

# THE LEEDS LIBRARY

England & Wales · Charity number 1114386

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">05577905</a>                                |
| Registered     | 2006-05-27                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                                        |
|---------|----------------------------------------------------------------------------------------|
| Address | The Leeds Library<br>18 Commercial Street<br>Leeds<br>LS1 6AL                          |
| Phone   | 0113 2453071                                                                           |
| Email   | <a href="mailto:enquiries@theleedslibrary.org.uk">enquiries@theleedslibrary.org.uk</a> |
| Website | <a href="http://www.theleedslibrary.org.uk">www.theleedslibrary.org.uk</a>             |

## Activities

**Objects:** The Objects are: 10.1 the advancement of education, the diffusion of knowledge and the provision of suitable literature for persons particularly but not exclusively within the city of Leeds and the surrounding area by establishing and maintaining a library to promote the study and knowledge of literature and all artistic and scientific subjects and by providing library facilities and research facilities; 10.2 to preserve for the benefit of the public the listed building known as Nos 16 to 20 Commercial Street, Leeds LS1 6AL being a place of historical and architectural interest, value and beauty; 10.3 To advance the education of the general public in all aspects of arts, culture and/or heritage.

**Activities:** The maintenance, development and making available of an historic subscription library. The preservation and making available of an historic library building.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Sponsors Or Undertakes Research
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** CITY OF LEEDS
- Leeds City

## Finances

| Period end | Income   | Expenditure | Assets     | Employees |
|------------|----------|-------------|------------|-----------|
| 2024-12-31 | £932,688 | £648,610    | £7,426,970 | 11        |
| 2023-12-31 | £537,578 | £652,933    | £7,120,079 | 12        |
| 2022-12-31 | £908,330 | £715,000    | £7,226,717 | 15        |
| 2021-12-31 | £480,000 | £578,000    | -          | -         |
| 2020-12-31 | £287,342 | £476,374    | -          | -         |

## Trustees

| Name                      | Role  | Appointed  |
|---------------------------|-------|------------|
| <b>Paul Charles Ellis</b> | Chair | 2023-06-24 |
| Adrian Coltman            |       | 2024-06-29 |
| Catherine Ruth Robbins    |       | 2019-06-29 |
| Holly Leese               |       | 2026-01-22 |
| IAN WILLIAM SHAW          |       | 2024-06-29 |
| PHILIP ANDREW WALKER      |       | 2017-06-25 |
| Pat Urry                  |       | 2021-06-26 |
| Ruth Dayle Strachan       |       | 2025-09-25 |

**THE LEEDS LIBRARY**

England & Wales - Charity number 1114386

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# Accounts

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Company registration number: 05577905

Charity registration number: 1114386

**The Leeds Library**  
**(A company limited by guarantee)**  
**Annual Report and Financial Statements**  
**for the Year Ended 31 December 2024**

**The Leeds Library**

**Contents**

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|                                                |          |
|------------------------------------------------|----------|
| Reference and Administrative Details           | 1 to 2   |
| Annual Report - Chair of Trustees Introduction | 3 to 4   |
| Trustees' Report                               | 5 to 10  |
| Independent Auditor's Report                   | 11 to 14 |
| Statement of Financial Activities              | 15       |
| Balance Sheet                                  | 16       |
| Notes to the Financial Statements              | 17 to 34 |

## The Leeds Library Reference and Administrative Details

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**President** Elizabeth Minkin

**Chair** Paul Ellis

**Trustees**

|                 |                      |
|-----------------|----------------------|
| Janet Dominey   | (resigned 29.06.24)  |
| Annie Faulder   |                      |
| Ruth Robbins    |                      |
| Christine Stead | (resigned 29.06.24)  |
| Patricia Urry   |                      |
| Philip Walker   |                      |
| Lily Wong       | (resigned 29.06.24)  |
| Sophie Rumsby   |                      |
| Edmund Danon    |                      |
| Laurra Davis    |                      |
| Adrian Coltman  | (appointed 29.06.24) |
| Ian Shaw        | (appointed 29.06.24) |

**Treasurer** Moade Shubita

**Staff**

Nina Corey, Chief Executive (appointed 29.01.24)  
 Finnian Davies, Library Assistant  
 Niimi Day-Gough, Archives and Collections Assistant (resigned 31.12.24)  
 Anna Goodridge, Assistant Librarian  
 Ian Harker, Communications and Marketing Officer  
 Helen Holdsworth, Assistant Librarian  
 Claire O'Brien, Library Assistant (temp contract 15.03.24 – 18.09.24)  
 Jane Riley, Librarian  
 Aidan Thackray, Library Assistant  
 Thomas Walsh, Caretaker  
 Sarah West, Administrator

**The Leeds Library**  
**Reference and Administrative Details**

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**Principal Office**                      18 Commercial Street  
Leeds  
West Yorkshire  
LS1 6AL

**Company Registration Number**    05577905

**Charity Registration Number**       1114386

**Solicitors**                              Wrigleys Solicitors LLP  
3rd Floor  
3 Wellington Place  
Leeds  
LS1 4AP

**Investment Advisors**                  RBC Brewin Dolphin  
10 Wellington Place  
Leeds  
LS1 4AN

**Accountants**                            Believe Accounting  
New Lennerton Lane  
Sherburn In Elmet  
Leeds  
LS25 6JE

**Bankers**                                  Lloyds  
65-66 Briggate  
Leeds  
West Yorkshire  
LS1 6LH

**Auditor**                                   TC Group  
6 Queen Street  
Leeds  
LS1 2TW

## **The Leeds Library Annual Report for the Year Ended 31 December 2024**

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### **Chair of Trustees Introduction**

This is my second report to members, having completed my first full year in office in 2024. It has certainly been a most eventful year in many respects! I came to see 2024 as a year of renewal, and of course that is always an ongoing process. There have been countless highlights, but nevertheless, there were five developments which stand out as significant in the life of the Library.

Firstly, it was with a mixture of relief and excitement that we welcomed Nina Corey as the new CEO of the Library at the end of January. Nina's evident skills and experience have proved in practice to be an ideal fit with the needs of the Library in this phase of our growth, and she has brought a new sense of energy and purpose to our work while exercising strong and thoughtful leadership working with slender resources and financial constraints.

So much so that we felt able to begin with our second key development, getting back on site with the second and final phase of completing the works to Number 15 and incorporating the new facilities it offers to the Library. It was very important that we proceeded when we did to ensure that the funding we had secured remained in place. While we had originally hoped that we would have the keys by the end of the year, it was very pleasing that tangible progress with the works proceeded at pace so that we could have confidence that the new spaces could be utilised and made available to our wider public early in 2025.

Thirdly, we had indicated in our last report, we felt as Trustees that there might be a need to realise some of the value in our assets to assist with finishing Phase 2 and thereby protect the long-term future of the Library. This was achieved by disposing of some of our more high-value items while ensuring that we retained our "treasures" – items held with affection, with intrinsic value, interest and unique value beyond their monetary worth. In truth, some of those items were better housed elsewhere at this stage of our renewal, and we intend to ensure that will not remain the case going forward. It is fair to say that the sale process upturned some of the received wisdom about segments of our collection, and indicated that more work needs to be done to fully realise the worth of our collection as a living entity.

In common with other cultural institutions, we experienced a very difficult fundraising environment in 2024, which we can expect to persist in 2025. The need to complete the funding for Phase 2 and ensure effective commissioning of the new facilities led to the fourth major development, in reaching out to you, the members, to assist us with loans to finally bridge the gap. The response to our call was humbling – the rapid response from the Library community demonstrated very clearly that members valued the Library and its mission, what it provides for individual users of the facilities, and its worth to our wider community.

The fifth development I would draw attention to is perhaps less tangible but speaks to the affection in which our collection is held by members and directly affects our day-to-day life as a Library. We launched an improved scheme to sponsor the renovation of selected volumes in our collection, which has been very well received and chips away at the substantial conservation work we need to undertake. In the future, we hope to build on this by improving the ability of the Library to undertake conservation work on its own behalf, and be recognised for our ability to safeguard the collections in our care.

I would like to pay tribute to everybody who has contributed to these initiatives in what will be seen to have been a very successful and pivotal year for the Library. First and foremost, our wonderful team of colleagues, but also our amazing band of volunteers, our external partners and our dedicated Trustees and President. Finally, and not least, you - our supportive and committed members who in the end make Leeds Library what it is.

On a more sombre note, it was with sadness that we noted the passing of our Patron, Barbara Taylor Bradford, and our condolences are extended to all Barbara's many friends and associates. The best tribute we can make to an amazing career is to build our support for emerging writers in our region, which is something we take very seriously.

## **The Leeds Library Annual Report for the Year Ended 31 December 2024**

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### **Chair of Trustees Introduction**

Inevitably there were some issues we weren't able to resolve during the course of 2024, the most important being progress in rebuilding the reserves and resolving the ongoing heating issue. The heating issue should now be resolved and it is clear that addressing the reserves will be a long process, requiring improvement to revenues and further improvements to operational practices. Along with our commitment to conserving our collections, this will be our goal for 2025 and beyond, along with the possibility of increasing co-operation with other important cultural bodies in the city and region such as The Thoresby Society and the Leeds Philosophical and Literary Society. We can look forward with confidence to 2025 and beyond, and take pride in our new premises.

Paul Ellis  
Chair

## **The Leeds Library Trustees' Report for the Year Ended 31 December 2024**

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The trustees of the charity, who are directors for the purposes of company law, present the annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 December 2024.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities and applicable accounting standards.

### **Aims and Objectives**

The Leeds Library aspires to be a thriving cultural hub for the city and beyond, providing a home for readers, writers and book-lovers and a space for the production and enjoyment of all forms of creative activity.

The Library's mission can be encapsulated as being:

- To strengthen the Library's foundations by putting its finances on a sustainable basis, expanding its membership, and maintaining and developing its building and collections for future generations;
- To open the doors of the Library and encourage its use by local people as well as by its members.

The principal activity of the Leeds Library and the Charity's objectives are:

- The advancement of education, the diffusion of knowledge and the provision of suitable literature for persons particularly but not exclusively within the city of Leeds and the surrounding area, by establishing and maintaining a library to promote the study and knowledge of literature and all artistic and scientific subjects and by providing library facilities and research facilities;
- To preserve for the benefit of the public the listed building known as Nos. 16 to 20 Commercial Street, Leeds LS1 6AL being a place of historical and architectural interest, value and beauty;
- To advance the education of the general public in all aspects of arts, culture and/or heritage.

The trustees' strategic objectives for the Library over the period 2022-27, adopted during the year following consultation with members, can be summarised as:

#### **Strengthening the foundations**

- Increase and diversify the Library's income through a programme of fund-raising (including legacies), merchandising and room hire. By the end of the period these should make up 25% of the Library's income.
- Improve the diversity of Library trustees, staff, volunteers and members.
- Double membership to 2,000 by 2027 both through recruiting new members and by improving retention of existing members. Publicise the benefits of membership and ensure membership categories remain relevant.
- Establish 15 Commercial Street as an innovative, exciting and financially sustainable space which is fully used by Library members and by visiting organisations for creative, literary and educational activities.
- Establish and implement a new approach to acquiring, conserving and disposing of books which builds on the existing strengths of our collections, eliminates the need for off-site storage and makes increasing use of digital resources.

## **The Leeds Library Trustees' Report for the Year Ended 31 December 2024**

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- Conduct a thorough overhaul of the Library's systems and operations to ensure that the Library is fit for purpose as an organisation to deliver on its potential.
- Ensure that the Library invests in the development of its people such that colleagues' satisfaction with their role is maximised to the benefit of all key stakeholders.
- Establish the Library as a leader in environmental sustainability within the cultural and library sector by developing and implementing ambitious and innovative plans for achieving a zero carbon/zero waste organisation, making use of dedicated funding.

### Opening the doors

- Incrementally increase public access to the Library through the Open Doors Programme.
- Research the range of new technologies to determine how our archive and our rare and historic books can best be made accessible to all in virtual form and make demonstrable progress towards their being fully accessible in a virtual form that engages readers by 2032. Develop a strategy for raising awareness of our virtual collection.
- Strengthen existing partnerships and establish a plan for increasing partnership working with businesses, with arts, education and community organisations as well as with city libraries.
- Promote the Library to external audiences and take active steps to invite businesses, community groups and schools to visit the Library and engage with our collections.
- Encourage the use of the Library's collections for research purposes.

These aims provide the framework within which the Library develops its annual plans and measures its performance.

### **Public benefit**

The trustees confirm that, in delivering against their strategic aims, they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

In shaping our programme of events and the construction of our new facilities we have looked to widen access to the Library's facilities and collections.

### **Structure, governance and management**

#### Nature of governing document

The Leeds Library is a registered company limited by guarantee (number 05577905), incorporated on 29 September 2005. The Limited company became a registered charity (number 1114386) on 27 May 2007. This charity began operations on 1 July 2008 following receipt of a gift from the Proprietors of the Leeds Library (founded 1768) of all the assets and liabilities of that Library. The Library is governed by the Memorandum and Articles of Association of the company dated 29 September 2005 (with amendments to the Articles dated 20 March 2007, 25 June 2016 and 25 June 2022). The operation of the Library is governed by Rules adopted on 14 May 2008 and amended on 25 June 2010, 29 June 2019, 26 June 2021 and 21 June 2022.

The Members of the Charity are those persons who have subscribed to the Memorandum of Association and such other persons or organisations as are admitted to membership in accordance with the Rules made under the Articles of Association. At the Annual General Meeting on 21 May 2008 it was agreed that all Members of the old Library (both proprietary and associate) would be admitted as Members of the Charity.

## **The Leeds Library Trustees' Report for the Year Ended 31 December 2024**

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### Recruitment and appointment of trustees

The Articles provide for the election from the Members of the Charity of a maximum of twelve trustees. Trustees are appointed for a term of three years and may be reappointed for a maximum of two further terms. Trustees may also appoint a President, Vice-Presidents and Patrons. The following Patrons have been appointed:

Simon Armitage (2018 – Present)  
Barbara Taylor Bradford (2021 – 2024)  
Caryl Phillips (2017 – Present)  
Nima Poovaya-Smith (2018 – Present)

Elizabeth Minkin served as our president for 2024.

### Organisational structure

The trustees are responsible for the long-term well-being and effectiveness of the Library and make decisions on the application of its resources, the safeguarding of assets and the determination of strategies and policies in keeping with the founding aims. The day-to-day management of the Library is delegated to the Chief Executive who is appointed by the trustees and takes decisions on such matters as the appointment of relevant staff, the acquisition of books and other library materials, and the financial management of the Library within budgets approved by the trustees.

The trustees may delegate any of their functions to sub-committees consisting of at least two trustees. The Committee structure was overhauled in 2024 to make the meetings more streamlined and there are now four standing sub-committees:

1. Library Assets: Managing the financial, governance and operational aspects of the charity and its property.
2. Collections and Research: Overseeing the development and conservation of the Library's collections and providing leadership for research and research training.
3. Engagement: focuses on the recruitment and retention of members and oversees the Library's fundraising and strategic activities.
4. Nominations: recruitment of trustees and senior staff members.

In addition, trustees had a Project Board and a Fundraising Working Group to oversee aspects of the Library expansion.

All new trustees are given an induction manual covering the duties and responsibilities of trustees, all aspects of the Library's governance and management procedures, and relevant documents of record (including the minutes of meetings for the past year and relevant policy and strategy papers).

Introductory meetings are held with key members of staff and support is available from the Chair, Treasurer and other trustees.

To ensure that the Board of Trustees is fit for purpose and is representative of the Charity's membership, the board regularly seeks potential new trustees from amongst the membership, including advertising for trustees in the Library's members newsletter *Speaks Volumes*. Members with specialist expertise are co-opted onto sub-committees which also allows them to become acquainted with the trustees and their work.

## **The Leeds Library Trustees' Report for the Year Ended 31 December 2024**

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### Risk management

The trustees are satisfied that appropriate arrangements are in place to record, review and mitigate the major operational and financial risks to the Library. The financial position and cashflow forecasts are reviewed at each meeting of the Library Assets Committee and of trustees. Wider operational risks are recorded in the Library's risk register and reviewed by the Resources Committee and trustees at their meetings during the year. A detailed risk assessment of the planned purchase and development of 15 Commercial Street was produced as part of the business planning for the acquisition and has been integrated into the main risk register. We are upgrading our approach to recording and capturing risks.

### **Financial Overview**

#### Financial Outturn

The Library ended the year with a surplus of £306,891 in 2024, significantly improving from the deficit of £106,638 in 2023.

This turnaround resulted mainly from receiving substantial grants specifically for the Next Chapter Project, notably £94,260 from the Heritage Lottery Fund, £60,000 from the Foyle Foundation, £50,000 from the Bernard Sunley Foundation, and £50,000 from Garfield Weston, all of which we are incredibly grateful for.

There was also an increase in rental income from commercial tenants Ann Summers and Cinnabon, who are now paying full rent.

Despite this positive financial outcome, the Library continues to run an operational deficit, and operational costs remain challenging due to persistent inflationary pressures on energy, supplier expenses, and staff salaries. Trustees remain committed to ongoing financial discipline, which included targeted membership campaigns, controlled budgeting, strategic management of staffing levels, and comprehensive reviews of all suppliers during the year and in preparation for the 2025 budget.

A significant financial challenge arose in the final quarter of 2024, resulting in insufficient cash to cover contractor payments. Trustees acted promptly, securing approximately £171,000 in private loans from members, repayable over 1-5 years, and reluctantly deciding to sell selected books from the Library's valuable collection to further support immediate cash requirements. These combined actions have provided essential financial support, enabling continued progress through Phase 2 of the Next Chapter Project.

Trustees are actively exploring options for consolidating existing borrowings through secured commercial loans against the Library's substantial property assets, aiming to rebuild cash reserves. Plans to reinstate cash reserves as a critical financial safety net will be implemented as soon as financially feasible.

Phase 2 of the Next Chapter Project is now nearing completion with 15 Commercial Street opening to the public from April 2025. Trustees will closely monitor the financial position and are prepared to take further action if necessary if the planned measures do not appear sufficient to achieve a satisfactory outturn.

#### Reserves Policy

The policy of the trustees remains to maintain a sufficient level of general and free reserves to manage potential operational contingencies, particularly the risk of reduced rental income from retail units. Recognising the increased financial risk following the acquisition and refurbishment of 15 Commercial Street, the trustees have reaffirmed the target level of free reserves to be at least nine months' operational expenditure, currently estimated at approximately £420,000.

## **The Leeds Library Trustees' Report for the Year Ended 31 December 2024**

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As a consequence of significant capital investments and operational challenges, free reserves at the end of 2024 remain below this target. Trustees are committed to rebuilding these reserves as soon as financially viable, recognising the importance of maintaining this financial safety net.

The trustees have redefined free reserves as liquid funds not restricted or tied up in fixed assets, calculated as funds held by investment managers and cash balances net of restricted reserves.

### Investment Strategy and Performance

The trustees' investment strategy has historically aimed to balance capital growth and investment return, reviewed annually with assistance from professional investment advisors.

The value of the Library investments at 31 December 2024 was £0 (2023 - £97,716) as a result of trustees' fully liquidating investments to help fund the ongoing construction costs of 15 Commercial Street and the ongoing difficult market conditions during the year as a result of the effect of the war in Ukraine, rising inflation and political instability and expenditure incurred on Library operations. The investments generated dividend income of £2,138, a reduction from the previous year (2023 - £3,615).

Trustees will review the investment strategy again once the Library has successfully navigated its current financial pressures and replenished reserves.

### Going Concern

As with last year, in the short term the main risk to the future of the Library as a going concern, arises from the costs incurred from the redevelopment of 15 Commercial Street. The Library's investments were fully drawn down to complete the project and there remains the need to correct the long-standing operational deficit. The uncertainties arising from this require that the Library stabilises its financial position. It should nevertheless be recognised that the enhanced facilities that this project has delivered will enable the Library to improve and develop its services and thereby increase revenue.

The Library has drawn up a broadly balanced operational budget for 2025 and aims to rebuild reserves that were used for the capital project as a high priority.

Trustees have proactively addressed these risks and uncertainties through sale of selected assets, securing private member loans, targeted fundraising, and rigorous cost control measures in order to increase income and reduce costs, with the aim of bringing income and expenditure into balance and will maintain this approach in future years.

Library trustees will regularly monitor the financial position and cashflow projections to enable early action to be taken if needed. The sale of assets and leases remains a valid strategy should the need arise to cover an operational shortfall.

Trustees will regularly update and monitor the Library's risk register to ensure early identification of emerging risks which includes risks related to the Library's operations.

Taking account of the measures outlined above, and projections of the Library's income and expenditure and cashflow, trustees consider it is appropriate to continue to use the going concern basis in preparing the Library's financial statements.

## **The Leeds Library Trustees' Report for the Year Ended 31 December 2024**

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### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of The Leeds Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

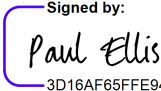
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Disclosure of information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 13<sup>th</sup> June 2025 and signed on its behalf by:

Signed by:  
  
 3D16AF65FFE94CB...  
 .....  
 Paul Ellis  
 Chair

Date: 13<sup>th</sup> June 2025

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Auditor's Report update**

##### **Opinion**

We have audited the financial statements of The Leeds Library (the 'charity') for the year ended 31 December 2024, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

##### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

##### **Other information**

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **The Leeds Library Independent Auditor's Report to the Members of The Leeds Library**

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### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report. We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 10), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Extent to which the audit was capable of detecting irregularities, including fraud**

The objectives of our audit, in respect of fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, and through discussion with the trustees and other management (as required by auditing standards), and discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations;
- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102, the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK;
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit;
- We considered the procedures and controls that the entity has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified risk. These procedures included: testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from material fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect all non-compliance with laws and regulations.

A further description of our responsibilities is available on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our audit report.

**The Leeds Library**  
**Independent Auditor's Report to the Members of The Leeds Library**

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**Our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Signed by:  
  
76EEE79DD5B64B3...

.....  
Mark Hunter FCA (Senior Statutory Auditor)  
For and on behalf of TC Group  
Statutory auditor

6 Queen Street  
Leeds  
LS1 2TW

Date: 13/6/2025

**The Leeds Library****Statement of Financial Activities for the Year Ended 31 December 2024  
(Incorporating the Income and Expenditure Account and the Statement of Comprehensive Income)**

|                                   |    | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total 2024</b> | <b>Total 2023</b> |
|-----------------------------------|----|---------------------------|-------------------------|-------------------|-------------------|
| <b>Note</b>                       |    | <b>£</b>                  | <b>£</b>                | <b>£</b>          | <b>£</b>          |
| <b>Income and Endowment from:</b> |    |                           |                         |                   |                   |
| Donations and legacies            | 3  | 210,689                   | 254,260                 | 464,949           | 153,639           |
| Charitable activities             | 4  | 147,386                   | -                       | 147,386           | 142,755           |
| Investment income                 | 5  | 307,758                   | -                       | 307,758           | 226,607           |
| Other income                      | 6  | 12,595                    | -                       | 12,595            | 14,577            |
|                                   |    | <u>678,428</u>            | <u>254,260</u>          | <u>932,688</u>    | <u>537,578</u>    |
| <b>Expenditure on:</b>            |    |                           |                         |                   |                   |
| Charitable activities             | 7  | (640,876)                 | (7,734)                 | (648,610)         | (652,933)         |
|                                   |    | <u>(640,876)</u>          | <u>(7,734)</u>          | <u>(648,610)</u>  | <u>(652,933)</u>  |
| Total expenditure                 |    | (640,876)                 | (7,734)                 | (648,610)         | (652,933)         |
| Net gains on investment assets    |    | 22,813                    | -                       | 22,813            | 8,717             |
|                                   |    | <u>60,365</u>             | <u>246,526</u>          | <u>306,891</u>    | <u>(106,638)</u>  |
| Net income/(expenditure)          |    | 60,365                    | 246,526                 | 306,891           | (106,638)         |
| Transfer between funds            |    | 246,526                   | (246,526)               | -                 | -                 |
|                                   |    | <u>306,891</u>            | <u>-</u>                | <u>306,891</u>    | <u>(106,638)</u>  |
| <b>Reconciliation of funds</b>    |    |                           |                         |                   |                   |
| Total funds brought forward       | 22 | 7,120,079                 | -                       | 7,120,079         | 7,226,717         |
|                                   |    | <u>7,426,970</u>          | <u>-</u>                | <u>7,426,970</u>  | <u>7,120,079</u>  |
| Total funds carried forward       | 22 | 7,426,970                 | -                       | 7,426,970         | 7,120,079         |

All of the charity's activities derive from continuing operations during the above two periods.

The detail for the comparative period is shown in note 29.

