

# Barrow Community Managed Library

## Annual Report

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

**Period being reviewed: April 2021 – March 2022**

**Date and time of annual review meeting: 1<sup>st</sup> December at 11:30**

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.

### **1.0 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 continues working very hard to ensure the library continues to remain tenable after the Covid 19 Crisis and the return to usual activities. We are not fully back to what we offered before Covid, but we are getting there.

We have whenever possible applied for support funding to ensure the library is financially viable as we only have hiring of the premises to bring in the majority of the library operational income. Other activities are run to top up our funds

Still looking to the future. 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 has had to be put on hold due to the greatly increased cost after Covid and the delay in getting a new 10-year lease, required to help raise the required funding. The group has therefore concentrated on refurbishment of the current facilities and making the Library more environmentally friendly. This is culminated in replacing our gas heating with heat pumps and putting in a Solar PV system to reduce our electricity bills

The children's area continues to be very well used

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

Finally, we are considering updating the library internals with S106 funding

## 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>	2,481	9,590	+238%
<b>New Joiners</b>	104	228	+119%
<b>Active Borrowers</b>	200	523	+162%
<b>Annual Visitors</b>			

### 2.2 Analysis of performance

The library is still here, open and providing full library services and community activities. We have found new customers and continue to try and attract more through community events.

We plan to maintain these services into the future. We are still receiving support and funds from the Parish Council via S.137, but the Library no longer receive funds from the LCC.

We have improved the ambience in the library by updating the children's area and gone green by fitting heat pumps and solar panels to reduce our electricity bills. We have had the gas supply removed and will remove the gas boiler.

The library still needs to hire out the facilities to help survive financially.

## 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>
Chess Club	Weekly	5	130
Computer 1:1 Sessions	Weekly	40	40
Rhyme Time	Fortnightly	10	70 (7 months only)

Sewing Workshops	Monthly	10	110
Book Club	Monthly	10	120
Open Mornings	Twice Yearly	120	120 (December only)
Music Quiz	Yearly	40	40
Children's Craft Activities	Twice Yearly	10	20
Adults Craft Session	Yearly	8	8
<b>Total Attendance =</b>		<b>253</b>	<b>658</b>

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

Activity	Date	Attendance
SRC Training sessions for volunteers	05/07/2021	10
<b>Total Attendance</b>		<b>10</b>

### 3.3 Events undertaken in the wider community

Activity	Date	Attendance
Street Markets (Selling quiz sheets)	December 2021	6 volunteers, 70 quiz sheets sold

<b>Total Attendance</b>		<b>6</b>
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#### 4.0 Summer Reading Challenge (SRC)

The theme for this year’s challenge was Wild World Heroes, whilst this was delivered in person in libraries the ongoing COVID pandemic still had an impact. Nationally over 7000,000 children took across the UK with 5,772 participating in Leicestershire.

	<b>Starters</b>	<b>Finishers</b>	<b>% Finishers</b>	<b>Trend</b>
<b><i>Review Year</i></b>	105	70	66.6%	
<b><i>Previous Year</i></b>	N/A	N/A	N/A	

#### 5.0 Volunteers

<b>Number of volunteers</b>	<b>Number of new volunteers</b>	<b>Number of volunteers Leaving in year</b>
57	11	4

#### 6.0 Library User and Volunteer Feedback

##### 6.1

<b>Library User and Volunteer Comments</b>
None

6.2

<b>Library User and Volunteer Complaints</b>
NONE

## **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 2021 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 £21404, and total expenses £24,312, a decrease of £2,908 over the year.

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

#### **Funding position of the library for the year ended 31st December 2021 as reported at the BUSCA AGM.**

The Community Library's restricted fund decreased by £2,908 during the year, as the Library was closed for much of the year with the resultant loss of income from users and hirers. The following grants were received during the year:

- Charnwood Borough Council, £2000
- Barrow-upon-Soar Parish Council £9500
- Furlough £2377
- Loughborough Building Society £1691
- Leicestershire County Council £1436
- Co-op £200

At 31 December 2021, the Library's total funds stood at £27,701. Of this, £13,281 represents the funds for the day to day running of the Library (down from £14,196), and £14,420 is the development fund (down from £15,043).

### Update for 3 months to 31st March 2022

In the 3 months to 31st March 2021 an unrestricted funds grant of £2,000 was received from Charnwood Borough Council, however the funds for the day to day running of the library decreased from the year end balance of £13,281 by £2,664 to £10,617 at the end of March 2022.

The development fund reduced from £14,420, to £12,791 due to the payment of architect's fees for the building project.

Total funds were £23,408 at 31st March 2022.

### 7.3 Capital investment plans where applicable

### 7.4 5 year financial projection

Table 1

Barrow Community Library 5 year financial projection 2022					
	March 2023	March 2024	March 2025	March 2026	March 2027
Assumed inflation rate 9% on salaries					
12 months ending					
Actual income	21900	23975	25700	27700	29700
Of which Barrow Parish Council grant	11,000	12000	13,000	14,250	15,500
Hiring	4,000	4800	5200	5700	6200
Loughborough Building Society	1,500	1500	1500	1,500	1,500
Other operational income (5% increa	5400	5675	6000	6250	6500
Expenditure	23440	25000	26900	28900	31100
Salaries	16595	18000	19700	21500	23400
Running costs	6845	7000	7200	7400	7700
Annual loss (-)	-1540	-1025	-1200	-1200	-1400

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### 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


**8.1 Future Training Requirements**

**Training of volunteers is provided internally by our 7 volunteer trainers. Any future training from the LCC would be welcomed in the future to benefit volunteers and the library.**

**9.0 Additional Information**

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

**The volunteer handbook is useful for volunteers a copy is kept behind the library counter volunteers are also offered a copy to keep if required.**

**Community books checked out figure = 1570**

During August and September 2021, a number of committee members scrutinised each of the library policies. The resulting amended documents were taken to the committee’s meeting in September 2021 and final versions agreed. The following points are relevant to note:

- A copy of each was then uploaded to the restricted-access area of the website. This electronic version is the final, authorised version of each and supersedes any earlier versions in whatever format, wherever they may exist
- A hard copy of each authorised version was then made and the documents put into a policy reference folder held in the library for the use of volunteers. LCC can also access this during the review meeting.
- The committee agreed a two-yearly review cycle for all policies. This means that following the review in September 2021, the next one will be in September 2023 (and so of course there wasn’t one in September 2022).
- The substance of the two policies on complaints were brought together into one document.

For the avoidance of doubt, nothing in the above prevents the committee from making a change to a policy whenever necessary, regardless of when the next formal review occurs.

## 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.

We have reviewed everything, as described below.

### 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