

<b>Project Brief</b>	
<p><i>The Project Brief is the <b>first</b> thing to do. It should be completed before <b>any</b> activity of any sort takes place. This is because the Brief is the document that subject to authorisation triggers the development of the Business Case.</i></p>	
<b>Project Name</b>	Barlby Library Modernisation
<b>Project Manager</b>	Richard Wailling
<b>Document Author</b> (if different from Project Manager)	
<b>Organisation Name</b>	Barlby Library Volunteers

**Access Selby**  
A new approach to public service

**SELBY**  
DISTRICT COUNCIL  
Working together with partners

## Benefit

*Why would the community benefit from this project? Is there clear evidence of need for this project- detail any consultation, statistics or reports that back up for project brief.* **ey benefits: summary**

- **The provision of a modern, welcoming library and meeting place for Barlby and surrounding villages, with modern facilities, offering more volunteering opportunities and a wider range of books, activities and services.**
- **This will serve two of the Overarching Priorities of the Community Engagement Forum Eastern Area's Community Development Plan: the encouragement of involvement and volunteering in the community, and the reduction of loneliness and isolation.**

## Introduction

Barlby library was saved from permanent closure in 2012 by a small group of volunteers with the strong support of Barlby & Osgodby Parish (now Town) Council. The library re-opened in June of that year as Barlby Library & Community Hub, one of eight pioneering community libraries in North Yorkshire. Barlby & Osgodby has the largest population in Selby District, after Selby, Sherburn and Tadcaster, but Barlby Library & Community Hub remains the only common meeting place in Barlby itself.

Since re-opening in 2012, the library team of some two dozen trained volunteers from a wide range of backgrounds has worked in a close and successful partnership with the Town Council (who, as owners of the building, are responsible for heating, lighting and maintenance of the structure) and NYCC Libraries (who supply training and professional oversight, along with IT support, books and DVDs).

Despite a nation-wide gradual decline in library use, Barlby's book-borrowing figures have held steady since re-opening and, in fact, the number of borrowers has increased over the past year, thanks to the volunteers' efforts to attract custom. In June 2018 Barlby Library was awarded a 'highly commended' certificate by NYCC Libraries in recognition of its performance and achievements. Drawing on Barlby's and the other seven community libraries' experience, a further twenty libraries in the county have recently moved to a volunteer-run model.

The Barlby Library Volunteers provide the growing population of Barlby and nearby villages with a welcoming and well used library service; they also support the Town Council in the development of the Community Hub to offer a wide range of activities for the public, along with opportunities for voluntary service. However, the potential for achieving further and substantial increase in use of the library and of associated activities, and in the number of volunteers is limited by the library's outdated facilities. Except for some recently installed mobile bookshelves, most of the library's furniture, decor and carpets date from the 1970s and 1980s; they are tired in appearance, require increasingly frequent maintenance, do not make best use of space and, in places, are ill-suited to users with limited mobility. Furthermore, the wall-mounted bookshelves, which hold most of the library's books, are uneven, of insufficient capacity and inefficient in their use of space.

We, the Volunteers therefore plan to transform the library, so that it offers modern, attractive and comfortable facilities, making better use of space while retaining the flexibility to enable its use for more general community activities. However, we do not have sufficient funds to achieve this transformation unaided.

## Detail

Our project is divided into two phases. Phase One, planned for completion by the autumn of this year and which is the subject of this application, is the more important, as it addresses the most urgent needs: the provision of new, space-efficient wall shelving and of a reception desk, and chairs suited to use by persons with limited mobility. (Phase Two, for implementation in 2020/21 concerns improvements to the IT zone and, depending on the availability of funding, the provision of overhead projection equipment and window blinds.)

To minimise inconvenience to the public, implementation of Phase One is planned to coincide with the Town Council's structural alterations, due to be made in the late summer of this year, to the building (provision of new entrance, kitchen and toilets, laying of new carpets and redecoration).

We are confident that the modernised library that will emerge from Phase One, more comfortable, attractive and efficient in its use of space, will greatly strengthen our efforts to generate increases in custom and in community involvement, both through traditional library activities (book, audio and DVD lending) and through volunteer-run social and educational activities. We already provide children's story times, creative writing competitions and short story and poetry evenings with Barlby High School, a book club for adults, coffee afternoons and a family history class; we also participate in nationwide schemes to promote adult and children's reading, such as the Bookstart Bear Club and the Summer Reading Challenge. To these activities we plan to add more, all volunteer-run, including a local history circle and IT classes, and to expand our library-centred social groups.

