

## Guide Cover

### Teen Center Business Plan Guide

- Who?** We, the library,  
for the teens  
for the community
- What?** create a teen space
- Where?** In existing/repurposed space  
in the library, which is  
In community
- When?** (ASAP!) set a timeline, based on how complicated the plans need to be
- Why?** Because teens need a safe space separate from home and school

## Brainstorming Details

### **How much space will you have?**

Building – as much as you can afford  
Repurposed – as much as you can justify

### **What sort of activity to you envision in the space?**

If you want a Battle of the Bands in this space, you will need more than if you are planning chess and reading clubs

Can you plan teen exclusive space, and do larger events (Battle of the Bands, poetry slam) in another room? If you can compromise on size, price will start to come down, especially if you are building from scratch.

Will you need sound-proofing? More headphones, computers, gaming stations?

### **What type of fixtures do you want?**

Can you get 'cool' (ask teens for input!) lighting, seating, desks/stations/shelving?

What sort of seating will you want, chairs at desk, mostly comfy chair or a balance?

Pick a color scheme

Floor treatments – carpet v. other surface? Tiles!

Think modular – anything that can be re-arranged will be preferable to something that can't

### **Who can help you?**

Look into grants

Look at teen-centric businesses

Look at businesses who employ teens

Look at parents/patrons with their own businesses

Local businesses (for good community relations)

Teens – it's their center, can they help raise funds?

Budgeting Worksheet

<b>Budgeting</b>			
	<u>Full Blown</u>	<u>Compromise</u>	<u>Bare Bones</u>
<b>Fixed Initial Costs</b> - consult at least three contractors, with specifics of what you want cost of initial space/renovations			
list breakdown of costs, as detailed as possible			
- electrical outlets, LAN, wiring - furnishings – so many shelving units, desk/chair/pod sets, scattered seating, screen/projector for gaming			
Programming for new space - cost of board games, electronic games			
Staff for new space - f/t, p/t, seasonal?			
<b>Expendable expenses</b> Computers – obsolete every 3 years Printers Software licensing for games mice, mouse pads, keyboards, headphones other technology			
Furniture will need to be replaced – hopefully note often, verify warranties			
Games – pieces get lost, games get stale			
party supplies			