

Barrow Community Managed Library

Annual Report

Date of transfer to community management: 27th July 2015

Period being reviewed: April 2022 – March 2023

Date and time of annual review meeting: Thursday 12th October at 2:00pm

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 Principal 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.

During the year, we have thrown off the last of the Covid-19 pandemic provisions, and the library is now back to its pre-pandemic levels of use.

The Heat Pump and Solar PV system installations have proved their worth with us over-wintering without any heating failures, and we saw the benefits of the air conditioning in late summer 2022. We are looking forward to much reduced electricity bills over the 2023 summer.

The year saw us re-focus our development plans away from a high cost internal refurbishment. We designed and implemented a minimal cost layout change, moving book shelves away from the mobile shelf units and onto the library walls. We now have just 6 mobile shelf units instead of the original 13. The space we created is amazing, and we have received compliments from all our users.

At the start of 2023, we embarked on a plan to develop the car park and to create disabled access to the library from the rear. The plan is to use S106 money for car park resurfacing and parking space marking and to apply elsewhere for funding to install a ramp and automation of the rear door. This development should be completed during 2023.

As you can see in the sections below, we have increased numbers of volunteers, and as well as book lending, we are providing many other activities in the library, making it a vibrant community facility.

2.0 Library Performance

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

	<i>Previous Year Apr 21-Mar22</i>	<i>Review Year Apr 22-Mar 23</i>	Difference
Issues	9590	11,717	+22%
New Joiners	228	264	+16%
Active Borrowers	523	602	+15%
Annual Visitors			

2.2 Analysis of performance

The numbers above show our book lending performance, which is significantly higher than the previous (pandemic affected) year. We also have a very healthy selection of community donated books which are popular with our readers. See section 9.0 for details.

We hire the library out to various groups, which include Pilates, Yoga and a choir. Almost 100 people a week take part in these activities.

Our own regular scheduled activities, detailed in section 3.1 have a total annual take-up of an amazing 1,000.

Finally, the user comments in section 6.1 show just how much our library is valued.

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

Activity	Frequency	Average attendance per session	Average attendance per year
Rhyme Time	Twice a month	10	240
Chess Club	Weekly (term time)	5	130
Sewing Workshops	Monthly	10	120
ICT 1:1 sessions	Weekly	2	40
Scrabble Club	Weekly (started March 2023)	6	24 (1 month period)
Book Club	Monthly	10	120

Open Mornings	Twice Yearly	120	240
Music Quiz	Yearly	30	30
Beetle Drive	Yearly	20	20
Willow Weaving	Yearly	12	12
Children's Craft Activities	Twice Yearly	10	20
Adults Craft Session	Yearly	8	8
Volunteer get together	Yearly	40	40
Total Attendance		283	1,020

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Hall Orchard School Visits Year 1 & 2	March 2023	150
Hall Orchard Pre-School Visits	November 2022 & March 2023	60
Barrow Pre School Playgroup Visits	October, November & December 2022	30
SRC Training	June 2022	10
Total Attendance		250

3.3 Events undertaken in the wider community

Activity	Date	Attendance
Selling library quiz sheets at the Jubilee party in the park & Christmas market.	June & December 2022	6 volunteers 140 quiz sheets sold
Poetry Competition & coffee morning	November 2022	60
Total Attendance		60

4.0 Summer Reading Challenge (SRC)

The theme for the 2022 challenge was Gadgeteers. Nationally 723,184 children took part with 6,008 participating in Leicestershire libraries.

	Starters	Finishers	% Finishers	Trend
Review Year	105	70	67%	
Previous Year	115	50	43%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
63	7	3

6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments
Being disabled and living alone the book delivery service has been a lifeline. (home delivery customer thank you card)
Library customer said how lovely the shelves looked especially the clear boards on top of them. (comments book)
The library has a lovely feel to it which is felt as soon as I enter the building the staff are very helpful and welcoming. (comments book)
Thank you to the lovely volunteers that helped me to do some printing from the computer. I am always thankful for your help and kindness. So supportive. (comments book)
So glad I joined the library a great selection of books and the staff are very welcoming long may the library stay open. (comments book)
We are regulars at the library and all the family enjoy it. We are especially impressed by the recent changes it feels so much lighter and open. Thank you to everyone and the volunteers that make our library so special. (comments books)
The volunteers do such a great job. (comments book)

6.2

Library User and Volunteer Complaints
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 2022 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 £40,160, and total expenses £41,909, a decrease of £1,749 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 2022 as reported at the BUSCA AGM.

