



Wingerworth 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 Wingerworth 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.

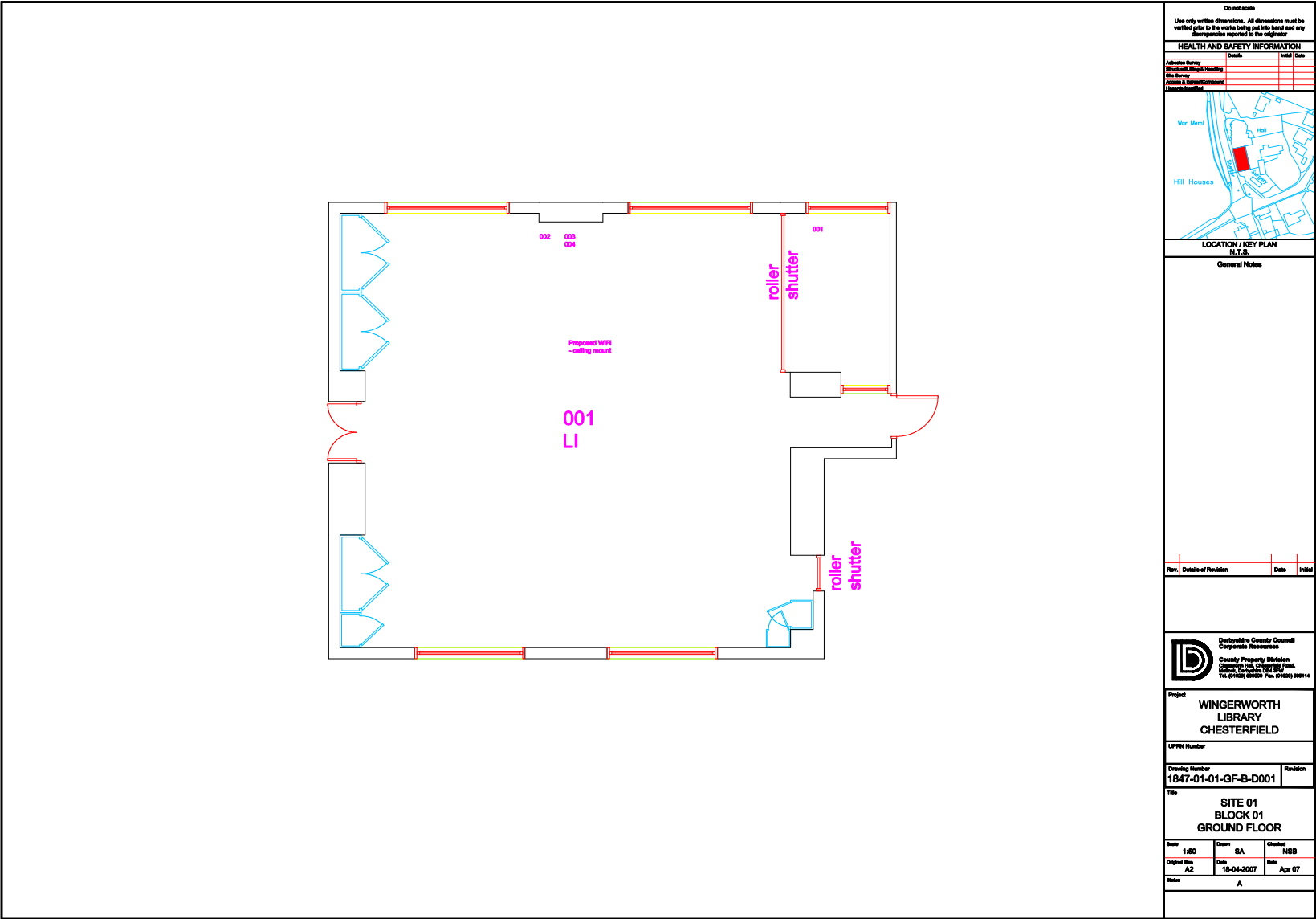
Current Location of Wingerworth Library



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Wingerworth Library
Parish Rooms
New Road
Wingerworth
Chesterfield
Derbyshire
S42 6TB

Wingerworth Library Floorplan



Current Building Information

Wingerworth library is located in the Parish Rooms which have ramped access to the front and rear entrances of the building. The library occupies one open plan area within the parish rooms. The room is used for other activities when it is not open as a library. There is a counter in one corner of the room which is completely closed off with a shutter when the library is closed.

Kitchen and toilet facilities in another part of the building are currently available to library staff. Continued use by a CML would be subject to agreement with the landlord.