**The Leeds Library**  
**(Registration number: 05577905)**

**Balance Sheet as at 31 December 2024**

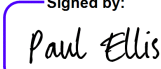
| Note                                                           |    | 2024<br>£               | 2023<br>£               |
|----------------------------------------------------------------|----|-------------------------|-------------------------|
| <b>Fixed assets</b>                                            |    |                         |                         |
| Intangible assets                                              | 14 | -                       | -                       |
| Tangible assets                                                | 15 | 2,273,239               | 1,647,154               |
| Heritage assets                                                | 16 | 6,401,032               | 6,401,032               |
| Investments                                                    | 17 | -                       | 94,980                  |
|                                                                |    | <u>8,674,271</u>        | <u>8,143,166</u>        |
| <b>Current assets</b>                                          |    |                         |                         |
| Debtors                                                        | 18 | 192,559                 | 119,790                 |
| Cash at bank and in hand                                       | 19 | 13,318                  | 56,230                  |
|                                                                |    | <u>205,877</u>          | <u>176,020</u>          |
| <b>Creditors: Amounts falling due within one year</b>          | 20 | <u>(314,862)</u>        | <u>(143,595)</u>        |
| <b>Net current assets</b>                                      |    | <u>(108,985)</u>        | <u>32,425</u>           |
| <b>Total assets less current liabilities</b>                   |    | 8,565,286               | 8,175,591               |
| <b>Creditors: Amounts falling due after more than one year</b> | 21 | <u>(1,138,316)</u>      | <u>(1,055,512)</u>      |
| <b>Net assets</b>                                              |    | <u><u>7,426,970</u></u> | <u><u>7,120,079</u></u> |
| <b>Funds of the charity:</b>                                   |    |                         |                         |
| <b>Unrestricted income funds</b>                               |    |                         |                         |
| Unrestricted funds                                             |    | 7,426,970               | 7,120,079               |
| Restricted funds                                               |    | -                       | -                       |
| <b>Total funds</b>                                             | 22 | <u><u>7,426,970</u></u> | <u><u>7,120,079</u></u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small company regime and in accordance with FRS 102 SORP.

The financial statements on pages 17 to 32 were approved by the trustees, and authorised for issue on 13<sup>th</sup> June 2025 and signed on their behalf by:

Signed by:  
  
 .....  
 Paul Ellis  
 Chair

**The Leeds Library**  
**Notes to the Financial Statements for the Year Ended 31 December 2024**

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**1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

At the 31 December 2024 there were 1,122 members (2023: 1,181).

The address of its registered office is:

18 Commercial Street

Leeds

West Yorkshire

LS1 6AL

These financial statements were authorised for issue by the trustees on 22<sup>nd</sup> May 2025.

**2 Accounting policies**

**Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

**Basis of preparation**

The Leeds Library meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Going concern**

The trustees have prepared the financial statements on a going concern basis and have provided further details in note 25.

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2024

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## 2 Accounting policies - continued

### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Unrestricted funds are incoming resources received or generated without further specific purpose. They are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Website**

Website costs are amortised over its useful life of three years.

**The Leeds Library**

**Notes to the Financial Statements for the Year Ended 31 December 2024**

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**2 Accounting policies - continued**

**Tangible fixed assets**

Individual fixed assets costing £250.00 or more are initially recorded at cost.

**Heritage assets**

To meet the requirements of the SORP, we disclose the policy for acquisition, preservation, management and disposal of heritage assets.

Heritage assets are shown at donated cost. The donated cost was ascertained by obtaining suitable evidence for a reliable valuation at the date of the donation. The property, fixtures and fittings and books are considered to be heritage assets as they are of historical, artistic or scientific importance and are held to advance the preservation and conservation objectives of the charity. No depreciation is provided in respect of freehold property. This is a departure from the requirements of the Companies Act 2006, which requires all properties to be depreciated. Such properties are not held for consumption but for investments and the trustees consider that to depreciate would not give a true and fair view. Depreciation is one of the many factors reflected in the annual valuation of properties and accordingly the amount of depreciation which might otherwise have been charged cannot be separately identified or quantified. The trustees consider that this policy results in the accounts giving a true and fair view.

The heritage assets are regularly reviewed and necessary repair or restoration work required is carried out to preserve the assets. The collection is actively managed and no disposals have taken place.

**Amortisation**

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b> | <b>Amortisation method and rate</b> |
|--------------------|-------------------------------------|
| Website            | 33.33% straight line                |

**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| <b>Asset class</b>    | <b>Depreciation method and rate</b> |
|-----------------------|-------------------------------------|
| Fixtures and fittings | 20% straight line                   |
| Computer equipment    | 33% straight line                   |
| Digitisation          | 3 years straight line               |
| Basement costs        | 7 years straight line               |
| Foyer pod             | 5% straight line                    |

Assets under construction are not depreciated until brought into use.

**Fixed asset investments**

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**The Leeds Library****Notes to the Financial Statements for the Year Ended 31 December 2024****2 Accounting policies – continued****Rental income**

Rents received under operating leases are credited to the profit and loss account on an accruals basis as there is no benefit of the income received if there is a rent free period.

**Books**

In order to avoid excessive professional valuation fees, books donated to the Library are only included as voluntary income and heritage assets where their value is determined to be in excess of £5,000 (either individually or as a collection). Books purchased in the year are expensed as they are determined to have a low value and a short economic life.

**Foreign exchange**

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

Exchange differences are recognised in the Statement of Financial Activities in the period in which they arise.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted funds are those donated for a specific purpose and are separately identified until the monies are expensed for the specific purpose it was given.

**3 Income from donations and legacies**

|                              | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Donations and legacies:      |                                     |                                   |                             |                             |
| General donations and grants | 210,689                             | 254,260                           | 464,949                     | 153,639                     |

Grants received during the year included £60,000 from the Foyle Foundation, £50,000 from the Garfield Weston Foundation, £94,260 from the National Lottery Heritage Fund, and £50,000 from the Bernard Sunley Foundation.

**4 Income from charitable activities**

|                        | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Membership fees        | 134,762                             | -                                 | 134,762                     | 130,234                     |
| Sales of donated goods | 12,624                              | -                                 | 12,624                      | 12,521                      |
|                        | 147,386                             | -                                 | 147,386                     | 142,755                     |

**The Leeds Library****Notes to the Financial Statements for the Year Ended 31 December 2024****5 Investment income**

|                                           | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|-------------------------------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Other income from fixed asset investments | 31,334                              | -                                 | 31,334                      | 3,615                       |
| Income from rents                         | 276,424                             | -                                 | 276,424                     | 222,992                     |
|                                           | <u>307,758</u>                      | <u>-</u>                          | <u>307,758</u>              | <u>226,607</u>              |

**6 Other income**

|                  | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Thoresby Society | <u>12,595</u>                       | <u>-</u>                          | <u>12,595</u>               | <u>14,577</u>               |

**7 Expenditure on charitable activities**

|                                                 | <b>Note</b> | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|-------------------------------------------------|-------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Operation as a library                          |             | 413,359                             | -                                 | 413,359                     | 430,677                     |
| Asset under construction (15 Commercial Street) |             | 77,617                              | 7,734                             | 85,351                      | 80,206                      |
| Listed building maintenance                     |             | 99,606                              | -                                 | 99,606                      | 94,854                      |
| Governance costs                                | 8           | <u>50,294</u>                       | <u>-</u>                          | <u>50,294</u>               | <u>47,196</u>               |
|                                                 |             | <u>640,876</u>                      | <u>7,734</u>                      | <u>648,610</u>              | <u>652,933</u>              |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2024

#### 8 Analysis of governance and support costs

##### Support costs allocated to charitable activities

|                             | Staff costs<br>£ | Other support<br>costs<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-----------------------------|------------------|-----------------------------|--------------------|--------------------|
| Operation as a library      | 214,616          | 198,740                     | 413,356            | 415,001            |
| Listed building maintenance | 61,113           | 38,493                      | 99,606             | 110,530            |
| Asset under construction    | -                | 85,351                      | 85,351             | 80,206             |
|                             | <u>275,729</u>   | <u>322,584</u>              | <u>598,313</u>     | <u>605,737</u>     |

##### Analysis of charitable activities other support costs

|                      | Unrestricted funds |               |                                  | Restricted funds                 | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------|--------------------|---------------|----------------------------------|----------------------------------|--------------------|--------------------|
|                      | Library<br>£       | Building<br>£ | Asset under<br>construction<br>£ | Asset under<br>construction<br>£ |                    |                    |
| Premises             | 92,687             | 23,172        | -                                | 246                              | 116,105            | 131,715            |
| Postage and printing | 9,905              | 2,477         | -                                | -                                | 12,382             | 13,639             |
| Finance costs        | 2,467              | 617           | 77,617                           | -                                | 80,701             | 70,963             |
| General insurance    | 21,908             | 5,477         | -                                | 725                              | 28,110             | 26,654             |
| Miscellaneous        | 51,949             | 12,988        | -                                | 6,763                            | 71,700             | 69,995             |
| Depreciation         | 10,871             | 2,718         | -                                | -                                | 13,589             | 10,948             |
|                      | <u>189,787</u>     | <u>47,449</u> | <u>77,617</u>                    | <u>7,734</u>                     | <u>322,587</u>     | <u>323,914</u>     |

##### Governance costs

|                                                          | Unrestricted<br>funds<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|----------------------------------------------------------|----------------------------|--------------------|--------------------|
| Wages and salaries                                       | 26,187                     | 26,187             | 25,967             |
| Staff NIC (Employers)                                    | 1,798                      | 1,798              | 1,862              |
| Staff pensions (defined contribution) – pension scheme 1 | 2,571                      | 2,571              | 3,064              |
| Auditor's remuneration                                   | 15,000                     | 15,000             | 11,583             |
| Management fees                                          | 4,402                      | 4,402              | 4,402              |
| Legal and professional fees                              | -                          | -                  | -                  |
| Insurance                                                | 336                        | 336                | 318                |
|                                                          | <u>50,294</u>              | <u>50,294</u>      | <u>47,196</u>      |

**The Leeds Library****Notes to the Financial Statements for the Year Ended 31 December 2024**

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**9 Net incoming/outgoing resources**

Net outgoing resources for the year include:

|            | <b>Total<br/>2024<br/>£</b> | <b>Total<br/>2023<br/>£</b> |
|------------|-----------------------------|-----------------------------|
| Audit fees | <u>15,000</u>               | <u>11,583</u>               |

**10 Trustees remuneration and expenses**

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

**11 Taxation**

The charity is a registered charity and is therefore exempt from corporation tax.

**12 Staff costs**

The aggregate payroll costs were as follows:

|                                     | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|-------------------------------------|-------------------|-------------------|
| <b>Staff costs during the year:</b> |                   |                   |
| Wages and salaries                  | <u>305,564</u>    | <u>308,938</u>    |

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

|                                | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|--------------------------------|-------------------|-------------------|
| The average monthly head count | <u>11</u>         | <u>12</u>         |

No employee received emoluments of more than £60,000 during the year.

**13 Auditor's remuneration**

|                                   | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|-----------------------------------|-------------------|-------------------|
| Audit of the financial statements | <u>15,000</u>     | <u>11,583</u>     |

**The Leeds Library****Notes to the Financial Statements for the Year Ended 31 December 2024****14 Intangible fixed assets**

|                       | <b>Website<br/>costs<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|--------------------------------|--------------------|
| <b>Cost</b>           |                                |                    |
| At 1 January 2024     | 6,274                          | 6,274              |
| At 31 December 2024   | 6,274                          | 6,274              |
| <b>Amortisation</b>   |                                |                    |
| At 1 January 2024     | 6,274                          | 6,274              |
| Charge for the year   | -                              | -                  |
| At 31 December 2024   | 6,274                          | 6,274              |
| <b>Net book value</b> |                                |                    |
| At 31 December 2024   | -                              | -                  |
| At 31 December 2023   | -                              | -                  |

**Development costs**

In 2017 website development costs of £6,274 were capitalised as intangible fixed assets and have been amortised over 3 years on a straight-line basis.

**15 Tangible fixed assets**

|                       | <b>Assets<br/>under<br/>construction<br/>£</b> | <b>Furniture<br/>and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|------------------------------------------------|----------------------------------------------|--------------------|
| <b>Cost</b>           |                                                |                                              |                    |
| At 1 January 2024     | 1,629,558                                      | 313,694                                      | 1,943,252          |
| Additions             | 627,548                                        | 12,128                                       | 639,676            |
| At 31 December 2024   | 2,257,106                                      | 325,822                                      | 2,582,928          |
| <b>Depreciation</b>   |                                                |                                              |                    |
| At 1 January 2024     | -                                              | 296,098                                      | 296,098            |
| Charge for the year   | -                                              | 13,591                                       | 13,591             |
| At 31 December 2024   | -                                              | 309,689                                      | 309,689            |
| <b>Net book value</b> |                                                |                                              |                    |
| At 31 December 2024   | 2,257,106                                      | 16,133                                       | 2,273,239          |
| At 31 December 2023   | 1,629,558                                      | 17,596                                       | 1,647,154          |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2024

#### 16 Heritage assets

|                       | Buildings<br>£ | Books<br>£ | Fixtures<br>and fittings<br>£ | Total<br>£ |
|-----------------------|----------------|------------|-------------------------------|------------|
| <b>Cost</b>           |                |            |                               |            |
| At 1 January 2024     | 3,360,000      | 3,000,032  | 41,000                        | 6,401,032  |
| At 31 December 2024   | 3,360,000      | 3,000,032  | 41,000                        | 6,401,032  |
| <b>Net book value</b> |                |            |                               |            |
| At 31 December 2024   | 3,360,000      | 3,000,032  | 41,000                        | 6,401,032  |
| At 31 December 2025   | 3,360,000      | 3,000,032  | 41,000                        | 6,401,032  |

On 30 June 2008, The Leeds Library company received a gift of property, books and other fixtures and fittings of the proprietary library founded 1768 and also known as The Leeds Library. The trustees of the Old Leeds Library (being duly authorised) granted on 10 November 1976 a lease for a term of 130 years from 1 November 1976 of all the premises owned by the Library (including two shop tenancies) to Save & Prosper Insurance Co. Plc., in consideration of a payment to the library of £260,000 and an annual sum representing one-half of the annual rents of the shop premises, subject to the Library bearing the periodical costs of repair, maintenance and property insurance of the premises as a whole. Save and Prosper granted, by way of a lease-back, a term of 130 years less one day to the Library of the premises solely occupied by the Library at a peppercorn rent. On 27 March 2014 the lease was sold by Countrywide Assured PLC (previously Save & Prosper Insurance Co. Plc.) to two companies; Leeds Properties No1 Ltd, and Leeds Properties No2 Ltd. The sum insured at 31 December 2024 is £13,438,772 (valued at 2023: £11,205,000).

The Leeds Library was established to collect books and other items for its members to borrow. It was formed on the basis of each person paying a capital sum to join and an annual subscription to retain membership. It is now the oldest example of this type of library still surviving though its proprietary nature ended on 30 June 2008. The books read by members were generally retained with the intention of building a collection of increasing size and value. As a result, the 140,000 items now estimated to be in the collection reflect the reading interests of members over more than 200 years.

The building fronting Commercial Street was constructed at the Library's expense in 1807-1808. It was substantially added to in 1821 (Main Room Gallery), 1880-1881 (New Room) and 1899-1900 (New Room Gallery). It is a grade II\* listed building, a grading which recognises that it is a particularly important building of more than special interest and applies to less than 6% of listed buildings. There were four ground floor shops in the original 1807-1808 building and these were subsequently converted into two larger units. The basement under the shops and the Library entrance is currently shared by one shop lessee and the Library. The other extant objects collected by The Leeds Library since its foundation in 1768 were also gifted to the charitable company including equipment, furniture and ornaments.

There have been no significant movements in the Heritage assets over the past five years.

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2024

#### 17 Fixed asset investments

|                                               | 2024<br>£ | 2023<br>£     |
|-----------------------------------------------|-----------|---------------|
| FA investment – listed shares b/fwd           | 94,980    | 176,351       |
| FA investment – listed realised gain          | 36        | 2,376         |
| FA investment – listed unrealised (loss)/gain | 22,777    | 6,237         |
| FA investment – listed shares additions       | 26,590    | 33,390        |
| FA investment – listed shares disposals       | (144,383) | (123,374)     |
|                                               | <u>-</u>  | <u>94,980</u> |

Investments on listed equities & convertible loan stock in at market value in the UK is £Nil (2023: £24,247) and at market value outside of the UK £Nil (2023: £70,733).

#### 18 Debtors

|                | 2024<br>£      | 2023<br>£      |
|----------------|----------------|----------------|
| Other debtors  | 66,336         | 29,984         |
| Prepayments    | 13,384         | 7,946          |
| Accrued income | 112,839        | 81,860         |
|                | <u>192,559</u> | <u>119,790</u> |

#### 19 Cash and cash equivalents

|              | 2024<br>£     | 2023<br>£     |
|--------------|---------------|---------------|
| Cash in hand | 2,053         | 3,870         |
| Cash at bank | 11,265        | 52,360        |
|              | <u>13,318</u> | <u>56,230</u> |

#### 20 Creditors: amounts falling due within one year

|                 | 2024<br>£      | 2023<br>£      |
|-----------------|----------------|----------------|
| Mortgage        | 10,612         | 14,115         |
| Bank loan       | 20,381         | 18,662         |
| Member loans    | 40,000         | -              |
| Other creditors | 32,355         | 46,514         |
| Accruals        | 179,506        | 37,588         |
| Deferred income | 32,008         | 26,716         |
|                 | <u>314,862</u> | <u>143,595</u> |

There is £31,968 (2023: £26,676) of deferred income that relates to subscriptions received. These relate to the next financial period.

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2024

#### 21 Creditors: amounts falling due after more than one year

|                                                 | 2024<br>£        | 2023<br>£        |
|-------------------------------------------------|------------------|------------------|
| Mortgage (falling due in less than 5 years)     | 51,076           | 74,970           |
| Bank loan (falling due in less than 5 years)    | 168,919          | 189,626          |
| Member loans (falling due in less than 5 years) | 106,500          | -                |
| Mortgage (falling due in more than 5 years)     | 811,821          | 790,916          |
|                                                 | <u>1,138,316</u> | <u>1,055,512</u> |

The mortgage is repayable over a period of 30 years at a variable rate of interest starting at 4.15% and with a floor of 4%, commencing in March 2022 with interest payments only and from March 2024 for capital and interest repayments to commence. The loan is repayable over 5 years at a variable rate of interest of 7% over Bank of England Base Rate commencing in March 2022 for interest and from February 2023 for capital and interest repayments.

#### 22 Funds

|                                           | Balance at<br>1 January<br>2024<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Transfers<br>£ | Balance at<br>31 December<br>2024<br>£ |
|-------------------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------|----------------------------------------|
| <b>Unrestricted funds</b>                 |                                      |                            |                            |                                            |                |                                        |
| General                                   | 160,181                              | 678,428                    | (640,876)                  | 22,813                                     | (258,540)      | (37,994)                               |
| <b>Designated:</b>                        |                                      |                            |                            |                                            |                |                                        |
| Building maintenance                      | -                                    | -                          | -                          | -                                          | -              | -                                      |
| Book restoration                          | -                                    | -                          | -                          | -                                          | -              | -                                      |
| <b>Designated capital funds:</b>          |                                      |                            |                            |                                            |                |                                        |
| - Assets under const. (net of loans)      | 541,270                              | -                          | -                          | -                                          | 506,527        | 1,047,797                              |
| - Furniture and equipment                 | 17,596                               | -                          | -                          | -                                          | (1,461)        | 16,135                                 |
| - Heritage Assets Build                   | 3,360,000                            | -                          | -                          | -                                          | -              | 3,360,000                              |
| - Heritage Assets Books                   | 3,000,032                            | -                          | -                          | -                                          | -              | 3,000,032                              |
| - Heritage Assets Fixtures & fittings     | 41,000                               | -                          | -                          | -                                          | -              | 41,000                                 |
|                                           | <u>7,120,079</u>                     | <u>678,428</u>             | <u>(640,876)</u>           | <u>22,813</u>                              | <u>246,526</u> | <u>7,426,970</u>                       |
| <b>Restricted funds</b>                   |                                      |                            |                            |                                            |                |                                        |
| Grant income for Asset under construction | -                                    | 254,260                    | (7,734)                    | -                                          | (246,526)      | -                                      |
| <b>Total funds</b>                        | <u>7,120,079</u>                     | <u>932,688</u>             | <u>(648,610)</u>           | <u>22,813</u>                              | <u>-</u>       | <u>7,426,970</u>                       |

**The Leeds Library**  
**Notes to the Financial Statements for the Year Ended 31 December 2024**

**22 Funds - continued**

|                                                      | Balance at<br>1 January<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Transfers<br>£  | Balance at<br>31 December<br>2023<br>£ |
|------------------------------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|-----------------|----------------------------------------|
| <b>Unrestricted funds</b>                            |                                      |                            |                            |                                            |                 |                                        |
| General                                              | 589,123                              | 525,078                    | (642,398)                  | 8,717                                      | (320,339)       | 160,181                                |
| <b>Designated:</b>                                   |                                      |                            |                            |                                            |                 |                                        |
| Building maintenance                                 | -                                    | -                          | -                          | -                                          | -               | -                                      |
| Book restoration                                     | -                                    | -                          | -                          | -                                          | -               | -                                      |
| <b>Designated capital funds:</b>                     |                                      |                            |                            |                                            |                 |                                        |
| - Assets under const.<br>(net of loans)              | 154,891                              | -                          | -                          | -                                          | 386,379         | 541,270                                |
| - Furniture and equipment                            | 28,085                               | -                          | -                          | -                                          | (10,489)        | 17,596                                 |
| - Heritage Assets Build                              | 3,360,000                            | -                          | -                          | -                                          | -               | 3,360,000                              |
| - Heritage Assets Books                              | 3,000,032                            | -                          | -                          | -                                          | -               | 3,000,032                              |
| - Heritage Assets Fixtures<br>& fittings             | 41,000                               | -                          | -                          | -                                          | -               | 41,000                                 |
|                                                      | <u>7,173,131</u>                     | <u>525,078</u>             | <u>(642,398)</u>           | <u>8,717</u>                               | <u>55,551</u>   | <u>7,120,079</u>                       |
| <b>Restricted funds</b>                              |                                      |                            |                            |                                            |                 |                                        |
| Membership donations for<br>Asset under construction | <u>53,586</u>                        | <u>12,500</u>              | <u>(10,535)</u>            | <u>-</u>                                   | <u>(55,551)</u> | <u>-</u>                               |
| <b>Total funds</b>                                   | <u><u>7,226,717</u></u>              | <u><u>537,578</u></u>      | <u><u>(652,933)</u></u>    | <u><u>8,717</u></u>                        | <u><u>-</u></u> | <u><u>7,120,079</u></u>                |

**23 Analysis of net assets between funds**

|                         | Restricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2024<br>£ | Total funds<br>2024<br>£ |
|-------------------------|----------------------------------|------------------------------------|--------------------------|
| Tangible fixed assets   | -                                | 2,273,239                          | 2,273,239                |
| Heritage assets         | -                                | 6,401,032                          | 6,401,032                |
| Fixed asset investments | -                                | -                                  | -                        |
| Current assets          | -                                | 205,877                            | 205,877                  |
| Current liabilities     | -                                | (314,862)                          | (314,862)                |
| Long term liabilities   | -                                | (1,138,316)                        | (1,138,316)              |
| Total net assets        | <u>-</u>                         | <u>7,426,970</u>                   | <u>7,426,970</u>         |

|                         | Restricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2023<br>£ | Total funds<br>2023<br>£ |
|-------------------------|----------------------------------|------------------------------------|--------------------------|
| Tangible fixed assets   | -                                | 1,647,154                          | 1,647,154                |
| Heritage assets         | -                                | 6,401,032                          | 6,401,032                |
| Fixed asset investments | -                                | 94,980                             | 94,980                   |
| Current assets          | -                                | 176,020                            | 176,020                  |
| Current liabilities     | -                                | (143,595)                          | (143,595)                |
| Long term liabilities   | -                                | (1,055,512)                        | (1,055,512)              |
| Total net assets        | <u>-</u>                         | <u>7,120,079</u>                   | <u>7,120,079</u>         |

## **The Leeds Library**

### **Notes to the Financial Statements for the Year Ended 31 December 2024**

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#### **24 Related party transactions**

During the year the charity made the following related party transactions:

##### **Thoresby Society**

(During 2018 the Library formed an agreement with the Thoresby Society, which is a Charity). Thoresby Society paid the Library £12,595 (2023: £14,577) for the use of the premises and the management of their library and archive.

##### **Transactions with Trustees**

During the period there were no transactions with trustees.

#### **25 Going concern**

The trustees consider that the Library remains a going concern. On the basis of prudent estimates of future income and expenditure together with Library assets the Library can meet the demands arising from operational cost pressures and from the purchase of 15 Commercial Street.

The financial statements show a deficit for the year and the trustees are conscious that the underlying operational costs of the Library ran at a significant deficit as a result of price increases, delays in obtaining grants, and the additional costs of staff recruited ahead of completion of the work to redevelop 15 Commercial Street.

