Introduction to the Barrow Community Managed Library and the Library Management Committee

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1.0   Brief history of Barrow Community Managed Library

1.1   Barrow Parish Council took an interest in keeping Barrow library open from the beginning, when Leicestershire County Council first started to look at options to reduce their spending on rural libraries. It looked seriously at taking it over itself but did not have the necessary legal structure.

1.2   However, BUSCA (Barrow upon Soar Community Association) did, since it was already a Charity Incorporated Organisation (CIO) ie a registered charity where the charity's trustees are not personally responsible for any financial debt incurred by the charity. This was one of the original requirements of the County Council.

1.3   BUSCA therefore took over the management of the library in the summer of 2015, the first library in Leicestershire to do so.

1.4   BUSCA is the legal body responsible, ultimately responsible for handling all finances, appointing the Coordinator of Volunteers and the cleaner, adopting policies, arranging insurance, receiving regular reports, making grant applications etc.

1.5   The overall management of the library is via the Library Management Committee (LMC) which is one of the sub-groups of BUSCA - see Appendix 1 for its structure and membership. See also a summary about BUSCA (Appendix 3).

1.6   The day-to-day running of the library is carried out by c50 volunteers who are managed by the Coordinator of Volunteers. They receive the necessary technical training and together with the Coordinator, make running the library possible.

1.7   Leicestershire County Council (LCC) owns the building and car park and the LMC requires permissions from LCC if it proposes to make any alterations to the fabric of the library. Currently we pay no rent but we have no guarantee that this will continue. No funding is received from LCC, although we were in receipt of tapering grants in th earlier years.

1.8   Barrow Parish Council has supported BUSCA from the beginning, providing a grant from the S.137 'pot'. The purposes of this fund are defined by Section 137 of the Local Government Act (1972) about which more information is available at: Section 137 of Local Government Act (1972).

1.9   This funding helps finance the running of the library, particularly by contributing towards the salary of the Coordinator of Volunteers. This grant has to be applied for every year and we have no guarantee that the Parish Council will always agree to do this. We are especially appreciative of this grant, not least since most community libraries do not receive similar support from their parish councils.

2.0   The library's income and expenditure

2.1   The following is a summary of the library's income and expenditure.

Income

- *Barrow Parish Council* – an annual amount is received on application, for S.137 funding which is used for pay and non-pay expenditure.

- *Fund raising* – principally from hiring out the space during times when the library has been closed and a range of open days, till sales including quizzes, book sales and seasonal events.

- *Grant applications* – from a variety of sources acknowledging the charitable status of the library (via BUSCA)

- *Donations* – from individual and group sources.

Expenditure

- Staff salaries – the coordinator of volunteers and the cleaner, both on part-time contracts are paid monthly through a payroll provider.

- Revenue (recurrent) costs – these are various and can be seen on the monthly financial report as presented to each LMC meeting. LMC financial regulations govern the permissions required for levels of expenditure.

3.0   The Library Management Committee

3.1   The committee's terms of reference can be found on the library website LMC ToRs

3.2   The committee's structure and membership can be found at Appendix 1 of this document.

4.0   Role of the volunteers

4.1   The role of the volunteers in Barrow Community Managed Library is to help members of the public visiting the library and assist in library routines, thereby maintaining an effective service in a pleasant and well-run environment.

4.2   Volunteers also contribute via membership of various teams each looking after an aspect of the practical running of the library – see Appendix 2.

5.0   Operations Team

5.1   The Operations team manage the day to day running of the library, support volunteers, manage book stock including stock edits (more about this at Appendix 4) manage public profile and publicity, organise and run events and activities and fund-raise for the library.

5.2   Membership of the team can be found at Appendix 2.

5.3   The team's terms of reference can be found on the library website ToRs ops team

6.0   Digital Inclusion

6.1   A team of library volunteers provide help to members of the public in the use of Information and Communications Technology. This is provided by bookable hourly sessions at the library with a volunteer expert, and by drop-in sessions held at the Bishop Beveridge Club.

7.0   Hiring

7.1   The hiring team advertise the library space for hiring outside of normal library opening hours. They receive and vet hiring requests and allocate dates and times.

7.2   Hirers are shown how to unlock and lock the library and shown all procedures. A trusted hirer is given a set of keys so that they can use the library unsupervised.

7.3   The team arrange for the library space to be cleared for the hirers and the shelves then put back in place for normal library opening hours. The team send out invoices to the hirers, checking and if necessary, chasing payments, which are made by BACS to a restricted library fund within the BUSCA account.

