



Killamarsh Library Information Pack

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

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Introduction

This *Library Information Pack* provides details about Killamarsh 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.

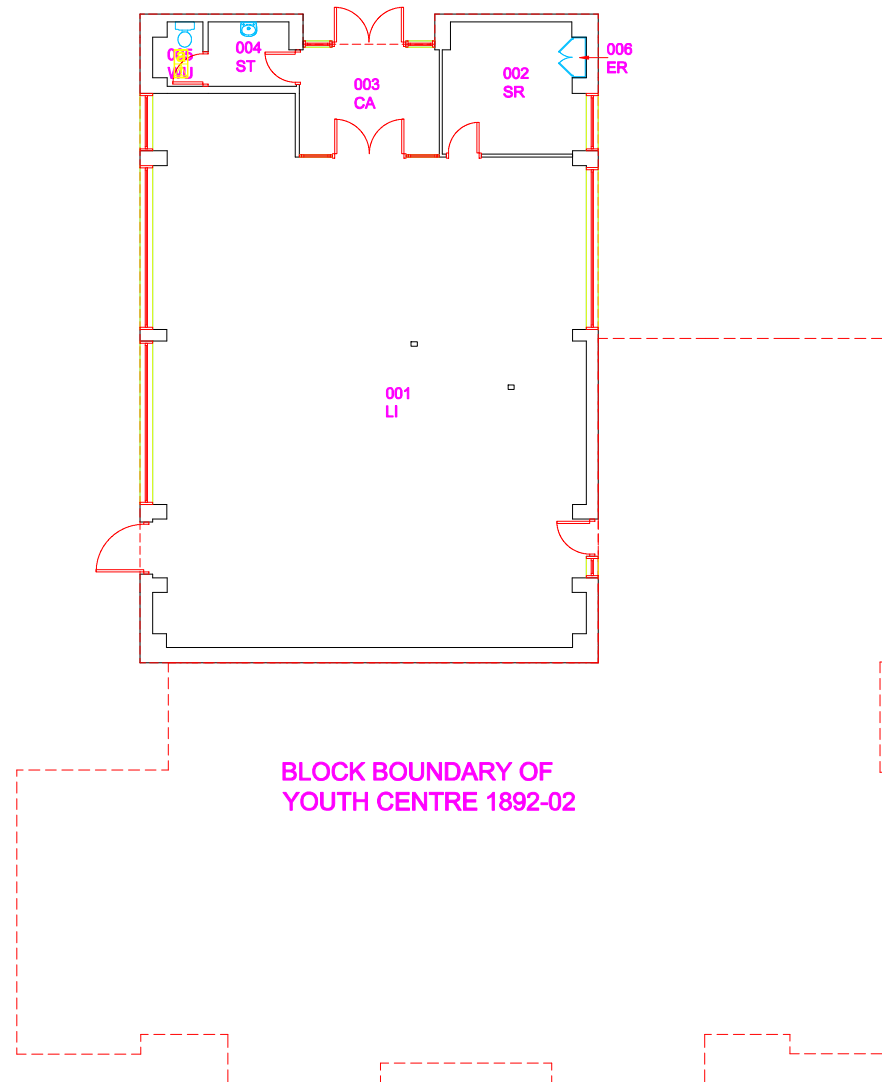
Current Location of Killamarsh Library



© Derbyshire Mapping Portal

Killamarsh Library
Killamarsh Community Campus
Stanley Street
Killamarsh
Derbyshire
S21 1EL

Killamarsh 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

A	Re-measure by GB	Jul 18	NT
Rev.	Details of Revision	Date	Initial

Derbyshire County Council
Corporate Resources
County Property Division
Chatsworth Hall, Matlock, DE4 3PW
Tel: (01629) 860000
Fax: (01629) 860114

Project
KILLAMARSH LIBRARY

UPRN Number

Drawing Number	Revision
1892-01-01-GF-B-D001	

Title
**SITE 01
BLOCK 01
GROUND FLOOR**

Scale 1:100	Drawn SA	Checked NSB
Original Size A3	Date 08-03-2007	Date MAR 07

Status
A

February 2019

Current Building Information

Killamarsh library is situated on Killamarsh community campus with other services including a leisure centre. The library is all on one level and is fully accessible. It has automatic door opening at the front of the building and a fire door on the right of the building which is accessible through a gated side passage, which is locked and unlocked by staff.