In the light of this assessment the trustees have determined the disclosure needed to assess current uncertainties. These uncertainties and the steps taken to mitigate them so as to ensure, so far as possible, the future financial sustainability of the Library are set out in the trustees' report.

Taking account of the measures outlined above, and projections of the Library's income and expenditure and cashflow trustees consider it is appropriate to continue to use the going concern basis in preparing the Library's financial statements.

#### **26 Security**

The property purchased during the year ended 31 December 2022 at 15 Commercial Street, Leeds is subject to security charges issued in favour of two lenders of mortgage funding. The charges were issued in February 2022.

#### **27 Post Balance Sheet Events**

Subsequent to the balance sheet date, construction work on the Library's expansion project at 15 Commercial Street has been completed. The premises were officially opened to the public in April 2025, providing new facilities to support the Library's charitable objectives and enhance its engagement with members and the wider community. This event does not affect the financial position reported as at 31 December 2024 but represents a significant milestone in the Library's strategic development.

**The Leeds Library****Notes to the Financial Statements for the Year Ended 31 December 2024****28 Capital commitments**

Amounts contracted for but not provided in the financial statements:

|                                          | <b>2024</b><br><b>£</b> | <b>2023</b><br><b>£</b> |
|------------------------------------------|-------------------------|-------------------------|
| Construction of No. 15 Commercial Street | 264,793                 | -                       |
|                                          | <u>264,793</u>          | <u>-</u>                |

At the balance sheet date, the Library was contractually committed to £264,793 in construction costs relating to the completion of No.15 Commercial Street. These works were completed and fully paid for after the year end.

**29 Prior year SOFA for comparatives**

| <b>Note</b>                       | <b>Unrestricted funds</b> | <b>Restricted funds</b> | <b>Total 2023</b> |
|-----------------------------------|---------------------------|-------------------------|-------------------|
|                                   | <b>£</b>                  | <b>£</b>                | <b>£</b>          |
| <b>Income and Endowment from:</b> |                           |                         |                   |
| Donations and legacies 3          | 141,139                   | 12,500                  | 153,639           |
| Charitable activities 4           | 142,755                   | -                       | 142,755           |
| Investment income 5               | 226,607                   | -                       | 226,607           |
| Other income 6                    | 14,577                    | -                       | 13,816            |
| Total income                      | <u>525,078</u>            | <u>12,500</u>           | <u>537,578</u>    |
| <b>Expenditure on:</b>            |                           |                         |                   |
| Charitable activities 7           | (642,398)                 | (10,535)                | (652,933)         |
| Total expenditure                 | (642,398)                 | (10,535)                | (652,933)         |
| Net gains on investment assets    | 8,717                     | -                       | 8,717             |
| Net income/(expenditure)          | (108,603)                 | 1,965                   | (106,638)         |
| Transfer between funds            | 55,551                    | (55,551)                | -                 |
| Net movement in funds             | <u>(53,052)</u>           | <u>(53,586)</u>         | <u>(106,638)</u>  |
| <b>Reconciliation of funds</b>    |                           |                         |                   |
| Total funds brought forward 22    | 7,173,131                 | 53,586                  | 7,226,717         |
| Total funds carried forward 22    | <u>7,120,079</u>          | <u>-</u>                | <u>7,120,079</u>  |

**THE LEEDS LIBRARY**

England & Wales - Charity number 1114386

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# Accounts

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Company registration number: 05577905

Charity registration number: 1114386

# **The Leeds Library**

**(A company limited by guarantee)**

**Annual Report and Financial Statements  
for the Year Ended 31 December 2023**

|                                                | Page     |
|------------------------------------------------|----------|
| Reference and Administrative Details           | 1 to 2   |
| Annual Report - Chair of Trustees Introduction | 3        |
| - Chief Executive's Welcome                    | 4        |
| Trustees' Report                               | 5 to 13  |
| Independent Auditor's Report                   | 14 to 17 |
| Statement of Financial Activities              | 18       |
| Balance Sheet                                  | 19       |
| Notes to the Financial Statements              | 20 to 33 |

## The Leeds Library

### Reference and Administrative Details

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|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                        |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>President</b> | Kevin Grady<br>Elizabeth Minkin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (resigned 24 June 2023)<br>(appointed 24 June 2023)                                                                                                                                                                    |
| <b>Chair</b>     | Martin Staniforth<br>Paul Ellis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (resigned 24 June 2023)<br>(appointed 24 June 2023)                                                                                                                                                                    |
| <b>Trustees</b>  | David Butcher<br>Janet Dominey<br>Annie Faulder<br>Simone Ivatts<br>Elizabeth Minkin<br>Ruth Robbins<br>Christine Stead<br>Patricia Urry<br>Philip Walker<br>Lily Wong<br>Sophie Rumsby<br>Edmund Danon<br>Laurra Davis                                                                                                                                                                                                                                                                                                                                                                                                  | (resigned 24 June 2023)<br><br>(appointed 13 March 2023)<br>(resigned 24 June 2023)<br>(resigned 24 June 2023)<br><br><br><br><br><br>(appointed 24 June 2023)<br>(appointed 24 June 2023)<br>(appointed 24 June 2023) |
| <b>Treasurer</b> | Moade Shubita                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                        |
| <b>Staff</b>     | Carl Hutton, Chief Executive (resigned 13 October 2023)<br>Nina Corey, Chief Executive (appointed 29 January 2024)<br>Ashley Cresswell, Finance Officer (resigned 30 September 2023)<br>Finnian Davies, Library Assistant<br>Nilmi Day-Gough, Archives and Collections Assistant<br>Anna Goodridge, Assistant Librarian<br>Ian Harker, Communications and Marketing Officer<br>Helen Holdsworth, Assistant Librarian<br>Claire O'Brien, Membership and Development Officer (resigned 13 July 2023)<br>Jane Riley, Librarian<br>Aidan Thackray, Library Assistant<br>Thomas Walsh, Caretaker<br>Sarah West, Administrator |                                                                                                                                                                                                                        |

## The Leeds Library

### Reference and Administrative Details

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|                                    |                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Principal Office</b>            | 18 Commercial Street<br>Leeds<br>West Yorkshire<br>LS1 6AL                                      |
| <b>Company Registration Number</b> | 05577905                                                                                        |
| <b>Charlty Registratlon Number</b> | 1114386                                                                                         |
| <b>Sollicitors</b>                 | Wrigleys Solicitors LLP<br>3rd Floor<br>3 Wellington Place<br>Leeds<br>LS1 4AP                  |
| <b>Investment Advisors</b>         | RBC Brewin Dolphin<br>10 Wellington Place<br>Leeds<br>LS1 4AN                                   |
| <b>Accountants</b>                 | Brown Butler Chartered Accountants<br>Leigh House<br>28-32 St Paul's Street<br>Leeds<br>LS1 2JT |
| <b>Bankers</b>                     | Lloyds<br>65-66 Briggate<br>Leeds<br>West Yorkshire<br>LS1 6LH                                  |
| <b>Auditor</b>                     | TC Group<br>6 Queen Street<br>Leeds<br>LS1 2TW                                                  |

### **Chair of Trustees Introduction**

This is the occasion of my first notes as the new Chair of the Board of Trustees, having taken over from Martin Staniforth in June. I hope that I can match the dedication to the success and wellbeing of the Library that Martin demonstrated during his time in office, and we are grateful that Martin's health is now much improved.

It has certainly been an eventful year in the life of the Library during 2023. There have been a number of highlights, the most outstanding of which was the successful completion of the first phase of works to convert 15 Commercial Street to additional space for the Library and its integration into the existing historic premises. All essential engineering works were completed, the building was made wind and watertight, the lift shaft erected and the new entrance formed, with the new façade significantly improving the streetscape. By September, we were ready to welcome our new tenant Cinnabon, with the rental income generated helping to meet the cost of financing the purchase of the building. Once the building is up and running we can increase our commitment to the cultural life of Leeds, our engagement with the wider and diverse communities we are a part of, while improving the presentation of some of the collections, including returning items from external storage. We are grateful to all the members and donors who have supported the project so far and we will continue to update you on the progress we are making.

In October, our CEO Carl Hutton left the Library and we should note the significant contribution Carl made to The Next Chapter project, a fitting final achievement after seven years of service. We wish Carl well in his future endeavours and hope he remains in touch with events at the Library. However, change creates opportunity and in December we were delighted to confirm the appointment of Nina Corey to the post of Chief Executive. I am particularly delighted that we now have our first female leader in our 255 year long history, and Nina brings much relevant experience to the post that will enable us to approach Phase 2 of the works on No. 15 with confidence.

Our task is now to finish assembling the funds required to complete the Next Chapter works, and in that regard we received a major boost in July with the news that we had been awarded £249,000 from the National Heritage Lottery Fund. We have now appointed a national fundraising agency with local roots, Gifted Philanthropy, who are well versed in heritage projects, to assist us in this task and help shape our future funding strategy. We hope to be back on site by mid-year and to have completed the works by the end of 2024, while we are mindful of rebuilding the reserves of the Library which have been drawn upon during this transitional phase.

The Library has benefitted from the commitment of a skilled and resilient team that despite the inevitable disruption caused by the building works, and with personnel changes limiting resource, have continued to provide a full, varied and fascinating programme of events alongside maintaining a first class service to members while welcoming the many visitors that the Library attracts. We have an incredible community here at the Library, not least our engaged and supportive members and I would like to pay tribute to the many volunteers who have helped us with a wide variety of essential functions during the year. I am mindful that members have been very patient regarding the infrastructure challenges we faced in 2023 and your trustees are determined to deliver progress with matters such as the improved infrastructure and general presentation of our facilities.

Finally, I would also like to thank our outgoing President Kevin Grady for his years of service to the Library as a member, Trustee and President and wish him all the best for the future. I'd also like to welcome Liz Minkin as our new President. Liz has been a member of the Library for many years and has also served as a Trustee. I'd also like to thank our Trustees who have gone beyond the call of duty in responding to our temporary resource limitations by increasing their own volunteering and ensuring that a number of essential projects and outreach activities were able to continue.

We can look forward to an eventful and fruitful year in 2024 as we continue to benefit from everything this exceptional institution has to offer.

Paul Ellis  
Chair

**Chief Executive's Welcome**

I'd like to take this opportunity to thank the staff, Trustees, volunteers of The Leeds Library for their dedication and support of this incredible place, and for making me so welcome in my first few months. I come here with seventeen years' experience of working in heritage, including senior roles at different National Trust properties, and most recently as Director of Shire Hall Museum in Dorchester. I have experience of running refurbishment and visitor experience projects in listed buildings and am well aware of the challenges that such buildings present! I am enjoying learning about the Library's rich history and stories, and getting to grips with the operations.

2023 saw some significant changes for The Leeds Library. The biggest of these was the completion of Phase 1 of the Next Chapter project. This has transformed Number 15 from a retail unit to the shell of the new Library extension, events space, meeting rooms and office. Cinnabon moved into the ground floor and began trading in November 2023, providing a rental income stream to mitigate the additional costs arising from the acquisition. Fundraising for Phase 2 continues with our consultants Gifted Philanthropy, and we hope to start works very soon.

Membership fees rose in April 2023, having previously been frozen. This prompted some cancellations over and above the usual drop-off, but membership growth continued throughout the year. Bespoke membership offers are being implemented to give more people the opportunity to have a taster of everything that membership offers.

LitFest was a great success and has now become a Community Interest Company, with the Library as one of the Directors. The Library will continue to be a key part of the festival and help to build it year on year. Other partnerships are being explored, particularly with the local universities.

The CEO Carl Hutton moved onto a new role in October 2023 and recruitment started for a replacement. This resulted in my appointment, starting on 29 January 2024. The staff team stepped up to cover the interim period with significant support from the new Chair of Trustees, Paul Ellis, and Vice-Chair, Philip Walker. I am immensely grateful to them for stepping in during this period and keeping operations as smooth as possible.

Despite being a year of significant change, the future is looking very positive for The Leeds Library. Opening Number 15 will bring a range of new engagement opportunities and income streams which will ensure the successful future of the organisation.

Nina Corey  
Chief Executive

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2023**

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The trustees of the charity, who are directors for the purposes of company law, present the annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities and applicable accounting standards.

#### **Aims and Objectives**

The Leeds Library aspires to be a thriving cultural hub for the city and beyond, providing a home for readers, writers and book-lovers and a space for the production and enjoyment of all forms of creative activity.

The Library's mission can be encapsulated as being:

- To strengthen the Library's foundations by putting its finances on a sustainable basis, expanding its membership, and maintaining and developing its building and collections for future generations;
- To open the doors of the Library and encourage its use by local people as well as by its members.

The principal activity of the Leeds Library and the Charity's objectives are:

- The advancement of education, the diffusion of knowledge and the provision of suitable literature for persons particularly but not exclusively within the city of Leeds and the surrounding area, by establishing and maintaining a library to promote the study and knowledge of literature and all artistic and scientific subjects and by providing library facilities and research facilities;
- To preserve for the benefit of the public the listed building known as Nos. 16 to 20 Commercial Street, Leeds LS1 6AL being a place of historical and architectural interest, value and beauty;
- To advance the education of the general public in all aspects of arts, culture and/or heritage.

The trustees' strategic objectives for the Library over the period 2022-27, adopted during the year following consultation with members, can be summarised as:

#### **Strengthening the foundations**

- Increase and diversify the Library's income through a programme of fund-raising (including legacies), merchandising and room hire. By the end of the period these should make up 25% of the Library's income.
- Improve the diversity of Library trustees, staff, volunteers and members.
- Double membership to 2,000 by 2027 both through recruiting new members and by improving retention of existing members. Publicise the benefits of membership and ensure membership categories remain relevant.
- Establish 15 Commercial Street as an innovative, exciting and financially sustainable space which is fully used by Library members and by visiting organisations for creative, literary and educational activities.
- Establish and implement a new approach to acquiring, conserving and disposing of books which builds on the existing strengths of our collections, eliminates the need for off-site storage and makes increasing use of digital resources.
- Conduct a thorough overhaul of the Library's systems and operations to ensure that the Library is fit for purpose as an organisation to deliver on its potential.

Strengthening the foundations - continued

- Ensure that the Library invests in the development of its people such that colleagues' satisfaction with their role is maximised to the benefit of all key stakeholders.
- Establish the Library as a leader in environmental sustainability within the cultural and library sector by developing and implementing ambitious and innovative plans for achieving a zero carbon/zero waste organisation, making use of dedicated funding.

Opening the doors

- Incrementally increase public access to the Library through the Open Doors Programme.
- Research the range of new technologies to determine how our archive and our rare and historic books can best be made accessible to all in virtual form and make demonstrable progress towards their being fully accessible in a virtual form that engages readers by 2032. Develop a strategy for raising awareness of our virtual collection.
- Strengthen existing partnerships and establish a plan for increasing partnership working with businesses, with arts, education and community organisations as well as with city libraries.
- Promote the Library to external audiences and take active steps to invite businesses, community groups and schools to visit the Library and engage with our collections.
- Encourage the use of the Library's collections for research purposes.

These aims provide the framework within which the Library develops its annual plans and measures its performance.

**Public benefit**

The trustees confirm that, in delivering against their strategic aims, they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

We continued to make good use of social media to advertise the Library and its events to our followers. By the end of the year the Library had 4,955 followers on Twitter, 3,000 followers on Facebook and 2,925 followers on Instagram, all of these being increases on the previous year.

The library programmed 60 revenue-generating events in 2023. This includes 15 events staged as part of Leeds Lit Fest, for which the library received income. These engaged a high number of people (2,783; average attendance 46), including both members and non-members.

The library hosted 25 events that were exclusive to members in 2023. Overall there were 612 attendees (average attendance 24.5). In addition we now have three book clubs, a craft club and the members writing group.

The library hosted three categories of free tours to non-members in 2023: library tours (42); Heritage Open Day tours (14); and National Lottery Open Week tours (8). A total of 64 free tours were conducted. All were delivered by volunteers. Just under 700 people attended all tour types. This excludes just under 4,000 visitors who visited the library for two nights during Light Night.

School visits: Seven visits from four schools brought 207 primary and secondary school pupils through the year to the Library.

## **Achievements**

### The Library Buildings

2023 saw the completion of phase one of the Next Chapter project, completing the shell work of the extension into 15 Commercial Street, installing the lift shaft and preparing the premises for our new tenants Cinnabon to move in September 2023, whose tenancy was secured for us by Central Retail. Doors linking the 2 buildings were also installed. The library saved around 100 original 1808 Georgian bricks, which are being offered to members and visitors at £10 each, this money represents a donation to The Next Chapter project. This was the first major library extension since 1880 when the Library added the New Room.

The work on the redevelopment of 15 Commercial Street is overseen by a Project Board which brings together trustees and external professionals including Architects Garnett Netherwood and Project managers MAW construction.

Work on the fundraising campaign, The Next Chapter, continued with the library enlisting the help of Gifted philanthropy.

We are grateful to the many Library members who have made donations towards the cost of the conversion, to the late Alan Longbottom for a legacy which we are able to use for that purpose, and to the Wolfson Foundation and National Heritage Lottery Fund, for their commitment to the project.

During the year we continued to maintain and improve our existing building, including looking into a full replacement of the current heating system.

### The Library Collections

Over the year we added a further 787 books and other items to the Library collections made up of 25 DVDs, 444 fiction, 318 non-fiction. With a member led collection, these were predominantly requested by members.

We maintained and developed our PressReader service as well as continuing to provide access to Drama Online, the Idler Academy and JSTOR. It was decided that the Ebooks library was underused and no longer cost effective and therefore the contract was terminated in January 2024.

During the year some 14,386 books and items were borrowed compared with 13,989 last year, a positive increase. A total of 4,601 books were renewed during the year. We continue to operate a postal service for members but no longer run the delivery collection service introduced during the Covid crisis.

Finally, we continued cataloguing the Library's Heritage Fiction collection and some 1,214 books were added to the catalogue during the year. Once the cataloguing is complete we will decide, in consultation with external experts, how best to preserve the collection and make particularly rare books more widely accessible. At the same time a further 14,266 items from the Library's historic collection were added to the online catalogue.

### Book Conservation

Due to financial constraints with the capital project, the book conservation budget was frozen during 2023 and no further books were conserved.

### Research

The Library remains committed to supporting the use of its rich collections and archive for research both by Library members and external researchers, and to working with the Thoresby Society to publicise and encourage the use of the extensive collections on Leeds and its history which they and the Library hold.

Over the year some 16 researchers made use of our collections, some visiting the Library and others seeking information which could be responded to by providing scans of material and emailing it to them, a practice that is likely to grow in importance as the range and depth of material we hold, and its availability online, becomes increasingly recognised.

Research subjects ranged widely including local history, biographical research, the story of the Library's ghost and work to support an archaeologist who had been doing a dig in the city where we worked closely with the Thoresby Society in providing high quality scans of material, particularly maps. We were also able to help a Dutch researcher who was researching libraries which had collected books from the Loeb classical library since the very beginning by providing scans from our accession ledgers to show when and where we had acquired our volumes.

### Membership

At the end of 2023 the Library had 1,181 members (1,281 in 2022) This drop in members may be a result of the membership fee increases, alongside the cost of living crisis. However, the increase to fees means a higher overall annual income for the year, £130,234 compared to £125,652 in 2022.

Members were able to participate in our regular book group, film club and craft club meetings. A new informal book club called Book Chat started in January 2024.

Throughout the year the Library produced its regular newsletter, *Speaks Volumes*, with an increasing number of high-quality articles which were well received by members.

### Staffing and volunteering

2023 saw a number of changes in the Library's staff.

We said goodbye to Finance Officer Ashley Cresswell, Membership Administrator Claire O'Brien and CEO Carl Hutton and welcomed Tom Walsh as our Caretaker.

In addition Library assistant Aidan Thackray extended his role to cover membership on a temporary contract and Finnlan Davies temporarily increased his hours to cover the gap in Library services cover.

Believe Accounting were brought back in on a six month contract to cover the gap in finance.

We are grateful to all staff for their hard work and commitment during the year and the library would like to extend its sincere thanks to Carl Hutton for his tireless work in procuring 15 Commercial Street.

A new CEO was offered the post and Nina Corey started at the Library in January 2024.

Across the course of the year 24 people volunteered their time for the Library undertaking a range of activities including working as tour guides, cataloguing and cleaning our collections, assisting with book sales and helping out at events.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2023**

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#### Partnerships

Throughout the year the Library continued to develop and strengthen its partnerships with other organisations within and outside the city.

The library programmed 60 revenue-generating events in the calendar year 2023. This included 15 events staged as part of Leeds Lit Fest, for which the library received income.

These engaged a high number of people (2,783; average attendance 46), including both members and non-members.

2024 Partnerships included Leeds Lit Fest; Victorian Society; Thoresby Society; Milim; Women for Peace; The National Lottery; Leeds Phil & Lit; Better Songs; Sofar Sounds; Centre for Chinese Writing, University of Leeds; RenaissanceOne; Heritage Open Days; Libraries in Leeds; Contains Strong Language; Some Stories; Seth Kriebel; Light Night Leeds; Chapel FM; Leeds Beckett University; The Bookshop Band; Don't Go Into the Cellar; Nunkle Theatre; Gerald Dickens; Anachronalia; Riverbend Flowers; Darn It! Workshops; and Strix. These partnerships helped us to deliver our busy programme of events.

#### **Structure, governance and management**

##### Nature of governing document

The Leeds Library is a registered company limited by guarantee (number 05577905), incorporated on 29 September 2005. The limited company became a registered charity (number 1114386) on 27 May 2007. This charity began operations on 1 July 2008 following receipt of a gift from the Proprietors of the Leeds Library (founded 1768) of all the assets and liabilities of that Library. The Library is governed by the Memorandum and Articles of Association of the company dated 29 September 2005 (with amendments to the Articles dated 20 March 2007, 25 June 2016 and 25 June 2022). The operation of the Library is governed by Rules adopted on 14 May 2008 and amended on 25 June 2010, 29 June 2019, 26 June 2021 and 21 June 2022.

The Members of the Charity are those persons who have subscribed to the Memorandum of Association and such other persons or organisations as are admitted to membership in accordance with the Rules made under the Articles of Association. At the Annual General Meeting on 21 May 2008 it was agreed that all Members of the old Library (both proprietary and associate) would be admitted as Members of the Charity.

##### Recruitment and appointment of trustees

The Articles provide for the election from the Members of the Charity of a maximum of twelve trustees. Trustees are appointed for a term of three years and may be reappointed for a maximum of two further terms. Trustees may also appoint a President, Vice-Presidents and Patrons. The following Patrons have been appointed:

Simon Armitage  
Barbara Taylor Bradford  
Caryl Phillips  
Nima Poovaya-Smith

The trustees may delegate any of their functions to sub-committees consisting of at least two trustees. There are currently six standing sub-committees: Books and Collections Committee, Buildings Committee, Outreach and Partnership Committee, Research Committee, Membership Committee and Resources Committee. In addition trustees have established a Development Oversight Committee, a Project Board and a Fundraising Working Group to oversee aspects of the Library expansion. The Committee structure will be overhauled in 2024.

All new trustees are given an Induction manual covering the duties and responsibilities of trustees, all aspects of the Library's governance and management procedures, and relevant documents of record (including the minutes of meetings for the past year and relevant policy and strategy papers). Introductory meetings are held with key members of staff and support is available from the Chair, Treasurer and other trustees.

To ensure that the Board of Trustees is fit for purpose and is representative of the Charity's membership, the board regularly seeks potential new trustees from amongst the membership, including advertising for trustees in the Library's members newsletter *Speaks Volumes*. Members with specialist expertise are co-opted onto sub-committees which also allows them to become acquainted with the trustees and their work.

#### Organisational structure

The trustees are responsible for the long-term well-being and effectiveness of the Library and make decisions on the application of its resources, the safeguarding of assets and the determination of strategies and policies in keeping with the founding aims. The day-to-day management of the Library is delegated to the Chief Executive who is appointed by the trustees and takes decisions on such matters as the appointment of relevant staff, the acquisition of books and other library materials, and the financial management of the Library within budgets approved by the trustees.

#### Risk management

The trustees are satisfied that appropriate arrangements are in place to record, review and mitigate the major operational and financial risks to the Library. The financial position and cashflow forecasts are reviewed at each meeting of the Resources Committee and of trustees. Wider operational risks are recorded in the Library's risk register and reviewed by the Resources Committee and trustees at their meetings during the year. A detailed risk assessment of the planned purchase and development of 15 Commercial Street was produced as part of the business planning for the acquisition and has been integrated into the main risk register.

#### **Financial Overview**

##### Financial Outturn

The Library made a deficit of £106,638 in 2023, compared to a surplus of £157,524 in 2022. This is primarily due to fewer donations and grants being received in 2023 than were anticipated. 2022 showed a higher level of donations being received for the completion of Phase one of The Next Chapter Capital Project.

