

Report to the Cabinet

Meeting to be held on Thursday, 18 January 2018

Report of the Head of Libraries, Museums, Culture and Registrars

Part I

Electoral Divisions affected:
All

Revised Friends of Lancashire Libraries Constitution and Guidance

(Appendices 'A', 'B', and 'C' refer)

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Executive Summary

Friends Groups have long been one of the ways that cultural organisations engage with their users and there are many functioning friends groups linked to Library and Information Services in the UK. This report outlines proposals to revise the 'Friends of Lancashire Libraries Constitution' (and associated documents) to reflect the approach to community set out in the recently revised Library Strategy. These documents will complement existing policies and procedures in place within the County Council, such as the Premise Use Policy.

Recommendation

The Cabinet is recommended to:

- (i) Review and agree the revised 'Friends of Lancashire Libraries Constitution'.
- (ii) Review and agree the associated 'Using Friends Groups to enhance Libraries' staff guidance document.
- (iii) Review and agree the 'Friends of Lancashire Libraries Donation Form' document.

Background and Advice

The *Strategy for Lancashire's Libraries 2016-21* identifies Friends Groups as of key importance in moving forward as a library service, both as a way of funding additional events and activities, and as a way of engaging with the wider community. Therefore, libraries will work collaboratively with our Friends Groups to develop exciting and meaningful services for our communities, recognising the individual nature of each community and the resources available locally. In doing so we aim to remain relevant to our communities and deliver truly asset based services.

Friends Groups are open to any individual who wants to get involved and support their library. Many groups have started with small numbers and have grown over time. Our experience is that a small group can still be very effective in making a positive difference.

In adopting the revised constitution and associated documents we have a more consistent and co-ordinated approach to establishing and working in collaboration with library Friends Groups throughout Lancashire. By increasing the number of Friends Groups we will get greater community involvement and increased sense of ownership in their own local library, while increasing the opportunities for attracting additional external funding via the Friends Groups which can be invested in our libraries.

Appendix 'A' - 'Friends of Lancashire Libraries Constitution'.

Appendix 'B' – 'Using Friends Groups to enhance Libraries' staff guidance

Appendix 'C' - 'Friends of Lancashire Libraries Donation' form

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Financial

There are no financial implications as a direct result of this report.

Risk management

If a revised Constitution and associated documents are not agreed, the existing documents will continue to be used. Recent developments have shown the existing constitution to be lacking in clarity and detail, for both library staff and Friends Groups. The revised Constitution and associated documents provide clear advice and guidance for both staff and Friends Groups, minimising the risk of misunderstandings, misinterpretations and costly errors. The revised Constitution also ensures that all Friends Groups, and any associated activities or events take place in line with any current Lancashire County Council policies and procedures.

List of Background Papers

Paper	Date	Contact/Tel
Strategy for Lancashire's libraries 2016-21	August 2017	Julie Bell HoS Libraries, Museums, Culture and Registrars 01772 536727
Delivering local solutions for public library services	August 2017	Local Government Association 020 7664 3000
Longer-term, evidence-based sustainable planning toolkit	August 2017	Department for Digital, Culture, Media and Sport – Libraries Taskforce
The Public Library Skills Strategy 2017-2020	2017	The Society of Chief Librarians (SCL) and CILIP

Reason for inclusion in Part II, if appropriate

N/A