

Welcome

Community Library Information Session



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Why are we meeting this evening?

- Officer-led information session only
- Budget proposals contain 3 options including Option 1 - Community Libraries
- FfW are best placed to support this information-giving process as current contracted deliverer of library services



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What are we covering in this session?

- The Northamptonshire community library offer in Option 1
- The proposed Service Level Agreement between NCC and the community group managing the library
- The resources that NCC will provide
- What NCC will ask of the group managing the library
- Record keeping and data sharing
- Income generation
- Property considerations
- Staffing considerations
- Next steps and timescales

What is a Community Managed Library?

Current model in Northamptonshire is Community Supported Libraries

A Community Managed Library is a

- Library supported by NCC
- Library where the management of the provision is undertaken by the community



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The Northamptonshire Community Library offer

NCC will provide a initial package of support and resources for the library which includes

- Professional advice regarding running a library
- IT systems and equipment - wi-fi and public networked computers
- Library Management System including Self-Serve terminal
- Stock collection
- Training for volunteers

The offer does not include

- Provision of staffing
- Provision of premises



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The Community Library customer

- Remains a NCC library service customer
- Access to borrowing across all Northamptonshire libraries
- Access to all Northamptonshire stock via reservation service
- Can borrow from and return books to any Northamptonshire library including community libraries
- Pays the same fees and charges irrespective of library

Service-Level Agreement

The agreement between NCC and the community organisations will be a Service Level Agreement which covers

- Initial period of two years
- Renewable for further two year periods
- 6 months notice on either side
- The resources that NCC will provide
- Requirements about the use of resources
- The required insurances and indemnities
- Arrangements for supporting Freedom of Information requests
- Arrangements for Data Management
- Arrangement for ensuring Safeguarding duties are met
- An undertaking to enter into dispute resolution in good faith
- Arrangements for handling complaints



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Resources

NCC will make available

- Book stock up to 85% of current library stock levels
- Between 300-400 new books per year according to size of library
- Opportunity to develop individual library stock specification
- Current fixtures, fittings, furniture already in the library
- A Self-Serve terminal and access to Library Management System
- Networked computers for public use and public access wi-fi
- A means of contacting other libraries by phone at no cost



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Use of Resources

NCC will ask of Community Libraries

- Operate and manage the Community Managed Library for the benefit of the Community and of all such other members of the public as may wish to make use of it
- Seek to encourage adults and children within the Community to make use of the Community Managed Library facilitate their participation in library initiatives
- Ensure so far as possible that the Community Managed Library is open for use by the public for at least 12 hours a week, the opening times to be decided by the Organisation.
- Ensure that fees and charges for the Community Managed Library Service library services remains consistent with NCC fees and charges



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Record keeping and data sharing

NCC will provide the Community Library with regular data on

- Physical stock issues
- Membership information

NCC will ask for regular information on

- Visitor figures
- Event attendance figures as appropriate



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Income generation

Community Libraries will be able to

- Collect and retain income from fees and charges
- Develop their own additional income streams
- Invest in a networked printer if required
- Access S106 monies where available to improve their library provision

Community Libraries will need to develop their own banking arrangements



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Property Considerations

The NCC offer does not include provision of property. Consideration for groups wishing to manage a Community Library would therefore be

- Freehold property - purchase or lease at market rate
- Leasehold property- be assigned the lease or be a sub-lessee
- Relocate the provision

Consideration needs to be given to meeting ongoing revenue costs for

- Rates
- Utilities
- Facilities management

Detailed property costs have been made available to community groups who have requested this.



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Staffing the library

No requirement for paid staff

Use of established volunteer base is anticipated

NCC will require the community group to assure it that any paid or volunteer staff operating in the library that will have access to the Library Management System have completed NCC basic Data Management training

A detailed volunteer guide for Community Libraries has been developed

Training will be provided by NCC for Community Library staff

It will be for the Community Library to decide whether the provision it wishes to develop will make its staff and volunteers subject to Disclosure & Barring Service checking.



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Next steps

Checklist of considerations for Community Library Management

Informal Expression of Interest Template

Formal Expression of Interest Template

- Vision
- About your Organisation
- Anticipated management arrangements
- Financial sustainability
- Your assessment of risks

Draft Service Level Agreement



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Timescales

Informal Expression of Interest - 13th January 2018

Council decision - 22nd February 2018

If Option 1 is chosen by NCC - anticipated dates only

Formal Expression of Interest submitted - 31st March 2018

Draft Service Level Agreement - before 30th April 2018

Transfer window - 1st May 2018 - 30th September 2018 dates by negotiation with individual libraries



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Further questions

How to contact us:

Further questions sent to

NLISFeedback@firstforwellbeing.co.uk

responses may take 2-3 days.



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