We are grateful for a generous grant of £249,500 from Heritage Lottery Fund to be received in 2024 and £50,000 from Garfield Weston in 2023. There continues to be a significant deficit in the operational costs of running the Library. This has primarily arisen from increased costs as a result of pay rises, supplier and energy increases.

The trustees recognise that such deficits are not sustainable and are taking action to return the Library to a balanced operational position.

In drawing up a broadly balanced budget for 2024 trustees have looked both to increase income, membership fees having increased from April 2023, and reduce expenditure by holding vacant posts empty over the year and by reviewing, and where possible reducing, budgets including Book Conservation.

We are working with a fundraising consultant, Gifted Philanthropy, to complete the funding for Phase 2 of the Next Chapter Project and bring the building into operation and support the current programme of Library activities.

Following Paperchase going into Administration and vacating the rental unit, Ann Summers have moved in and began successful trading in June 2023.

As part of the acquisition of number 15 a rental unit was created on the ground floor, which was taken up by Cinnabon who began trading during November 2023.

Trustees will monitor the financial position closely and take action if the planned measures do not appear sufficient to achieve a satisfactory outturn.

#### Reserves Policy

The policy of the trustees is to maintain a sufficient level of general and free reserves in order that due regard can be given to the contingencies surrounding the Library's operations and in particular to the risk of a reduction in rental from our retail units. The reserves policy is being updated to reflect plans to increase reserves back to previous levels.

The Library's risk profile has increased significantly with the investment in 15 Commercial Street and the commitment to refurbish the building and we consider that the level of free reserves in the future should be at least nine months operating costs – currently some £450,000 – incorporating those additionally required for 15 Commercial Street as the building becomes operational.

In previous years the trustees have considered the free reserves to be funds which are not restricted for any particular purpose or tied in property or other operational assets and liabilities. This equated to those monies we were able to hold with our investment managers as they were not required for day to day operations or tied up in fixed assets. In 2023 these levels were reduced to £97,116, this draw down of reserves being required to enable purchase and refurbishment of 15 Commercial Street.

As reported last year, when the decision was taken to purchase 15 Commercial Street, we liquidated some £200,000 of our investments to help fund the purchase. The trustees redefined the free reserves as any liquid funds they have that are not restricted and are therefore available for charitable activities. This has been taken to be the funds still held by the investment managers plus the cash held at bank less our restricted reserve. At 31 December 2022 the free reserves were therefore £589,985 and at 31 December 2023 were £151,210. The free reserves held at the end of 2022 were high as we were holding a significant cash balance in anticipation of the outgoings on the refurbishment of 15 Commercial Street. Trustees recognise the need to replenish this balance.

#### Investment Strategy and Performance

The trustees' investment strategy is to obtain a balance between capital growth and investment return and this is reviewed annually with help from professional investment advisors. The Library's surplus funds are currently held in a portfolio of individual stocks covering UK and global equities in various sectors as well as unit trust and bond investments. The trustees may utilise the invested funds for approved projects, following a strategy for disposal devised with the professional investment advisor.

The value of the Library investments at 31 December 2023 was £97,716 (2022 £191,095) as a result of trustees' decision to use £200,000 of investments towards the purchase of 15 Commercial Street and the ongoing difficult market conditions during the year as a result of the effect of the war in Ukraine, rising inflation and political instability and expenditure incurred on Library operations and 15 Commercial Street. The investments generated dividend income of £3,615, a reduction from the previous year (2022 £5,218).

Going Concern

As last year the main risk to the future of the Library as a going concern arises from the purchase of 15 Commercial Street to enable the Library to improve and develop its services, exacerbated by continuing operational losses. The trustees have taken steps to mitigate these risks. In particular, as indicated earlier in this report, trustees have approved plans to increase income and reduce costs with the aim of bringing income and expenditure into balance and will maintain this approach in future years. Library trustees will regularly monitor the financial position and cashflow projections to enable early action to be taken if needed.

In terms of 15 Commercial Street the major short-term risks remain around the need to raise the funds to complete the redevelopment work on the building. Work will not commence on Phase 2 until funds are available. This will minimise risk to the Library. We do not expect to draw on the Library's investments for the building project and they will remain available to respond to unexpected issues such as reductions in revenue or unexpected expenditure on operational activities.

The building project at 15 Commercial Street will continue to be overseen by our Project Manager and Project Board, reporting regularly to trustees. This is intended to ensure so far as possible that the work is completed to time and budget and so mitigate the risks to the Library. Trustees will regularly monitor the Library's risk register which includes risks related to the building project.

Taking account of the measures outlined above, and projections of the Library's income and expenditure and cashflow trustees consider it is appropriate to continue to use the going concern basis in preparing the Library's financial statements.

**Statement of Trustees' Responsibilities**

The trustees (who are also the directors of The Leeds Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 11<sup>th</sup> June 2024 and signed on its behalf by:



.....  
Paul Ellis  
Chair

Date: 11<sup>th</sup> June 2024

## **Auditor's Report update**

### **Opinion**

We have audited the financial statements of The Leeds Library (the 'charity') for the year ended 31 December 2023, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report. We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 12), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**Extent to which the audit was capable of detecting Irregularities, including fraud**

The objectives of our audit, in respect of fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, and through discussion with the trustees and other management (as required by auditing standards), and discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations;
- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102, the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK;
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit;
- We considered the procedures and controls that the entity has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified risk. These procedures included: testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from material fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect all non-compliance with laws and regulations.

A further description of our responsibilities is available on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our audit report.

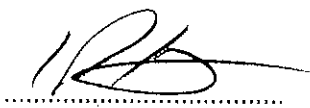
## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Peter Hart FCA (Senior Statutory Auditor)

For and on behalf of TC Group

Statutory auditor

6 Queen Street  
Leeds  
LS1 2TW

Date: 11<sup>th</sup> June 2024

## The Leeds Library

### Statement of Financial Activities for the Year Ended 31 December 2023 (Incorporating the Income and Expenditure Account and the Statement of Comprehensive Income)

|                                   | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-----------------------------------|------|-------------------------|-----------------------|--------------------|--------------------|
| <b>Income and Endowment from:</b> |      |                         |                       |                    |                    |
| Donations and legacies            | 3    | 141,139                 | 12,500                | 153,639            | 402,545            |
| Charitable activities             | 4    | 142,755                 | -                     | 142,755            | 266,810            |
| Investment income                 | 5    | 226,607                 | -                     | 226,607            | 225,159            |
| Other income                      | 6    | 14,577                  | -                     | 14,577             | 13,816             |
| Total income                      |      | <u>525,078</u>          | <u>12,500</u>         | <u>537,578</u>     | <u>908,330</u>     |
| <b>Expenditure on:</b>            |      |                         |                       |                    |                    |
| Charitable activities             | 7    | (642,398)               | (10,535)              | (652,933)          | (715,000)          |
| Total expenditure                 |      | <u>(642,398)</u>        | <u>(10,535)</u>       | <u>(652,933)</u>   | <u>(715,000)</u>   |
| Net gains on investment assets    |      | 8,717                   | -                     | 8,717              | (35,806)           |
| Net income/(expenditure)          |      | <u>(108,603)</u>        | <u>1,965</u>          | <u>(106,638)</u>   | <u>157,524</u>     |
| Transfer between funds            |      | 55,551                  | (55,551)              | -                  | -                  |
| Net movement in funds             |      | <u>(53,052)</u>         | <u>(53,586)</u>       | <u>(106,638)</u>   | <u>157,524</u>     |
| <b>Reconciliation of funds</b>    |      |                         |                       |                    |                    |
| Total funds brought forward       | 22   | <u>7,173,131</u>        | <u>53,586</u>         | <u>7,226,717</u>   | <u>7,069,193</u>   |
| Total funds carried forward       | 22   | <u>7,120,079</u>        | <u>-</u>              | <u>7,120,079</u>   | <u>7,226,717</u>   |

All of the charity's activities derive from continuing operations during the above two periods.

The detail for the comparative period is shown in note 27.

Balance Sheet as at 31 December 2023

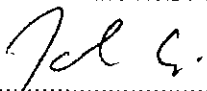
|                                                                | Note | 2023<br>£               | 2022<br>£               |
|----------------------------------------------------------------|------|-------------------------|-------------------------|
| <b>Fixed assets</b>                                            |      |                         |                         |
| Intangible assets                                              | 14   | -                       | -                       |
| Tangible assets                                                | 15   | 1,647,154               | 1,282,976               |
| Heritage assets                                                | 16   | 6,401,032               | 6,401,032               |
| Investments                                                    | 17   | 94,980                  | 176,351                 |
|                                                                |      | <u>8,143,166</u>        | <u>7,860,359</u>        |
| <b>Current assets</b>                                          |      |                         |                         |
| Debtors                                                        | 18   | 119,790                 | 91,196                  |
| Cash at bank and in hand                                       | 19   | 56,230                  | 467,220                 |
|                                                                |      | <u>176,020</u>          | <u>558,416</u>          |
| <b>Creditors: Amounts falling due within one year</b>          | 20   | <u>(143,595)</u>        | <u>(106,788)</u>        |
| <b>Net current assets</b>                                      |      | 32,425                  | 451,628                 |
| <b>Total assets less current liabilities</b>                   |      | 8,175,591               | 8,311,987               |
| <b>Creditors: Amounts falling due after more than one year</b> | 21   | <u>(1,055,512)</u>      | <u>(1,085,270)</u>      |
| <b>Net assets</b>                                              |      | <u><u>7,120,079</u></u> | <u><u>7,226,717</u></u> |
| <b>Funds of the charity:</b>                                   |      |                         |                         |
| <b>Unrestricted income funds</b>                               |      |                         |                         |
| Unrestricted funds                                             |      | 7,120,079               | 7,173,131               |
| Restricted funds                                               |      | -                       | 53,586                  |
| <b>Total funds</b>                                             | 22   | <u><u>7,120,079</u></u> | <u><u>7,226,717</u></u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small company regime and in accordance with FRS 102 SORP.

The financial statements on pages 18 to 33 were approved by the trustees, and authorised for issue on 11<sup>th</sup> June 2024 and signed on their behalf by:

  
.....  
Paul Ellis  
Chair

## **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

At the 31 December 2023 there were 1,181 members (2022: 1,218).

The address of its registered office is:

18 Commercial Street

Leeds

West Yorkshire

LS1 6AL

These financial statements were authorised for issue by the trustees on 11<sup>th</sup> June 2024.

## **2 Accounting policies**

### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

### **Basis of preparation**

The Leeds Library meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### **Going concern**

The trustees have prepared the financial statements on a going concern basis and have provided further details in note 25.

## **2 Accounting policies - continued**

### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Unrestricted funds are incoming resources received or generated without further specific purpose. They are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Website**

Website costs are amortised over its useful life of three years.

## 2 Accounting policies - continued

### Tangible fixed assets

Individual fixed assets costing £250.00 or more are initially recorded at cost.

### Heritage assets

To meet the requirements of the SORP, we disclose the policy for acquisition, preservation, management and disposal of heritage assets.

Heritage assets are shown at donated cost. The donated cost was ascertained by obtaining suitable evidence for a reliable valuation at the date of the donation. The property, fixtures and fittings and books are considered to be heritage assets as they are of historical, artistic or scientific importance and are held to advance the preservation and conservation objectives of the charity. No depreciation is provided in respect of freehold property. This is a departure from the requirements of the Companies Act 2006, which requires all properties to be depreciated. Such properties are not held for consumption but for investments and the trustees consider that to depreciate would not give a true and fair view. Depreciation is one of the many factors reflected in the annual valuation of properties and accordingly the amount of depreciation which might otherwise have been charged cannot be separately identified or quantified. The trustees consider that this policy results in the accounts giving a true and fair view.

The heritage assets are regularly reviewed and necessary repair or restoration work required is carried out to preserve the assets. The collection is actively managed and no disposals have taken place.

### Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Amortisation method and rate |
|-------------|------------------------------|
| Website     | 33.33% straight line         |

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class           | Depreciation method and rate |
|-----------------------|------------------------------|
| Fixtures and fittings | 20% straight line            |
| Computer equipment    | 33% straight line            |
| Digitisation          | 3 years straight line        |
| Basement costs        | 7 years straight line        |
| Foyer pod             | 5% straight line             |

Assets under construction are not depreciated until brought into use. The Foyer pod has been depreciated on a 10% straight line basis for the past 6 years. This year the Library have reassessed the life of the asset to be 20 years. This has reduced the annual depreciation charge on the asset to £744 from £2,536 in 2022.

### Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## 2 Accounting policies – continued

### Rental income

Rents received under operating leases are credited to the profit and loss account on an accruals basis as there is no benefit of the income received if there is a rent free period.

### Books

In order to avoid excessive professional valuation fees, books donated to the Library are only included as voluntary income and heritage assets where their value is determined to be in excess of £5,000 (either individually or as a collection). Books purchased in the year are expensed as they are determined to have a low value and a short economic life.

### Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

Exchange differences are recognised in the Statement of Financial Activities in the period in which they arise.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted funds are income given for a specific purpose and are separately identified until the monies are expended for the specific purpose it was given.

## 3 Income from donations and legacies

|                              | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and legacies:      |                            |                          |                    |                    |
| General donations and grants | 141,139                    | 12,500                   | 153,639            | 402,545            |

## 4 Income from charitable activities

|                        | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------------|----------------------------|--------------------------|--------------------|--------------------|
| 250th book             | -                          | -                        | -                  | 241                |
| Membership fees        | 130,234                    | -                        | 130,234            | 125,652            |
| Sales of donated goods | 12,521                     | -                        | 12,521             | 7,773              |
| VAT reclaim            | -                          | -                        | -                  | 133,144            |
|                        | 142,755                    | -                        | 142,755            | 266,810            |

**5 Investment income**

|                                           | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Other income from fixed asset investments | 3,615                      | -                        | 3,615              | 5,218              |
| Income from rents                         | 222,992                    | -                        | 222,992            | 219,941            |
|                                           | <u>226,607</u>             | <u>-</u>                 | <u>226,607</u>     | <u>225,159</u>     |

**6 Other income**

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------------|----------------------------|--------------------------|--------------------|--------------------|
| Thoresby Society | 14,577                     | -                        | 14,577             | 13,816             |
|                  | <u>14,577</u>              | <u>-</u>                 | <u>14,577</u>      | <u>13,816</u>      |

**7 Expenditure on charitable activities**

|                                                    | Note | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------------------------------------|------|----------------------------|--------------------------|--------------------|--------------------|
| Operation as a library                             |      | 430,677                    | -                        | 430,677            | 459,701            |
| Asset under construction<br>(15 Commercial Street) |      | 69,671                     | 10,535                   | 80,206             | 61,393             |
| Listed building maintenance                        |      | 94,854                     | -                        | 94,854             | 95,844             |
| Governance costs                                   | 8    | 47,196                     | -                        | 47,196             | 98,062             |
|                                                    |      | <u>642,398</u>             | <u>10,535</u>            | <u>652,933</u>     | <u>715,000</u>     |

## 8 Analysis of governance and support costs

### Support costs allocated to charitable activities

|                             | Staff costs<br>£ | Other support<br>costs<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|-----------------------------|------------------|-----------------------------|--------------------|--------------------|
| Operation as a library      | 220,035          | 194,966                     | 415,001            | 438,740            |
| Listed building maintenance | 61,788           | 48,742                      | 110,530            | 116,805            |
| Asset under construction    | -                | 80,206                      | 80,206             | 61,393             |
|                             | <u>281,823</u>   | <u>323,914</u>              | <u>605,737</u>     | <u>616,938</u>     |

### Analysis of charitable activities' and other support costs'

|                      | Unrestricted funds |               |                                  | Restricted funds                 | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------|--------------------|---------------|----------------------------------|----------------------------------|--------------------|--------------------|
|                      | Library<br>£       | Building<br>£ | Asset under<br>construction<br>£ | Asset under<br>construction<br>£ |                    |                    |
| Premises             | 104,094            | 26,024        | -                                | 1,597                            | 131,715            | 146,705            |
| Postage and printing | 10,911             | 2,728         | -                                | -                                | 13,639             | 10,879             |
| Finance costs        | 1,034              | 258           | 69,671                           | -                                | 70,963             | 50,266             |
| General insurance    | 20,773             | 5,193         | -                                | 688                              | 26,654             | 16,067             |
| Miscellaneous        | 49,396             | 12,349        | -                                | 8,250                            | 69,995             | 23,607             |
| Depreciation         | 8,758              | 2,190         | -                                | -                                | 10,948             | 38,723             |
|                      | <u>194,966</u>     | <u>48,742</u> | <u>69,671</u>                    | <u>10,535</u>                    | <u>323,914</u>     | <u>286,247</u>     |

### Governance costs

|                                                          | Unrestricted<br>funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|----------------------------------------------------------|----------------------------|--------------------|--------------------|
| Wages and salaries                                       | 25,967                     | 25,967             | 30,996             |
| Staff NIC (Employers)                                    | 1,862                      | 1,862              | 1,867              |
| Staff pensions (defined contribution) – pension scheme 1 | 3,064                      | 3,064              | 3,054              |
| Auditor's remuneration                                   | 11,583                     | 11,583             | 9,240              |
| Management fees                                          | 4,402                      | 4,402              | 3,900              |
| Legal and professional fees                              | -                          | -                  | 35,806             |
| Insurance                                                | 318                        | 318                | 13,199             |
|                                                          | <u>47,196</u>              | <u>47,196</u>      | <u>98,062</u>      |

## 9 Net incoming/outgoing resources

Net outgoing resources for the year include:

|            | Total<br>2023<br>£ | Total<br>2022<br>£ |
|------------|--------------------|--------------------|
| Audit fees | 11,583             | 9,240              |

## 10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

## 11 Taxation

The charity is a registered charity and is therefore exempt from corporation tax.

## 12 Staff costs

The aggregate payroll costs were as follows:

|                                     | 2023<br>£ | 2022<br>£ |
|-------------------------------------|-----------|-----------|
| <b>Staff costs during the year:</b> |           |           |
| Wages and salaries                  | 308,938   | 359,168   |

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

|                                | 2023<br>£ | 2022<br>£ |
|--------------------------------|-----------|-----------|
| The average monthly head count | 12        | 15        |

No employee received emoluments of more than £60,000 during the year.

## 13 Auditor's remuneration

|                                   | 2023<br>£ | 2022<br>£ |
|-----------------------------------|-----------|-----------|
| Audit of the financial statements | 11,583    | 9,240     |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2023

#### 14 Intangible fixed assets

|                       | Website costs<br>£ | Total<br>£ |
|-----------------------|--------------------|------------|
| <b>Cost</b>           |                    |            |
| At 1 January 2023     | 6,274              | 6,274      |
| At 31 December 2023   | 6,274              | 6,274      |
| <b>Amortisation</b>   |                    |            |
| At 1 January 2023     | 6,274              | 6,274      |
| Charge for the year   | -                  | -          |
| At 31 December 2023   | 6,274              | 6,274      |
| <b>Net book value</b> |                    |            |
| At 31 December 2023   | -                  | -          |
| At 31 December 2022   | -                  | -          |

#### Development costs

In 2017 website development costs of £6,274 were capitalised as intangible fixed assets and have been amortised over 3 years on a straight line basis.

#### 15 Tangible fixed assets

|                       | Assets under construction<br>£ | Furniture and equipment<br>£ | Total<br>£ |
|-----------------------|--------------------------------|------------------------------|------------|
| <b>Cost</b>           |                                |                              |            |
| At 1 January 2023     | 1,254,891                      | 313,235                      | 1,568,126  |
| Additions             | 374,667                        | 459                          | 375,126    |
| At 31 December 2023   | 1,629,558                      | 313,694                      | 1,943,252  |
| <b>Depreciation</b>   |                                |                              |            |
| At 1 January 2023     | -                              | 285,150                      | 285,150    |
| Charge for the year   | -                              | 10,948                       | 10,948     |
| At 31 December 2023   | -                              | 296,098                      | 296,098    |
| <b>Net book value</b> |                                |                              |            |
| At 31 December 2023   | 1,629,558                      | 17,596                       | 1,647,154  |
| At 31 December 2022   | 1,254,891                      | 28,085                       | 1,282,976  |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2023

#### 16 Heritage assets

|                       | Buldings<br>£ | Books<br>£ | Fixtures<br>and fittings<br>£ | Total<br>£ |
|-----------------------|---------------|------------|-------------------------------|------------|
| <b>Cost</b>           |               |            |                               |            |
| At 1 January 2023     | 3,360,000     | 3,000,032  | 41,000                        | 6,401,032  |
| At 31 December 2023   | 3,360,000     | 3,000,032  | 41,000                        | 6,401,032  |
| <b>Net book value</b> |               |            |                               |            |
| At 31 December 2023   | 3,360,000     | 3,000,032  | 41,000                        | 6,401,032  |
| At 31 December 2022   | 3,360,000     | 3,000,032  | 41,000                        | 6,401,032  |

On 30 June 2008, The Leeds Library company received a gift of property, books and other fixtures and fittings of the proprietary library founded 1768 and also known as The Leeds Library. The trustees of the Old Leeds Library (being duly authorised) granted on 10 November 1976 a lease for a term of 130 years from 1 November 1976 of all the premises owned by the Library (including two shop tenancies) to Save & Prosper Insurance Co. Plc., in consideration of a payment to the library of £260,000 and an annual sum representing one-half of the annual rents of the shop premises, subject to the Library bearing the periodical costs of repair, maintenance and property insurance of the premises as a whole. Save and Prosper granted, by way of a lease-back, a term of 130 years less one day to the Library of the premises solely occupied by the Library at a peppercorn rent. On 27 March 2014 the lease was sold by Countrywide Assured PLC (previously Save & Prosper Insurance Co. Plc.) to two companies; Leeds Properties No1 Ltd, and Leeds Properties No2 Ltd. The sum valued by Sanderson Weatherall at 31 December 2023 is £11,205,000 (insured for 2022: £8,368,539).

The Leeds Library was established to collect books and other items for its members to borrow. It was formed on the basis of each person paying a capital sum to join and an annual subscription to retain membership. It is now the oldest example of this type of library still surviving though its proprietary nature ended on 30 June 2008. The books read by members were generally retained with the intention of building a collection of increasing size and value. As a result, the 140,000 items now estimated to be in the collection reflect the reading interests of members over more than 200 years.

The building fronting Commercial Street was constructed at the Library's expense in 1807-1808. It was substantially added to in 1821 (Main Room Gallery), 1880-1881 (New Room) and 1899-1900 (New Room Gallery). It is a grade II\* listed building, a grading which recognises that it is a particularly important building of more than special interest and applies to less than 6% of listed buildings. There were four ground floor shops in the original 1807-1808 building and these were subsequently converted into two larger units. The basement under the shops and the Library entrance is currently shared by one shop lessee and the Library. The other extant objects collected by The Leeds Library since its foundation in 1768 were also gifted to the charitable company including equipment, furniture and ornaments.

There have been no significant movements in the Heritage assets over the past five years.

**17 Fixed asset investments**

|                                               | <b>2023</b>   | <b>2022</b>    |
|-----------------------------------------------|---------------|----------------|
|                                               | <b>£</b>      | <b>£</b>       |
| FA investment – listed shares b/fwd           | 176,351       | 426,544        |
| FA investment – listed realised gain          | 2,376         | 555            |
| FA investment – listed unrealised (loss)/gain | 6,237         | (36,361)       |
| FA investment – listed shares additions       | 33,390        | 26,055         |
| FA investment – listed shares disposals       | (123,374)     | (240,442)      |
|                                               | <u>94,980</u> | <u>176,351</u> |

Investments on listed equities & convertible loan stock in at market value in the UK is £24,247 (2022: £60,164) and at market value outside of the UK £70,733 (2022: £116,187).

The historical cost of the investments at 31 December 2023 was £91,407 (2022: £173,253).

**18 Debtors**

|                | <b>2023</b>    | <b>2022</b>   |
|----------------|----------------|---------------|
|                | <b>£</b>       | <b>£</b>      |
| Other debtors  | 29,984         | 70,525        |
| Prepayments    | 7,946          | 20,671        |
| Accrued income | 81,860         | -             |
|                | <u>119,790</u> | <u>91,196</u> |

**19 Cash and cash equivalents**

|              | <b>2023</b>   | <b>2022</b>    |
|--------------|---------------|----------------|
|              | <b>£</b>      | <b>£</b>       |
| Cash in hand | 3,870         | 15,903         |
| Cash at bank | 52,360        | 451,317        |
|              | <u>56,230</u> | <u>467,220</u> |

**20 Creditors: amounts falling due within one year**

|                 | <b>2023</b>    | <b>2022</b>    |
|-----------------|----------------|----------------|
|                 | <b>£</b>       | <b>£</b>       |
| Mortgage        | 14,115         | -              |
| Bank loan       | 18,662         | 14,730         |
| Other creditors | 46,514         | 15,930         |
| Accruals        | 37,588         | 45,570         |
| Deferred income | 26,716         | 30,558         |
|                 | <u>143,595</u> | <u>106,788</u> |

There is £26,676 (2022: £30,518) of deferred income that relates to subscriptions received. These relate to the next financial period.

