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**To: All Members of the Cabinet**

**Bath and North East Somerset Councillors:** Tim Warren (Cabinet Member), Charles Gerrish (Cabinet Member), Vic Pritchard (Cabinet Member), Paul Myers (Cabinet Member), Karen Warrington (Cabinet Member), Paul May (Cabinet Member), Bob Goodman (Cabinet Member) and Mark Shelford (Cabinet Member)

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Cabinet: Thursday, 23rd November, 2017**

Please find attached a **SUPPLEMENTARY AGENDA DESPATCH** of late papers which were not available at the time the agenda was published. Please treat these papers as part of the agenda.

Papers have been included for the following items:

5. **MODERN LIBRARIES PROGRAMME; COMMUNITY LIBRARIES APPROACH - CALL IN RESPONSE (Pages 3 - 14)**

Yours sincerely

Jack Latkovic  
for Chief Executive

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### **Addendum to the Cabinet Report – Modern Libraries Programme; Community Libraries Approach – Call in response**

#### **Consideration of the Call in for E3000**

**Meeting Date 23<sup>rd</sup> November 2017**

#### **1. Purpose of this Addendum**

- 1.1. The report for this Cabinet meeting was published with the agenda and set out the options available to Cabinet.
- 1.2. The report to the October 2017 meeting of Cabinet about Community Libraries, together with the agenda and minutes for the CTE panel on 13<sup>th</sup> November 2017 form the key background documents.
- 1.3. This Addendum has been drafted in consultation with the portfolio holder to provide a Cabinet response

#### **2. Recommendation**

- 2.1. Cabinet is recommended to confirm its original decision, as taken on 11<sup>th</sup> October 2017 (E3000), and agree the following clarifications and amendments which address the three issues raised by CTE at its call-in meeting on 13<sup>th</sup> November 2017:
  - 2.1.1. In the event that the Council is unable to secure a locally agreed Community Run Library provision in any of the existing five Branch Libraries, an options report will be produced for consideration by Cabinet to determine the approach to be taken in that area, having reference to financial consequences and the outcomes of consultation.
  - 2.1.2. The consultation approach will include the matters and approaches detailed in Section 4 below.
  - 2.1.3. The Mobile Library Service will continue to operate and is not subject to closure .

#### **CTE Panel Issues**

#### **3. Clarity over Community Library process and provision**

- 3.1. CTE panel was concerned that there had not been enough consultation with Communities to know whether local groups can take on this model for community run libraries or even if there was appetite to do this.
- 3.2. The main purpose of the Cabinet report on 11<sup>th</sup> October 2017 was to enable meaningful consultation to take place at the earliest stages of the Community

Library Model's development. Therefore the Call-in decision impeded this opportunity as this item was to be discussed at the current round of Forum Meetings, but has now been removed from the agenda.

- 3.3. However, it is acknowledged that Panel Members were not entirely clear as to the process and what may happen, if a community that currently receives a library service was unable to either develop a community led approach or find the appetite for such an approach.
- 3.4. This Panel's concern appears to only apply to the five Branch Libraries which are currently run by the Council (Moorland Road; Weston; Radstock; Saltford; and Paulton). To be clear, in each of these areas there has been some initial engagement with local Members and or interested groups. This took place through Area Forums over a year ago. It has, however, been difficult to move these discussions forwards or commence meaningful consultation without an approved model and funding. This is what was requested in the original Cabinet report in October 2017. In all our other communities the model is aimed at giving the opportunity to improve library services for residents who at present only receive a mobile library visit in some cases of only around 15 minutes every fortnight. It is evident from the early consultation that many areas across B&NES can identify people and places from where they would like to operate a Community Run Library. This model along with a small amount of funding can enable them to do this. ***(A brief update of current engagement is attached along with examples of six successful Community Libraries from across the country Appendix 1).***
- 3.5. The Cabinet report sets out a series of options for the operation of Community Libraries whilst recognising that one size does not fit all. The one-off funding requested in the report is partly to assist with any initial investment required; to assist any financial challenges of transition to a community model; to provide funds to enable meaningful consultation once suitable models have been identified by communities and project management.
- 3.6. The financial targets for this programme are for 2019/20 onwards. If local agreement is not possible Cabinet will need to make decisions about the need for closures, alternative provision or equivalent savings to achieve a balanced budget. Therefore we are adding a clarification to the original recommendations about this.
- 3.7. Details relating to these savings were included in the October Cabinet report and this should be read in conjunction with the overall Modern Libraries Review business case that was submitted to the July 2017 Cabinet meeting.
- 3.8. As each local solution will need to be individual and pertinent to that local community, local engagement will be needed to establish the challenges and potential options. The Community Library Model is scalable, and this means

that innovative and ambitious groups will not be restricted by the model. Alternatives such as self-service may also be possible as part of this model. Throughout this process consultation with users and residents will be carried out once the Council is clear on any viable local proposition.

