



Whitwell Library Information Pack

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

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Introduction

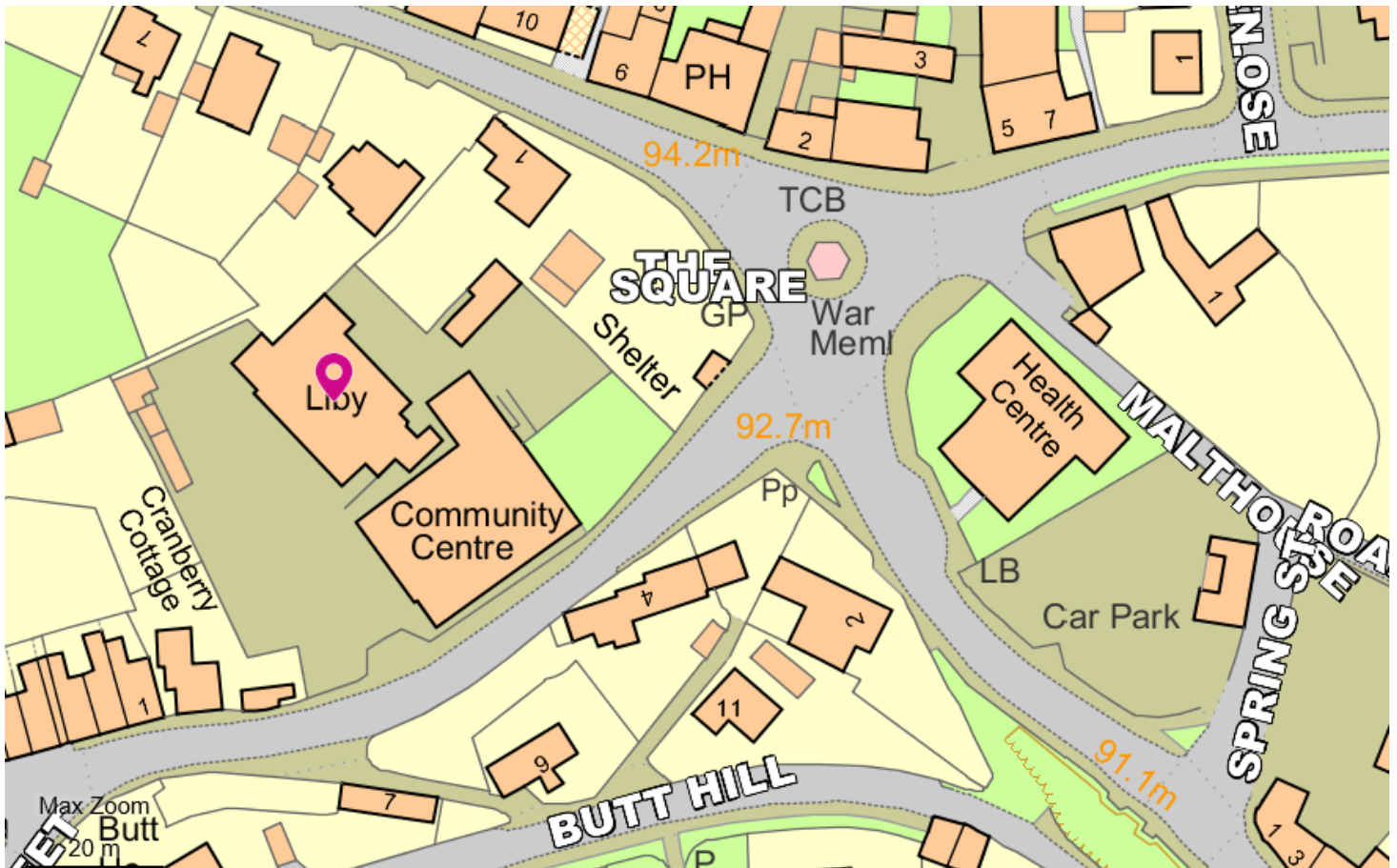
This *Library Information Pack* provides details about Whitwell library which will be useful if you have an interest in taking responsibility for it as a Community Managed Library (CML).

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.