**21 Creditors: amounts falling due after more than one year**

|                                              | 2023<br>£        | 2022<br>£        |
|----------------------------------------------|------------------|------------------|
| Mortgage (falling due in less than 5 years)  | 74,970           | 69,163           |
| Bank loan (falling due in less than 5 years) | 189,626          | 205,270          |
| Mortgage (falling due in more than 5 years)  | 790,916          | 810,837          |
|                                              | <u>1,055,512</u> | <u>1,085,270</u> |

The mortgage is repayable over a period of 30 years at a variable rate of interest starting at 4.15% and with a floor of 4%, commencing in March 2022 with interest payments only and from March 2024 for capital and interest repayments to commence. The loan is repayable over 5 years at a variable rate of interest of 7% over Bank of England Base Rate commencing in March 2022 for interest and from February 2023 for capital and interest repayments.

**22 Funds**

|                                                   | Balance at<br>1 January<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Transfers<br>£ | Balance at<br>31 December<br>2023<br>£ |
|---------------------------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------|----------------------------------------|
| <b>Unrestricted funds</b>                         |                                      |                            |                            |                                            |                |                                        |
| General                                           | 589,123                              | 525,078                    | (642,398)                  | 8,717                                      | (320,339)      | 160,181                                |
| <b>Designated:</b>                                |                                      |                            |                            |                                            |                |                                        |
| Building maintenance                              | -                                    | -                          | -                          | -                                          | -              | -                                      |
| Book restoration                                  | -                                    | -                          | -                          | -                                          | -              | -                                      |
| <b>Designated capital funds:</b>                  |                                      |                            |                            |                                            |                |                                        |
| - Assets under const. (net of loans)              | 154,891                              | -                          | -                          | -                                          | 386,379        | 541,270                                |
| - Furniture and equipment                         | 28,085                               | -                          | -                          | -                                          | (10,489)       | 17,596                                 |
| - Heritage Assets Build                           | 3,360,000                            | -                          | -                          | -                                          | -              | 3,360,000                              |
| - Heritage Assets Books                           | 3,000,032                            | -                          | -                          | -                                          | -              | 3,000,032                              |
| - Heritage Assets Fixtures & fittings             | 41,000                               | -                          | -                          | -                                          | -              | 41,000                                 |
|                                                   | <u>7,173,131</u>                     | <u>525,078</u>             | <u>(642,398)</u>           | <u>8,717</u>                               | <u>55,551</u>  | <u>7,120,079</u>                       |
| <b>Restricted funds</b>                           |                                      |                            |                            |                                            |                |                                        |
| Membership donations for Asset under construction | 53,586                               | 12,500                     | (10,535)                   | -                                          | (55,551)       | -                                      |
| <b>Total funds</b>                                | <u>7,226,717</u>                     | <u>537,578</u>             | <u>(652,933)</u>           | <u>8,717</u>                               | <u>-</u>       | <u>7,120,079</u>                       |

Notes to the Financial Statements for the Year Ended 31 December 2023

22 Funds - continued

|                                                      | Balance at<br>1 January<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Transfers<br>£ | Balance at<br>31 December<br>2022<br>£ |
|------------------------------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------|----------------------------------------|
| <b>Unrestricted funds</b>                            |                                      |                            |                            |                                            |                |                                        |
| General                                              | 305,399                              | 787,446                    | (702,593)                  | (35,806)                                   | 234,677        | 589,123                                |
| <b>Designated:</b>                                   |                                      |                            |                            |                                            |                |                                        |
| Building maintenance                                 | 50,000                               | -                          | -                          | -                                          | (50,000)       | -                                      |
| Book restoration                                     | 100,000                              | -                          | -                          | -                                          | (100,000)      | -                                      |
| <b>Designated capital funds:</b>                     |                                      |                            |                            |                                            |                |                                        |
| - Assets under const.<br>(net of loans)              | -                                    | -                          | -                          | -                                          | 154,891        | 154,891                                |
| - Furniture and equipment                            | 61,362                               | -                          | -                          | -                                          | (33,277)       | 28,085                                 |
| - Heritage Assets Build                              | 3,511,400                            | -                          | -                          | -                                          | (151,400)      | 3,360,000                              |
| - Heritage Assets Books                              | 3,000,032                            | -                          | -                          | -                                          | -              | 3,000,032                              |
| - Heritage Assets Fixtures<br>& fittings             | 41,000                               | -                          | -                          | -                                          | -              | 41,000                                 |
|                                                      | <u>7,069,193</u>                     | <u>787,446</u>             | <u>(702,593)</u>           | <u>(35,806)</u>                            | <u>54,891</u>  | <u>7,173,131</u>                       |
| <b>Restricted funds</b>                              |                                      |                            |                            |                                            |                |                                        |
| Membership donations for<br>Asset under construction | -                                    | 120,884                    | (12,407)                   | -                                          | (54,891)       | 53,586                                 |
| <b>Total funds</b>                                   | <u>7,069,193</u>                     | <u>908,330</u>             | <u>(715,000)</u>           | <u>(35,806)</u>                            | <u>-</u>       | <u>7,226,717</u>                       |

23 Analysis of net assets between funds

|                         | Restricted<br>funds<br>2023<br>£ | Unrestricted<br>funds<br>2023<br>£ | Total funds<br>2023<br>£ |
|-------------------------|----------------------------------|------------------------------------|--------------------------|
| Tangible fixed assets   | -                                | 1,647,154                          | 1,647,154                |
| Heritage assets         | -                                | 6,401,032                          | 6,401,032                |
| Fixed asset investments | -                                | 94,980                             | 94,980                   |
| Current assets          | -                                | 176,020                            | 176,020                  |
| Current liabilities     | -                                | (143,595)                          | (143,595)                |
| Long term liabilities   | -                                | (1,055,512)                        | (1,055,512)              |
| <b>Total net assets</b> | <u>-</u>                         | <u>7,120,079</u>                   | <u>7,120,079</u>         |
|                         | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total funds<br>2022<br>£ |
| Tangible fixed assets   | -                                | 1,282,976                          | 1,282,976                |
| Heritage assets         | -                                | 6,401,032                          | 6,401,032                |
| Fixed asset investments | -                                | 176,351                            | 176,351                  |
| Current assets          | 53,586                           | 504,830                            | 558,416                  |
| Current liabilities     | -                                | (106,788)                          | (106,788)                |
| Long term liabilities   | -                                | (1,085,270)                        | (1,085,270)              |
| <b>Total net assets</b> | <u>53,586</u>                    | <u>7,173,131</u>                   | <u>7,226,717</u>         |

## **24 Related party transactions**

During the year the charity made the following related party transactions:

### **Thoresby Society**

(During 2018 the Library formed a partnership with the Thoresby Society, which is a Charity). Thoresby Society are to pay the Library £14,577 per annum for the use of the premises and the management of their library and archive.

### **Transactions with Trustees**

During the period there were no transactions with trustees.

## **25 Going concern**

The trustees consider that the Library remains a going concern. On the basis of prudent estimates of future income and expenditure together with the availability of liquid reserves the Library can meet the demands arising from operational cost pressures and from the purchase of 15 Commercial Street.

The financial statements show a deficit for the year and the trustees are conscious that the underlying operational costs of the Library ran at a significant deficit as a result of price increases, delays in obtaining grants, and the additional costs of staff recruited ahead of completion of the work to redevelop 15 Commercial Street. The Library has drawn up a broadly balanced operational budget for 2024 and retains sufficient reserves to meet a shortfall. On this basis the trustees consider the Library remains a going concern.

In the light of this assessment the trustees have determined the disclosure needed to assess current uncertainties. These uncertainties and the steps taken to mitigate them so as to ensure, so far as possible, the future financial sustainability of the Library are set out in the trustees' report. In particular:

- 1 The Library will implement a comprehensive fundraising strategy both to raise funds to complete the redevelopment of 15 Commercial Street and to support other aspects of the Library's work. This includes continuing to apply for grants from a range of funding organisations.
- 2 Redevelopment work on 15 Commercial Street (excluding the new completed retail unit) will not start until the funds are available.
- 3 Work on the redevelopment project will be tightly managed to minimise the risk of cost and time overruns.
- 4 Trustees will monitor closely both the redevelopment of 15 Commercial Street and the operational budget and will take early action if problems emerge.
- 5 The Library's investments are sufficient to cover some 2 months operational expenditure. The Library will seek to increase these over time but does not expect to use its investments to meet the costs of work on 15 Commercial Street but rather to manage unexpected operational costs or shortfalls in income.
- 6 The Trustees will consider the sale or sale and leaseback of assets should the need arise to cover capital costs or an operational shortfall due to uncertain circumstances.

**26 Security**

The property purchased during the year at 15 Commercial Street, Leeds is subject to security charges issued in favour of two lenders of mortgage funding. The charges were issued in February 2022.

**27 Prior year SOFA for comparatives**

|                                   | Note | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ |
|-----------------------------------|------|----------------------------|--------------------------|--------------------|
| <b>Income and Endowment from:</b> |      |                            |                          |                    |
| Donations and legacies            | 3    | 281,661                    | 120,884                  | 402,545            |
| Charitable activities             | 4    | 266,810                    | -                        | 266,810            |
| Investment income                 | 5    | 225,159                    | -                        | 225,159            |
| Other income                      | 6    | 13,816                     | -                        | 13,816             |
| Total income                      |      | <u>787,446</u>             | <u>120,884</u>           | <u>908,330</u>     |
| <b>Expenditure on:</b>            |      |                            |                          |                    |
| Charitable activities             | 7    | (702,593)                  | (12,407)                 | (715,000)          |
| Total expenditure                 |      | <u>(702,593)</u>           | <u>(12,407)</u>          | <u>(715,000)</u>   |
| Net gains on investment assets    |      | (35,806)                   | -                        | (35,806)           |
| Net income/(expenditure)          |      | <u>49,047</u>              | <u>108,477</u>           | <u>157,524</u>     |
| Transfer between funds            |      | 54,891                     | (54,891)                 | -                  |
| Net movement in funds             |      | <u>103,938</u>             | <u>53,586</u>            | <u>157,524</u>     |
| <b>Reconciliation of funds</b>    |      |                            |                          |                    |
| Total funds brought forward       | 22   | <u>7,069,193</u>           | -                        | <u>7,069,193</u>   |
| Total funds carried forward       | 22   | <u>7,173,131</u>           | <u>53,586</u>            | <u>7,226,717</u>   |

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

|                                                          | 2023               |                 | 2023                                                                        | 2023             |                  |
|----------------------------------------------------------|--------------------|-----------------|-----------------------------------------------------------------------------|------------------|------------------|
|                                                          | Unrestricted funds |                 | Restricted funds<br>Members<br>donations for<br>Asset under<br>construction | Total            | Total<br>2022    |
|                                                          | General<br>£       | Designated<br>£ | £                                                                           | £                | £                |
| <b>Income and Endowments from:</b>                       |                    |                 |                                                                             |                  |                  |
| Donations and legacies (analysed below)                  | 141,139            | -               | 12,500                                                                      | 153,639          | 402,545          |
| Charitable activities (analysed below)                   | 142,755            | -               | -                                                                           | 142,755          | 266,810          |
| Investment income (analysed below)                       | 226,607            | -               | -                                                                           | 226,607          | 225,159          |
| Other income (analysed below)                            | 14,577             | -               | -                                                                           | 14,577           | 13,816           |
| <b>Total income</b>                                      | <b>525,078</b>     | <b>-</b>        | <b>12,500</b>                                                               | <b>537,578</b>   | <b>908,330</b>   |
| <b>Expenditure on:</b>                                   |                    |                 |                                                                             |                  |                  |
| Charitable activities (analysed below)                   | (642,398)          | -               | (10,535)                                                                    | (652,933)        | (715,000)        |
| <b>Total expenditure</b>                                 | <b>(642,398)</b>   | <b>-</b>        | <b>(10,535)</b>                                                             | <b>(652,933)</b> | <b>(715,000)</b> |
| Net (losses)/gains on investment assets (analysed below) | 8,717              | -               | -                                                                           | 8,717            | (35,806)         |
| <b>Net income/(expenditure)</b>                          | <b>(108,603)</b>   | <b>-</b>        | <b>1,965</b>                                                                | <b>(106,638)</b> | <b>157,524</b>   |
| Transfer between funds                                   | 55,551             | -               | (55,551)                                                                    | -                | -                |
| <b>Net movement in funds</b>                             | <b>(53,052)</b>    | <b>-</b>        | <b>(53,586)</b>                                                             | <b>(106,638)</b> | <b>157,524</b>   |
| <b>Reconciliation of funds</b>                           |                    |                 |                                                                             |                  |                  |
| Total funds brought forward                              | 7,173,131          | -               | 53,586                                                                      | 7,226,717        | 7,069,193        |
| Total funds carried forward                              | 7,120,079          | -               | -                                                                           | 7,120,079        | 7,226,717        |

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

|                                      | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>£ | Total<br>2022<br>£ |
|--------------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Donations and legacies</b>        |                                    |                                  |                    |                    |
| Grants*                              | 109,600                            | -                                | 109,600            | 27,256             |
| Legacy                               | -                                  | -                                | -                  | 100,000            |
| Members/other donations and gift aid | 31,539                             | 12,500                           | 44,039             | 275,289            |
|                                      | <u>141,139</u>                     | <u>12,500</u>                    | <u>153,639</u>     | <u>402,545</u>     |

\* Includes Covid-19 and Kickstart grants of £nil (2022: £12,948).

|                              | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>£ | Total<br>2022<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Charitable activities</b> |                                    |                                  |                    |                    |
| Membership fees              | 130,235                            | -                                | 130,235            | 125,652            |
| 250th book                   | -                                  | -                                | -                  | 241                |
| Sales of donated goods       | 12,520                             | -                                | 12,520             | 7,773              |
| VAT reclaim                  | -                                  | -                                | -                  | 133,144            |
|                              | <u>142,755</u>                     | <u>-</u>                         | <u>142,755</u>     | <u>266,810</u>     |

|                                | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>£ | Total<br>2022<br>£ |
|--------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Investment income</b>       |                                    |                                  |                    |                    |
| Income from property           | 222,992                            | -                                | 222,992            | 219,941            |
| Income from listed investments | 3,615                              | -                                | 3,615              | 5,218              |
|                                | <u>226,607</u>                     | <u>-</u>                         | <u>226,607</u>     | <u>225,159</u>     |

|                     | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>£ | Total<br>2022<br>£ |
|---------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Other income</b> |                                    |                                  |                    |                    |
| Thoresby Society    | 14,577                             | -                                | 14,577             | 13,816             |
|                     | <u>14,577</u>                      | <u>-</u>                         | <u>14,577</u>      | <u>13,816</u>      |

# The Leeds Library

## Detailed Statement of Financial Activities for the Year Ended 31 December 2023

|                                         | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>Funds<br>£ | 2023<br>Total<br>£ | Total<br>2022<br>£ |
|-----------------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Charitable activities</b>            |                                    |                                  |                    |                    |
| <b>Operation as a library</b>           |                                    |                                  |                    |                    |
| Wages and salaries                      | (181,778)                          | -                                | (181,778)          | (216,970)          |
| Staff NIC (employers)                   | (13,034)                           | -                                | (13,034)           | (13,068)           |
| Staff pensions (defined contribution)   | (21,445)                           | -                                | (21,445)           | (21,379)           |
| Rates                                   | (6,254)                            | -                                | (6,254)            | (5,951)            |
| Light, heat and power                   | (14,230)                           | -                                | (14,230)           | (14,853)           |
| Insurance                               | (13,122)                           | -                                | (13,122)           | (10,799)           |
| Health and safety                       | (3,918)                            | -                                | (3,918)            | (3,130)            |
| Printing, postage and stationery        | (10,911)                           | -                                | (10,911)           | (8,703)            |
| Cleaning                                | (966)                              | -                                | (966)              | (1,654)            |
| Advertising                             | (10,393)                           | -                                | (10,393)           | (8,673)            |
| Bank charges                            | (1,034)                            | -                                | (1,034)            | (1,024)            |
| Depreciation of fixtures and fittings   | (3,179)                            | -                                | (3,179)            | (3,398)            |
| Depreciation of office equipment        | (5,579)                            | -                                | (5,579)            | (27,580)           |
| Binding and conservation                | 1,463                              | -                                | 1,463              | (6,345)            |
| Books, publications, DVDs etc           | (39,154)                           | -                                | (39,154)           | (32,539)           |
| Staff training                          | (407)                              | -                                | (407)              | (538)              |
| Catering supplies                       | (1,968)                            | -                                | (1,968)            | (1,894)            |
| Staff expenses                          | (3,371)                            | -                                | (3,371)            | (6,902)            |
| Storage                                 | (11,500)                           | -                                | (11,500)           | (9,037)            |
| Repairs and maintenance                 | (16,471)                           | -                                | (16,471)           | (15,052)           |
| Computer software and maintenance costs | (16,053)                           | -                                | (16,053)           | (30,469)           |
| Event expenses                          | (21,590)                           | -                                | (21,590)           | (17,558)           |
| Sundry expenses                         | (9,288)                            | -                                | (9,288)            | (2,185)            |
| Legal and professional fees             | (24,423)                           | -                                | (24,423)           | -                  |
| Bad debts                               | (2,072)                            | -                                | (2,072)            | -                  |
|                                         | <u>(430,677)</u>                   | <u>-</u>                         | <u>(430,677)</u>   | <u>(459,701)</u>   |
| <b>Listed building maintenance</b>      |                                    |                                  |                    |                    |
| Wages and salaries                      | (51,937)                           | -                                | (51,937)           | (61,992)           |
| Staff NIC (employers)                   | (3,724)                            | -                                | (3,724)            | (3,734)            |
| Staff pensions (defined contribution)   | (6,127)                            | -                                | (6,127)            | (6,108)            |
| Rates                                   | (1,564)                            | -                                | (1,564)            | (1,488)            |
| Light, heat and power                   | (3,557)                            | -                                | (3,557)            | (3,713)            |
| Insurance                               | (12,844)                           | -                                | (12,844)           | (5,268)            |
| Health and safety                       | (979)                              | -                                | (979)              | (783)              |
| Printing, postage and stationery        | (2,728)                            | -                                | (2,728)            | (2,176)            |
| Cleaning                                | (242)                              | -                                | (242)              | (413)              |
| Advertising                             | (2,598)                            | -                                | (2,598)            | (2,168)            |
| Bank charges                            | (258)                              | -                                | (258)              | (256)              |
| Depreciation of fixtures and fittings   | (795)                              | -                                | (795)              | (850)              |
| Depreciation of office equipment        | (1,395)                            | -                                | (1,395)            | (6,895)            |
| Legal and professional fee              | (6,106)                            | -                                | (6,106)            | -                  |
|                                         | <u>(94,854)</u>                    | <u>-</u>                         | <u>(94,854)</u>    | <u>(95,844)</u>    |

Detailed Statement of Financial Activities for the Year Ended 31 December 2023

|                                                   | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>£      | Total<br>2022<br>£      |
|---------------------------------------------------|------------------------------------|----------------------------------|-------------------------|-------------------------|
| <b>Charitable activities (continued)</b>          |                                    |                                  |                         |                         |
| <b>Asset under construction</b>                   |                                    |                                  |                         |                         |
| Rates                                             | -                                  | (900)                            | (900)                   | (146)                   |
| Light, heat and power                             | -                                  | (679)                            | (679)                   | (2,200)                 |
| Repairs and maintenance                           | -                                  | (18)                             | (18)                    | (4,324)                 |
| Computer software and maintenance costs           | -                                  | -                                | -                       | (963)                   |
| Legal and professionals                           | -                                  | (8,250)                          | (8,250)                 | (4,774)                 |
| Bank loan interest                                | (69,671)                           | -                                | (69,671)                | (48,986)                |
| Insurance                                         | -                                  | (688)                            | (688)                   |                         |
|                                                   | <u>(69,671)</u>                    | <u>(10,535)</u>                  | <u>(80,206)</u>         | <u>(61,393)</u>         |
| <b>Governance costs</b>                           |                                    |                                  |                         |                         |
| Wages and salaries                                | (25,967)                           | -                                | (25,967)                | (30,996)                |
| Staff NIC (employers)                             | (1,862)                            | -                                | (1,862)                 | (1,867)                 |
| Staff pensions (defined contribution)             | (3,064)                            | -                                | (3,064)                 | (3,054)                 |
| Insurance                                         | (318)                              | -                                | (318)                   | (13,199)                |
| Auditor's remuneration                            | (11,583)                           | -                                | (11,583)                | (9,240)                 |
| Management fees                                   | (4,402)                            | -                                | (4,402)                 | (3,900)                 |
| Legal and professional fees                       | -                                  | -                                | -                       | (35,806)                |
|                                                   | <u>(47,196)</u>                    | <u>-</u>                         | <u>(47,196)</u>         | <u>(98,062)</u>         |
| <b>Total expenditure on charitable activities</b> | <u><u>(642,398)</u></u>            | <u><u>(10,535)</u></u>           | <u><u>(652,933)</u></u> | <u><u>(715,000)</u></u> |

|                                          | 2023<br>Unrestricted<br>funds<br>£ | 2023<br>Restricted<br>funds<br>£ | 2023<br>Total<br>£ | Total<br>2022<br>£ |
|------------------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Gains/losses on investment assets</b> |                                    |                                  |                    |                    |
| Realised gains on Investments            | 2,480                              | -                                | 2,480              | 555                |
| Unrealised gains/(losses) on investments | 6,237                              | -                                | 6,237              | (36,361)           |
|                                          | <u>8,717</u>                       | <u>-</u>                         | <u>8,717</u>       | <u>(35,806)</u>    |



**THE LEEDS LIBRARY**

England & Wales - Charity number 1114386

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# Accounts

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# Updated Version 18.05.23

36 pages

Company registration number: 05577905

Charity registration number: 1114386

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## **The Leeds Library**

**(A company limited by guarantee)**

**Annual Report and Financial Statements**

**for the Year Ended 31 December 2022**

|                                                | Page     |
|------------------------------------------------|----------|
| Reference and Administrative Details           | 1 to 2   |
| Annual Report - Chair of Trustees Introduction | 3        |
| - Chief Executive's Welcome                    | 4        |
| Trustees' Report                               | 5 to 12  |
| Independent Auditor's Report                   | 13 to 16 |
| Statement of Financial Activities              | 17       |
| Balance Sheet                                  | 18       |
| Notes to the Financial Statements              | 19 to 32 |

## The Leeds Library

### Reference and Administrative Details

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**President** Kevin Grady

**Chair** Martin Staniforth

**Trustees** David Butcher (appointed 7 December 2022)  
Janet Dominey  
Annie Faulder (appointed 13 March 2023)  
Andy Graham (resigned 25 June 2022)  
Graham Hill (appointed 25 June 2022, resigned 25 September 2022)  
Rebecca Hoy (appointed 7 February 2022, resigned 25 June 2022)  
Simone Ivatts  
Robert Kilner (resigned 25 June 2022)  
Elizabeth Minkin  
Ruth Robbins  
Christine Stead  
Patricia Urry  
Philip Walker  
Lily Wong

**Treasurer** Moade Shubla (appointed 28 November 2022)

**Staff** Carl Hutton, Chief Executive  
Ashley Cresswell, Finance Officer  
Finnlan Davies, Library Assistant  
Niimi Day-Gough, Archives and Collections Assistant  
Anna Goodridge, Assistant Librarian  
Ian Harker, Communications and Marketing Officer  
Helen Holdsworth, Assistant Librarian  
Claire O'Brien, Membership and Development Officer  
Jane Riley, Librarian  
Aidan Thackray, Library Assistant  
Thomas Walsh, Caretaker  
Sarah West, Administrator

## **The Leeds Library**

### **Reference and Administrative Details**

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|                                    |                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Principal Office</b>            | 18 Commercial Street<br>Leeds<br>West Yorkshire<br>LS1 6AL                                      |
| <b>Company Registration Number</b> | 05577905                                                                                        |
| <b>Charlty Registration Number</b> | 1114386                                                                                         |
| <b>Solicitors</b>                  | Wrigleys Solicitors LLP<br>3rd Floor<br>3 Wellington Place<br>Leeds<br>LS1 4AP                  |
| <b>Investment Advisors</b>         | RBC Brewin Dolphin<br>10 Wellington Place<br>Leeds<br>LS1 4AN                                   |
| <b>Accountants</b>                 | Brown Butler Chartered Accountants<br>Leigh House<br>28-32 St Paul's Street<br>Leeds<br>LS1 2JT |
| <b>Bankers</b>                     | Lloyds<br>65-66 Briggate<br>Leeds<br>West Yorkshire<br>LS1 6LH                                  |
| <b>Auditor</b>                     | TC Group<br>6 Queen Street<br>Leeds<br>LS1 2TW                                                  |

**Chair of Trustees Introduction**

2022 saw the Library emerge fully from the restrictions required as part of the national response to Covid and it was a delight to see members returning in numbers and the Library resuming its historic function not just to lend books to members but to be a social and cultural centre for members and visitors. The year also saw the Library complete the purchase of 15 Commercial Street, have its plans for converting the building approved, and start to raise the funds needed to turn those plans into reality. In that context I am grateful to those Library members who contributed to the 'Bridge the Gap' appeal, to the late Alan Longbottom for a substantial legacy to the Library, and to the Wolfson Foundation for their commitment to a significant grant towards the cost of conversion receivable in 2023. We now look forward to starting the building work on No 15 early in 2023.