The modernised library will therefore provide the local community with a more attractive focal point, along with a wider range of activities and volunteering opportunities. This will help to reduce loneliness and isolation in the area and to combat the feeling expressed by many longer-term residents, of a decline in community spirit. The building will also provide a more welcoming ambience for other community organisations (including the Community Engagement Forum, should they wish to use it for their meetings).

Our plans are based on ideas gleaned from visits to other libraries within and outside the county, on NYCC Libraries' advice and, in particular, on our own experience and on surveys conducted over the past two years among library users and Barlby residents. The results of these surveys, which are reflected in the improvements that we seek, are summarised in the table below.

Subject area	Proposed action
<p><b>Capacity</b> 43% of respondents wanted a <b>wider choice</b> of books.</p>	<p>NYCC Libraries have plenty of books but Barlby Library's current wall shelves which hold about 60% of our stock are: (a) too small for current needs (books have increased in size by an average of 25% in the past 20 years according to recent surveys); (b) inefficient in use of space and (c) due for replacement. We plan to install new, higher-capacity wall shelving in the Adult zone of the library, financing this from the Barlby Library Volunteer Group Funds. <b>However, the shelving in the smaller, Children's zone is also due for replacement. Funding for these forms a major part of this application to the CEF.</b></p>

<p><b>Comfort</b> 36% of respondents wanted <b>more comfortable seating</b></p>	<p>Our chairs and tables are second hand; they are serviceable but some need constant repair. We plan to purchase new 'easy' chairs. <b>Funding for replacement 'easy' chairs, suited to persons of restricted mobility, forms part of this application to the CEF.</b></p>
<p><b>Activities</b> 92% of respondents wanted <b>more library and social events</b></p>	<p>The events we already provide are well supported. Growth in this sector will require <b>more volunteers</b>, whom we are confident of being able to attract.</p>
<p><b>Accessibility</b> 26% of respondents wanted <b>better access</b>, including for parent and child facilities and for disabled people</p>	<p>This is being addressed mainly by (a) Barlby &amp; Osgodby Town Council's plan to rebuild the front entrance and provide disabled toilet and baby-changing facility and (b) <b>the purchase of a disability-appropriate reception desk. Funding for this forms a major part of this application.</b></p>

### Details of the Project

*Please list the details of your project*

The project is divided into two parts: (a) Phase One, to address the most urgent needs in the current financial year; (b) Phase Two, to address the medium term requirements, from 2020/21 and 2021/22. This application is concerned exclusively with Phase One, which will be funded in part by the Barlby Library Volunteer Group Funds and in part, if this application is successful, by a grant from the Community Engagement Forum. Phase One, the costs of which are summarised in the Costs section of this form, will, if this application is approved, run as follows:

In the **Reception Area:**

- A new **reception desk**, more compact and welcoming than the present units, suited for use by wheelchair users

In the **Children's Zone:**

- New **wall-mounted bookshelves**, of approximately 30m/100 ft in total length and of higher capacity than the present shelves (which are piecemeal in design, inefficient in use of space and unable to accommodate the full range of books without cramming them in)

In the **Adult Zone:**

- New **wall-mounted bookshelves** of approximately 80m/260ft in total length and of higher capacity than the present shelving, making much better use of the available space

In **both the Adult and Children's zones:**

- Four new 'easy' chairs of a 'tub' design suited for users with restricted mobility

The **Volunteers** are able to pay for:

- The new shelving in the Adult zone
- The installation costs of **all** the shelving, in **both** the Adult and Children's zones
- **All** of the VAT costs

The cost of the above is £4,192.

The **CEF** is invited to fund (exclusive of VAT):

- The purchase (but not the installation) of the new higher capacity shelving in the Children's Zone
- The purchase of the new reception desk
- The purchase of the four 'easy' chairs

The cost of the above comes to £3,410. All of these costs are set out in the table on page 9 below.