- Wingerworth library occupies 102m² of the Parish Rooms which is a single storey brick built property.
- Wingerworth 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 19 parking spaces, including 2 accessible spaces, in the shared Parish Rooms car park.
- In terms of accessibility, the building has:
 - Ramps leading into a level- access building
 - A hearing loop at the counter
 - There are toilets elsewhere in the building which are used by staff and users.
- 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 Wingerworth 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
 - 12 bays of wall mounted shelving (various sizes) with book stops
 - 9 bays movable shelving with book stops
 - 1 wooden 'kinder box'
 - 1 shelving trolley
 - 4 children's chairs
 - 1 red box
 - 1 lockable box
 - 1 freestanding display unit
 - 1 small desktop display unit
 - Please note: the tables and chairs in Wingerworth Library are the property of the Parish Council.
- 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.
 - 2 public access computers with accessories and desks
 - 1 printer
 - 1 flatbed scanner
 - A people counter
 - 1 VOIP¹ telephone
- 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 till
 - 1 desk fan
 - 1 kick stool

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

- 1 shredder
- 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	10.00 – 13.00	and	14.00 – 19.00
Thursday	14.00 – 19.00		
Saturday	9.30 – 13.00		
Total 16.5 hours per week			

This library must continue to open for 16.5 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 0.66 Full Time Equivalent staff. No paid staff will be retained on site by Derbyshire County Council once Wingerworth library is transferred to community management.

Current volunteers

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

Current materials (as at December 2018)

Wingerworth library currently houses approximately 6,300 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 Wingerworth 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.

Wingerworth 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

- Visits from a local nursery
 - Mondays
 - Weekly
- Book Group
 - Monthly
- IT help sessions
 - As requested
- There are also regular class visits from the local school

Derbyshire County Council will not continue to provide or facilitate these activities after Wingerworth 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 and a fire alarm system in place. The CML will be responsible for making its own arrangements to deal with out of hours alarm activations. For full details, see the Community Managed Libraries Information Pack.

There is currently no intruder alarm at Wingerworth Parish Rooms.

Wingerworth library does not currently have a panic alarm, therefore Derbyshire County Council will not be providing one to the CML.

Cleaning

Currently the library is cleaned by the Parish Council. Arrangements moving forwards will be agreed with CML volunteers prior to handover.

Insurance

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

Use of Wingerworth Library

According to figures from 2015, the draft catchment area of Wingerworth library (determined using the postcodes of active borrowers) has a population of 3,745 Derbyshire residents, which is 0.5% of Derbyshire's estimated

population. 13.4% of this population are aged 0-17, and 43.8% are aged over 60. The area has an Indices of Multiple Deprivation score of 10 (with 1 being the most deprived and 10 being the least deprived).

At Wingerworth library in 2016-2017 there were:

- 12,509 visits
- 19,822 issues
- 447 Computer reservations

There were 619 active members of Wingerworth library in March 2017, which represents approximately 16.5% of the estimated Derbyshire residents living in the catchment area of Wingerworth library.

As explained above, external groups regularly use Wingerworth library outside of opening hours, but this is not managed by the library.

Running Costs of Wingerworth Library (1 April 2016 – 31 March 2017)

Rents (including National Non-Domestic Rates*) – Wingerworth Parish Council	£1,750
Cleaning/Caretaking	£12
ICT Costs**	£1,508
Total	£3,270

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

Income type	Amount
Overdue charges	£340
Request charges	£410
Printing/ photocopying charges	£0
Audiobook Hire	£42
Room Hire	£0
Book Sales	£152
Other general charges	£11
Total	£955

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 Wingerworth Library

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

Year 1	£3,600
Year 2	£2,700
Year 3	£2,000
Year 4	£1,400
Year 5	£1,000

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 Wingerworth 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 Wingerworth library will be on 13th 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 Wingerworth library

If you are interested in applying to run Wingerworth 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 Wingerworth Library	
Open Day	13 March 2019
Expressions of Interest submission deadline	10 April 2019

Thank you very much for your interest.