The Report details the many achievements of the Library over the year, not the least of which was the smooth return to normal working. However I should mention a couple of items which are important but easily overlooked. First we revised our Articles of Association and Rules to bring them up to date and importantly to widen our objects to allow us to undertake a range of educational and related activities. Second we adopted a new strategy for the next five years aimed at growing the Library, increasing public access, and ensuring it is environmentally and financially sustainable for the future. As part of this work we have adopted a new approach to managing the increasing number of visitors which will balance the desire of members of the public to visit the Library with the rights of Library members.

Finally my thanks as always go to the Library staff for all their hard work over the last year, to our President and my fellow trustees for their continued support and commitment particularly during the time when I was undergoing cancer treatment, and to our members for their loyalty to the Library.

Martin Staniforth  
Chair

## **The Leeds Library**

### **Annual Report for the Year Ended 31 December 2022**

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#### **Chief Executive's Welcome**

Following the challenges of Covid-19 over the previous two years, 2022 was an opportunity for the Library staff to undertake their work with more certainty that there would be no need to continually adapt the services that were being provided to respond to the demands of the pandemic.

With a focus on raising the profile of the Library and its work in the city on the back of the purchase of 15 Commercial Street, the Library made steady progress in growing membership numbers. By the end of the year the Library had some 1,200 members, just a couple of years after the 1,000 member milestone was reached. With the lifeblood of the Library being its membership it was good to see a significant reduction in the number of members stopping their membership, despite the cost of living crisis impacting all of us. We would like to think that the high retention of members shows that the Library has been doing a good job in engaging the membership in a positive way.

The Library was again the lead partner of the Leeds Lit Festival which was awarded the Saboteur National Lit Fest of the year award for the second time in three years. The festival is the key legacy of our 250<sup>th</sup> anniversary year of events and goes from strength to strength with nine partner organisations delivering the event that is held annually in March.

One of the standout highlights of the year was our contribution to the annual Leeds Light Night which each year attracts over 100,000 visitors to the city centre. It is an event that we seek to be involved in every year, with our contributions ranging from hosting performance pieces to having images and film projected on to the front of the Library building. For 2022 we hosted a light installation in the New Room of the Library, created by ARUP, and saw over 4,000 visitors explore our wonderful building over the two evenings of the event. It is hard to imagine the Library having received more visitors in such a short period of time.

I would like to thank everyone who has contributed to the work of the Library throughout 2022 - the volunteers who have assisted with cataloguing our collections and helping move books from Mill Hill Chapel to the Library, the staff team who have continued their dedicated hard work during a challenging year, and the Trustees of the Library. Finally on behalf of the staff team I would like to say thank you for the continued support of our members. It is never taken for granted and always gratefully received.

Carl Hutton  
Chief Executive

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2022**

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The trustees of the charity, who are directors for the purposes of company law, present the annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities and applicable accounting standards.

#### **Alms and Objectives**

The principal activity of the Leeds Library and the Charity's objectives are:

- The advancement of education, the diffusion of knowledge and the provision of suitable literature for persons particularly but not exclusively within the city of Leeds and the surrounding area, by establishing and maintaining a library to promote the study and knowledge of literature and all artistic and scientific subjects and by providing library facilities and research facilities;
- To preserve for the benefit of the public the listed building known as Nos. 16 to 20 Commercial Street, Leeds LS1 6AL being a place of historical and architectural interest, value and beauty;
- To advance the education of the general public in all aspects of arts, culture and/or heritage.

Trustees' vision is for the Library to aspire to be a thriving cultural hub for the city and beyond, providing a home for readers, writers and book-lovers and a space for the production and enjoyment of all forms of creative activity and their mission is:

To strengthen the Library's foundations by putting its finances on a sustainable basis, expanding its membership, and maintaining and developing its building and collections for future generations.

To open the doors of the Library and encourage its use by local people as well as by its members.

The trustees' strategic objectives for the Library over the period 2022-27, adopted during the year following consultation with members, can be summarised as:

#### **Strengthening the foundations**

- Increase and diversify the Library's income through a programme of fund-raising (including legacies), merchandising and room hire. By the end of the period these should make up 25% of the Library's income.
- Improve the diversity of Library trustees, staff, volunteers and members.
- Double membership to 2,000 by 2027 both through recruiting new members and by improving retention of existing members. Publicise the benefits of membership and ensure membership categories remain relevant.
- Establish 15 Commercial Street as an innovative, exciting and financially sustainable space which is fully used by Library members and by visiting organisations for creative, literary and educational activities.
- Establish and implement a new approach to acquiring, conserving and disposing of books which builds on the existing strengths of our collections, eliminates the need for off-site storage and makes increasing use of digital resources.

- Establish the Library as a leader in environmental sustainability within the cultural and library sector by developing and implementing ambitious and innovative plans for achieving a zero carbon/zero waste organisation, making use of dedicated funding.

#### Opening the doors

- Incrementally increase public access to the Library starting by opening up fully on one day a week.
- Research the range of new technologies to determine how our archive and our rare and historic books can best be made accessible to all in virtual form and make demonstrable progress towards their being fully accessible in a virtual form that engages readers by 2032. Develop a strategy for raising awareness of our virtual collection.
- Strengthen existing partnerships and establish a plan for increasing partnership working with businesses, with arts, education and community organisations as well as with city libraries.
- Promote the Library to external audiences and take active steps to invite businesses, community groups and schools to visit the Library and engage with our collections.
- Encourage the use of the Library's collections for research purposes.

These aims provide the framework within which the Library develops its annual plans and measures its performance.

#### **Public benefit**

The trustees confirm that, in delivering against their strategic aims, they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

2022 saw the Library run a fuller programme of public activities and events than over the previous two years. We restarted regular guided tours of the Library, welcomed more visitors, and organised a wide-ranging events programme including poetry readings, talks and theatre performances open to the public as well as hosting events for other organisations including the Thoresby Society, the Victorian Society, the West Yorkshire Society of Architects and Sofar Sounds. We also participated in the annual Heritage Open Days, in partnership with the Thoresby Society, and our Leeds Light Night event attracted over 4,000 visitors over the two nights it was on. Finally the Leeds Lit Fest, organised by the Library in partnership with a range of other cultural organisations in the city, returned to an in-person format. The Library hosted and curated half of the festival programme with highlights including talks by Leeds political commentator Tim Marshall, politician Peter Hain, journalist Rebecca Lowe and psychologist A. C. Grayling. The Library was also able to welcome Gerald Dickens, the great-great-grandson of Charles Dickens, to perform *The Signalman*. Later on in the year Gerald returned to the Library to give a mesmerising performance of a Christmas Carol as part of a season of theatrical events.

We continued to make good use of social media to advertise the Library and its events to our followers, and expanded our offering onto Instagram. By the end of the year the Library had 4,855 followers on Twitter, 2,557 followers on Facebook and 1,572 followers on Instagram. We also produced a second series of our popular podcast 'Tales from The Leeds Library'. The Library has also featured in promotional material for Leeds 2023 City of Culture and a number of press articles covered the purchase of 15 Commercial Street and our plans for the future.

## **Achievements**

### The Library Buildings

2022 saw further significant progress on our plans to expand the Library and improve our facilities particularly for those with disabilities. We completed the purchase of 15 Commercial Street in February, engaged architects Garnett Netherwood to develop plans for the new building, and received planning permission from Leeds City Council in November. The project went to tender in February 2023. The work on the redevelopment of 15 Commercial Street is overseen by a Project Board which brings together trustees and external professionals. In parallel we have launched a major fundraising campaign, under the strapline 'The Leeds Library: The Next Chapter', to raise the funds we need for the redevelopment of the building. We are grateful to the many Library members who have made donations towards the cost of the conversion, to the late Alan Longbottom for a legacy which we are able to use for that purpose, and to the Wolfson Foundation for their commitment to the project. We are also working with Central Retail to identify tenants for the retail space in the development.

During the year we continued to maintain and improve our existing building and started to develop plans for increased sustainability which are being taken forward under the auspices of our Buildings Committee.

### The Library Collections

Over the year we added a further 841 books and other items to the Library collections. As usual these were predominantly requested by members. We maintained and developed our eBook collection and the PressReader service as well as continuing to provide access to Drama Online, the Idler Academy and JSTOR.

The full reopening of the Library has seen members return and an increase in borrowing. During the year some 13,989 books and terms were borrowed compared with 12,199 last year, a positive increase but still well below the pre-pandemic levels of borrowing. We continue to operate a postal service for members but no longer run the delivery collection service introduced during the Covid crisis.

Finally we continued cataloguing the Library's Heritage Fiction collection and some 3,984 books were added to the catalogue during the year. Once the cataloguing is complete we will decide, in consultation with external experts, how best to preserve the collection and make particularly rare books more widely accessible. At the same time a further 14,017 items from the Library's historic collection were added to the online catalogue.

### Book Conservation

The Library continues to conserve and maintain its heritage collection during the year. Six folio books from our historic collection were restored by Brian Cole of the Castle Bindery. In addition a further 133 books were rebound using commercial bookbinders in Leeds.

### Research

The Library remains committed to supporting the use of its rich collections and archive for research both by Library members and external researchers, and to working with the Thoresby Society to publicise and encourage the use of the extensive collections on Leeds and its history which they and the Library hold. Over the year some sixteen researchers made use of our collections, some visiting the Library and others seeking information which could be responded to by providing scans of material and emailing it to them, a practice that is likely to grow in importance as the range and depth of material we hold, and its availability online, becomes increasingly recognised. To facilitate this, staff attended a conference run by the Historic Libraries Forum entitled "Reading the room: reflecting on researcher access to collections".

## The Leeds Library

### Trustees' Report for the Year Ended 31 December 2022

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Research subjects ranged widely including local history, biographical research, the story of the Library's ghost and work to support an archaeologist who had been doing a dig in the city where we worked closely with the Thoresby Society in providing high quality scans of material, particularly maps. We were also able to help a Dutch researcher who was researching libraries which had collected books from the Loeb classical library since the very beginning by providing scans from our accession ledgers to show when and where we had acquired our volumes.

#### Membership

At the end of 2022 the Library had 1,039 memberships, 161 more than in 2021, and the highest number in the Library's history. This equated to 1,218 members, 175 more than last year and again a record number. As a result income from membership fees increased by £22,707 from £102,945 to £125,652 (22%). This reflects the success of our efforts both to recruit new members and to retain existing members and we look forward to building on this in future years.

As the Library emerged from the Covid-19 lockdown we reinstated our regular book group, film club and craft club meetings for members in person. Throughout the year the Library produced its regular newsletter, *Speaks Volumes*, with an increasing number of high-quality articles which were well received by members.

#### Staffing and volunteering

2022 saw a number of changes in the Library's staff. We said goodbye to Aimee-Jo Holdsworth, one of our Library Assistants, Molly Magrath, our Projects Assistant, and Jack Simkins, our Digital Media Assistant and welcomed Ashley Cresswell, Finance Officer, Niimi Day-Gough, Archives and Collections Assistant, and Ian Harker, Communications and Marketing Officer. In addition Finnlán Davies, our Online Library assistant was appointed to a permanent role as Library Assistant to replace Aimee-Jo Holdsworth. Mary Ealden, Michael Lister and Yasir Munir also worked for the Library during the year. We are grateful to all staff for their hard work and commitment during the year.

We were also able to welcome back our volunteers. Across the course of the year twenty-seven people volunteered their time for the Library undertaking a range of activities including painting the basement of 15 Commercial Street, cataloguing and cleaning our collections, assisting with book sales and helping out at events. In addition twelve volunteers were trained as guides by our President, Kevin Grady, enabling us to increase the number of guided tours of the Library.

#### Partnerships

The Library continued to develop and strengthen its partnerships with other organisations within and outside the city. Our main partnership project is the Leeds Lit Fest, which was founded by the Library in 2019 as a legacy project that came out of our 250<sup>th</sup> anniversary programme. In 2022 the partner organisations for the festival were MILIM CIC, Leeds Central Library, Hyde Park Book Club, Leeds Church Institute, Carriageworks Theatre, Leeds Big Bookend, Headingley Lit Fest and Strix Magazine. In addition Leeds Arts University, the British Library, Leeds University and Leeds Beckett University all programmed events for the festival.

As well as the work to deliver the Leeds Lit Fest, we maintained our relationships with Candlestick Press, hosting a number of events and book launches. The Library also delivered several workshops for Trinity Academy students, provided support for the Yorkshire Herald Society, delivered a programme of tours for the National Lottery Open Week, and worked with the Universities in the city on various projects outside the Lit Fest. Finally the Library continued its support of the Priestley lecture, working closely with Mill Hill Chapel and the Leeds Philosophical and Literary Society.

## **Structure, governance and management**

### Nature of governing document

The Leeds Library is a registered company limited by guarantee (number 05577905), incorporated on 29 September 2005. The Limited company became a registered charity (number 1114386) on 27 May 2007. This charity began operations on 1 July 2008 following receipt of a gift from the Proprietors of the Leeds Library (founded 1768) of all the assets and liabilities of that Library. The Library is governed by the Memorandum and Articles of Association of the company dated 29 September 2005 (with amendments to the Articles dated 20 March 2007, 25 June 2016 and 25 June 2022). The operation of the Library is governed by Rules adopted on 14 May 2008 and amended on 25 June 2010, 29 June 2019, 26 June 2021 and 21 June 2022.

The Members of the Charity are those persons who have subscribed to the Memorandum of Association and such other persons or organisations as are admitted to membership in accordance with the Rules made under the Articles of Association. At the Annual General Meeting on 21 May 2008 it was agreed that all Members of the old Library (both proprietary and associate) would be admitted as Members of the Charity.

### Recruitment and appointment of trustees

The Articles provide for the election from the Members of the Charity of a maximum of twelve trustees. Trustees are appointed for a term of three years and may be reappointed for a maximum of two further terms. Trustees may also appoint a President, Vice-Presidents and Patrons. The following Patrons have been appointed:

Simon Armitage  
Barbara Taylor Bradford  
Caryl Phillips  
Nima Poovaya-Smith

The trustees may delegate any of their functions to sub-committees consisting of at least two trustees. There are currently six standing sub-committees: Books and Collections Committee, Buildings Committee, Outreach and Partnership Committee, Research Committee, Membership Committee and Resources Committee. In addition trustees have established a Development Oversight Committee, a Project Board and a Fundraising Working Group to oversee aspects of the Library expansion.

All new trustees are given an induction manual covering the duties and responsibilities of trustees, all aspects of the Library's governance and management procedures, and relevant documents of record (including the minutes of meetings for the past year and relevant policy and strategy papers). Introductory meetings are held with key members of staff and support is available from the Chair, Treasurer and other trustees.

To ensure that the Board of Trustees is fit for purpose and is representative of the Charity's membership, the board regularly seeks potential new trustees from amongst the membership, including advertising for trustees in the Library's members newsletter *Speaks Volumes*. Members with specialist expertise are co-opted onto sub-committees which also allows them to become acquainted with the trustees and their work.

### Organisational structure

The trustees are responsible for the long-term well-being and effectiveness of the Library and make decisions on the application of its resources, the safeguarding of assets and the determination of strategies and policies in keeping with the founding aims. The day-to-day management of the Library is delegated to the Chief Executive who is appointed by the trustees and takes decisions on such matters as the appointment of relevant staff, the acquisition of books and other library materials, and the financial management of the Library within budgets approved by the trustees.

### Risk management

The trustees are satisfied that appropriate arrangements are in place to record, review and mitigate the major operational and financial risks to the Library. The financial position and cashflow forecasts are reviewed at each meeting of the Resources Committee and of trustees. Wider operational risks are recorded in the Library's risk register and reviewed by the Resources Committee and trustees at their meetings during the year. A detailed risk assessment of the planned purchase and development of 15 Commercial Street was produced as part of the business planning for the acquisition and has been integrated into the main risk register.

### **Financial Overview**

#### Financial Outturn

The Library made a surplus of £157,524 compared with a deficit of £34,554 in 2021. This outturn reflects two main factors. The first is the Library's success in fundraising particularly through the Bridging the Gap appeal which raised over £200,000 from Library members towards the costs of converting 15 Commercial Street. We are also grateful for a generous legacy of £100,000 from the late Alan Longbottom. The second is that as a result of registering for VAT the Library received a refund of some £133,000 for VAT paid in previous years.

However the surplus masks a further significant deficit in the operational costs of running the Library. This has primarily arisen from increased costs as a result of pay and price increases, delays in submitting grant applications to ensure they had full information on plans for developing 15 Commercial Street, and the cost of staff recruited ahead of the completion of that development. The trustees recognise that such deficits are not sustainable and are taking action to return the Library to a balanced operational position. In drawing up a broadly balanced budget for 2023 trustees have looked both to increase income, primarily by increasing membership fees by some 20% from April 2023, and to reduce expenditure by holding vacant posts empty over the year and by reviewing, and where possible reducing, Library budgets. We are also submitting grant applications to a range of funding organisations and taking forward a comprehensive fundraising strategy to raise additional funds both to enable the completion of work on 15 Commercial Street and to support the current programme of Library activities. This has already borne fruit in the shape of a commitment to a £100,000 grant from the Wolfson Foundation towards the costs of work on 15 Commercial Street. However achieving a balanced outturn has been made more difficult as a result of one of our tenants, Paperchase, going into administration which will reduce our rental income for the year. Trustees will monitor the financial position closely and take action if the planned measures do not appear sufficient to achieve a satisfactory outturn.

#### Reserves Policy

During the year trustees decided to de-designate the Building Maintenance Reserve and Book Restoration Fund in order to allow maximum flexibility in using the reserves in future.

The policy of the trustees is to maintain a sufficient level of general and free reserves in order that due regard can be given to the contingencies surrounding the Library's operations and in particular to the risk of a reduction in rental from our retail units.

The Library's risk profile has increased significantly with the investment in 15 Commercial Street and the commitment to refurbish the building and we consider that the level of free reserves in the future should be at least nine months operating costs – currently some £450,000 – incorporating those additionally required for 15 Commercial Street as the building becomes operational.

In previous years the trustees have considered the free reserves to be funds which are not restricted for any particular purpose or tied in property or other operational assets and liabilities. This equated to those monies we were able to hold with our investment managers as they were not required for day to day operations or tied up in fixed assets. In 2021 they were £429,663.

As reported last year, when the decision was taken to purchase 15 Commercial Street, we liquidated some £200,000 of our investments to help fund the purchase. The trustees have therefore this year redefined the free reserves as any liquid funds they have that are not restricted and are therefore available for charitable activities. This has been taken to be the funds still held by the investment managers plus the cash held at bank less our restricted reserve. At 31 December 2022 the free reserves were therefore £589,985 and the restated comparative for 2021 would be £459,950. The free reserves held at the end of 2022 are high as we are holding a significant cash balance in anticipation of the outgoings on the refurbishment of 15 Commercial Street.

The balance held by our investment managers as at 31 December 2022 was £191,095 (2021 £429,663) and trustees recognise the need to replenish this balance. In this context they were grateful to receive a share donation of some £11,565 during the year.

#### Investment Strategy and Performance

The trustees' investment strategy is to obtain a balance between capital growth and investment return and this is reviewed annually with help from professional investment advisors. The Library's surplus funds are currently held in a portfolio of individual stocks covering UK and global equities in various sectors as well as unit trust and bond investments. The trustees may utilise the invested funds for approved projects, following a strategy for disposal devised with the professional investment advisor.

Cash on deposit at 31 December 2022 increased to £14,744 (2021 £3,119) as a result of the share donation mentioned earlier. The value of the Library investments at 31 December 2022 was £191,095 (2021 £429,663) as a result of trustees' decision to use £200,000 of investments towards the purchase of 15 Commercial Street and the difficult market conditions during the year as a result of the effect of the war in Ukraine, rising inflation and political instability. The investments generated dividend income of £5,218, a reduction from the previous year (2021 £11,984).

#### Going Concern

As last year the main risk to the future of the Library as a going concern arises from the purchase of 15 Commercial Street to enable the Library to improve and develop its services, exacerbated by continuing operational losses. The trustees have taken steps to mitigate these risks. In particular, as indicated earlier in this report, trustees have approved plans to increase income and reduce costs with the aim of bringing income and expenditure into balance and will maintain this approach in future years. Library trustees will regularly monitor the financial position and cashflow projections to enable early action to be taken if needed.

In terms of 15 Commercial Street the major short-term risks remain around the need to raise the funds to complete the redevelopment work on the building now that planning permission for the work has been received. Work will not commence until funds are available. If funds are not available to complete all the work at once the trustees propose to undertake the work in two phases. The first phase will prepare the retail unit for renting, so generating additional income for the Library, and complete the necessary infrastructure work for the rest of the conversion while the second phase will fit out the Library space. Trustees consider that adequate funds are available to enable the first phase to go ahead, subject to the tenders we receive, and we aim to start work in spring 2023. The second phase, and some consequential work on 18 Commercial Street, will not start until further funds have been raised. This will minimise risk to the Library. We do not expect to draw on the Library's investments for the building project and they will remain available to respond to unexpected issues such as reductions in revenue or unexpected expenditure on operational activities.

The building project at 15 Commercial Street will continue to be overseen by our Project Manager and Project Board, reporting regularly to trustees. This is intended to ensure so far as possible that the work is completed to time and budget and so mitigate the risks to the Library. Trustees will regularly monitor the Library's risk register which includes risks related to the building project.

Taking account of the measures outlined above, and projections of the Library's income and expenditure and cashflow trustees consider it is appropriate to continue to use the going concern basis in preparing the Library's financial statements.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2022**

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#### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors of The Leeds Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

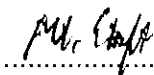
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Disclosure of Information to auditor**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 22 May 2023 and signed on its behalf by:



Martin Staniforth  
Chair

Date: 22 May 2023

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Auditor's Report update**

##### **Opinion**

We have audited the financial statements of The Leeds Library (the 'charity') for the year ended 31 December 2022, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

##### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

##### **Other Information**

The other information comprises the information included in the trustees annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report. We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 12), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Extent to which the audit was capable of detecting Irregularities, Including fraud**

The objectives of our audit, in respect of fraud, are: to identify and assess the risks of material misstatement of the financial statements due to fraud; to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and to respond appropriately to fraud or suspected fraud identified during the audit. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and its management.

Our approach was as follows:

- We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, and through discussion with the trustees and other management (as required by auditing standards), and discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations;
- We considered the legal and regulatory frameworks directly applicable to the financial statements reporting framework (FRS 102, the Companies Act 2006 and the Charities Act 2011) and the relevant tax compliance regulations in the UK;
- We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit;
- We considered the procedures and controls that the entity has established to address risks identified, or that otherwise prevent, deter and detect fraud; and how senior management monitors those programmes.

Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Where the risk was considered to be higher, we performed audit procedures to address each identified risk. These procedures included: testing manual journals; reviewing the financial statement disclosures and testing to supporting documentation; performing analytical procedures; and enquiring of management, and were designed to provide reasonable assurance that the financial statements were free from material fraud or error.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation. We are not responsible for preventing non-compliance and cannot be expected to detect all non-compliance with laws and regulations.

A further description of our responsibilities is available on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our audit report.

**The Leeds Library**

**Independent Auditor's Report to the Members of The Leeds Library**

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**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



.....  
Steven Williams FCA (Senior Statutory Auditor)  
For and on behalf of TC Group  
Statutory auditor

6 Queen Street  
Leeds  
LS1 2TW

Date:

8 June

2023

**The Leeds Library**

**Statement of Financial Activities for the Year Ended 31 December 2022**  
**(Incorporating the Income and Expenditure Account and the Statement of Comprehensive Income)**

|                                   | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-----------------------------------|------|-------------------------|-----------------------|--------------------|--------------------|
| <b>Income and Endowment from:</b> |      |                         |                       |                    |                    |
| Donations and legacies            | 3    | 281,661                 | 120,884               | 402,545            | 148,399            |
| Charitable activities             | 4    | 266,810                 | -                     | 266,810            | 105,595            |
| Investment income                 | 5    | 225,159                 | -                     | 225,159            | 213,134            |
| Other income                      | 6    | 13,816                  | -                     | 13,816             | 12,868             |
| Total income                      |      | <u>787,446</u>          | <u>120,884</u>        | <u>908,330</u>     | <u>479,996</u>     |
| <b>Expenditure on:</b>            |      |                         |                       |                    |                    |
| Charitable activities             | 7    | (702,593)               | (12,407)              | (715,000)          | (578,426)          |
| Total expenditure                 |      | <u>(702,593)</u>        | <u>(12,407)</u>       | <u>(715,000)</u>   | <u>(578,426)</u>   |
| Net gains on investment assets    |      | (35,806)                | -                     | (35,806)           | 63,876             |
| Net income/(expenditure)          |      | <u>49,047</u>           | <u>108,477</u>        | <u>157,524</u>     | <u>(34,554)</u>    |
| Transfer between funds            |      | <u>54,891</u>           | <u>(54,891)</u>       | <u>-</u>           | <u>-</u>           |
| Net movement in funds             |      | <u>103,938</u>          | <u>53,586</u>         | <u>157,524</u>     | <u>(34,554)</u>    |
| <b>Reconciliation of funds</b>    |      |                         |                       |                    |                    |
| Total funds brought forward       | 22   | 7,069,193               | -                     | 7,069,193          | 7,103,747          |
| Total funds carried forward       | 22   | <u>7,173,131</u>        | <u>53,586</u>         | <u>7,226,717</u>   | <u>7,069,193</u>   |

All of the charity's activities derive from continuing operations during the above two periods.