The library is an open plan space. Immediately through the entrance is a lobby with notice boards and access to a separate staff area including a kitchen sink and a staff toilet. Through the internal automatic door is the main library, fronted by a counter area for staff. The main library comprises a junior area, computer areas and a table for working/meeting. There is another separate staff area off the library. A toilet is available for library users in the adjoining building, which is currently locked and unlocked by staff. This toilet has baby changing facilities. Continued use of this facility would have to be discussed and agreed prior to handover.

- Killamarsh library is a single storey 133m² brick built property built in the 1970's, with a flat roof.
- Killamarsh library is not a listed building nor is it situated in a Conservation area.
- It has an adjoining building, commonly used as a youth club, accessible both from the outside and through an internal secure door.
- 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.
- The library has no designated parking but parking is free in the large campus car park. This includes accessible parking spaces.
- In terms of accessibility, the building has:
 - A level- access building
 - Automatic doors
 - A hearing loop at the counter
 - Access to an accessible toilet with 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 Killamarsh 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
 - 30 bays of wall mounted shelving in the library with, and 3 in the staff room with book stops
 - 7 bays of double-sided movable shelving (various sizes) with book stops
 - 3 paperback 'spinners'
 - 4 wooden display units
 - 3 wooden 'kinder boxes'
 - 2 shelving trolleys
 - 13 chairs (various sizes/styles)
 - 1 cushioned bench
 - 6 tables (various sizes/styles)
 - 4 children's chairs
 - 4 lockable lockers
 - 1 fixed worktop in the staff room
 - 1 small wooden drawer unit
 - 3 wall mounted leaflet racks
 - 1 red box
 - 1 blue lockable box
 - 2 children's rugs
 - 1 safe

- 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, scanner and photocopier)
 - 1 flatbed scanner
 - A people counter
 - 2 VOIP¹ telephone
- Other equipment and stationery will become the property of the CML, who will take on the responsibility for their and repair or replacement and disposal. As at December 2018 this comprises:
 - 1 analogue phone line
 - 1 fridge
 - 1 kettle
 - 1 microwave
 - 1 toaster
 - 1 till
 - Window props (for opening the windows)
 - 1 small fan heater
 - 1 desk fan
 - 1 set of step ladders
 - 1 kick stool
 - 1 shredder
 - A reasonable level of stationery including paper and ink for the printer, date stamps, etc.
- There is a defibrillator mounted on the outside wall of the library, which is owned by Derbyshire County Council. The CML will be required to check that this is working once a month.
- 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.

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

- 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	10.00 – 12.30	and	13.30 – 17.00
Wednesday	10.00 – 12.30	and	13.30 – 19.00
Thursday	10.00 – 12.30	and	13.30 – 17.00
Friday	14.00 – 17.00		
Saturday	9.30 – 13.00		
Total 26.5 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 1.2 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Killamarsh library is transferred to community management.

Current volunteers

There is currently 1 volunteer at Killamarsh library, who is a Home Library Service volunteer.

Current materials (as at December 2018)

Killamarsh library currently houses approximately 8,600 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 Killamarsh 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

- Storytime and Rhyme Time for pre-school children

- Mondays
 - Weekly
- Book Group
 - Mondays
 - Monthly
- IT help sessions
 - Monthly

Derbyshire County Council will not continue to provide or facilitate these activities after Killamarsh 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 3 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 Killamarsh library.

Insurance

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

Use of Killamarsh Library

According to figures from 2015, the draft catchment area of Killamarsh library (determined using the postcodes of active borrowers) has a population of 9,529 Derbyshire residents, which is 1.2% of Derbyshire's estimated population. 19% of this population are aged 0-17, and 24% are aged over 60. The area has an Indices of Multiple Deprivation score of 9 (with 1 being the most deprived and 10 being the least deprived).

At Killamarsh library in 2016-2017 there were:

- 11,901 visits
- 18,765 issues

- 1,544 Computer reservations

There were 951 active members of Killamarsh library in March 2017, which represents approximately 10% of the estimated Derbyshire residents living in the catchment area of Killamarsh library.