3.9. The majority of savings from the Community Run Library Model are achieved by staff reductions. Each of the five B&NES run branch libraries are supported by staff from one of the three core libraries.

3.10. The Community Library Model also assumes that the Council is no longer liable to cover costs associated with the buildings such as utility costs, cleaning costs, rent or rates for each of the five branch libraries, except perhaps in the period of transition.

3.11. Once a Community Library is established, the model describes how the Council will continue to provide support including: -

- The provision of book rotation
- Professional advice & support
- Training & Development (including IT training)

#### **4. Consultation Approach**

4.1. This section draws on some of the issues raised by CTE Panel in respect of consultation and seeks to clarify information that is contained within the Cabinet report.

4.2. The Community Forums are identified as the best way to initiate consultation. This is as an introduction and will not be the only consultation. It is envisaged that consultation will be developed with the most appropriate partners in each community area. This could be Parish Councils; established voluntary or charitable groups; education establishments, or simply interested parties such as The Friends of the Library. It is also possible in some areas that we may have more than one group wishing to be involved with a Community Library opportunity. We will also work with elected Ward Members and we will ensure users and resident's views are taken in to account.

4.3. When embarking on consultation in either the five existing Branch Library areas, or other areas, officers will provide support. This was detailed in the original Cabinet report and includes things like: -

- A full set of data relating to current usage;
- Details of existing costs and arrangements to ease the transition where necessary;
- Support recruitment and training of volunteers;
- Help to write business cases; and
- Support to make bids for additional funds.

## **5. The Mobile Library**

- 5.1. CTE Panel has requested that Cabinet provides certainty over the Mobile Library as it considered this was not clear in the Cabinet report.
- 5.2. The Cabinet report did not recommend closure of the Mobile Library Service and there are no planned savings targets associated with the closure of the mobile service. It is anticipated that communities with a new Community Library may not need access to the Mobile Library Service but they and other mobile library users will be consulted. At the October meeting, Cabinet confirmed that it had no plans to remove the Mobile Library Service.
- 5.3. Cabinet recognises that the Mobile Library provides not only access to books but also human contact. As part of the consultation process; officers will seek to better understand the needs of Mobile Library users.
- 5.4. CTE Panel also raised concerns about the age and reliability of the current mobile vehicle and therefore it is pertinent to point out in this report that officers will be investigating opportunities to replace the existing vehicle as soon as is practicably possible.

