



LEARNING  
LIBRARY

**LEARNING LIBRARY**

# **ANNUAL REPORT**

**Presented to Management Group  
On 6<sup>th</sup> November 2023**

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# **LEARNING LIBRARY ANNUAL REPORT**

**Reporting Period 1<sup>st</sup> April, 2022 to 31<sup>st</sup> March, 2023**

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**Please note that this report was compiled by the newly appointed manager to the service. As such she was only in post for the final month of this reporting period.**

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## **1. MANAGEMENT GROUP**

Management Group continue to provide the Learning Library with their support.

## **2. EVENTS**

2.1 Pop Ups – We have hosted 6 Pop Ups this year throughout the County and every one was a huge success. We were fortunate to hold these events in Murton, Waterhouses, Newton Hall, Bishop Auckland and Spennymoor.

2.2 Our Outreach Workers attended the following events:

- Little Treasures information sharing event
- SEN presentation at Greenland Primary
- SEN event at Greenland Primary
- Making Changes Together Conference

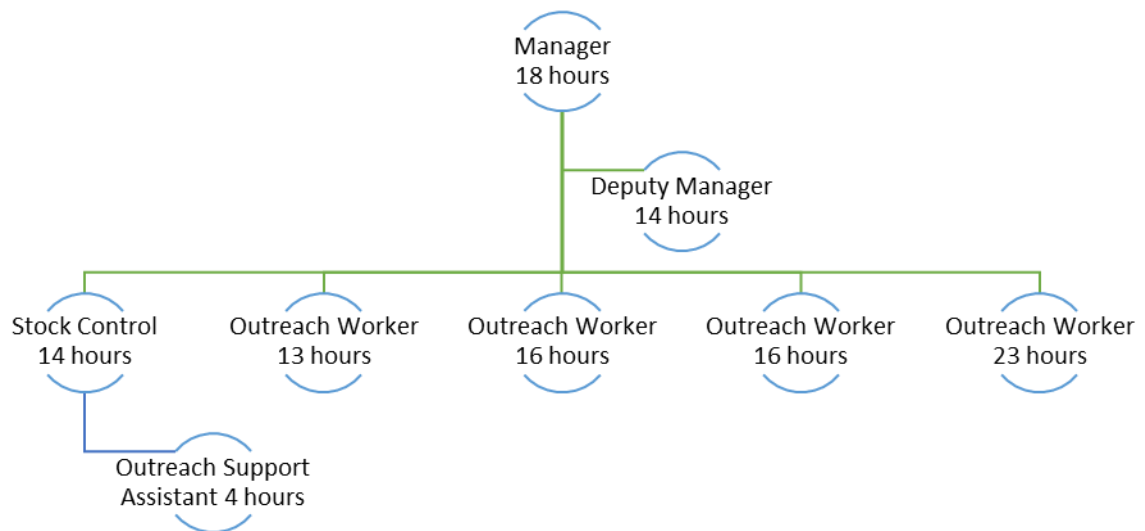
## **3. STAFF**

One long term member of staff retired in May 2022 and a new Outreach Worker was in post in December 2022.

Our long serving Manager of 8 years took retirement in late February 2023, and following a recruitment drive an internal candidate was appointment on 28<sup>th</sup> February 2023.

A replacement Outreach Worker was then recruited, and began employment on 21/03/2023.

The structure of the staff withing the Learning Library is listed below: -



#### **4. FEEDBACK FROM MEMBERS**

We continue to collect and collate feedback using ongoing data recorded on membership cards at each visit. This is collated every three months and provides us with an ongoing means of assessing that we continue to meet the needs of our members.

#### **5. INCOME APRIL 2022 – MARCH 2023**

##### **5.1 Grants**

Specific grant details for this year are as follows:-

Co-operative Community Fund	£1,906.94
Aycliffe Councillors	£1,500.00
Children in Need	£36,966.25
Edward Gosling Foundation	£5,000.00
David Solomons Charitable Trust	£750.00
The Elsie Davis Trust	£5,000.00
Joseph Strong Frazer Trust	£1,000.00
National Lottery Community Fund	£9,825.00

Spennymoor AAP	£1,250.00
TOTAL	£63,198.19

5.2 Other income (credits, interest and refund) £156.36

### 5.3 **Own Fundraising**

Raffle	£160.00
Toy sale	£25.00
Tombola	£50.00
Bucket collection	£255.00
Money boxes	£360.00
TOTAL	£850.00

### 5.4 **Subscriptions**

Income from Subscriptions totalled £4,690.00

### 5.5 **Donations**

Donations to the Learning Library from individuals and organisations brought in £10,125.00

### 5.6 **Totals**

The total funds into the Learning Library was £79,019.55

## 6. **EXPENDITURE APRIL 2022 – MARCH 2023**

### 6.1 **Vehicle Costs**

The vehicle costs for this financial year to include, fuel, insurance and maintenance etc was £5,932.37.

