

**Bottesford Library**

**Outline Business Plan**

**for the provision of a**

**Community Managed Library Service**

## **Your Details**

### **1. Name of applicant group/organisation**

Bottesford Community Library Association.

### **2. Status of group/organisation**

Bottesford Community Library Association is an unincorporated organisation. There is an intention to become a Charitable Incorporated Organisation within the next 12 months.

The Constitution has been drafted with the support at Voluntary Action Leicestershire (VAL) and Nottingham Community and Voluntary Service (CVS). It has been approved and signed by the Trustees.

### **3. Contact details for correspondence**

NAME: Matthew Reid

TELEPHONE DAYTIME: 07990 974 799

TELEPHONE EVENING: 07990 974 799

EMAIL: matthew.reid@live.co.uk

POSTAL ADDRESS: 5 Albert Street, Bottesford, Nottingham, NG13 0AJ

## **Overview of your proposals**

### **4. Name of Library or area which this outline business plan relates to:**

Bottesford Parish

### **5. Please provide an overview of your proposals and the vision of your group organisation**

The library service will continue to be delivered from the current library building – the Old School on Grantham Road in Bottesford.

The vision is to maintain a library service and increase use of the facility to promote reading, literacy and the arts. The long term objective is to continue to provide such services and increase membership of the library, as well as adapting the service for future technologies. Running the library as a community project will also enable people to volunteer.

In order to keep the library open several thousand pounds will need to be raised each year. Activities have been planned that will earn income, including setting up a Friends group. The group will be promoted as a community group without regular funding and all activities will have a charge or attendees will be asked to make a donation.

Key points from consultation are that residents want longer opening hours and if possible more days a week and late opening one evening. New activities have been requested for all ages and the most popular are art exhibitions, author talks, story time for toddlers. Other popular suggestions are a poetry group, writers' group and craft groups. A regular programme of seasonal events can also be held, such as Easter and Christmas crafts for children.

It is hoped that some of these new activities will start to be provided in the Spring and Summer months before the library is handed over to the community group. This will raise the awareness of the proposals for the library and how people can get involved. It is also anticipated that attendance at activities will increase over time, meaning numbers will have increased by the time the library is handed over to the community group.

There is also the potential to link with the local Good Neighbour Scheme (which provides volunteers to assist anyone in the parish who needs help (<http://www.bottesfordgns.org.uk>) and provide books and resources to housebound residents.

## **6. Please describe the intended community benefits of your proposals**

The library provides a unique space where residents of all ages come together to share their love of books and reading. The space is not connected to the church or to any group of which people need to be a member, such as the bowls club, or a place where you need to spend money or drink alcohol. This means that it is viewed with warmth and affection by residents.

The community library will continue to fulfil the role of a friendly place to meet with the addition of new or improved services. From consultation it is hoped that these will include groups aimed at all ages for music, art, poetry, writing, books and crafts. The aim of the new activities is to bring people together for a common purpose, for example to learn about art, whilst at the same time giving them the opportunity to chat and meet new people. This, in turn, will improve their wellbeing – both physical and mental – and reduce rural isolation.

Bottesford is a growing village with many more houses planned for the next 10 years. The community library will enable new residents to find out about what is going on in the village and provide activities where they can meet new people.

The library space will also be used to enable people to increase their knowledge of many topics by, for example, attending a class or a talk, research on the internet or borrowing reference books. They will also be able to debate these topics by joining a group such as a poetry or play reading group.

Another benefit of the library will be providing work experience for individuals and enabling people to use the computers to carry out job searches and updating CVs etc. This will help local people find employment.

There is also the opportunity for people to volunteer in the library and this could include young people as part of the Duke of Edinburgh award.

## 7. Please describe how you are engaging the local community in the development of the service

The Bottesford Community Library Association (BCLA) was formed following a public meeting held in the Old School, Bottesford on 20 November 2014. The meeting was attended by over 60 residents who voted overwhelmingly in favour of keeping the library open. Subsequently the first meeting of the committee was held on 3 December and from that a core of about a dozen people have developed the idea and are working towards setting BCLA up as a registered charity.

The committee is very keen to engage with residents in order that any new services will reflect community need and be supported. There have been articles about changes to the library service and the new community library group in the village newsletter (Village Voice <http://villagevoice.bottesford.org.uk>). The Parish Council also included information in their newsletter of December 2014. Posters about BCLA have been put up in the Parish Council's project notice board next to the SPAR shop in the High Street. An information pack has been left in the library with BCLA information sheets prepared that can be handed out. All these items included contact details in order to collect feedback.

A Facebook page was created in December and this is linked to several other village Facebook pages. The page is updated regularly and dates of meetings and events are publicised to enable residents to attend.

A questionnaire was prepared in January to obtain feedback from residents and this has been available online (via Survey Monkey) and paper copies were available in the library. All members of the committee and potential volunteers have been invited to complete the questionnaire and to pass it on to friends and family. They have also been encouraged to talk to groups of which they are a member to get ideas on what the library can be used for. Two story telling events have been organised in the library in order to gather feedback from adults and children, which were publicised in local newspapers.

The committee will continue to talk to both library users and non-users and there is an aim to increase library membership. Ideas will also be sought to raise income to keep the library open and so popular activities will be held that will earn money, as well as supporting the aims of the charity.

