

WARLINGHAM LIBRARY MANAGEMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 OCTOBER AT 10AM IN WARLINGHAM LIBRARY

PRESENT: Keith Prew (Chair) Tina Picanza (Secretary), Simon Morrow, Craig Jones (SCC) Barbara Lincoln, Simon Bold, Perry Chotai

APOLOGIES: Ann Goodson

ITEM	ACTION
<p>Minutes of the last meeting Minutes dated 17 July 2023 were circulated and amendments noted as follows: MOU & Licence – the last sentence to read: “MM to request Surrey legal to advise us of the implications of changing from a licence to a lease, and whether our responsibilities and liabilities would change; also why the switch is necessary”</p> <p>Active Promotion and expansion of use - Report from Working Group – add fourth item: “KP reported on the status of the Refurbishment Project: the proposed improvements have now been costed at £70,000; KP is working with others on reducing this to a more realistic £40,000 by cutting non- essentials. A formal proposal will be brought to the Parish Council in due course”</p> <p>Library hire – It was agreed that Anne Tuffill would send a copy of every completed booking form to SB for reference</p> <p>Action TP: To amend the minutes dated 17 July as per above amendments then forward to SB to circulate to the Parish Council</p>	<p>TP</p>
<p>Matters arising and Action Points not covered in the agenda</p> <p>Report from Joint CPL Meeting 9th October. KP advised the joint CPL meeting was useful. Fundraising ideas were shared which could be tried at Warlingham CPL.</p> <p>Katie Kinnear has been appointed as Head of Service but will continue to manage the transformation programme until April 2024.</p> <p>Simon Harding is leading on Surrey’s Super Access programme for staffed libraries. This will involve out of hours access for library users at 13 main libraries, starting with Horley. CPLs will not be affected.</p> <p>Licence renewal – the meeting was informed that Surrey Libraries are ‘moving away’ from issuing licences to CPLs. CPLs will be offered a lease or sub lease depending on ownership of the building to March 2025 – this to bring all CPLs in line with their MOU expiry date.</p> <p>Revenue savings are not directly affecting CPLs yet but the cost of books is increasing so we may see a reduction in the amount of books in circulation.</p> <p>Book issues are back to 2019 levels across all CPLs.</p> <p>Surrey Libraries are increasing their meeting room charges.</p>	

<p>The 'Warm Welcome' package will operate again this year across Surrey Libraries. Warlingham CPL has decided not to operate Warm Welcome this year due the very low take-up last year.</p> <p>Action SB: To confirm this to Surrey County Council</p> <p>Chris Neath, the manager from the Community Managed Libraries Network (CMLN) was at the meeting. The aim of CMLN is to provide support for CPLs at a national level. Members will get support for fund raising; monthly newsletters; website training; support for events and help with community hub case studies.</p> <p>Action SB: To register Warlingham Parish Council as a member of the Communities Libraries Network (free membership).</p> <p>Promotion of the Library SM noted the promotion of the library was not an agenda item and should be added back into future agendas.</p> <p>Action TP: To add to future agenda.</p>	<p>SB</p> <p>SB</p> <p>TP</p>
<p>MOU & Licence It is understood that the current proposal is to offer Warlingham CPL a sub-lease to March 2025. An annex to Surrey's main lease with TDC (Landlord) that allows changes to the building, as specified in WPC's Library Refurbishment and Community Hub proposal Phase 1, will also be necessary.</p> <p>SM asked for an explanation as to why Surrey were moving away from licences for CPLs and what the implications were for WPC in terms of its ability to use the building for parish and community activities outside of normal library operating hours. SM also pointed out that, as a unique CPL, we are not responsible for library services and have no responsibilities for the building itself.</p> <p>CJ advised the meeting that the details of the lease/licence renewal was still with Surrey's legal department but his expectation was that a change to a sub-lease would not have an impact on the library service, WPC's ability to use the building for parish and community activities or its responsibilities for the building.</p> <p>KP pointed out that the details of the lease renewal could also have implications for the library refurbishment and community hub proposal due to the capital investment proposed by WPC.</p> <p>Action KP: To write to Richard Grassley (Surrey legal team) to ask what the implications for WPC are if we are moved from a lease to a licence?</p> <p>Clarification is also needed on the status of the renewal itself and the term offered. It will also be emphasised that, in line with our current MOU, Surrey is responsible for the library service and that WPC currently should have no responsibility for the library building.</p> <p>Action CJ: To check that the document reflects the Warlingham MOU before it is issued to us for review.</p> <p>Financial Matters It was noted Chelsham & Farleigh Parish Council have agreed to contribute £250 a year to the library for the next five years. Our thanks were noted for this contribution.</p> <p>SB advised receipt of an updated Appendix 3 'Payment Amount' to the MOU which reflected the staff recharge for 2023/2024 has been received.</p> <p>SB acknowledged that the banking information provided on a quarterly basis is appreciated as this shows the income expected from activities, book sales and photocopying sales.</p>	<p>KP</p> <p>CJ</p>