In parallel, Barlby and Osgodby Town Council will:

- Re-model the front entrance which is draughty, life-expired (window frames and doors in poor condition) and inconvenient for use by elderly or disabled people and parents with small children and pushchairs
- Install a new kitchen
- Provide a new 'disability' toilet
- Repaint the interior walls
- Lay a new carpet

All of these changes will if possible be carried out in a short, single period, during which the library will be closed.

## **Project Objectives**

*What will the project deliver, or what changes will it bring about and how are these linked to the CEF's Community development plan (CDP) for the area?*

### **Summary**

This application supports the realisation of two objectives in the Community Development Plan:

- 1. Encourage involvement and volunteering in our community**
- 2. Address issues of loneliness and isolation**

These are discussed in the following paragraphs.

### **1. Encourage involvement and volunteering in our community**

Since re-opening as a community-run institution in 2012, Barlby Library has been able to maintain its current opening hours with a group of some two dozen volunteers without recourse to constant recruitment campaigns. The library has the potential to offer significantly more volunteering opportunities but this will require further growth in business, which in turn depends heavily on the provision of more modern, welcoming and comfortable facilities.

Barlby Library already has an impressive record in the encouragement of volunteering. We have attracted people from a wide range of backgrounds, from local residents of many years' standing to recent arrivals in the UK, from late teens to over eighty years of age, including some with physical or learning difficulties, others with limited command of the English language or needing to grow their self-confidence. Drawing on the interpersonal and administrative skills and experience that they have developed in working for the library, some volunteers have 'graduated' to their first full-time employment.

The more modern and comfortable facilities that we wish to install are key to further business growth. More customers will justify the recruitment of more volunteers – as now, both directly and indirectly (Customers already offer their services when they like what they see, though the library's reputation as a welcoming organisation attracts interest from non-users too). The increased numbers of volunteers will in turn enable the expansion of the library's services, including IT and ancestry classes, reading groups and children's story time and drama sessions. The link between this objective, and the second key objective below is very close.

### **2. Address issues of loneliness and isolation**

As with Objective 1 above, we are proud of our record but there is much more that we can do with the benefit of the improvements that we wish to make.

The very existence of our library helps to reduce the sense of isolation felt by those for whom it is a vital source of company. We have attracted customers and volunteers who live alone (including the single or recently widowed), carers (including young parents), students, the newly retired, longer-term residents and newcomers to the area (and in some cases to the UK

itself) who, through their involvement, derive a stronger sense of belonging and purpose, and are able to develop their personal, professional and language skills. When volunteers depart as their circumstances change, they often remain part of the social network as 'Friends of Barlby Library'.

We have already developed well-supported activities which directly and indirectly help to reduce loneliness – for example, tea & coffee groups, the book club and 'ancestry' classes (Some visitors to the library come for a chat with the volunteers as their only source of regular human contact). Even where the purpose of these groups is not avowedly social, they provide participants – members of the public and volunteers alike – with opportunities to meet others, share interests and make new friends. The demand for more activities of this kind is clear from customer surveys, from the favourable comments of users and from the extent to which some of our activities are already close to being over-subscribed.

The modernised library will enable the volunteers to increase its business, providing more volunteer-run social and educational activities, and thereby to maximise the library's contribution to the reduction of loneliness and isolation in the community.

### **Benefits**

*Outline any key financial or non-financial benefits the project will deliver and how this will impact the community.*

The key benefits described above are non-financial:

- The strengthening of community spirit through the provision of an up to date library and improved facilities to accommodate a wider range of locally-based activities and meetings
- The realisation of two key objectives in the Community Development plan: the encouragement of community involvement and volunteering, and the reduction of loneliness and isolation in the community

Although these benefits are not in themselves financial, the sense of belonging and the companionship which they bring to library volunteers and customers, will bring unquantifiable benefits in health and well-being in the community and thus help to reduce reliance on state-funded healthcare.

*Outline any initial ideas for how the project might be delivered including external delivery, consultants, governance arrangements etc.*

### **Costs**

We have received three sets of quotations from two library furniture and equipment suppliers known to and recommended by North Yorkshire Libraries, and a third quotation from a company used by other local authorities and organisations but not, so far, by North Yorkshire. The prices quoted in this application (see table on page 9 below) are the lowest and, in our judgement, offer the best value of the three quotations. (These three quotations are summarised in Annex A to this document.)