7.4   Membership of the team can be found at Appendix 2.

7.5   The team's terms of reference can be found on the library website ToRs hiring team

8.0   Maintenance

8.1   Under our lease agreement with LCC, the LMC is responsible for all the maintenance within the Library building. The Library structure and the external areas are still the responsibility of LCC. However, any maintenance needs can be notified to the maintenance team and we will decide where responsibility lies and get repairs sorted.

8.2   The team is made up of Keith Butler and Bill Perkins from the committee and Nick Thomas who carries out maintenance activities like woodworking etc. The team contact details are in the Library operations book.

8.3   The team's terms of reference can be found on the library's website ToRs maintenance team

9.0   Library Management Committee meetings - organisation and support

9.1   Meetings are normally held on the second Monday of the month (unless this is a bank holiday, in which case it is the third) at 14.00 in the Parish Council offices. Very occasionally, other meetings are called in between scheduled meetings if a particularly urgent matter requires this.

9.2   Secretariat for the meetings is provided by Guy Silk. Papers are sent out on the Wednesday prior to the meeting and a call for agenda items and any accompanying documentation is put out a week in advance of then. Minutes are normally circulated within a few days of the meeting.

9.3   Papers are distributed as email attachments but are also available in an LMC-only section of the library website.

9.4   The minutes are also available to members of the ops team via the website.

9.5   The governance arrangements of the library more generally can be found on the library website Governance of Barrow Library

10.0   Policies

10.1   The library has a comprehensive suite of policies, which are formally reviewed every two years, although any of them can be amended on an ad hoc basis should the need arise.

10.2   The areas covered by the policies are:

- Conflicts of interest

- Complaints

- Data protection

- Equality

- Expenses

- Financial management

- Health & safety

- Involvement of volunteers Recruitment of committee members
- Safeguarding.

10.3   The policies are all available on the website.

Appendix 1– Library Management Committee (LMC) structure and membership

Chair	Keith Butler (KB)
Vice chair	Roy Bird (RB)
Treasurer	Sally McHale (SM)
Secretary	Guy Silk (GS)
Coordinator of volunteers	Angeline Kazianis (AK)
Ceri Fairbrother (CF)	
Claire Forrest (CFo)	
Bill Perkins (BP)	
Judith Rodgers (JMR)	
Frances Thompson (FT)	

David Rodgers (BUSCA treasurer) provides legal advice but is not on the committee.

Management of Co-ordinator of Volunteers.

The post of Co-ordinator of volunteers (held by Angeline Kazianis) is line-managed by Judith Rodgers, as Chair of BUSCA. This is because the post is a BUSCA appointment and the post-holder is therefore an employee of BUSCA. The role of the LMC is to support the Co-ordinator of Volunteers.

Management of cleaner

The cleaner is Dawn Clare who is also line-managed by Judith Rodgers. The post is also a BUSCA appointment and Dawn is therefore an employee of BUSCA.

The payroll for the two employees is carried out by Central Business Services, Sileby.

Appendix 2 – membership of library teams

Please note that membership of the various teams comprises volunteers as well as committee members.

1. **Ops Team (Operational)**
   Members: AK, plus Ali Boston, Helen Ashling, Linda Everall, Debra Allen

2. **Events Team**
   Members: FT, Joyce Whowell

3. **Display**
   Member: Wendy Rees

4. **Hiring Team**
   Members: KB, Peter Cantle, CF, BP

5. **Shelf-moving team**
   Members: CF, KB, Nick Thomas, Peter Cantle, Andy Northcote-Smith

6. **Maintenance Team**
   Members: KB, BP, Nick Thomas

7. **Compliance, Soft and Hard Services management**
   Members: JMR, CF

8. **Trainer team**
   Members: KB, Carol Kenneth, Annette Richardson, Janet Thomas, Joyce Whowell, Linda Everall, Debra Allen

9. **ICT Team**
   Members: KB, John Nurse

10. **Digital Inclusion**
    Members: KB, Peter Cantle, Annette Richardson, Joyce Whowell

11. **Social media and website**
    Members: KB, CF

12. **Rhyme Time Team**
    Members: Jane Adamson, Linda Thomas, Catherine Holmes

13. **Young Volunteers Mentors**
    Mentors: Ali Boston, Helen and David Ashling

14. **Legal:** David Rodgers
    Finances: SM, CF
    HR:

Policies: AK, GS, LMC
Insurance: JMR, David Rodgers
Strategic: LMC

15. Employees:
Volunteer coordinator: Angeline Kazianis; Line manager: JMR
Cleaner: Dawn Clare; Line Manger: JMR

16. Key Holders
KB, Peter Cantle, CF, AK, Nick Thomas, Linda Everall, Helen Ashling, Andy Northcote-Smith, Ali Boston, Emma Pearson, Catherine Holmes