<p>SB reported that the estimated income based on the first six months of the year was likely to £500 below last year's level of £1,700. SM noted that income remained on budget. The number of requests to hire the library has reduced.</p> <p>Action SB: To contact one of the hirers whose bookings had reduced in recent months to ascertain the reason</p>	SB
<p>Community Library Service offer/Operational issues</p> <p>TP mentioned that the young person who visits the library on a regular basis during Rhyme-time was asked to leave as he was getting a little noisy. The senior librarian dealt with the situation effectively, and followed the relevant SCC procedure.</p> <p>CJ to check if the printing functionality we have is as it should be, given the inability to print over the wi-fi.</p>	CJ
<p>Library performance</p> <p>See attached figures provided by KP collated from CPL data</p> <p>Issues by category</p> <p>The CF issues for July and August we were 2nd in comparison with other CPLs and 1st in September</p> <p>Visitor figures</p> <p>Numbers for July to September are down compared to last year, which is a concern. We need to monitor. Borrower figures (registered, active, new)</p> <p>Overall, all figures are very positive</p> <p>Volunteer performance</p> <p>- Performance or attendance issue</p> <p>No issues recorded</p> <p>TP advised that due to family health issues some volunteers have reduced their hours.</p> <p>- Recruitment issues</p> <p>None at present</p> <p>TP did advise that some volunteers appear to be under utilised which may result in volunteers leaving due to boredom</p> <p>Action TP: To suggest additional tasks to be undertaken e.g being responsible for pre-loved book sales, arranging activities or preparing the volunteer monthly rota</p> <p>Action CJ: To talk to our librarians' line manager to ask her to talk to them about how they can encourage volunteers to become more engaged</p> <p>Activities information</p> <p>Activities sheet covering 1 July – 30 September 2023 was provided with the agenda</p> <p>Deputy Volunteer Coordinator: Ann Goodson has not been able to take on this role due to other responsibilities outside the library. TP to look for others who may be able to take on learning particular tasks</p>	TP CJ
<p>Library Building Hire</p> <p>- Approvals and issues</p> <p>TP advised there were no new hirer requests.</p> <p>SB suggested the library hire poster could be improved</p> <p>Action TP: To approach volunteers or outside source to redesign the poster promoting the hire of the library to make it eye-catching and interesting to potential hirers</p>	TP
<p>Refurbishment proposal update</p> <p>KP provided an update – see attached notes.</p> <p>SM suggested a presentation of the final plans to the Parish Council, Management Committee and volunteers at which questions could be answered would be very helpful in clarifying what is to be done. This might be done by the scheme designer. KP to consider.</p>	KP

<p>Any other business and Date of Next meeting SB noted the digital display at the front entrance as the screen had developed a fault. The committee agreed the display should be switched off. Action SB: to switch off the display</p> <p>It was agreed that the library would be used as a Polling Station on Thursday 2 May 2024. Action SB: to confirm this to Tandridge District Council</p> <p>Date of next meeting will be Wednesday 24 January 2024 at 10am to be held in the library</p>	<p style="text-align: center;">SB</p> <p style="text-align: center;">SB</p>

Activities Sheet 1 July – 30 September 2023

Children's Activities

Rhyme-time – average attendance 10 adults and 12 children
Regular colouring in activities to enhance our children's display board
Lego Club – x 2 sessions held – average attendance 9 children per session
Origami – x 1 session held – 4 children attended
Children's craft x 2 sessions held – average attendance 4 per session
Story time x 1 – Wise Owls nursery visited. 4 adults and 10 children attended

Adult's Activities

Poetry sessions x 7 sessions – average 7 attendees at each session (including on zoom and WhatsApp)
Knit & Natter – held weekly average attendance 8 adults. Time amended to 10:30-1pm
Walk in IT support available every Thursday morning