### **Delivery**

The three companies which we have consulted include, in their quotations, the delivery and installation of new furnishings.

### **Consultation**

As already noted, our plans take account of: advice from NYCC Libraries; visits to libraries in North Yorkshire and elsewhere; our own experience and the views of library users.

### **Governance**

The Project Manager (Richard Wailing, supported by the library's Management Committee), will be responsible for the project delivery.

The Project Manager will be answerable to the Project Owners, Barlby & Osgodby Town Council (in the person of the Town Council Manager).

*Outline the overall timescale for project completion and include delivery phases together with milestone dates and funding deadlines, if appropriate. Your knowledge may be based on assumptions at this stage.*

The project is planned for a short implementation period, requiring a temporary closure of the library, in the late summer of 2019. Precise dates have not yet been determined, as the project will be phased with the Barlby and Osgodby Town Council's re-modelling of the front entrance (approved by the Council and currently out to tender). The project consists of six key stages:

Stage 1 – removal of books, furniture and dismantling of old shelving

Stage 2 – repainting of walls, minor electrical adaptations (re-location of certain power points)

Stage 3 – Removal of old carpet and laying of new (funded by Town Council)

Stage 4 – Fitting of new shelving, furniture and reception desks

Stage 5 – Re-placing books on new shelves

Stage 6 – Cleaning and tidying

*These will be indicative at this early stage. However, on the basis of what you expect the project to look like, indicate your estimates together with the assumptions made in making the calculations.*



## COSTS

The three sets of quotations which we have received from library furnishing companies are summarised in Annex A to this document.

The costs in the table below reflect the cheapest of the three quotations, from Demco, which offers, in our judgement, the best value of the three sets of quotations.

ITEMS	SOURCE OF FUNDING	
	Barlby Library Volunteers' Funds	Community Engagement Forum
Shelving for Children's Zone	-	£610
VAT for Children's Zone bookshelves	£122	-
Adult Zone bookshelves, including VAT	£1,500	-
Reception Desk	-	£2,400
VAT for Reception Desk	£480	-
4 x 'easy' chairs	-	£400
VAT for 'easy' chairs	£80	-
Delivery and installation, including VAT	£2,010	-
<b>TOTALS</b>	<b>£4,192</b>	<b>£3,410</b>
<b>GRAND TOTAL</b> (Combined total of Barlby Volunteers' funds and CEF grant)	<b>£7,602</b>	

## PEOPLE

We do not expect additional staffing costs, because the work will be supervised and undertaken by the Barlby Library Volunteers' Management Committee and other unpaid library volunteers. The time spent in oversight of this project by the owners of the building, Barlby & Osgodby Town Council, represented by the Council Manager, will not incur any additional cost.

## Funding

*Where do you expect the money to come from, e.g. revenue or capital budgets, external grants, all from CEF funding or a combination? Please state if you don't know at this stage where the money is coming from. Please include any quotes you have received.*

The table of costs above shows that we anticipate a sharing of the costs between the CEF and the Volunteers. Of the total cost, £7,602 of the project:

- We are applying to the CEF for a grant of £3,410
- We will provide £4,192 from the Barlby Library Volunteer Group earmarked funds, including fundraising

*Identify what you consider to be the main risks at this stage. Also indicate any issues you may be aware of that the project will resolve.*

### Risks and mitigation

Once the contract with the suppliers has been signed, the two key risks to the project, and their mitigation, will be:

#### 1. Loss or unavailability of Project Manager or Library Management Team member

**Mitigation:** the four-person Library management Team will be closely involved at every stage; they have sufficient capacity to assume an additional role as necessary.

#### 2. The Town Council's remodelling of the front entrance is delayed

**Mitigation:** the library refurbishment project is not dependent on the front entrance remodelling; ideally, the two sets of work will be carried out simultaneously in order to minimise inconvenience to the public. But they can be carried out independently if necessary.

*Does this project link to any others in the area or services already available? Is its success dependent on the completion of other projects, funding from elsewhere, interest from volunteers etc?*

The project is not linked to any others in the area, nor to any services already available.

Its success is not dependent on the completion of other projects.

It is not dependent on funding from elsewhere.

It has the full support of the Barlby Library Volunteers, of Barlby and Osgodby Town Council and of NYCC Libraries.