17. Fire Officers:
Debra Allen, Helen and David Ashling, Ali Boston, KB, Andy Dermott, Catherine Holmes, Anne Jillard, AK, Carol Kenneth, Cynthia Orton, Janet Thomas, Joyce Whowell, Annette Richardson

18. Leicestershire County Council Library Support Officers: Anne King, Mandy Sohanpal
HUB based in Loughborough library

19. Independent Books Team: Debra Allen, Joyce Whowell

Appendix 3 – Barrow upon Soar Community Association (BUSCA)

(Charitable Incorporated Organisation (1156170)

BUSCA is a charity run by trustees on behalf of Barrow and the surrounding villages. The trustees are all volunteers, meet four times a year and hold an Annual General Meeting in the summer. In 2015 BUSCA became a Charitable Incorporated Organisation. This provides more and better funding opportunities and also guarantees trustees have no personal financial liability.

BUSCA is an umbrella organisation formed from many different interest groups. Each group is made up of committed volunteers who enjoy what they do and also help to bring the people of Barrow together:

- Barrow Voice

- Events Committee

- Heritage Group

- Library Management Committee

- BATS (Barrow Arts and Theatre Society including Panto Group, Youth Theatre and Murder Mystery team)

- BUSCA Trustees' Council

- Twinning Association

- Website administrators for BUSCA's four websites.

More information is available at: www.busca.org.uk

The most recent BUSCA annual report, with a section on the library can be found at: annual reports

Appendix 4 - managing book stock at Barrow Community Library

1.0   Book stock

1.1   All stock other than local history has a shelf-life.

1.2   Our stock comprises two collections:

- books that come to us from Leicestershire County Council ('LCC') and comprise all genres ('the LCC collection')

- books that are donated to us by local residents. These comprise adult fiction and non-fiction only ('the Community collection' or 'the Community books').

1.3   Over time, the books that we have in each of these collections change. There are four principal reasons for this:

- we carry out a stock edit

- we action a dead-stock report

- stock is rotated between libraries

- we remove damaged volumes on an ad hoc basis.

1.4   The remainder of this document takes each of these in turn and gives a high-level description of each.

2.0   Stock edits

2.1   A stock edit is the process of going through the books that we have, in order to establish which ones we no longer need.

2.2   This ensures that:

- the shelves are spacious and the stock looks attractive

- there is room for new stock

- the stock we hold is in good condition

- the visitor impression of the library overall is favourable.

2.3   We carry out stock edits for both of our collections.

Stock edit of the LCC collection

2.4   Stock edits of everything in the LCC collection other than local history, are carried out between January and March each year.

2.5   All items removed from the LCC collection are returned to the hub at Loughborough library.

Stock edit of the Community collection

2.6   Stock edits of the Community collection are carried out every six months although this is not necessarily at any particular time of the year.

2.7   All items removed from the Community collection are put into the book sale at 10p each.

2.8   During a stock edit of either collection, any of the following criteria indicate that a book needs to be removed:

- Travel, business, law, computing or health, over 5 years old

- Junior non-fiction geography or environment, over 5 years old

- Anything that was once topical but is not any more eg old TV tie-ins or long-forgotten celebrities

- Anything that hasn't been issued for 18 months or more, especially if it is over 7 years old and / or its content has been superseded by newer titles that we also stock.

2.9   Once a stock edit has been completed, each shelf should have a handspan at the end of it, in order to make it easy to pull a book off the shelf.

3.0   Actioning a dead-stock report

3.1   These are issued by LCC every two months and show those books that have not been issued for 6-12 months or longer.

3.2   The books showing on the list all need to be removed from the shelves and are sent back to the hub at Loughborough library, where they will either be made available to other libraries or disposed of.

4.0   Stock rotation

4.1   Stock is also rotated between libraries according to a fixed rota and timetable, which requires Barrow to send stipulated titles to Braunstone and receive new (to us) titles from Enderby.

4.2   We receive a report from LCC every month identifying those books that we need to send on to Braunstone. In parallel, we also receive a batch of new titles from Enderby.

5.0   Damaged stock procedure

5.1   We use this procedure on an ad hoc basis whenever we become aware of a book that is badly-enough damaged for us to need to remove it.

5.2   This can emerge as a result of stock edits, or indeed at the point at which a borrower has returned the book. If the latter, then depending on the circumstances, we may or may not require a charge to be paid.

5.3   Damaged LCC books are sent to our hub at Loughborough library.

5.4   Damaged Community books are put into the booksale at 10p a volume.