## Opening hours

### 8. Please set out your proposed opening hours

| DAY       | AM     | PM              |
|-----------|--------|-----------------|
| MONDAY    |        | 3:00pm – 6:00pm |
| TUESDAY   |        | 3:00pm – 8:00pm |
| WEDNESDAY | CLOSED |                 |

|          |                   |                 |
|----------|-------------------|-----------------|
| THURSDAY | 9:30am – 12 :30pm |                 |
| FRIDAY   | 9:30am – 12 :30pm |                 |
| SATURDAY | 9:30am – 12 :30pm |                 |
| SUNDAY   |                   | 1:00pm – 4:00pm |

These are proposed opening hours and are subject to demand and volunteers.

## **Management & staffing**

### **9. Please describe how you will manage and staff the proposed service.**

The charity Trustees will have overall responsibility for the library and its sustainability. A skills audit of the 8 trustees shows both a breadth and depth of knowledge and expertise that will be important for the long term future of the library. Skills include accountancy, budgeting, business planning, chairing and running meetings, organising events, equal opportunities, fundraising, PR and communications, health and safety, IT insurance, interviewing and recruitment, local knowledge and premises management. The group will be undertaking training, or seeking to recruit members, with expertise in human resources, safeguarding and volunteer management.

There is also a management committee who oversee the day to day management of the library and the activities that take place within it. Management roles identified so far are largely taken up by the Trustees with the support of members of the management committee. They include Chair, Vice Chair, Treasurer, Secretary, Volunteer Coordinator, Events Manager and PR & Communications Manager (some of these roles are covered by the same person).

The library will be run by volunteers and overall responsibility for managing the volunteers rests with the Trustees. Day to day responsibility for rotas, recruitment etc. will rest with the Volunteer Coordinator, who is a Trustee. The group looks to VAL for support in developing volunteer recruitment and management policies and are determined to follow best practice. It is important to identify all the roles that volunteers can fulfil – from cleaning and maintenance to running events and issuing books and recruit accordingly. There will also be regular volunteer supervision sessions as well as ways of thanking and rewarding volunteers, such as regular meetings and Christmas meals.

## **Finance – Transition Funding for set-up costs and capital works**

### **10. Please provide indicative activities and costs for which set-up funding or further short-term support may be required (Please see Appendix 8 for further details).**

|                        |      |
|------------------------|------|
| Publicity and Leaflets | £200 |
| Additional Events      | £300 |

|                      |              |
|----------------------|--------------|
| Children's Toys      | £160         |
| Additional Stock     | £200         |
| Baby Change          | £200         |
| Exterior Signage     | £600         |
| Uniforms             | £340         |
| <b>Revenue Total</b> | <b>£2000</b> |

**11. Please provide indicative plans and costs of capital works required to deliver the proposed services as outlined above. (Please see Appendix 8 for further details).**

|                             |              |
|-----------------------------|--------------|
| Adult & Children Furniture  | £500         |
| Coffee Machine              | £1000        |
| Storage and Display Cabinet | £1000        |
| Screen for Children's Area  | £1000        |
| New Heating                 | £1500        |
| <b>Capital Total</b>        | <b>£5000</b> |

**Finance – Financial projection of income, expenditure and cashflow**

**12. Please provide an overview of your expected income and expenditure and cash-flow, including a 7 year annual financial projection.**

Please refer to Appendix 1.

**Legal**

**13. Please provide details of the action you have taken to date and any further action required to ensure you comply with the relevant legal requirements to enter into a Service Level Agreement.**

The library is housed within the Old School in Bottesford. This building is owned by the Parish Council on behalf of the Bottesford Institute (a registered charity). The building is Victorian and BCLA want to secure the best lease from the Council/Institute going forward. An agreement needs to be reached about building repairs and maintenance as this could be very expensive. The lease also needs to include a reasonable rent as the amount currently paid by Leicestershire County Council is not affordable. BCLA may engage a Pro Help volunteer through BiTC to assist with this issue.

With regard to other activities in the library many of these will be aimed at children. Expertise will be sought with regard to safeguarding and DBS checks from other groups in the village who work with children, such as the football club and VAL.

With regard to events, advice will be sought from the Village Hall with regard to Performing Rights licences and alcohol licenses. Advice will also be sought from other local groups with regards to the legal aspects of fundraising activities like running raffles and a Friends group.

Health and safety, data protection and premises management are also being considered and will continue to be in the future. Additional advice will be sought if necessary.

## **Use of assets**

### **14. Please confirm you will be intending to use the current Library building and its current fittings, fixtures and equipment.**

BCLA confirms that it is intending to use the current library building and its current fittings, fixtures and equipment.

### **15. Please confirm you will be intending to use Leicestershire County Council book-stock. (Please refer to Guidance Note 9)**

BCLA confirms that it is intending to use the Leicestershire County Council book-stock.

## **Risk Assessment**

### **16. Please state any risks associated with the delivery of this outline business plan and how you would propose to mitigate those risks?**

Please refer to Appendix 2.

## **Other**

### **17. Please provide any other supporting information you feel is applicable.**

None.

**Please sign the following statement**

**I understand that by submitting this outline business plan that I am confirming that I understand the terms of the grant offer being made available to support community managed libraries by the County Council and that I want the County Council to give full consideration to the proposals within it.**

**SIGNED**

**NAME**

**DATE**