The detail for the comparative period is shown in note 26.

Balance Sheet as at 31 December 2022

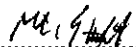
|                                                                | Note | 2022<br>£          | 2021<br>£        |
|----------------------------------------------------------------|------|--------------------|------------------|
| <b>Fixed assets</b>                                            |      |                    |                  |
| Intangible assets                                              | 14   | -                  | -                |
| Tangible assets                                                | 15   | 1,282,976          | 61,362           |
| Heritage assets                                                | 16   | 6,401,032          | 6,552,432        |
| Investments                                                    | 17   | 176,351            | 426,544          |
|                                                                |      | <u>7,860,359</u>   | <u>7,040,338</u> |
| <b>Current assets</b>                                          |      |                    |                  |
| Debtors                                                        | 18   | 91,196             | 66,612           |
| Cash at bank and in hand                                       | 19   | 467,220            | 33,406           |
|                                                                |      | <u>558,416</u>     | <u>100,018</u>   |
| <b>Creditors: Amounts falling due within one year</b>          | 20   | <u>(106,788)</u>   | <u>(71,163)</u>  |
| <b>Net current assets</b>                                      |      | 451,628            | 28,855           |
| <b>Total assets less current liabilities</b>                   |      | 8,311,987          | 7,069,193        |
| <b>Creditors: Amounts falling due after more than one year</b> | 21   | <u>(1,085,270)</u> | <u>-</u>         |
| <b>Net assets</b>                                              |      | <u>7,226,717</u>   | <u>7,069,193</u> |
| <b>Funds of the charity:</b>                                   |      |                    |                  |
| <b>Unrestricted income funds</b>                               |      |                    |                  |
| Unrestricted funds                                             |      | 7,173,131          | 7,069,193        |
| Restricted funds                                               |      | 53,586             | -                |
| <b>Total funds</b>                                             | 22   | <u>7,226,717</u>   | <u>7,069,193</u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small company regime and in accordance with FRS 102 SORP.

The financial statements on pages 17 to 32 were approved by the trustees, and authorised for issue On 22 May 2023 and signed on their behalf by:

  
.....  
Martin Staniforth  
Chair

## **The Leeds Library**

### **Notes to the Financial Statements for the Year Ended 31 December 2022**

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#### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

At the 31 December 2022 there were 1,218 members (2021: 1,043).

The address of its registered office is:

18 Commercial Street

Leeds

West Yorkshire

LS1 6AL

These financial statements were authorised for issue by the trustees on 2023.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

The allocation of costs between the charitable activities has been revised this year following a review of the governance costs and the comparative figures for notes 7 and 8 have been restated to be consistent.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

The Leeds Library meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees have prepared the financial statements on a going concern basis and have provided further details in note 25.

## **The Leeds Library**

### **Notes to the Financial Statements for the Year Ended 31 December 2022**

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#### **2 Accounting policies - continued**

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income. It is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

##### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Unrestricted funds are incoming resources received or generated without further specific purpose. They are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

##### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

##### **Website**

Website costs are amortised over its useful life of three years.

## 2 Accounting policies - continued

### Tangible fixed assets

Individual fixed assets costing £250.00 or more are initially recorded at cost.

### Heritage assets

To meet the requirements of the SORP, disclose the policy for acquisition, preservation, management and disposal of heritage assets.

Heritage assets are shown at donated cost. The donated cost was ascertained by obtaining suitable evidence for a reliable valuation at the date of the donation. The property, fixtures and fittings and books are considered to be heritage assets as they are of historical, artistic or scientific importance and are held to advance the preservation and conservation objectives of the charity. No depreciation is provided in respect of freehold property. This is a departure from the requirements of the Companies Act 2006, which requires all properties to be depreciated. Such properties are not held for consumption but for investments and the trustees consider that to depreciate would not give a true and fair view. Depreciation is one of the many factors reflected in the annual valuation of properties and accordingly the amount of depreciation which might otherwise have been charged cannot be separately identified or quantified. The trustees consider that this policy results in the accounts giving a true and fair view.

### Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Amortisation method and rate |
|-------------|------------------------------|
| Website     | 33.33% straight line         |

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class           | Depreciation method and rate |
|-----------------------|------------------------------|
| Fixtures and fittings | 20% straight line            |
| Computer equipment    | 33% straight line            |
| Digitisation          | 3 years straight line        |
| Basement costs        | 7 years straight line        |
| Foyer pod             | 10% straight line            |

Assets under construction are not depreciated until brought into use.

### Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2022

## 2 Accounting policies – continued

### Rental Income

Rents received under operating leases are credited to the profit and loss account on an accruals basis as there is no benefit of the income received if there is a rent free period.

### Books

In order to avoid excessive professional valuation fees, books donated to the Library are only included as voluntary income and heritage assets where their value is determined to be in excess of £5,000 (either individually or as a collection). Books purchased in the year are expensed as they are determined to have a low value and a short economic life.

### Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

Exchange differences are recognised in the Statement of Financial Activities in the period in which they arise.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

## 3 Income from donations and legacies

|                              | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and legacies:      |                            |                          |                    |                    |
| General donations and grants | 281,661                    | 120,884                  | 402,545            | 148,399            |

## 4 Income from charitable activities

|                        | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------|----------------------------|--------------------------|--------------------|--------------------|
| 250th book             | 241                        | -                        | 241                | 60                 |
| Membership fees        | 125,652                    | -                        | 125,652            | 102,945            |
| Sales of donated goods | 7,773                      | -                        | 7,773              | 2,590              |
| VAT reclaim            | 133,144                    | -                        | 133,144            | -                  |
|                        | 266,810                    | -                        | 266,810            | 105,595            |

**5 Investment Income**

|                               | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Other income from fixed asset |                            |                          |                    |                    |
| Investments                   | 5,218                      | -                        | 5,218              | 11,984             |
| Income from rents             | 219,941                    | -                        | 219,941            | 201,150            |
|                               | <u>225,159</u>             | <u>-</u>                 | <u>225,159</u>     | <u>213,134</u>     |

**6 Other Income**

|                  | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------|----------------------------|--------------------------|--------------------|--------------------|
| Thoresby Society | <u>13,816</u>              | <u>-</u>                 | <u>13,816</u>      | <u>12,868</u>      |

**7 Expenditure on charitable activities**

|                                                    | Note | Unrestricted<br>Funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ | Restated<br>Total<br>2021<br>£ |
|----------------------------------------------------|------|----------------------------|--------------------------|--------------------|--------------------------------|
| Operation as a library                             |      | 459,701                    | -                        | 459,701            | 428,538                        |
| Asset under construction<br>(15 Commercial Street) |      | 48,986                     | 12,407                   | 61,393             | -                              |
| Listed building maintenance                        |      | 95,844                     | -                        | 95,844             | 72,259                         |
| Governance costs                                   | 8    | 98,062                     | -                        | 98,062             | 77,629                         |
|                                                    |      | <u>702,593</u>             | <u>12,407</u>            | <u>715,000</u>     | <u>578,426</u>                 |

# The Leeds Library

## Notes to the Financial Statements for the Year Ended 31 December 2022

### 8 Analysis of governance and support costs

#### Support costs allocated to charitable activities

|                             | Staff costs<br>£ | Other support<br>costs<br>£ | Total<br>2022<br>£ | Restated<br>Total<br>2021<br>£ |
|-----------------------------|------------------|-----------------------------|--------------------|--------------------------------|
| Operation as a library      | 258,857          | 179,883                     | 438,740            | 395,929                        |
| Listed building maintenance | 71,834           | 44,971                      | 116,805            | 104,868                        |
| Asset under construction    | -                | 61,393                      | 61,393             | -                              |
|                             | <u>330,691</u>   | <u>286,247</u>              | <u>616,938</u>     | <u>500,797</u>                 |

#### Analysis of charitable activities other support costs

|                      | Unrestricted funds |               |                                  | Restricted funds                 | Total<br>2022<br>£ | Restated<br>Total<br>2021<br>£ |
|----------------------|--------------------|---------------|----------------------------------|----------------------------------|--------------------|--------------------------------|
|                      | Library<br>£       | Building<br>£ | Asset under<br>construction<br>£ | Asset under<br>construction<br>£ |                    |                                |
| Premises             | 111,258            | 27,814        | -                                | 7,633                            | 146,705            | 191,727                        |
| Postage and printing | 8,703              | 2,176         | -                                | -                                | 10,879             | 14,082                         |
| Finance costs        | 1,024              | 256           | 48,986                           | -                                | 50,266             | 986                            |
| General Insurance    | 12,854             | 3,213         | -                                | -                                | 16,067             | 11,294                         |
| Miscellaneous        | 15,066             | 3,767         | -                                | 4,774                            | 23,607             | 17,276                         |
| Depreciation         | 30,978             | 7,745         | -                                | -                                | 38,723             | 19,220                         |
|                      | <u>179,883</u>     | <u>44,971</u> | <u>48,986</u>                    | <u>12,407</u>                    | <u>286,247</u>     | <u>254,585</u>                 |

#### Governance costs

|                                                          | Unrestricted<br>funds<br>£ | Total<br>2022<br>£ | Restated<br>Total<br>2021<br>£ |
|----------------------------------------------------------|----------------------------|--------------------|--------------------------------|
| Wages and salaries                                       | 30,996                     | 30,996             | 22,889                         |
| Staff NIC (Employers)                                    | 1,867                      | 1,867              | 1,720                          |
| Staff pensions (defined contribution) – pension scheme 1 | 3,054                      | 3,054              | 2,366                          |
| Auditor's remuneration                                   | 9,240                      | 9,240              | 7,450                          |
| Management fees                                          | 3,900                      | 3,900              | 5,400                          |
| Legal and professional fees                              | 35,806                     | 35,806             | 28,526                         |
| Insurance                                                | 13,199                     | 13,199             | 9,278                          |
|                                                          | <u>98,062</u>              | <u>98,062</u>      | <u>77,629</u>                  |

## 9 Net Incoming/outgoing resources

Net outgoing resources for the year include:

|            | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|------------|-----------------------------|-----------------------------|
| Audit fees | <u>9,240</u>                | <u>7,450</u>                |

## 10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

## 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## 12 Staff costs

The aggregate payroll costs were as follows:

|                                     | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
|-------------------------------------|-------------------|-------------------|
| <b>Staff costs during the year:</b> |                   |                   |
| Wages and salaries                  | <u>359,168</u>    | <u>269,754</u>    |

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

|                                | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
|--------------------------------|-------------------|-------------------|
| The average monthly head count | <u>15</u>         | <u>11</u>         |

No employee received emoluments of more than £60,000 during the year.

## 13 Auditor's remuneration

|                                   | <b>2022<br/>£</b> | <b>2021<br/>£</b> |
|-----------------------------------|-------------------|-------------------|
| Audit of the financial statements | <u>9,240</u>      | <u>7,450</u>      |

**14 Intangible fixed assets**

|                       | <b>Website<br/>costs<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|--------------------------------|--------------------|
| <b>Cost</b>           |                                |                    |
| At 1 January 2022     | 6,274                          | 6,274              |
| At 31 December 2022   | 6,274                          | 6,274              |
| <b>Amortisation</b>   |                                |                    |
| At 1 January 2022     | 6,274                          | 6,274              |
| Charge for the year   | -                              | -                  |
| At 31 December 2022   | 6,274                          | 6,274              |
| <b>Net book value</b> |                                |                    |
| At 31 December 2022   | -                              | -                  |
| At 31 December 2021   | -                              | -                  |

**Development costs**

In 2017 website development costs of £6,274 were capitalised as intangible fixed assets and have been amortised over 3 years on a straight line basis.

**15 Tangible fixed assets**

|                               | <b>Assets<br/>under<br/>construction<br/>£</b> | <b>Furniture<br/>and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|-------------------------------|------------------------------------------------|----------------------------------------------|--------------------|
| <b>Cost</b>                   |                                                |                                              |                    |
| At 1 January 2022             | -                                              | 307,789                                      | 307,789            |
| Additions                     | 1,103,491                                      | 5,446                                        | 1,108,937          |
| Transfer from Heritage assets | 151,400                                        | -                                            | 151,400            |
| At 31 December 2022           | 1,254,891                                      | 313,235                                      | 1,568,126          |
| <b>Depreciation</b>           |                                                |                                              |                    |
| At 1 January 2022             | -                                              | 246,427                                      | 246,427            |
| Charge for the year           | -                                              | 38,723                                       | 38,723             |
| At 31 December 2022           | -                                              | 285,150                                      | 285,150            |
| <b>Net book value</b>         |                                                |                                              |                    |
| At 31 December 2022           | 1,254,891                                      | 28,085                                       | 1,282,976          |
| At 31 December 2021           | -                                              | 61,362                                       | 61,362             |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2022

#### 16 Heritage assets

|                                      | <b>Buildings<br/>£</b> | <b>Books<br/>£</b> | <b>Fixtures<br/>and fittings<br/>£</b> | <b>Total<br/>£</b> |
|--------------------------------------|------------------------|--------------------|----------------------------------------|--------------------|
| <b>Cost</b>                          |                        |                    |                                        |                    |
| At 1 January 2022                    | 3,511,400              | 3,000,032          | 41,000                                 | 6,552,432          |
| Transfer to Asset under construction | (151,400)              | -                  | -                                      | (151,400)          |
| At 31 December 2022                  | <u>3,360,000</u>       | <u>3,000,032</u>   | <u>41,000</u>                          | <u>6,401,032</u>   |
| <b>Net book value</b>                |                        |                    |                                        |                    |
| At 31 December 2022                  | <u>3,360,000</u>       | <u>3,000,032</u>   | <u>41,000</u>                          | <u>6,401,032</u>   |
| At 31 December 2021                  | <u>3,511,400</u>       | <u>3,000,032</u>   | <u>41,000</u>                          | <u>6,552,432</u>   |

On 30 June 2008, The Leeds Library company received a gift of property, books and other fixtures and fittings of the proprietary library founded 1768 and also known as The Leeds Library. The trustees of the Old Leeds Library (being duly authorised) granted on 10 November 1976 a lease for a term of 130 years from 1 November 1976 of all the premises owned by the Library (including two shop tenancies) to Save & Prosper Insurance Co. Plc., in consideration of a payment to the library of £260,000 and an annual sum representing one-half of the annual rents of the shop premises, subject to the Library bearing the periodical costs of repair, maintenance and property insurance of the premises as a whole. Save and Prosper granted, by way of a lease-back, a term of 130 years less one day to the Library of the premises solely occupied by the Library at a peppercorn rent. On 27 March 2014 the lease was sold by Countrywide Assured PLC (previously Save & Prosper Insurance Co. Plc.) to two companies; Leeds Properties No1 Ltd, and Leeds Properties No2 Ltd. The sum insured at 31 December 2022 is £8,368,539 (2021: £8,368,539).

The Leeds Library was established to collect books and other items for its members to borrow. It was formed on the basis of each person paying a capital sum to join and an annual subscription to retain membership. It is now the oldest example of this type of library still surviving though its proprietary nature ended on 30 June 2008. The books read by members were generally retained with the intention of building a collection of increasing size and value. As a result, the 140,000 items now estimated to be in the collection reflect the reading interests of members over more than 200 years.

The building fronting Commercial Street was constructed at the Library's expense in 1807-1808. It was substantially added to in 1821 (Main Room Gallery), 1880-1881 (New Room) and 1899-1900 (New Room Gallery). It is a grade II\* listed building, a grading which recognises that it is a particularly important building of more than special interest and applies to less than 6% of listed buildings. There were four ground floor shops in the original 1807-1808 building and these were subsequently converted into two larger units. The basement under the shops and the Library entrance is currently shared by one shop lessee and the Library. The other extant objects collected by The Leeds Library since its foundation in 1768 were also gifted to the charitable company including equipment, furniture and ornaments.

**17 Fixed asset investments**

|                                               | <b>2022</b>    | <b>2021</b>    |
|-----------------------------------------------|----------------|----------------|
|                                               | <b>£</b>       | <b>£</b>       |
| FA investment – listed shares b/fwd           | 426,544        | 568,162        |
| FA investment – listed realised gain          | 555            | 10,488         |
| FA investment – listed unrealised (loss)/gain | (36,361)       | 53,388         |
| FA investment – listed shares additions       | 26,055         | 116,494        |
| FA investment – listed shares disposals       | (240,442)      | (321,988)      |
|                                               | <u>176,351</u> | <u>426,544</u> |

Investments on listed equities & convertible loan stock in at market value in the UK is £60,164 (2021: £136,241) and at market value outside of the UK £116,187 (2021: £290,303).

The historical cost of the investments at 31 December 2022 was £173,253 (2021: £332,128).

**18 Debtors**

|                | <b>2022</b>   | <b>2021</b>   |
|----------------|---------------|---------------|
|                | <b>£</b>      | <b>£</b>      |
| Other debtors  | 70,525        | 252           |
| Prepayments    | 20,671        | 13,549        |
| Accrued income | -             | 52,811        |
|                | <u>91,196</u> | <u>66,612</u> |

**19 Cash and cash equivalents**

|              | <b>2022</b>    | <b>2021</b>   |
|--------------|----------------|---------------|
|              | <b>£</b>       | <b>£</b>      |
| Cash in hand | 15,903         | 3,119         |
| Cash at bank | 451,317        | 30,287        |
|              | <u>467,220</u> | <u>33,406</u> |

**20 Creditors: amounts falling due within one year**

|                 | <b>2022</b>    | <b>2021</b>   |
|-----------------|----------------|---------------|
|                 | <b>£</b>       | <b>£</b>      |
| Bank loan       | 14,730         | -             |
| Other creditors | 15,930         | -             |
| Accruals        | 45,570         | 41,813        |
| Deferred income | 30,558         | 29,350        |
|                 | <u>106,788</u> | <u>71,163</u> |

There is £30,518 (2021: £29,310) of deferred income that relates to subscriptions received. These relate to the next financial period.

**21 Creditors: amounts falling due after more than one year**

|                                              | 2022<br>£        | 2021<br>£ |
|----------------------------------------------|------------------|-----------|
| Mortgage (falling due in less than 5 years)  | 69,163           | -         |
| Bank loan (falling due in less than 5 years) | 205,270          | -         |
| Mortgage (falling due in more than 5 years)  | 810,837          | -         |
|                                              | <u>1,085,270</u> | <u>-</u>  |

The mortgage is repayable over a period of 30 years at a variable rate of Interest starting at 4.15% and with a floor of 4%, commencing in March 2022 with interest payments only and from March 2024 for capital and interest repayments to commence. The loan is repayable over 5 years at a variable rate of interest of 7% over Bank of England Base Rate commencing in March 2022 for interest and from February 2023 for capital and interest repayments.

**22 Funds**

|                                                      | Balance at<br>1 January<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Transfers<br>£ | Balance at<br>31 December<br>2022<br>£ |
|------------------------------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------|----------------------------------------|
| <b>Unrestricted funds</b>                            |                                      |                            |                            |                                            |                |                                        |
| General                                              | 305,399                              | 787,446                    | (702,593)                  | (35,806)                                   | 234,677        | 589,123                                |
| <b>Designated:</b>                                   |                                      |                            |                            |                                            |                |                                        |
| Building maintenance                                 | 50,000                               | -                          | -                          | -                                          | (50,000)       | -                                      |
| Book restoration                                     | 100,000                              | -                          | -                          | -                                          | (100,000)      | -                                      |
| <b>Designated capital funds:</b>                     |                                      |                            |                            |                                            |                |                                        |
| - Assets under const.<br>(net of loans)              | -                                    | -                          | -                          | -                                          | 154,891        | 154,891                                |
| - Furniture and equipment                            | 61,362                               | -                          | -                          | -                                          | (33,277)       | 28,085                                 |
| - Heritage Assets Build                              | 3,511,400                            | -                          | -                          | -                                          | (151,400)      | 3,360,000                              |
| - Heritage Assets Books                              | 3,000,032                            | -                          | -                          | -                                          | -              | 3,000,032                              |
| - Heritage Assets Fixtures<br>& fittings             | 41,000                               | -                          | -                          | -                                          | -              | 41,000                                 |
|                                                      | <u>7,069,193</u>                     | <u>787,446</u>             | <u>(702,593)</u>           | <u>(35,806)</u>                            | <u>54,891</u>  | <u>7,173,131</u>                       |
| <b>Restricted funds</b>                              |                                      |                            |                            |                                            |                |                                        |
| Membership donations for<br>Asset under construction | -                                    | 120,884                    | (12,407)                   | -                                          | (54,891)       | 53,586                                 |
| <b>Total funds</b>                                   | <u>7,069,193</u>                     | <u>908,330</u>             | <u>(715,000)</u>           | <u>(35,806)</u>                            | <u>-</u>       | <u>7,226,717</u>                       |

22 Funds - continued

|                                          | Balance at<br>1 January<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Transfers<br>£ | Balance at<br>31 December<br>2021<br>£ |
|------------------------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------|----------------------------------------|
| <b>Unrestricted funds</b>                |                                      |                            |                            |                                            |                |                                        |
| General                                  | 385,188                              | 479,996                    | (578,426)                  | 63,876                                     | (45,235)       | 305,399                                |
| <b>Designated:</b>                       |                                      |                            |                            |                                            |                |                                        |
| Building maintenance                     | 100,000                              | -                          | -                          | -                                          | (50,000)       | 50,000                                 |
| Book restoration                         | 150,000                              | -                          | -                          | -                                          | (50,000)       | 100,000                                |
| <b>Designated capital funds:</b>         |                                      |                            |                            |                                            |                |                                        |
| - Furniture and equipment                | 67,559                               | -                          | -                          | -                                          | (6,197)        | 61,362                                 |
| - Heritage Assets Build                  | 3,360,000                            | -                          | -                          | -                                          | 151,400        | 3,511,400                              |
| - Heritage Assets Books                  | 3,000,000                            | -                          | -                          | -                                          | 32             | 3,000,032                              |
| - Heritage Assets Fixtures<br>& fittings | 41,000                               | -                          | -                          | -                                          | -              | 41,000                                 |
| <b>Total funds</b>                       | <b>7,103,747</b>                     | <b>479,996</b>             | <b>(578,426)</b>           | <b>63,876</b>                              | <b>-</b>       | <b>7,069,193</b>                       |

23 Analysis of net assets between funds

|                         | Restricted<br>funds<br>2022<br>£ | Unrestricted<br>funds<br>2022<br>£ | Total funds<br>2022<br>£ |
|-------------------------|----------------------------------|------------------------------------|--------------------------|
| Tangible fixed assets   | -                                | 1,282,976                          | 1,282,976                |
| Heritage assets         | -                                | 6,401,032                          | 6,401,032                |
| Fixed asset investments | -                                | 176,351                            | 176,351                  |
| Current assets          | 53,586                           | 504,830                            | 558,416                  |
| Current liabilities     | -                                | (106,788)                          | (106,788)                |
| Long term liabilities   | -                                | (1,085,270)                        | (1,085,270)              |
| <b>Total net assets</b> | <b>53,586</b>                    | <b>7,173,131</b>                   | <b>7,226,717</b>         |

|                         | Unrestricted<br>funds<br>2021<br>£ | Total funds<br>2021<br>£ |
|-------------------------|------------------------------------|--------------------------|
| Tangible fixed assets   | 61,362                             | 61,362                   |
| Heritage assets         | 6,552,432                          | 6,552,432                |
| Fixed asset investments | 426,544                            | 426,544                  |
| Current assets          | 100,018                            | 100,018                  |
| Current liabilities     | (71,163)                           | (71,163)                 |
| Long term liabilities   | -                                  | -                        |
| <b>Total net assets</b> | <b>7,069,193</b>                   | <b>7,069,193</b>         |

## **The Leeds Library**

### **Notes to the Financial Statements for the Year Ended 31 December 2022**

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#### **24 Related party transactions**

During the year the charity made the following related party transactions:

##### **Thoresby Society**

(During 2018 the Library formed a partnership with the Thoresby Society, which is a Charity). Thoresby Society are to pay the Library £13,816 per annum for the use of the premises and the management of their library and archive.