External groups who regularly use Killamarsh library

- Local History Group
 - Meet in the library monthly on a Wednesday evening

Running Costs of Killamarsh Library

(1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£255
Gas	£735
Electricity	£548
Rents - Killamarsh Parish Council	£100
National Non-Domestic Rates*	£3,824
Water	£313
Cleaning/Caretaking	£147
Trade Waste Services	£584
ICT Costs**	£2,341
Total	£8,847

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

For more information on rates in North East Derbyshire, see <http://www.ne-derbyshire.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 Killamarsh Library

(1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£324
Request charges	£217
Printing/ photocopying charges	£405
Audiobook Hire	£32
Room Hire	£0

Book Sales	£42
Other general charges	£27
Total	£1,047

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 Killamarsh Library

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

Year 1	£9,800
Year 2	£7,100
Year 3	£5,400
Year 4	£3,600
Year 5	£2,700

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 Killamarsh 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 Killamarsh library will be on 26th March 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 Killamarsh library

If you are interested in applying to run Killamarsh 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 Killamarsh Library	
Open Day	26 March 2019
Expressions of Interest submission deadline	23 April 2019

Thank you very much for your interest.

Condition Survey Report

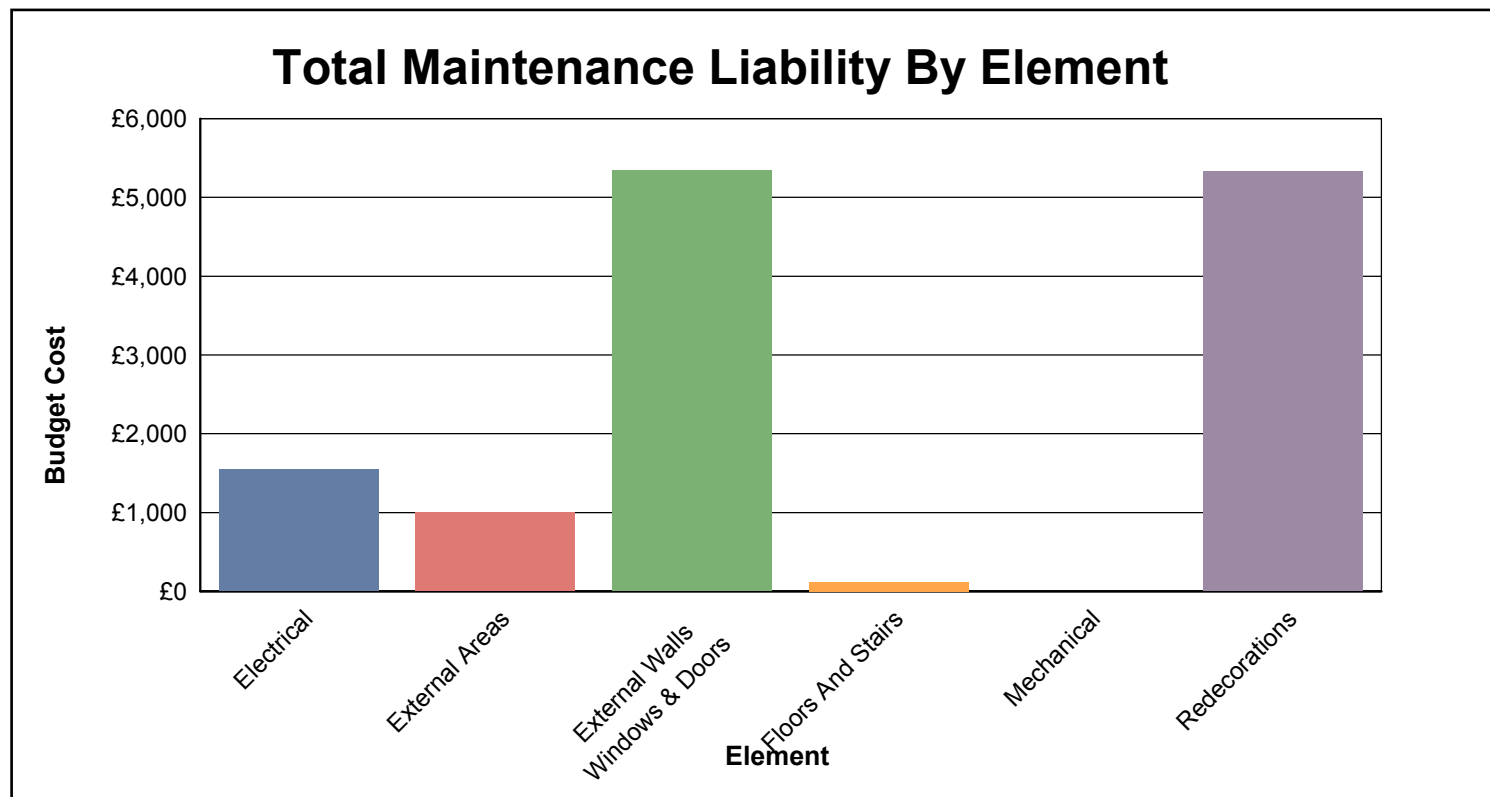
1892-01

Killamarsh Library

Building Survey Date: 31-May-2018

Mechanical Survey Date: 06-February-2018

Electrical Survey Date: 26-May-2017



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

1892-01 Killamarsh Library

Building Survey Date: 31-May-2018 Mechanical Survey Date: 06-February-2018 Electrical Survey Date: 26-May-2017

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			External Areas	Ancillary Premises & Landscaping	Ancillary Premises & Landscaping Project	E 3 B	2018	1.00	£1,000	Renew vandalised sign to front of building. NB Existing sign matches all the other signs on the Killamarsh campus.
			Mechanical	External Services	External Water Services					22 Cu rises from b/g to s/c+Fusion meter
			Mechanical	Ventilation	Mechanical Ventilation					Aidelle LooVent 07 in WU
Total Condition Liability for Block = £1,000										
01			Electrical	Control Gear	Distribution Boards	P 3 C	2017	0.00	£50	Incoming supply is 3 phase BS1361 IIb 100A PME earthing system all main earth conductors are terminated into an only block need earth bar installing. Only one phase is used. Distribution board is Merlin Gerin Iso-bar 4 15 way single phase with limited RCBO protection