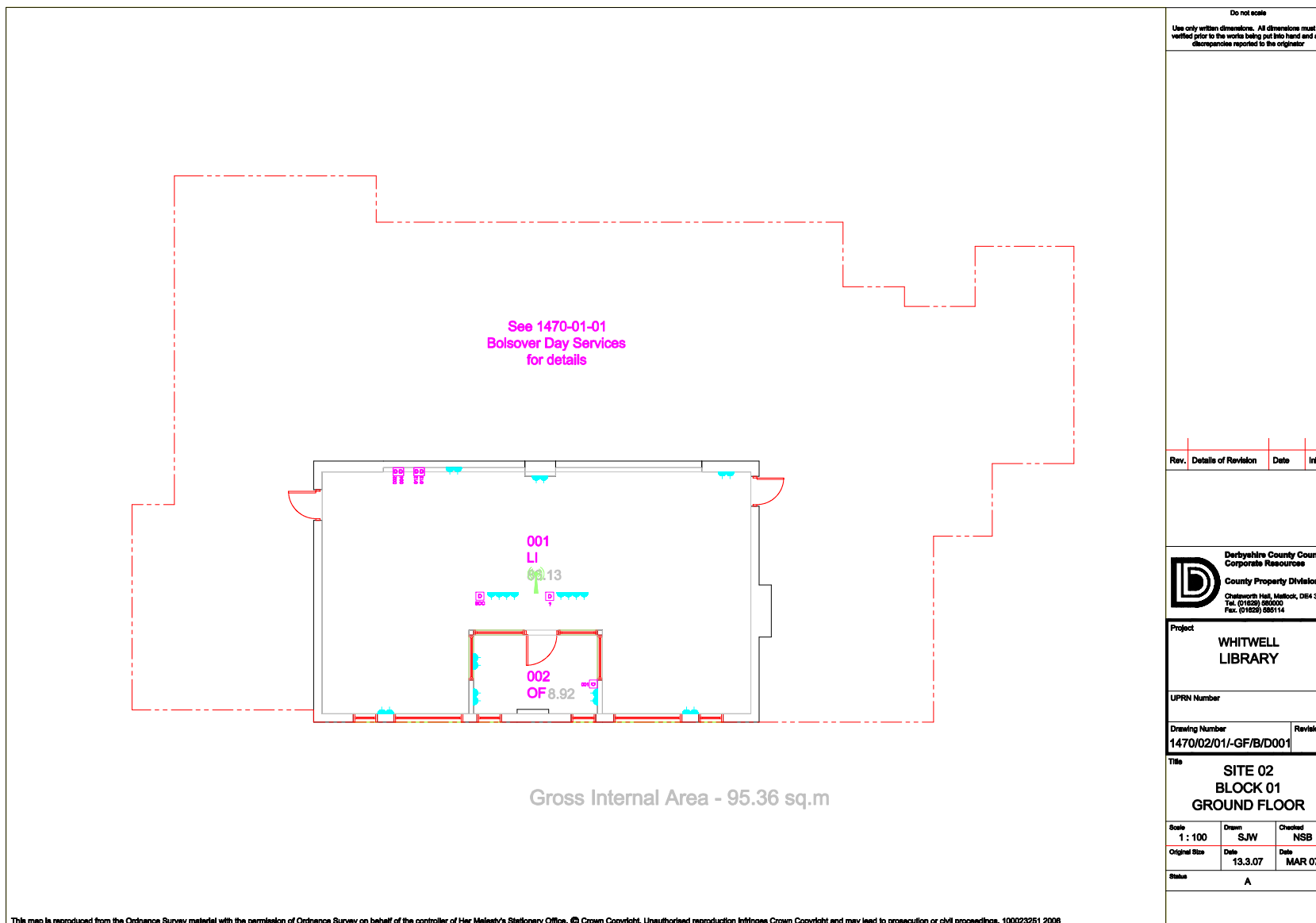
Current Location of Whitwell Library



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Whitwell Library
Community Centre
Portland Street
Whitwell
Derbyshire
S80 4NN

Whitwell Library Floorplan



Current Building Information

Whitwell library is located in a joint use building shared with Whitwell Day Services for adults, and on the same site as the Community centre. The library is all on one level and is fully accessible. It is open plan with a dedicated Childrens area and public use computers. There is an accessible toilet in the shared foyer, and continued use would need to be agreed with the organisation. There is a small staff area behind the library counter.

- Whitwell library occupies 95m² of a single storey brick property built in the 1897.
- Whitwell library is not a listed building.
- Whitwell library is situated in a conservation area. See <http://www.bolsover.gov.uk/index.php/resident/community-safety-emergencies/38-resident/planning-building/146-resident-conservation> for more information.
- 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 lease 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 is a shared car park with 33 spaces including 3 accessible spaces.
- In terms of accessibility, the building has:
 - A ramp leading into a level- access building
 - Automatic doors
 - A hearing loop at the counter
 - An accessible toilet is available in the shared foyer area.
- 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 Whitwell 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
 - 20 bays of wall mounted shelving (17 full bays and 3 half bays) with book stops
 - 3 double sided bays of movable shelving with book stops
 - 3 paperback 'spinners' (one is a double)
 - 3 wooden 'dump bins'
 - 3 wooden 'kinder boxes'
 - 1 wooden shelving trolley
 - 23 chairs (various sizes/styles), and 3 stools
 - 4 tables (various sizes/styles)
 - 1 set of children's table and chairs
 - 1 moveable leaflet rack
 - 1 lockable filing cabinet.
 - 1 red metal box
 - 1 blue lockable metal box
- 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 printer
 - 1 flatbed scanner
 - A people counter
 - 2 VOIP¹ telephones
- 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:
 - 2 analogue telephones and phone line