Other information and future activities

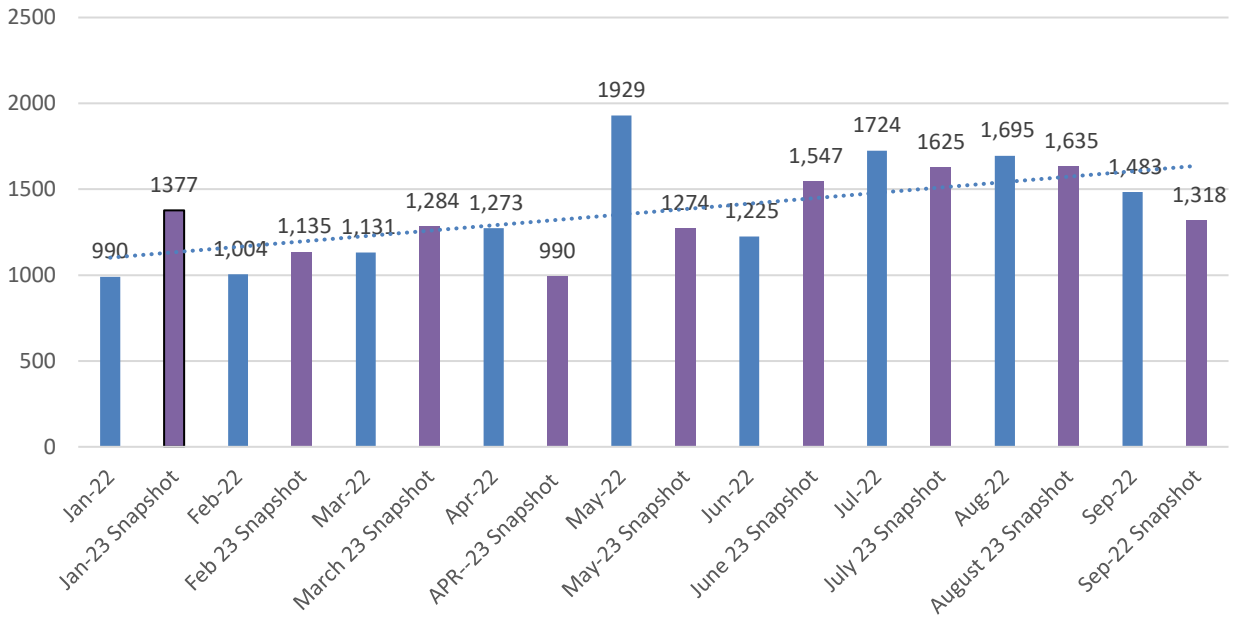
30 volunteers attended the Thank you event which was held on 27th Sept. Cllr Adams also attended
105 children finished their Summer Reading Challenge
Facebook 532 followers, an increase of 48, Instagram 229 followers, an increase of 23
Twitter has 343 followers no change from previous quarter
1 x craft event planned for half term
Lego Club held monthly
Poetry sessions x 2 monthly
Possible monthly comic book club to start

