pans, overlay quarry tiles with latex screed and anti-slip vinyl sheet, re-fit wc pan. Allow for full redecoration inc Stelvetite walls.
01			Roofs	Flat Coverings & Insulation	Felt Flat Roofing					Cut-to-falls insulated flat roof system with mineral felt finish.
01			Sanitary Services	Fittings	Non Kitchen Sanitary Ware					Ceramic wc's and whb's in good condition.
01	0	002	Mechanical	Gas Distribution	Gas Valves and Pipework					2" gas pipe with valve at door. painted bonded.
01	0	002	Mechanical	Heating Plant	Boiler					1x Ideal Logic combination boiler
01	0	002	Mechanical	Ventilation	Mechanical Ventilation					fully louvered door.
01	0	003	Mechanical	Cold Water	Storage and Distribution					Cold water main in copper bonded.
01	0	006	Fixed Furniture	Kitchen	Kitchen Project	E 2 B	2018	0.00	£3,000	Renew ageing sink, base unit and worktop inc splashback. Allow for replacing worn vinyl with new latex screed and carpet tiles / anti-slip vinyl (kitchen area) finish. Allow for redecorating as part of refurb project.
01	0	008	Mechanical	Hot Water	Hot Water Generator					Heatrea sadia Multipoint 10.

Total Condition Liability for Block 01 = £35,100**Total Condition Liability for Site 3375-01 = £35,100**