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

- 1 small fridge
 - 1 microwave
 - A toaster
 - 1 kettle
 - 1 till
 - 1 kick stool
 - 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.
 - Winter maintenance at Whitwell Library is currently undertaken by the Community Centre Manager, therefore no winter maintenance materials will be provided. Continuation of this arrangement would have to be agreed with the organisation.

Current Library Operating Information

Current opening hours

Monday	14.00 – 17.00		
Wednesday	10.00 – 13.00	and	14.00 – 17.00
Friday	14.00 – 19.00		
Saturday	9:30 – 13.00		
Total 17.5 hours per week			

This library must continue to open for 17.5 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 0.54 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Whitwell library is transferred to community management.

Current volunteers

There are currently no volunteers at Whitwell library

Current materials (as at December 2018)

Whitwell library currently houses approximately 4,500 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 Whitwell 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

- Bounce and Rhyme
 - Wednesdays
 - Weekly
- Book Group
 - Fridays
 - Monthly
- IT help sessions
 - As requested

Derbyshire County Council will not continue to provide or facilitate these activities after Whitwell 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 3 hours per week by Derbyshire County Council. This will cease on handover, and the CML will be responsible for cleaning Whitwell library.

Insurance

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

Use of Whitwell Library

According to figures from 2015, the draft catchment area of Whitwell library (determined using the postcodes of active borrowers) has a population of 4,623 Derbyshire residents, which is 0.6% of Derbyshire's estimated population. 17.6% of this population are aged 0-17, and 28.7% are aged over 60. The area has an Indices of Multiple Deprivation score of 5 (with 1 being the most deprived and 10 being the least deprived).

At Whitwell library in 2016-2017 there were:

- 7,544 visits
- 9,067 issues
- 1,487 Computer reservations

There were 407 active members of Whitwell library in March 2017, which represents approximately 8.8% of the estimated Derbyshire residents living in the catchment area of Whitwell library.

Running Costs of Whitwell Library

(1 April 2016 – 31 March 2017)

Security - Alarms & Maintenance	£216
National Non-Domestic Rates*	£1,767
Water	£137
Cleaning/Caretaking	£315
Trade Waste Services	£638
ICT Costs**	£1,923
Total	£4,997

***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 Whitwell Library (1 April 2016 – 31 March 2017)

Income type	Amount
Overdue charges	£69
Request charges	£79
Printing/ photocopying charges	£106
Audiobook Hire	£8
Room Hire	£0
Book Sales	£7
Other general charges	£12
Total	£281

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 Whitwell Library

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

Year 1	£5,500
Year 2	£4,000
Year 3	£3,000
Year 4	£2,000
Year 5	£1,500

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 Whitwell 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 Whitwell library will be on 25th 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 Whitwell library

If you are interested in applying to run Whitwell 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 Whitwell Library	
Open Day	25 April 2019
Expressions of Interest submission deadline	23 May 2019

Thank you very much for your interest.