### 6.2 **Staff Costs**

Christmas gifts for staff were £121.00

### 6.3 **Running Costs**

This cost includes accountancy, repairs, stationery, postage, telephone, HR charges etc. The costs were £7,050.52.

#### 6.4 **Premises Costs**

This cost includes building maintenance, heating and lighting, buildings insurance etc. The total cost for this was £7,544.67

#### 6.5 **Equipment**

The cost this year for resources/equipment was £22,165.35 with an additional £150.00 for office equipment.

#### 6.6 **Wages**

Wages for financial year 2022-2023 were £58,491.84

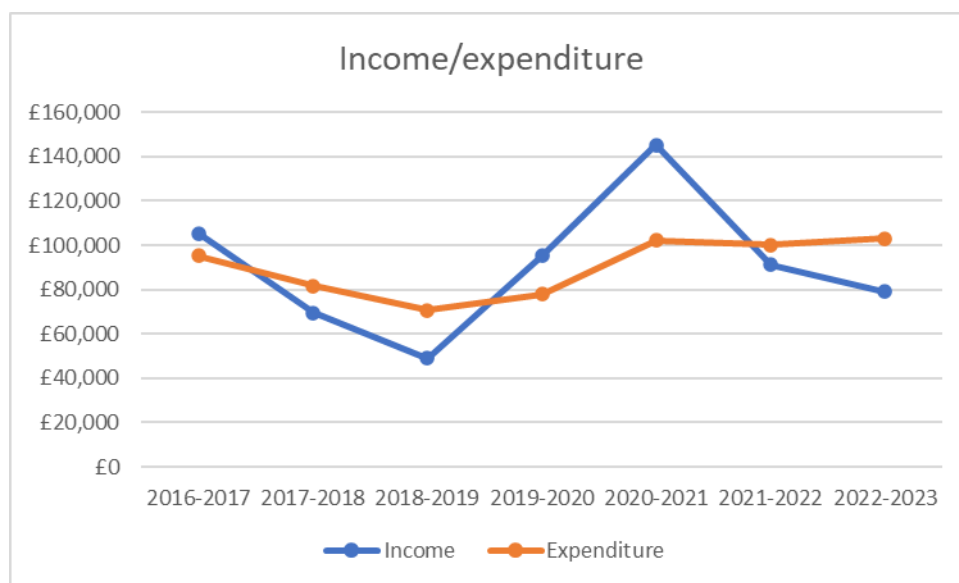
#### 6.6 **Totals**

Total running costs for the year came to £102,977.11.

### 7. **YEAR ON YEAR COMPARISON**

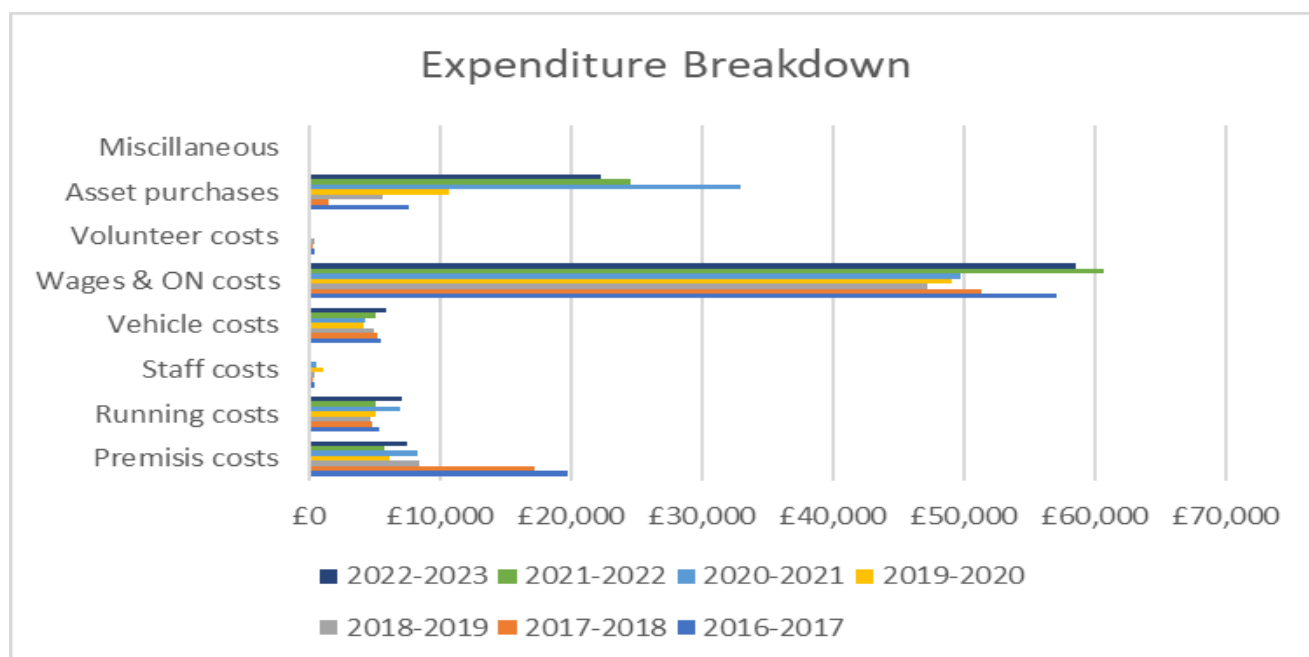
Below is a table details income and expenditure over the past 7 financial years: -

