

# Community Managed Library

## Annual Report

**Date of transfer to community management: 27<sup>th</sup> July 2015**

**Period being reviewed: April 2020 – March 2021**

**Date and time of annual review meeting: TBC**

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Locality Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

### 1. Executive Summary

*Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.*

The Barrow Library Management Committee has been working very hard to ensure the library continues to remain tenable through the Covid 19 Crisis. We have whenever possible applied for support funding to ensure the library is financially viable as we have not been able to create any income sources.

However, we have been looking to the future as well. One of the main activities has been through the Library Development Group who have been working hard to develop plans for a library extension. This is to enable us to develop a larger area for Children's activities and for any hiring groups as well as evening activities like talks.

We have also updated our IT to the latest technology as our old computers were getting rather slow.

The children's area has been refurbished with new washable furniture and a new colourful and attractive carpet.

We are very pleased that we have managed to maintain our volunteer numbers, where we have lost some, we have managed to find replacements.

We now have our own library finance person, so we are better able to manage our own financials.

## 2.0 Library Performance

2.1 Issue, new joiner, active borrower and annual visitor statistics.

	<i>Previous Year Apr 19-Mar 20</i>	<i>Review Year Apr 20-Mar 21</i>	<b>Difference</b>
<b>Issues</b>	12,288	2,481	
<b>New Joiners</b>	232	104	
<b>Active Borrowers</b>	741	200	
<b>Annual Visitors</b>	593 1 <sup>st</sup> July 2019	382 21 <sup>st</sup> October 2019	samples

2.2 Analysis of performance

The library is still here, open and providing full services. We introduced home delivery during lockdown and even found new customers. We plan to maintain this service into the future.

## 3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken (add rows as necessary).

3.1 Regularly scheduled events

<b>Activity</b>	<b>Frequency</b>	<b>Average attendance per session</b>	<b>Average attendance per year</b>
Book delivery service	Twice weekly		
See attached			
<b>Total Attendance</b>		3279	

### 3.2 One-off activities undertaken in the library

<b>Activity</b>	<b>Date</b>	<b>Attendance</b>
None in this time period		
<b>Total Attendance</b>		

### 3.3 Events undertaken in the wider community

Activity	Date	Attendance
<b>Total Attendance</b>		

### 4.0 Summer Reading Challenge (SRC)

The theme for this year's challenge was Silly Squad but due to the disruption caused by the COVID-19 pandemic, The Reading Agency moved the challenge online. Nationally 79,000 children took part in the digital challenge: 4926 in the East Midlands with 1,111 participating from Leicestershire.

	Starters	Finishers	% Finishers	Trend
<i>Review Year</i>				
<i>Previous Year</i>				

### 5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
45	11	0

## 6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments

6.2

Library User and Volunteer Complaints

## 7.0 Financial Viability and Sustainability

Summary overview of finances including as appendices:

7.1 Annual profit/loss accounts

Independently examined accounts for Barrow Upon Soar Community Association (BUSCA) for the year ended 31st December 2020 are included as an appendix.

Please refer to page 3 of 4 , Section B for the section that relates to the restricted funds held by BUSCA on behalf of the Barrow Community Library.

In summary total receipts for the year were £34, 853, and total expenses £26,450, an increase of £8,403 for the year.

7.1 Annual profit/loss accounts (see attached report).

## 7.2 Funding position including summary of grant applications and outcomes

### **Funding position of the library for the year ended 31st December 2020 as reported at the BUSCA AGM.**

The Community Library's restricted fund increased by £8403 during the year, despite the Library being mainly closed for much of the year with the resultant loss of income from users and hirers. This is because of the grants received, which were:

- Charnwood Borough Council, £10,000, £2700 and £613.
- Barrow-upon-Soar Parish Council £9500
- Furlough £2997
- Loughborough Building Society £1579
- Leicestershire County Council £1218
- Co-op £250
- Waitrose £209

At 31 December 2020, the Library's total funds stood at £30,609. Of this, £14,196 represents the funds for the day to day running of the Library (up from £8304), £15,043 is the development fund (up from £13,902) and £1370 is the unspent part of the CBC Covid Recovery Grant.

## 7.3 Capital investment plans where applicable

It is planned to increase the footprint of the library building by 42 sq . metres. This project has planning permission and a licence to build the plan from LCC. A new 10 year lease will be sought from LCC and grant funding applications made to bring in funds additional to S.106 monies already in place, approx. £24,000. It is anticipated this project will require funds around £80,000.

## 7.4 5 year financial projection

<b>Barrow Community Library 5 year financial projection 2021</b>					
Version 1 11th August 2021					
Assumed annual inflation rate 3%					
	2021	2022	2023	2024	2025
<b>Actual Income</b>	<b>£15,245</b>	<b>£18,635</b>	<b>£20,929</b>	<b>£21,231</b>	<b>£21,542</b>
Of which LCC grant	£1,000	£0	£0	£0	£0
Parish Council Grant	£9,500	£9,785	£10,079	£10,381	£10,692
Library Operation Income	£2,350	£4,850	£4,850	£4,850	£4,850
Hiring and other income	£2,395	£4,000	£6,000	£6,000	£6,000
<b>Expenditure</b>	<b>£17,887</b>	<b>£20,593</b>	<b>£21,208</b>	<b>£21,844</b>	<b>£22,500</b>
Salaries	£11,820	£14,200	£14,626	£15,065	£15,517
Running Costs	£6,067	£6,393	£6,582	£6,779	£6,983
<b>Annual Surplus (or Loss)</b>	<b>-£2,642</b>	<b>-£1,958</b>	<b>-£279</b>	<b>-£613</b>	<b>-£957</b>

Note:  
 The Library has earmarked £26,334 of Section 106 money and intends to supplement this through grant funding to extend the current building. It does not foresee that this will increase energy costs as both the extension and existing building will benefit from cost neutral heating and lighting and energy efficient construction.

In addition, there is a Library development Fund totalling £11,372 (August 2019) which may be used to contribute to the library extension project.

## 8.0 Progress Update on Current Plans and Future Plans for Development

Outline of future development plans including services to be provided and income generation.

Plan	Action Required	Progress	Risks
Library Extension	Builder Quotations	Just waiting for quotations so we can raise funds	We lose current funds if progress to slow

**8.1 Future Training Requirements**

So far training has been provided internally

**9.0 Additional Information**

Please use this section for any additional information you wish to provide.

**10.0 Documentation Review**

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.



10.1 Insurance

Reviewed

10.2 Risk Log

Reviewed

10.3 Policies reviewed:

Safeguarding Children

Safeguarding Adults

Health and Safety

Trustee Conflict of Interest

Data Protection

Volunteer Management

Complaints Procedure

Equality and Diversity

Financial Management and Control

Library User Complaints and  
Compliments