Volunteer Numbers

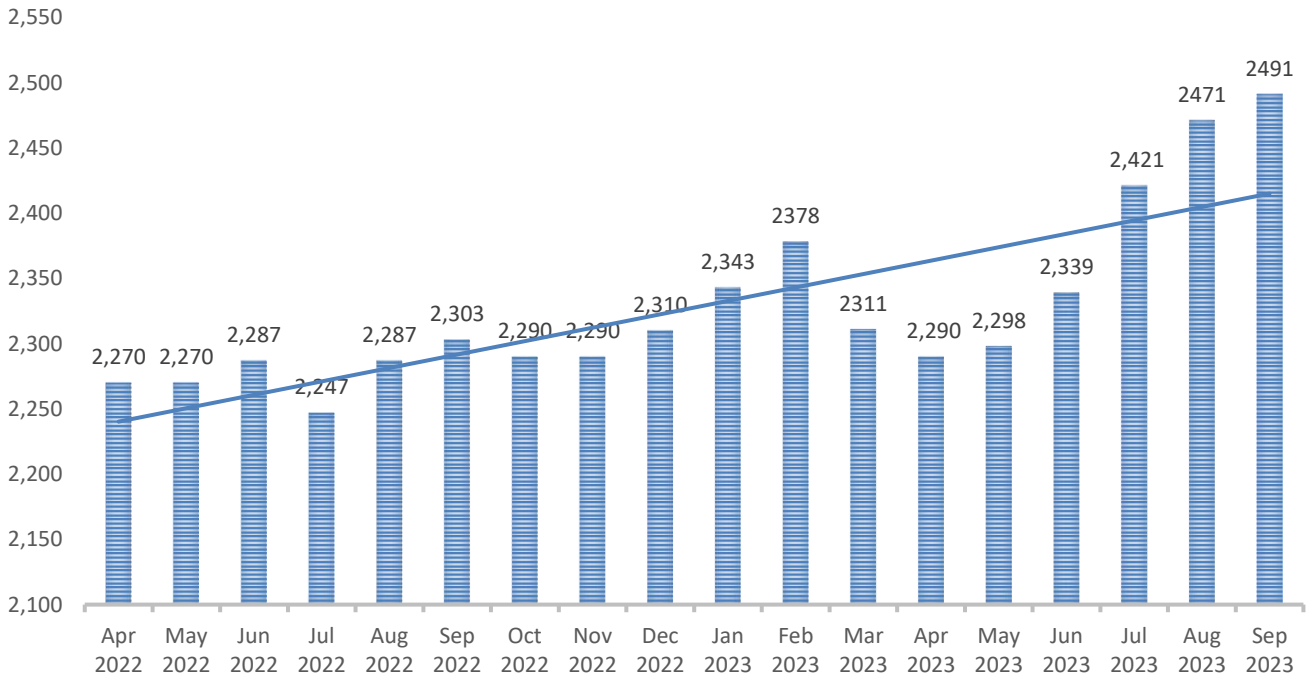
@30 Sept we had 40 volunteers in total, including 2 Craft, 4 Rhyme time, and 2 x volunteers helping on ad-hoc basis
A couple of volunteers are now on reduced hours due to family commitments
1 x R/time volunteer is in training to become an ad-hoc volunteer
1 x volunteer to start training/shadowing from November
1 x student to start helping on alternative Saturday mornings from November

Warlingham Community Library Management Committee Performance Report 25th October 2023