Condition Survey Report

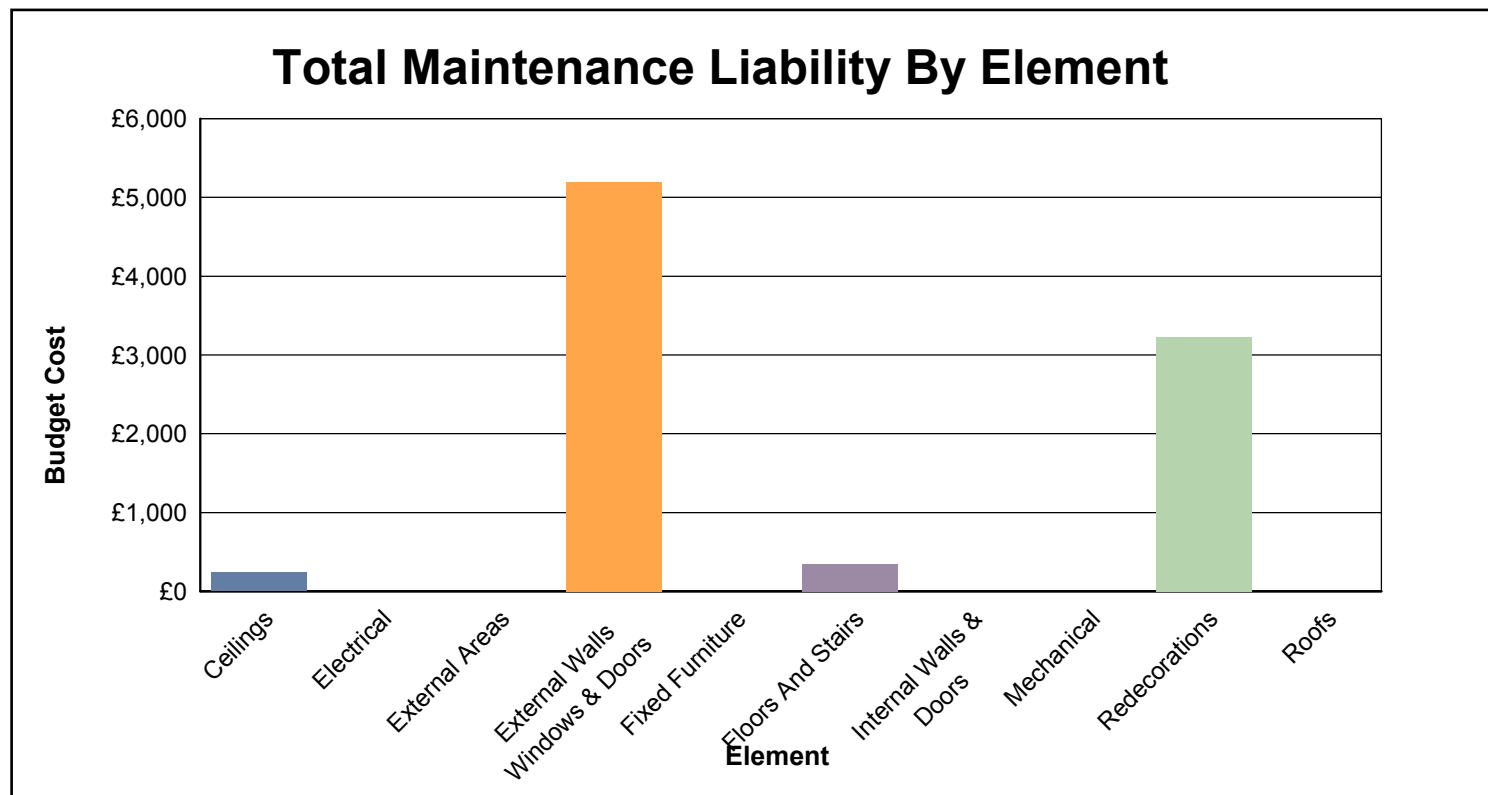
1847-01

Wingerworth Library

Building Survey Date: 21-June-2018

Mechanical Survey Date: 26-June-2018

Electrical Survey Date: 07-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

1847-01 Wingerworth Library

Building Survey Date: 21-June-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 07-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
			Mechanical	Heating Distribution	Heat Emitters and TRVs					Hospital type rads
Total Condition Liability for Block = £0										
01			Ceilings	Finish	Finish Project	E 2 B	2018	6.00	£240	1200x600mm exposed grid suspended ceiling with luminaire and air conditioning Ceiling above suspended ceiling. Timber boarding throughout painted. Condensation noted. Panelling extends to roof structure. No access above suspended ceiling. 6 No. tiles water damaged roof leak repaired. Ceiling over issues area plasterboard and skim No DCC responsibility.
01			Electrical	Control Gear	Distribution Boards					Incoming supply is three phase BS1361 11b 100A only one phase used. Earthing system is TNCS. Distribution board is single phase Hager split load 12 way (6 ways being RCD protected)
01			Electrical	Fire System	Alarm Panel					2 zone conventional system, panel located in entrance to Parish Hall. Library has 1no automatic detector, 1no manual call point and 1no sounder within the room
01			Electrical	Fire System	Emergency Lights					Stand alone illuminated exit signs at both doors and a stand alone bulkhead at centre of library floor area. Adequate coverage with local test key switch installed
01			Electrical	Lighting	External Lighting					LED bulkhead in canopy at rear exit door and a stand alone emergency bulkhead fitting. SON floodlight to illuminate car park
01			Electrical	Wiring	Lighting					600x1200 modular fittings T8 linear fluorescent fitting wit Cat 2 louvers. Dated fittings but will remain serviceable for the duration of survey
01			Electrical	Wiring	Power					All; sockets are fed from RCD protected side of distribution board. Adequate number of socket outlets and should remain serviceable for the duration of the survey
01			External Areas	Paths & Pedestian Paved Areas	Paths & Pedestian Paved Areas Project					External ramp not compliant with DDA. Unsafe surfacing with stepped ramp surface. Consider replacement with suitable alternative. No DCC responsibility
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	H 2 C	2018	0.00	£5,000	Junction of brickwork and stonework elevations not bonded. Rotational crack (>10mm) noted on stonework overturning towards front pavement. Previous repairs noted with cracking pointed in cement mortar. Fix helical stitching bars through stonework to secure bond to adjoining brickwork. Fix crack monitoring equipment and monitor periodically. No DCC responsibility

1847-01 Wingerworth Library

Building Survey Date: 21-June-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 07-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project					Mixture of brick and stone walling no significant issues No DCC responsibility.