01			Electrical	Fire System	Alarm Panel					ZP3 Clymac panel installed addressable system incorporating manual call points and automatic detection
01			Electrical	Fire System	Emergency Lights	H 3 D	2017	0.00	£1,500	Stand alone fittings bulkheads installed only library floor space covered, no local test key switches present. Recommend installing emergency fittings in staff room and entrance lobby also on the 2 exit doors externally
01			Electrical	Lighting	External Lighting					No external lighting present emergency fittings required at exit doors
01			Electrical	Wiring	Lighting					T5 linear fluorescent fittings through out the library entrance lobby and WC having 2D lamp fittings
01			Electrical	Wiring	Power					Adequate number of points and being RCBO protected
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	G 2 C	2018	10.00	£3,300	Renew tatty S/G timber windows in uPVC double glazing
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project	G 2 C	2018	1.00	£2,040	Renew rotten timber S/G fire exit door in PPC alloy double glazed door.
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	H 3 B	2018	2.00	£120	Renew tatty vinyl tiles in no slip sheet vinyl to toilet
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					All radiators and fan heaters up to date.
01			Mechanical	Heating Distribution	Heat Emitters and TRVs					All fan heaters and radiators up to date.
01			Redecorations	External	External Project	G 2 C	2018	18.00	£504	Poor condition. Rub down and repaint all windows and doors
01			Redecorations	Internal	Internal Project	E 3 B	2018	134.00	£4,824	Fair condition Redecorate to all areas
01	0	004	Mechanical	External Services	External Water Services					1 x Smartmeter water meter, serial no 0632264, reading 002070380.
01	0	004	Mechanical	Heating Plant	Boiler					1 x Baxi, model Solo 3PEL, no dataplate visible, output 30-80 kw with filler loop.
01	0	004	Mechanical	Hot Water	Hot Water Generator					1 x Heatrae Sadia Express 7, serial no 020907, 7 ltr, 3kw.

1892-01 Killamarsh Library

Building Survey Date: 31-May-2018 Mechanical Survey Date: 06-February-2018 Electrical Survey Date: 26-May-2017

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01	0	005	Mechanical	External Services	External Gas Services					1 x Actaris U16 Gas meter,serial no G4A01618500301 Dated 2003,reading 6179.
01	0	005	Mechanical	Ventilation	Mechanical Ventilation					1 x 4" Adelle Loovent 07,wall mounted extract fan.

Total Condition Liability for Block 01 = £12,338

Total Condition Liability for Site 1892-01 = £13,338