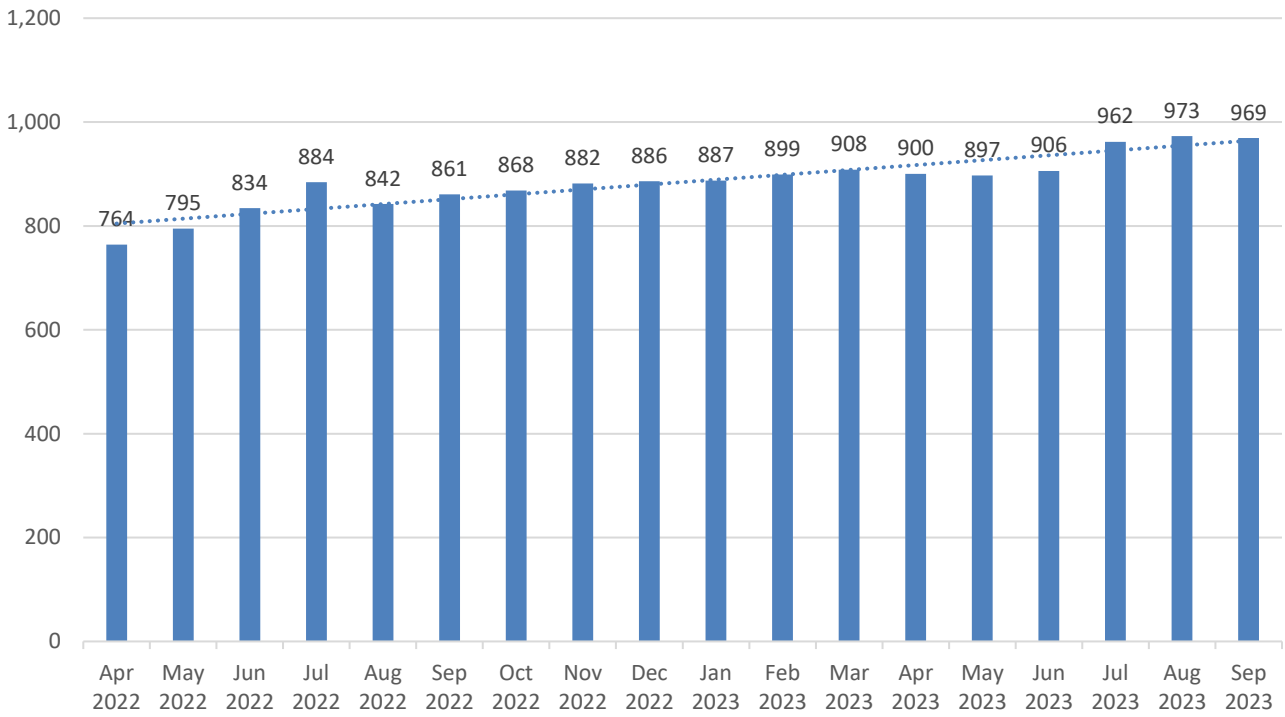
Warlingham Visitors Jan 22 - Sep 23



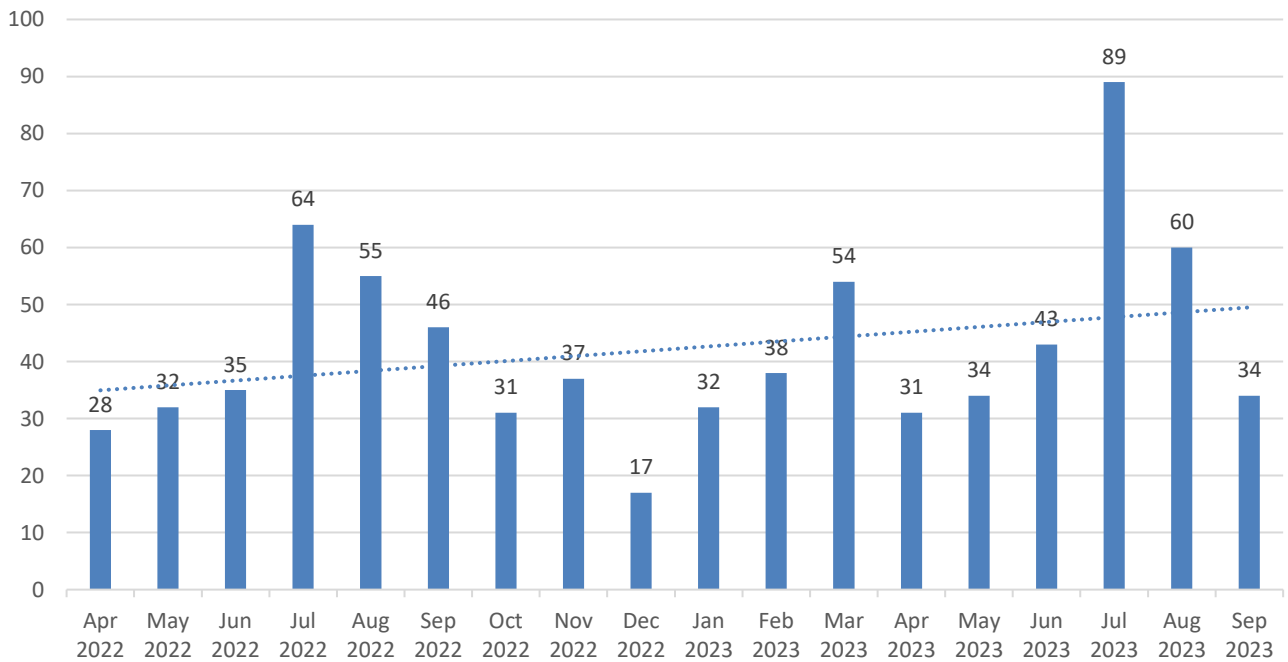
Registered Warlingham April 22 - Sep 23



Active Warlingham April 22 - Sep 23



New Warlingham Apr 22 - Sep 23



Issues - CPL Comparison Chart July

2500
2000
1500
1000
500
0

	SCCBG	SCCBR	SCCBY	SCCEC	SCCLI	SCCNH	SCCST	SCCTA	SCCVW	SCCWR
■ AF	309	405	526	445	257	624	638	652	263	539
■ ANF	65	139	153	151	97	176	262	167	123	188
■ ASPS	9	2	5	8	2	7	6	3	1	16
■ CF	809	1110	1037	1344	783	1214	2094	1536	768	1979
■ CNF	137	108	126	207	78	213	325	193	89	222
■ CSP	3	5	3	6			2	6	10	5
■ SCCTSWCD		2								
■ TF	24	43	27	23	13	29	56	23	11	35
■ TNF		1		1			1			