## COMMUNITY LIBRARY OPPORTUNITIES AND ISSUES

## APPENDIX 1

Forum Area	Existing provision: summary analysis	Existing discussions
<b>BATH</b>	<p>Currently Bath City Area is the most well served Area with 3 Council run libraries; the Bath Central Library and 2 branch libraries (Weston Library and Moorland Road) with addition of 2 Community run libraries in Oriel Hall (Larkhall) and Southside Youth Hub. It is also served by the Mobile Library in Combe Down, Odd Down and Newbridge.</p> <p>The overwhelming usage across all wards is at Bath Central Library.</p>	<ol style="list-style-type: none"> <li>1. Mulberry Park Community Hub</li> <li>2. Use of Bath College for our membership (Youth Provision)</li> </ol> <p>Need interest to consider options for</p> <ul style="list-style-type: none"> <li>• Weston</li> <li>• Moorland Rd</li> </ul>
<b>BATHAVON NORTH AND SOUTH</b>	<p>Bathavon Area is currently served predominately by the Mobile Library which visits Batheaston, Bathford, Newton St. Loe, Bathampton, Wellow, Hinton Charterhouse, Freshford, Priston &amp; Tunley. There is also a Community Library at Combe Hay Parish Church.</p> <p>Usage of Bath Central library is high from all wards.</p>	
<b>KEYNSHAM AREA</b>	<p>Keynsham Area is currently served by 2 Council run Libraries 1 core library in Keynsham &amp; a branch library in Saltford. The Mobile Library visits Chewton Keynsham, Marksbury, Compton Dando &amp; Farmborough.</p> <p>Usage of Keynsham library is extremely high across all wards with usage of Saltford predominately by a small group of regular Saltford residents.</p>	<ol style="list-style-type: none"> <li>1. Saltford Community Association have expressed an interest in running Saltford Library</li> </ol>
<b>SOMER VALLEY</b>	<p>The Somer Valley Area is currently served by 3 Council run Libraries Midsomer Norton, Radstock &amp; Paulton. The Mobile Library visits Timsbury, Camerton, Peasedown St. John, Farrington Gurney, High Littleton &amp; Writhlington.</p> <p>Usage of Midsomer Norton is high across all wards with Paulton residents having the highest use in Paulton.</p>	<ol style="list-style-type: none"> <li>1. Paulton Parish Council who are considering the transition from Local Authority management of Paulton</li> <li>2. Timsbury want to look at a community run provision that may better serve their community rather than short mobile stops.</li> <li>3. The proposed Healthy Living Centre at Radstock provides an opportunity for potential delivery of community library service.</li> </ol>
<b>CHEW VALLEY</b>	<p>The Chew Valley Area is currently served predominately by the Mobile Library which visits Bishop Sutton, Norton Malreward, Stanton Drew, Chew Magna, Pensford, Cameley, Temple Cloud, Clutton, Chew Stoke, West Harptree, East Harptree, Compton Martin, Ubley &amp; Hinton Blewett. There is also a Community Library at The Stoke Inn, Chew Stoke.</p>	<ol style="list-style-type: none"> <li>1. Discussions are progressing with the local members and Chew Valley school</li> <li>2. Stowey Sutton considering a local community provision.</li> </ol>

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## Community-managed Libraries FACT SHEET



### CHALFONT ST GILLES



Buckinghamshire

Pop: c 6,000

**Services Provided:** Story times for pre-school children every week, events during the school holidays and the 'Summer Reading Challenge'

**Space also used for:** MP, Councillors, Community Police and coffee mornings.

**Opening Hours:** Tues to Fri - 10am to 5pm & Sat - 9.30am to 4pm

### How did it start?

In November 2006 Buckinghamshire County Council closed eight small public libraries including the County library in Chalfont St Giles. The Friends of Chalfont St Giles Library consulted their local community, including the Parish Council, and with their support decided to run the library. It was opened as a self-managed Community Library in January 2007. In 2010 the County Council revised its policy and agreed to work in partnership with the village and provide some support to the Community Library.

### How is the library service managed and staffed?

Have around 50 volunteers. Two volunteers are on duty in the library at any one time. Typically each volunteer serves in the library for half a day once a fortnight.

### What kind of library service is provided?

Residents use the Library in the same way and on the same lending terms as any library. Existing library membership cards are still valid and people can use the county library central reservation systems with links into the wider library network.

### How is it funded?

Usual library charges apply and like many other community libraries, there is a £10 subscription to join the Friends of Chalfont St Giles. The money raised funds library improvements and helps to ensure that the library is able to maintain the best possible stock selection for both adults and children.

### How is the building managed?

The building is managed by the Friends Chalfont St Giles Library.

### What has changed since the library was managed by the community?

The library has increased its opening hours from the 20 hours per week provided by the old County Library to 34.5 hours per week. It is now open lunch times and Saturday afternoons. The book stock has increased by 60% and its lending has increased every year from 2007-12. The library building has been improved with new windows, a new porch and some interior refurbishment. In a joint project with the Parish Council, the Friends of Chalfont St Giles Library is working on a plan to build an extension to the library.

Link: A short film about the library is available from [www.youtube.com/watch?v=\\_VIS\\_z2RL0Q](http://www.youtube.com/watch?v=_VIS_z2RL0Q)



## Community-managed Libraries FACT SHEET



### FARNHAM COMMON

Buckinghamshire

Pop: c 6,000



**Services Provided:** photocopying, audio books, sale of books, liaison with local schools and organising educational trips and outings for the community.

**Space also used for:** Sure Start Children's Centre; Thames Valley Police Community Support Officers; food bank; quiz nights.