The Community Library's restricted fund decreased by £1,749 during the year. The following grants were received during the year:

- Charnwood Borough Council, £2000 (unrestricted funding)
- Barrow-upon-Soar Parish Council £11,000
- Leicestershire County Council £304
- Loughborough Building Society £1,403
- Shire grant £3,000 (solar panels)
- Community facilities grant £4,000 (solar panels)
- S106 released by LCC: £1,433 (solar panels), £1,038 (barrier), £6,875 (Air source heat pumps and controller)

At 31 December 2022, the Library's total funds stood at £25,952. Of this, £14,015 represents the funds for the day to day running of the Library (up from £13,281), and £11,937 is the development fund (down from £14,420).

Update for 3 months to 31st March 2023

Total funds were £38,818 at 31st March 2023, (£23,408 at 31st March 2022)

In the 3 months to 31st March 2023 the total funds held by the library increased to £38,818, due to receipt of £14,561 from LCC (S106 for car park resurfacing) and a donation of £2,584 from Tarmac (towards car park).

The balance in the development fund remained the same at £11,937 and the funds for day to day running of the library reduced by £4,279 to £9,736.

7.3 Capital investment plans where applicable

7.4 5 year financial projection

Barrow Upon Soar Library - Five Year Operating Forecast

	Inflation	9%	5%	3%	3%	3%
	Year to	Mar-23	Mar-24	Mar-25	Mar-26	Mar-27
Parish Council Grant		£11,000	£10,000	£12,000	£12,360	£12,731
Hiring Fees		£4,000	£4,200	£4,326	£4,456	£4,589
Loughborough B.S.		£1,500	£1,575	£1,622	£1,671	£1,721
Other Income		£5,400	£5,670	£5,840	£6,015	£6,196
		£21,900	£21,445	£23,788	£24,502	£25,237
Salaries		£16,595	£17,425	£17,947	£18,486	£19,040
Running Costs		£6,845	£7,187	£7,403	£7,625	£7,854
		£23,440	£24,612	£25,350	£26,111	£26,894
Annual Deficit		-£1,540	-£3,167	-£1,562	-£1,609	-£1,657

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
We found out in April 2023 that the Parish Council had reduced their funding of the library for 2023/24.	Develop plans to work with the Parish Council to return funding to previous levels, and to source additional funding for running costs.	Progress in 2023/24	We may not get sufficient funding to meet our running costs.

8.1 Future Training Requirements

Training on the (LMS) Library Management System this would be useful for a lot of volunteers especially when queries come up that they don't deal with on a regular basis. A training session to go through how the system works and for volunteers to be able to ask any question they would like answering.

9.0 Additional Information

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

Community Book Stock

Community books checked out figures = 1,786

2023 Mar	141
2023 Feb	148
2023 Jan	141
2022 Dec	148
2022 Nov	171
2022 Oct	156
2022 Sep	151
2022 Aug	145
2022 Jul	157
2022 Jun	141
2022 May	137
2022 Apr	150
Total	1,786

Governance

The period since the last review by LCC has seen a significant amount of governance activity, as follows:

Governing document for the library management committee

The committee has developed a document to provide clarity with regard to its rules for the following areas:

- Membership
- Role of the chair
- Delegation by the committee
- Calling meetings
- Attendance
- Chairing meetings
- Quorum
- Agenda items including handling AOB
- Voting
- Decisions taken away from meetings
- Minutes.

This document will be reviewed annually, which is logged on the committee's schedule of regular items.

Terms of reference (ToRs)

The committee has developed a set of ToRs for itself and also one each for the three groups that report to it, in collaboration with each of the groups. The result is a clear

definition of what each of the committee and the reporting groups is / not responsible for.

It is inevitably the case that some ideas or areas of work will fall into more than one ToR. On the occasions where two or more groups have a legitimate interest in such an area, the committee has agreed an approach to progressing these.

The ToRs are subject to annual review, which is logged on the committee's schedule of regular items.

Risk management

The committee now has a proper risk register. It is structured in a standard way but has two features that contribute to making the document a useful management tool.

- it confines itself to existential risks only – what could go wrong that might put the library out of operation, of which we have identified three.
- it has an indicator of how effective the existing controls against a risk are. This enables the committee, at its quarterly review of the risks, to identify immediately which risk(s) are the ones that it needs to focus its attention on.

The quarterly reviews are logged on the schedule of regular items.

The committee has also devised and agreed a risk management policy.

Declarations of interest

The committee carried out a check on the interests that each member had, as defined by the policy. This will continue to be done annually and is logged on the schedule of regular items.

Review of all policies

All of the policies have been reviewed, which now takes place annually, logged on the schedule of regular items. Most of the policies did not require amendments, or if so, they were of a minor nature. However, the complaints policy has been completely rewritten.

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

CCTV (if applicable)