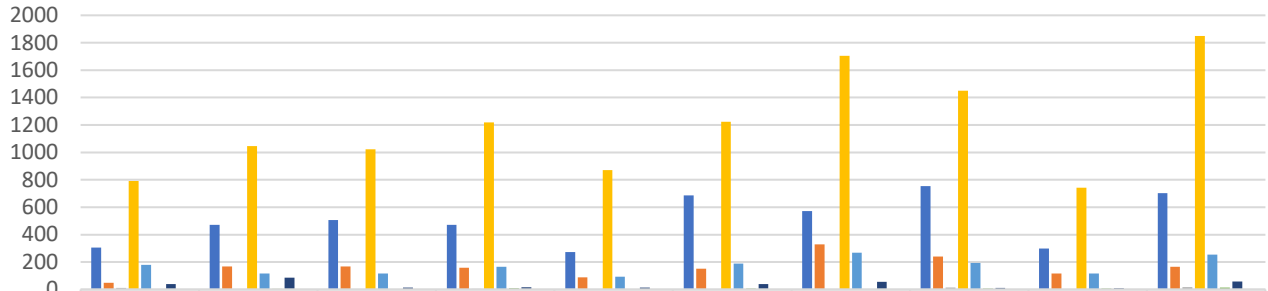
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Issues - CPL Comparison Chart August

Title
2500
2000
1500
1000
500
0

	SCCBG	SCCBR	SCCBY	SCCEC	SCCLI	SCCNH	SCCST	SCCTA	SCCVW	SCCWR
■ AF	292	477	537	548	255	652	598	747	255	697
■ ANF	61	144	133	109	88	167	284	217	144	185
■ ASPS	19	5	3				10	6	2	12
■ CF	974	1267	1019	1560	869	1095	2302	1847	987	2257
■ CNF	136	117	80	208	98	261	353	204	100	307
■ CSP	1	10		4		6		7	8	7
■ SCCTSWCD		2								
■ TF	21	85	16	27	10	40	60	21	12	41
■ TNF	1	3		2		1		2		

Issues - CPL Comparison Chart September



	SCCBG	SCCBR	SCCBY	SCCEC	SCCLI	SCCNH	SCCST	SCCTA	SCCVW	SCCWR
■ AF	305	472	506	472	274	687	572	754	300	702
■ ANF	49	168	168	159	90	151	330	240	117	165
■ ASPS	12	2		5		2	3	15		17
■ CF	791	1046	1023	1220	870	1223	1705	1450	743	1850
■ CNF	179	118	116	166	94	190	269	195	116	255
■ CSP	3	4		9		6	2	6	8	13
■ TF	39	86	13	17	13	40	56	12	10	59
■ TNF				1				1		2

Library Refurbishment and Community Hub Project 2023
Update to WCLM Meeting 25 October 2023

Total Project Cost Estimates

1. Library refurbishment (shelving, furniture, and flooring) quotation from FG Library & Learning August £39,397
2. Community hub building works Surrey Rev C building works £33,329. Note: cost increase on Rev C due to the request for fully boarded insulation for the outbuilding.

Total estimated project cost August 2023 £72,726

Funding Status

WPC CIL allocation agreed at £24, 500 at Council on 4th October 2023. This was an increase of £5,000 over the previously allocated CIL allocation of £19,500.

YFS Small Community Fund allocation agreed (subject to full application) £22,750

Total funding available £47,250. Total project costs in excess of £72,726

It was therefore agreed at Council on 4th October that the project can be delivered in 2 phases – Phase 1 and Phase 2. Phase 1 to proceed immediately:

Phase 1 Scope

All preparatory building works necessary to provide the community hub functionality - as identified in Surrey's works document Rev D + furniture necessary to equip the private meeting room, new staff office and reception desk. New flooring (carpeting) will also be provided for the library.

Surrey agreed to pay for the redecoration works, which will now be completed in Phase 1

As specified in Rev D, external storage (an outbuilding) will be built to enable community hub activities to take place in the library. It will provide flexibility, allowing furniture and equipment to be moved into temporary storage for community events.

A new staff office to be created in what is now the staff toilet. This would provide the staff office facilities currently provided by the office.

A new private meeting room will be provided made in what is now the office to and made available for hire to residents and local groups.

All furniture and equipment necessary to enable the private meeting room and new staff office to function.

Flooring (carpeting) as shown in FG Library design plan.

Phase 1 Costs

Total estimated SCC Rev D works costs £33,329.

n.b. The above cost is based on SCC's subsequent agreement to pay the redecoration costs identified in Rev D and a consequential reduction in professional fees, contractor, contingency, and project risk costs which have been calculated from the total works costs identified in Rev D.

Total estimated FG Library and Learning costs (12th October 2023) £13,922.

Total estimated costs Phase 1 £47,252.

Total available (non-secured) funding Phase 1 £47,252.

n.b. Rev D works costs estimate includes a 15% contingency and a 10% project risk.

Keith Prew

25 October 2023