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Income	£105,518	£69,478	£49,149	£95,357	£145,378	£91,264	£79,019
Expenditure	£95,198	£81,580	£70,714	£77,952	£102,073	£100,126	£102,977
Profit/loss	£10,320	£-12,102	£-21,565	£17,405	£43,305	£-8,862	£-23,958



Below is a breakdown of the categories funds have been spent over the same 7-year period: -

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Premises costs	£19,676	£17,201	£8,456	£6,152	£8,303	£5,690	£7,544
Running costs	£5,366	£4,865	£4,672	£5,038	£6,920	£5,031	£7,050
Staff costs	£413	£334	£415	£1,143	£550	£125	£121
Vehicle costs	£5,499	£5,251	£4,994	£4,162	£4,304	£5,017	£5,932
Wages & ON costs	£57,013	£51,368	£47,156	£48,985	£49,753	£60,663	£58,491
Volunteer costs	£408	£312	£408	£156	£0	£0	£24
Asset purchases	£7,656	£1,493	£5,607	£10,662	£32,895	£24,582	£22,315
Miscellaneous	£0	£0	£98	£0	£0	£0	£36



## **8. COMMUNITY AND NETWORKING**

- 8.1 We have maintained close links with the Portage Service, SEN and mainstream schools, the occupational therapy service as well as many other organisations which support people with additional needs. We have enjoyed participating in SEN coffee mornings throughout the year as well as attended any events which we have been invited to.

## **9. MEMBERSHIP**

Our membership continues to increase with referrals coming from both the families of the individuals and the professionals involved with them.

## **10. STOCK-TAKE**

The yearly stock-take will commence after the Christmas break and all members of staff will take part.

## **11. COMMUNICATION**

11.1 Our website address remains *www.learninglibrary.org.uk*.

11.2 Our email address remains at *info@learninglibrary.org.uk*.

11.3 Our Facebook continues to be regularly used by members parents/carers to request items or to contact our Outreach Workers.

## **12. CONCLUSION**

Following from the Covid-19 pandemic, it was wonderful to get back out into the community and support those with additional needs both in their own homes and at our sensory pop-up sessions which we hosted throughout the County.

Despite the retirement of 2 long standing members of staff, the service has continued to flourish, and those appointed to fill the roles have been welcome additions to the team.

The support of funders, both large and small, has enabled us to continue to meet the needs of individuals with additional needs throughout County Durham. We also offer our support to their parents and carers in whatever way is the most beneficial to them. We maintain excellent relationships with our members and continue to receive positive feedback from them and other organisations with whom we are involved.

Finally, thank you to all staff, volunteers, Management Group members, member's parents/carers, funders and supporters who help us support the individuals who access our valuable and unique service.

Presented by Sarah Machin, Learning Library Manager to Board of Trustees at the Annual General Meeting on Monday 6<sup>th</sup> November, 2023.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Learning Library

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1000589

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 09/10/2023

Name:

Mr Alan Dixon

Relevant professional  
qualification(s) or body  
(if any):

ICPA



<b>Address:</b>	Church View, High Etherley
	Bishop Auckland
	County Durham DL14 0HS

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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