**Opening Times:** Tues 09:30 - 19:00, Thurs & Fri 09:30 - 17:00, Sat 09:30 - 13:00

### How did it start?

In October 2011 a group comprising of 30 community-spirited people was independently established to take over the running of the library service from the county council.

### How is the library service managed and staffed?

The Library is a registered charity. The 12 members of the Management Committee manage the day to day operation of the library and are trustees of the charity. The 320 members of the Friends of Farnham Common Community Library appoint the Management Committee (Trustees). The library is staffed from a pool of around 40 volunteers, 20 of which volunteer regularly. Shifts take either 2 or 4 hours and during each shift a more experienced 'shift leader' works alongside a volunteer with less experience of the systems.

### What kind of library service is provided?

Residents use the Farnham Common Community Library in the same way and on the same lending terms as any Buckinghamshire County library. Existing library membership cards are still valid. Library members use the county library central reservation systems and continue to be linked into a wider library network.

### How is it funded?

Buckinghamshire County Council pays for maintenance costs and £5,000 per year towards the library service. The group also receive rent from the Sure Start Children's Centre and the Police. To become a Friend of Farnham Common Community Library, a voluntary donation of £10 per annum is requested. As a charity they are also able to actively seek other donations from individuals and businesses.

### How is the building managed?

The group have secured a 25 year lease from Buckinghamshire County Council. The Children's section of the library can be separated from the rest of the library and is used for other children's activities & events as well as by the Children's Centre in the mornings and on days the library is not open.

### What has changed since the library was managed by the community?

Opening hours have been increased to 27hrs/week and there are frequent social events.

Link: A short film about the library is available from <http://vimeo.com/57039193>



## Community-managed Libraries FACT SHEET



### GRAPPENHALL



Nr Warrington

Pop: c 9,500

**Services Provided:** independent library service

**Space also used for:** private hire and other community groups

**Opening Hours:** Mon & Tues 2-6 p.m.; Thurs & Sat 10 a.m.-1 p.m.

### How did it start?

Soon after the closure on the 2nd April 2011, a small group decided to try to return the empty building to community use. Over eighty people from the community got involved in the project. Discussions with Warrington Borough Council were successful and the building was handed over to a new company/charity, formed by the volunteers. Just before Christmas 2011, the keys were handed over to the 'Friends of Grappenhall Library'.

### How is the library service managed and staffed?

Three librarians are involved in running the library. The library is operated and supported by the community. There are around 50 active volunteers, including 4 board members, a library team of 12 overseen by a librarian and 15 additional volunteers who support community activities which take place in the library (ie drop-in sessions for older people).

### What kind of library service is provided?

Grappenhall Community Library sits outside the council's library management system and operates its own library management system. It has its own IT equipment and does not currently operate public internet access.

### How is it funded?

Many books have been donated to the library, which has over 5,000 books in stock. It sells surplus/duplicate stock in the library and at local events. It has around 600 borrowers (over one-third of these are under-16s). It currently has around 135 Friends, each paying £10 a year and they also receive donations and do fund-raising. The kitchen and additional toilet facilities were not part of the original library and were installed after successful applications to Big Lottery (£10,000) and WREN (£30,000).

### How is the building managed?

The building has been transferred to the community rent free. Warrington Borough Council retains the freehold and if for any reason the library fails the Council can take back the building. The Council has provided financial assistance for the first two years of operation (50% of the costs in the first year and 25% in the second year). The library was also given access to the council's excess furniture store to help furnish the library.

### What has changed since the library was managed by the community?

As a community hub, the space will be used to provide other support, especially for older vulnerable people following the successful applications to build a kitchen and toilet.

More information is available from <http://grappenhall.org.uk/>



## Community-managed Libraries FACT SHEET



### DUNCHURCH



Warwickshire (nr Rugby) Pop: c 3,000

**Services Provided:** storytelling, coffee mornings and computer training.

**Space also used for:** the Parish Council office and rooms are available to hire.

**Opening Hours:** Tuesday 10.00 – 18.30;  
Thursday 10.00 – 17.00; Friday 10.00 – 17.00  
Saturday 10.00 – 13.00

### How did it start?

In 2012 Warwickshire County Council (WCC) decided to close Dunchurch Library as part of county-wide budget cuts. Dunchurch Parish Council held a number of public meetings where it was obvious that the community wanted to keep their library open. In April 2012 the Parish Council took over the library and became the controlling authority. The library is now open four days a week, as it was when run by WCC.