Condition Survey Report

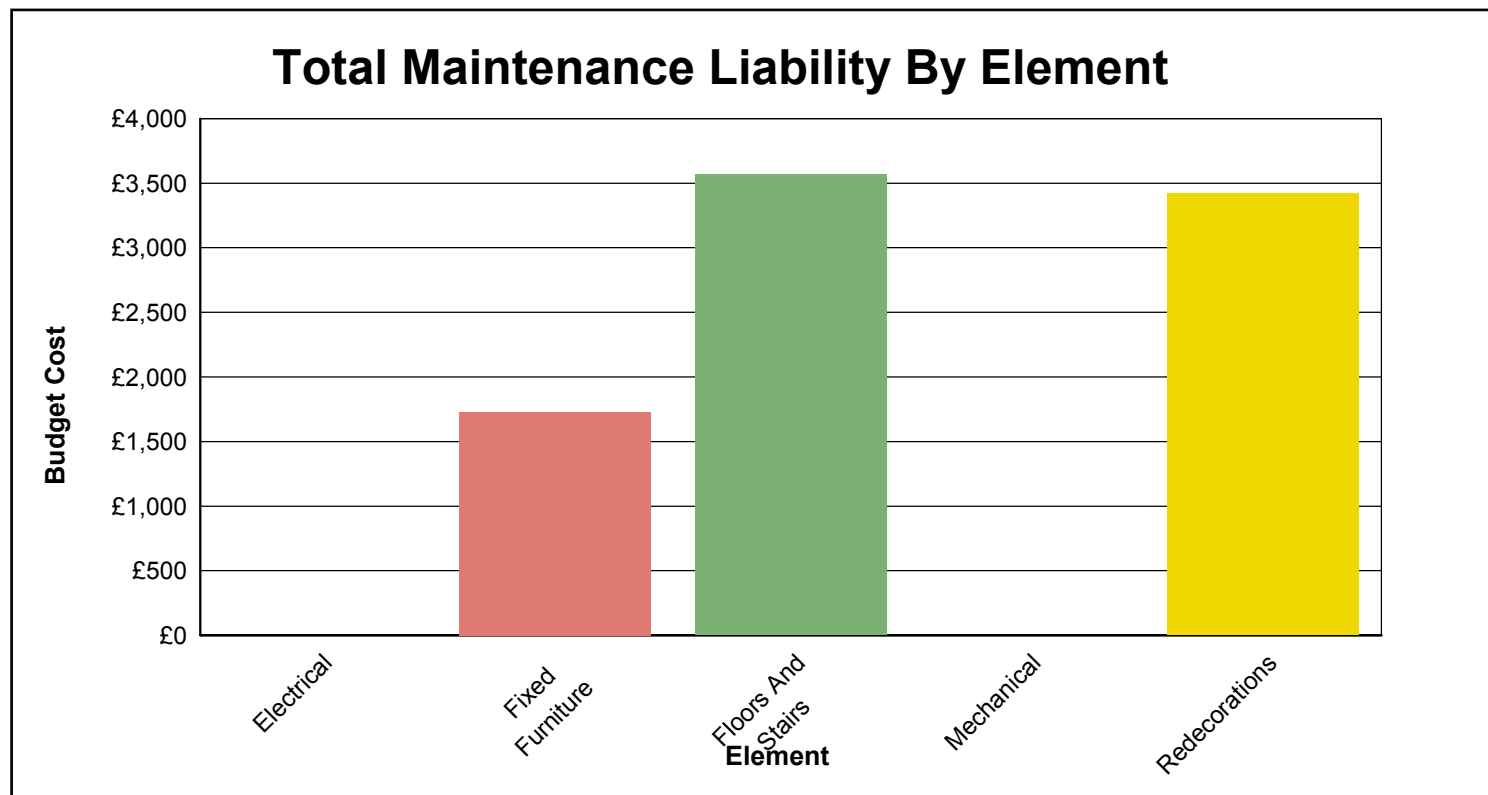
1470-02

Whitwell Library

Building Survey Date: 01-June-2018

Mechanical Survey Date: 08-June-2018

Electrical Survey Date: 27-April-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

1470-02 Whitwell Library

Building Survey Date: 01-June-2018 Mechanical Survey Date: 08-June-2018 Electrical Survey Date: 27-April-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			Electrical	Control Gear	Distribution Boards					As per Distribution in Day Care Centre all library circuits are fed from the Crabtree C50 in day care centre
01			Electrical	Fire System	Alarm Panel					As per Day Care Centre Mini Ranger panel manual system only. Library has no fire alarm present within
01			Electrical	Fire System	Emergency Lights					All library floor area covered by emergency lighting, combined fittings with local test key switch
01			Electrical	Lighting	External Lighting					As per Day Care Centre
01			Electrical	Wiring	Lighting					Sit in modular fittings compact fluorescent PL lamp modern fittings in good working order
01			Electrical	Wiring	Power					Visible additions to existing sockets circuits. Some accessories are looking dated but should remain serviceable for the duration of this survey
01			Fixed Furniture	Kitchen	Kitchen Project	H 2 C	2018	1.00	£1,730	Supply and install kitchen base unit with S/S sink and over sink water heater etc.
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E 3 B	2018	87.00	£3,567	Renew carpet to main library area
01			Redecorations	Internal	Internal Project	E 3 B	2018	95.00	£3,420	Fair condition. Include for plaster repairs
01	0	001	Mechanical	Heating Controls	Panel and Sensors					1 X Coster SAB 010 Internal Optimiser Sensor.
01	0	001	Mechanical	Heating Distribution	Heat Emitters and TRVs					2 X SPC Cabinet Fan Heaters
01	0	002	Mechanical	Heating Distribution	Heat Emitters and TRVs					1 X Double Panel Radiator With Myson TRV

Total Condition Liability for Block 01 = £8,717**Total Condition Liability for Site 1470-02 = £8,717**