01			External Walls Windows & Doors	Wall Structure	Wall Structure Project	E 2 B	2018	1.00	£200	Water staining at shadow batten level behind issues counter.
01			External Walls Windows & Doors	Window & Door Framing	Window & Door Framing Project					PVC-U Double glazed windows to front and rear elevations. Opening lights at top transom level only no remote operation Health and safety issue to operate. No DCC responsibility
01			Fixed Furniture	Non-Kitchen	Non-Kitchen Project					Issues counter with shelving behind library shelving to perimeter fair condition DCC responsibility. Fitted locked cupboards to perimeter non DCC responsibility.
01			Floors And Stairs	Floor Screed & Finish	Floor Screed & Finish Project	E 3 B	2018	8.50	£349	Suspended timber floor to library with wood strip floor, void not inspected. Generally in good order. Carpet to rear of issues desk in fair condition renew within the 5 year programme. DCC responsible for issues counter only.
01			Internal Walls & Doors	Doors & Glazed Screens	Doors & Glazed Screens Project					Internal timber door. Lever handle and glazed vision panel. Fanlight above door.
01			Internal Walls & Doors	Doors & Glazed Screens	Doors & Glazed Screens Project					Roller shutters to issues counter non fire rated.
01			Mechanical	Gas Distribution	Gas Valves and Pipework					2inch BMS-BSP Pipework Enters At Door Changes To 1.25inch With Iso Valve & Sign All Painted And Bonded.Changes At Boilers To 1inch With 2X 3/4inch To Modules Both With ISO Valve.
01			Redecorations	Internal	Internal Project	E 3 B	2018	32.00	£3,232	Decorations in fair condition redecorate within 5 year programme. No DCC responsibility
01			Roofs	Pitched Coverings & Insulation	Pitched Coverings & Insulation Project					Pitched roof in slate, clay ridges, lead valleys. Butterfly arrangement with lead valley gutter to front elevation. Timber fascia and soffits. Single PVC-U fascia facing C20 community centre block. NO DCC responsibility
01			Roofs	Roof Drainage	Roof Drainage Project					Plastic and metal RWG. Serviceable. Return gutter from rear elevation to front on end gable, requires cleaning out. No DCC responsibility
01	0	001	Mechanical	Air Conditioning	Heat Pump and Fan Coils					1X Funai Ceiling Mounted Air Conditioning Unit Complete With Hand Set Controls.
01	0	001	Mechanical	Heating Controls	Panel and Sensors					1X Honeywell OPT Sensor
01	0	001	Mechanical	Heating Distribution	Heat Emitters and TRVs					2X Farrol Tropical Aluminum Radiators With Honeywell TRVs. 1X Double Panel Radiator With Honeywell TRV. 1X 300mm High Myson Skirting Heating Full Length Of Library On One Wall.

Total Condition Liability for Block 01 = £9,021

1847-01 Wingerworth Library

Building Survey Date: 21-June-2018 Mechanical Survey Date: 26-June-2018 Electrical Survey Date: 07-June-2018

Block	Floor	Room	Element	Sub Element	Attribute	Priority	Year	Quantity	Cost	Remarks
Total Condition Liability for Site 1847-01 = £9,021										