### How is the library service managed and staffed?

Fully staffed by volunteers. There are currently nearly 50 volunteers trained in all aspects of day to day running of the library including

- Managing loans and returns, shelving books, helping customers find what they are looking for, reading to children;
- Presentation of the library - arranging the stock, keeping display up to date Fundraising - helping with events such as fashion shows, coffee mornings and talks;
- Publicity - advertising events, publicising library initiatives, spreading awareness of the library as a village hub.

### What kind of library service is provided?

Residents use the Library in the same way and on the same lending terms as any library. Existing library membership cards are still valid and people can still use the county library central reservation systems.

### How is it funded?

All the running costs for the library are covered by fundraising events (coffee mornings, fashion shows, talks), room hire and voluntary donations and a 'Friends of Dunchurch Library' subscription scheme.

### How is the building managed?

The building is managed by the Parish Council.

### What has changed since the library was managed by the community?

The library service has been maintained and the building has become a genuine hub for the community.

More information is available from <http://www.dunchurchlibrary.org/index.htm>



## Community-managed Libraries FACT SHEET



### HARBURY



Warwickshire

Pop: c 3,000

**Services Provided:** Standard library service plus an internet café.

**Space also used for:** Internet café and art exhibition space.

**Opening Hours:** Mon-Fri: 9 a.m. – 5 p.m.; Saturday: 10 a.m. – midday. The café is open Weds-Saturday in the morning.

### How did it start?

Following the decision by Warwickshire County Council (WCC) that it could no longer afford to run the library service in Harbury, a small group of volunteers formed a charitable trust to take on the continued provision of library services. Harbury Village Library created space in the library building to enable the start of a café.

### How is the library service managed and staffed?

Harbury Village Library is a Charitable Trust, with a Management Committee of 8. Both the Library and Café are staffed by volunteers, but they are organised separately. The library is staffed by 38 volunteers – 2 at the same time, each doing about 4hrs a week. The group manage their own bookstock alongside the council collection.

### What kind of library service is provided?

Residents use the Library in the same way and on the same lending terms as any library. Existing library membership cards are still valid and people can use the county library central reservation systems. The group however also successfully manage their own bookstock alongside the council collection.

### How is it funded?

The Biblio's Café provides much of the income, but the group also run other fundraising schemes like a 'buy a book scheme'.

### How is the building managed?

The library is managed by the charitable trust and is located in an old Victorian school building.

### What has changed since the library was managed by the community?

- Over 10,680 drinks have been served together with 900 cakes.
- 243 pieces of artwork from 37 local artists have been exhibited
- the Library has added over 1,000 books to its stock
- Over 400 people have registered to make use of this additional stock and loans are running at around 200 volumes per month in addition to WCC books.
- Successful sales of surplus stock at the Village Summer Fair and the Victorian Street Fair where the Cafe bakers provided a terrific selection of cakes.

More information is available from <http://www.harburyvillagelibrary.org.uk/>



## Community-managed Libraries FACT SHEET



### WROSE

Shpley, West Yorks

Pop: c 15,000



**Services Provided:** Standard Library Service and also offer audio cassettes, audio CDs, black and white printer and a colour/black & white A4 photocopier.

**Space also used for:** craft sessions

**Opening Hours:** Monday, Tuesday, Thursday: 1.30 p.m. – 4.30 p.m.; Saturday 9.30 a.m. – 12 p.m.

### How did it start?

Management of the library was transferred to the community in November 2011 with volunteers providing the service with support from Bradford Libraries and Wrose Parish Council. The library now hosts story-time, rhyme-time and a coffee session.

### How is the library service managed and staffed?

Volunteers are responsible for operating the library with support from Bradford Metropolitan District Council Library Services and Wrose Parish Council. The Wrose Community Association originally took on the library with 16 volunteers.

### What kind of library service is provided?

As well as over 4,000 books and free internet access, the library also offers a reading group, taster sessions for IT learners, and access to information throughout the district.

### How is it funded?

The Wrose Community Association is responsible for fundraising.

### How is the building managed?

The Community Association pays the rent to the Co-op, which is the landlord; the lease on the space is for three years.

### What has changed since the library was managed by the community?

The craft skills of some volunteers has enabled the library to extend the range of services it offers; a development that might not have happened under previous arrangements.