##### **Transactions with Trustees**

During the period there were no transactions with trustees.

#### **25 Going concern**

The trustees consider that the Library remains a going concern. On the basis of prudent estimates of future income and expenditure together with the availability of liquid reserves the Library can meet the demands arising from operational cost pressures and from the purchase of 15 Commercial Street.

While the financial statements show a surplus for the year trustees are conscious that the underlying operational costs of the Library ran at a significant deficit as a result of pay and price increases, delays in obtaining grants, and the additional costs of staff recruited ahead of completion of the work to redevelop 15 Commercial Street. Donations, legacies and a substantial VAT refund following the Library's registration for VAT have been adequate to meet this deficit without the need to draw on investments. As planned the Library has drawn up a broadly balanced operational budget for 2023 and retains sufficient reserves to meet a shortfall. On this basis the trustees consider the Library remains a going concern.

In the light of this assessment the trustees have determined the disclosure needed to assess current uncertainties. These uncertainties and the steps taken to mitigate them so as to ensure, so far as possible, the future financial sustainability of the Library are set out in the trustees' report. In particular:

- 1 The Library will implement a comprehensive fundraising strategy both to raise funds to complete the redevelopment of 15 Commercial Street and to support other aspects of the Library's work. This includes continuing to apply for grants from a range of funding organisations.
- 2 Work on 15 Commercial Street will not start until the funds are available. If funds are not available to complete the redevelopment as a single project the Library will phase the work concentrating in the first phase on completing work on the retail unit so that it can be rented out to generate income.
- 3 Work on the redevelopment project will be tightly managed to minimise the risk of cost and time overruns.
- 4 Trustees will monitor closely both the redevelopment of 15 Commercial Street and the operational budget and will take early action if problems emerge.
- 5 The Library's investments are sufficient to cover some four months operational expenditure. The Library will seek to increase these over time but does not expect to use its investments to meet the costs of work on 15 Commercial Street but rather to manage unexpected operational costs or shortfalls in income.

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2022

#### 26 Security

The property purchased during the year at 15 Commercial Street, Leeds is subject to security charges issued in favour of two lenders of mortgage funding. The charges were issued in February 2022.

#### 27 Prior year SOFA for comparatives

|                                   | Note | Unrestricted funds<br>£ | Total<br>2021<br>£ |
|-----------------------------------|------|-------------------------|--------------------|
| <b>Income and Endowment from:</b> |      |                         |                    |
| Donations and legacies            | 3    | 148,399                 | 148,399            |
| Charitable activities             | 4    | 105,595                 | 105,595            |
| Investment Income                 | 5    | 213,134                 | 213,134            |
| Other Income                      | 6    | 12,868                  | 12,868             |
| Total income                      |      | <u>479,996</u>          | <u>479,996</u>     |
| <b>Expenditure on:</b>            |      |                         |                    |
| Charitable activities             | 7    | (578,426)               | (578,426)          |
| Total expenditure                 |      | <u>(578,426)</u>        | <u>(578,426)</u>   |
| Net gains on investment assets    |      | 63,876                  | 63,876             |
| Net expenditure                   |      | <u>(34,554)</u>         | <u>(34,554)</u>    |
| Net movement in funds             |      | <u>(34,554)</u>         | <u>(34,554)</u>    |
| <b>Reconciliation of funds</b>    |      |                         |                    |
| Total funds brought forward       | 22   | <u>7,103,747</u>        | <u>7,103,747</u>   |
| Total funds carried forward       | 22   | <u>7,069,193</u>        | <u>7,069,193</u>   |

## Detailed Statement of Financial Activities for the Year Ended 31 December 2022

|                                                          | 2022               |                  | 2022                                                                        | 2022             |                  |
|----------------------------------------------------------|--------------------|------------------|-----------------------------------------------------------------------------|------------------|------------------|
|                                                          | Unrestricted funds |                  | Restricted funds<br>Members<br>donations for<br>Asset under<br>construction |                  | Total            |
|                                                          | General<br>£       | Designated<br>£  | £                                                                           | Total<br>£       | 2021<br>£        |
| <b>Income and Endowments from:</b>                       |                    |                  |                                                                             |                  |                  |
| Donations and legacies (analysed below)                  | 281,661            | -                | 120,884                                                                     | 402,545          | 148,399          |
| Charitable activities (analysed below)                   | 266,810            | -                | -                                                                           | 266,810          | 105,595          |
| Investment income (analysed below)                       | 225,159            | -                | -                                                                           | 225,159          | 213,134          |
| Other Income (analysed below)                            | 13,816             | -                | -                                                                           | 13,816           | 12,868           |
| <b>Total Income</b>                                      | <b>787,446</b>     | <b>-</b>         | <b>120,884</b>                                                              | <b>908,330</b>   | <b>479,996</b>   |
| <b>Expenditure on:</b>                                   |                    |                  |                                                                             |                  |                  |
| Charitable activities (analysed below)                   | (702,593)          | -                | (12,407)                                                                    | (715,000)        | (578,426)        |
| <b>Total expenditure</b>                                 | <b>(702,593)</b>   | <b>-</b>         | <b>(12,407)</b>                                                             | <b>(715,000)</b> | <b>(578,426)</b> |
| Net (losses)/gains on investment assets (analysed below) | (35,806)           | -                | -                                                                           | (35,806)         | 63,876           |
| <b>Net Income/(expenditure)</b>                          | <b>49,047</b>      | <b>-</b>         | <b>108,477</b>                                                              | <b>157,524</b>   | <b>(34,554)</b>  |
| Transfer between funds                                   | 204,891            | (150,000)        | (54,891)                                                                    | -                | -                |
| <b>Net movement in funds</b>                             | <b>253,938</b>     | <b>(150,000)</b> | <b>53,586</b>                                                               | <b>157,524</b>   | <b>(34,554)</b>  |
| <b>Reconciliation of funds</b>                           |                    |                  |                                                                             |                  |                  |
| Total funds brought forward                              | 6,919,193          | 150,000          | -                                                                           | 7,069,193        | 7,103,747        |
| Total funds carried forward                              | 7,173,131          | -                | 53,586                                                                      | 7,226,717        | 7,069,193        |

The Leeds Library

Detailed Statement of Financial Activities for the Year Ended 31 December 2022

|                                | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|--------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Donations and legacies</b>  |                                    |                                  |                    |                    |
| Grants*                        | 27,256                             | -                                | 27,256             | 136,578            |
| Legacy                         | 100,000                            | -                                | 100,000            | -                  |
| Members donations and gift aid | 154,405                            | 120,884                          | 275,289            | 11,821             |
|                                | <u>281,661</u>                     | <u>120,884</u>                   | <u>402,545</u>     | <u>148,399</u>     |

\* Includes Covid-19 and Kickstart grants of £12,948 (2021: £132,578).

|                              | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Charitable activities</b> |                                    |                                  |                    |                    |
| Membership fees              | 125,652                            | -                                | 125,652            | 102,945            |
| 250th book                   | 241                                | -                                | 241                | 60                 |
| Sales of donated goods       | 7,773                              | -                                | 7,773              | 2,590              |
| VAT reclaim                  | 133,144                            | -                                | 133,144            | -                  |
|                              | <u>266,810</u>                     | <u>-</u>                         | <u>266,810</u>     | <u>105,595</u>     |

|                                | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|--------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Investment Income</b>       |                                    |                                  |                    |                    |
| Income from property           | 219,941                            | -                                | 219,941            | 201,150            |
| Income from listed investments | 5,218                              | -                                | 5,218              | 11,984             |
|                                | <u>225,159</u>                     | <u>-</u>                         | <u>225,159</u>     | <u>213,134</u>     |

|                     | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|---------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Other Income</b> |                                    |                                  |                    |                    |
| Thoresby Society    | 13,816                             | -                                | 13,816             | 12,868             |
|                     | <u>13,816</u>                      | <u>-</u>                         | <u>13,816</u>      | <u>12,868</u>      |

**The Leeds Library**

**Detailed Statement of Financial Activities for the Year Ended 31 December 2022**

|                                         | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>Funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|-----------------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Charitable activities</b>            |                                    |                                  |                    |                    |
| <b>Operation as a library</b>           |                                    |                                  |                    |                    |
| Wages and salaries                      | (216,970)                          | -                                | (216,970)          | (160,226)          |
| Staff NIC (employers)                   | (13,068)                           | -                                | (13,068)           | (12,043)           |
| Staff pensions (defined contribution)   | (21,379)                           | -                                | (21,379)           | (16,559)           |
| Rates                                   | (5,951)                            | -                                | (5,951)            | (5,314)            |
| Light, heat and power                   | (14,853)                           | -                                | (14,853)           | (12,639)           |
| Insurance                               | (10,799)                           | -                                | (10,799)           | (7,591)            |
| Health and safety                       | (3,130)                            | -                                | (3,130)            | (2,771)            |
| Printing, postage and stationery        | (8,703)                            | -                                | (8,703)            | (11,266)           |
| Cleaning                                | (1,654)                            | -                                | (1,654)            | (965)              |
| Advertising                             | (8,673)                            | -                                | (8,673)            | (9,302)            |
| Bank charges                            | (1,024)                            | -                                | (1,024)            | (789)              |
| Depreciation of fixtures and fittings   | (3,398)                            | -                                | (3,398)            | (4,868)            |
| Depreciation of office equipment        | (27,580)                           | -                                | (27,580)           | (10,508)           |
| Binding and conservation                | (6,345)                            | -                                | (6,345)            | (14,291)           |
| Books, publications, DVDs etc           | (32,539)                           | -                                | (32,539)           | (33,426)           |
| Staff training                          | (538)                              | -                                | (538)              | (619)              |
| Catering supplies                       | (1,894)                            | -                                | (1,894)            | (1,510)            |
| Staff expenses                          | (6,902)                            | -                                | (6,902)            | (2,814)            |
| Storage                                 | (9,037)                            | -                                | (9,037)            | (10,451)           |
| Repairs and maintenance                 | (15,052)                           | -                                | (15,052)           | (78,800)           |
| Computer software and maintenance costs | (30,469)                           | -                                | (30,469)           | (19,560)           |
| Event expenses                          | (17,558)                           | -                                | (17,558)           | (11,551)           |
| Sundry expenses                         | (2,185)                            | -                                | (2,185)            | (675)              |
|                                         | <u>(459,701)</u>                   | <u>-</u>                         | <u>(459,701)</u>   | <u>(428,538)</u>   |
| <b>Listed building maintenance</b>      |                                    |                                  |                    |                    |
| Wages and salaries                      | (61,992)                           | -                                | (61,992)           | (45,779)           |
| Staff NIC (employers)                   | (3,734)                            | -                                | (3,734)            | (3,441)            |
| Staff pensions (defined contribution)   | (6,108)                            | -                                | (6,108)            | (4,731)            |
| Rates                                   | (1,488)                            | -                                | (1,488)            | (1,329)            |
| Light, heat and power                   | (3,713)                            | -                                | (3,713)            | (3,160)            |
| Insurance                               | (5,268)                            | -                                | (5,268)            | (3,703)            |
| Health and safety                       | (783)                              | -                                | (783)              | (693)              |
| Printing, postage and stationery        | (2,176)                            | -                                | (2,176)            | (2,818)            |
| Cleaning                                | (413)                              | -                                | (413)              | (241)              |
| Advertising                             | (2,168)                            | -                                | (2,168)            | (2,325)            |
| Bank charges                            | (256)                              | -                                | (256)              | (197)              |
| Depreciation of fixtures and fittings   | (850)                              | -                                | (850)              | (1,217)            |
| Depreciation of office equipment        | (6,895)                            | -                                | (6,895)            | (2,627)            |
|                                         | <u>(95,844)</u>                    | <u>-</u>                         | <u>(95,844)</u>    | <u>(72,259)</u>    |

The Leeds Library

Detailed Statement of Financial Activities for the Year Ended 31 December 2022

|                                            | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|--------------------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Charitable activities (continued)</b>   |                                    |                                  |                    |                    |
| <b>Asset under construction</b>            |                                    |                                  |                    |                    |
| Rates                                      | -                                  | (146)                            | (146)              | -                  |
| Light, heat and power                      | -                                  | (2,200)                          | (2,200)            | -                  |
| Repairs and maintenance                    | -                                  | (4,324)                          | (4,324)            | -                  |
| Computer software and maintenance costs    | -                                  | (963)                            | (963)              | -                  |
| Legal and professionals                    | -                                  | (4,774)                          | (4,774)            | -                  |
| Bank loan interest                         | (48,986)                           | -                                | (48,986)           | -                  |
|                                            | <u>(48,986)</u>                    | <u>(12,407)</u>                  | <u>(61,393)</u>    | <u>-</u>           |
| <b>Governance costs</b>                    |                                    |                                  |                    |                    |
| Wages and salaries                         | (30,996)                           | -                                | (30,996)           | (22,889)           |
| Staff NIC (employers)                      | (1,867)                            | -                                | (1,867)            | (1,720)            |
| Staff pensions (defined contribution)      | (3,054)                            | -                                | (3,054)            | (2,366)            |
| Insurance                                  | (13,199)                           | -                                | (13,199)           | (9,278)            |
| Auditor's remuneration                     | (9,240)                            | -                                | (9,240)            | (7,450)            |
| Management fees                            | (3,900)                            | -                                | (3,900)            | (5,400)            |
| Legal and professional fees                | (35,806)                           | -                                | (35,806)           | (28,526)           |
|                                            | <u>(98,062)</u>                    | <u>-</u>                         | <u>(98,062)</u>    | <u>(77,629)</u>    |
| Total expenditure on charitable activities | <u>(702,593)</u>                   | <u>(12,407)</u>                  | <u>(715,000)</u>   | <u>(578,426)</u>   |

|                                          | 2022<br>Unrestricted<br>funds<br>£ | 2022<br>Restricted<br>funds<br>£ | 2022<br>Total<br>£ | Total<br>2021<br>£ |
|------------------------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| <b>Gains/losses on investment assets</b> |                                    |                                  |                    |                    |
| Realised gains on investments            | 555                                | -                                | 555                | 10,488             |
| Unrealised (losses)/gains on investments | (36,361)                           | -                                | (36,361)           | 53,388             |
|                                          | <u>(35,806)</u>                    | <u>-</u>                         | <u>(35,806)</u>    | <u>63,876</u>      |

**THE LEEDS LIBRARY**

England & Wales - Charity number 1114386

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# Accounts

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Company registration number: 05577905

Charity registration number: 1114386

# **The Leeds Library**

**(A company limited by guarantee)**

**Annual Report and Financial Statements**

**for the Year Ended 31 December 2021**

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## **The Leeds Library**

### **Contents**

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|                                                | Page     |
|------------------------------------------------|----------|
| Reference and Administrative Details           | 1 to 2   |
| Annual Report - Chair of Trustees Introduction | 3        |
| - Chief Executive's Welcome                    | 4        |
| Trustees' Report                               | 5 to 12  |
| Independent Auditor's Report                   | 13 to 16 |
| Statement of Financial Activities              | 17       |
| Balance Sheet                                  | 18       |
| Notes to the Financial Statements              | 19 to 31 |

## **The Leeds Library**

### **Reference and Administrative Details**

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**President** Kevin Grady

**Chair** Martin Staniforth

**Trustees**

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| Bruce Buchan         | (retired 26 June 2021)                              |
| Janet Dominey        | (appointed 10 November 2021)                        |
| Andy Graham          | (appointed 10 November 2021)                        |
| Florence Hoy         | (appointed 7 February 2022)                         |
| Alexandra Hutchinson | (resigned 26 July 2021)                             |
| Simone Ivatts        |                                                     |
| Paul Maclean         | (appointed 26 June 2021, resigned 13 December 2021) |
| Elizabeth Minkin     |                                                     |
| Stuart Rawnsley      | (resigned 1 March 2021)                             |
| Ruth Robbins         |                                                     |
| Christine Stead      |                                                     |
| Patricia Urry        | (appointed 26 June 2021)                            |
| Phillip Walker       |                                                     |
| Alan Wallace         | (resigned 3 August 2021)                            |
| Christopher Webster  | (retired 26 June 2021)                              |
| Lily Wong            | (appointed 26 June 2021)                            |

**Treasurer** Robert Kilner

**Staff**

Carl Hutton, Chief Executive  
Jane Riley, Librarian  
Anna Goodridge, Assistant Librarian  
Helen Holdsworth, Assistant Librarian  
Aimee-Jo Holdsworth, Library Assistant  
Alden Thackray, Library Assistant  
Sarah West, Administrator  
Finnian Davies, Online Library Assistant  
Molly Magrath, Projects Assistant  
Claire O'Brien, Membership Administrator  
Jack Simpkins, Digital Media Assistant  
Thomas Walsh, Caretaker

**The Leeds Library**

**Reference and Administrative Details**

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|                                    |                                                                                                                |
|------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Principal Office</b>            | 18 Commercial Street<br>Leeds<br>West Yorkshire<br>LS1 6AL                                                     |
| <b>Company Registration Number</b> | 05577905                                                                                                       |
| <b>Charity Registration Number</b> | 1114386                                                                                                        |
| <b>Solicitors</b>                  | Wrigleys<br>17-21 Cookridge Street<br>Leeds<br>LS2 3AG                                                         |
| <b>Investment Advisors</b>         | Brewin Dolphin<br>10 Wellington Place<br>Leeds<br>LS1 4AN                                                      |
| <b>Accountants</b>                 | Brown Butler Chartered Accountants<br>Leigh House<br>28-32 St Paul's Street<br>Leeds<br>LS1 2JT                |
| <b>Bankers</b>                     | Lloyds<br>65-66 Briggate<br>Leeds<br>West Yorkshire<br>LS1 6LH                                                 |
| <b>Auditor</b>                     | Murray Harcourt Limited<br>Chartered Accountants and Registered Auditors<br>6 Queen Street<br>Leeds<br>LS1 2TW |

## **The Leeds Library**

### **Annual Report for the Year Ended 31 December 2021**

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#### **Chair of Trustees Introduction**

2021 was, to use a cliché, a year of two halves, the first dominated by Covid-19, the second by the project to purchase 15 Commercial Street.

As the year opened the Library, like the rest of the country, closed in response to the continuing spread of Covid-19. We shut our doors on 5 January and did not reopen them until 12 April, and then only with very limited hours and a range of restrictions on the way in which the Library operated. We gradually eased these restrictions in line with Government guidelines, returning to near normal arrangements from mid-July. For all its negatives the lockdown did have some benefits, one of which was the opportunity to lay new flooring in a style more in keeping with the Library building. Together with new furniture and improved lighting the Library now looks better than it has for many years.

The reopening of the Library coincided with the rare opportunity to acquire more space when the next-door building, 15 Commercial Street, was put on the market. Trustees quickly saw the benefits of purchasing the building – additional space to house our collection, more room to run events and reach diverse communities, better access and facilities for members and visitors with disabilities - and made an offer to buy it. After lengthy negotiations our offer was accepted and on 17 December we exchanged contracts with the vendors. The purchase of the building would not have been possible without the support, encouragement and enthusiasm of many. I am grateful to the Ecology Building Society and the Architectural Heritage Fund for the financial support they have provided, trustees for their continuing commitment to the project, and members for their enthusiasm for the development and their willingness to provide financial support for the purchase if needed. Of course buying the building is only the first step to bringing it to life and over the coming months we will be working to make the building suitable for our purposes and to integrate it with our existing building. The result will, I believe, be a Library fit for the twenty-first century and beyond.

The report details the many significant achievements of the past year. However I should also draw attention to the appointment of Barbara Taylor Bradford OBE as a Library Patron, a fitting honour for a doyenne of Leeds writing who remains fiercely loyal to her native city.

Finally my thanks as always go to the Library staff for all their hard work over the last year, to our President and my fellow trustees for their continued support and commitment, and to our members for their loyalty to the Library.

Simone Ivatts  
Vice-Chair

## **The Leeds Library**

### **Annual Report for the Year Ended 31 December 2021**

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#### **Chief Executive's Welcome**

At the beginning of 2021 not many people, including myself, would have predicted the year of challenges and achievements that the Library would face over the next 12 months. It started with the Library opening for one day before entering a lockdown that lasted through to April. But during this time the Library was not idle.

In March we were a key part of an online Leeds Lit Fest which was well supported by online audiences. The festival was then quickly followed by the challenge of having new flooring installed throughout the Library so as to remove the linoleum flooring that had blighted the aesthetics of the Library for too long. With the proposal to consider replacing the flooring only being discussed after lockdown started, it was to the credit of the trustees and staff that by the end of March the flooring had been fully replaced.

At the time of the flooring work being completed it was assumed by all of us that the Library would go through a period of consolidation with no further significant projects to be undertaken for the rest of the year due to the uncertainty of the pandemic. This assumption had not factored in the scenario of 15 Commercial Street becoming vacant and the owners being willing to sell the property. From May until the exchange of contracts in mid-December was a long period of uncertainty as to whether our attempt to buy 15 Commercial Street would be successful as negotiations went back and forth. The successful conclusion of those negotiations gives us the opportunity to open the Library up as never before and is a tribute to trustees' commitment to what will be the most significant development at the Library in over 140 years.

Besides these two major projects, the Library hosted the Independent Libraries Association (ILA) conference for two days in September and forged new links with many ILA member libraries from across the UK. We were once again part of Leeds Light Night and in the Autumn started to bring events back to the Library as the Covid-19 measures began to ease. The Library launched its podcast series, continued to extend its online offer and managed to review and implement membership categories that adjusted to the new expectations of the Library created by the pandemic.

However, in a year dominated by two major projects, the greatest achievement of the year in my view was the fact that from the time the Library reopened in April until the end of the year we remained open for our members each and every day. With a number of staff part furloughed for a significant proportion of the year, and working in bubbles to ensure that several staff would not need to self isolate at any one time, keeping the Library open throughout the year was never straightforward and never taken for granted by anyone.

On behalf of the staff team I would first of all like to thank the Trustees and members of the Library for their continued support. I would also like to thank everyone who worked for the Library during 2021 for their commitment, resolve and understanding in difficult circumstances for everybody.

Carl Hutton  
Chief Executive

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2021**

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The trustees of the charity, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities and applicable accounting standards.

#### **Aims and Objectives**

The principal activity of the Leeds Library and the Charity's objectives are:

- The advancement of education, the diffusion of knowledge and the provision of suitable literature for persons particularly but not exclusively within the city of Leeds and the surrounding area, by establishing and maintaining a library to promote the study and knowledge of literature and all artistic and scientific subjects and by providing library facilities and research facilities;
- To preserve for the benefit of the public the listed building known as Nos. 16 to 20 Commercial Street, Leeds LS1 6AL being a place of historical and architectural interest, value and beauty.

The trustees' strategic aims for the Library can be summarised as:

#### Supporting our Foundations

- Take care of our unique building,
- Conserve and develop our collection of books, journals and magazines,
- Improve our financial and corporate sustainability,
- Improve the access to and availability of, our heritage and collections,
- Increase proactive management, as opposed to reactive management.

#### Raising the Roof

- Establish a distinctive profile with our peers and future champions,
- Make membership desirable and enjoyable,
- Celebrate the heritage of our unique cultural institution and our collections,
- Develop partnerships that serve the Library's strategy,
- Develop a reputation for research, publications and new technology.

These aims, which are currently under review for the next five-year period, provide the framework within which the Library develops its annual plans and measures its performance.

#### **Public benefit**

The trustees confirm that, in delivering against their strategic aims, they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

While the restrictions imposed by Covid-19 limited the ability of the Library to open its doors to members of the public during the first half of 2021 we have welcomed visitors to the Library throughout the autumn and winter. As well as informal visits we have run a range of events including poetry readings, writing workshops, talks, theatre performances and film shows, which were open to members and non-members. We also participated in the annual Heritage Open Days, in partnership with the Thoresby Society, and the annual Leeds Light Night festival.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2021**

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More significantly we substantially expanded our online offering to bring the Library and its work to the wider community of the city. In March we launched the third Leeds Lit Fest as an online programme of events, working in partnership with Hyde Park Book Club, Leeds Blg Bookend, The Carriageworks, Leeds Libraries, Milim CIC, Headingley Lit Festival, Strix Magazine, Leeds Church Institute and Chapel FM. With the country in lockdown, the festival had 25 online events that attracted audiences from as far afield as the US and New Zealand. Two of the highlights of the festival were a theatre performance by 'Don't Go Down to the Cellar Theatre Company' and an accompanied silent movie screening featuring pianist Jonny Best, both of which were filmed live from the New Room of the Library. We also held a number of online events during the year that were open to all. Finally December saw the launch of our virtual Library tour, a 360-degree walk through the Library illustrated by information about its history and images from its archives and collections. This brings the Library vividly to life for people throughout the country and across the world.

We also continued to make good use of social media to advertise the Library and its events. By the end of the year the Library had over 4,500 followers on Twitter where we post content several times a day on a broad range of subjects including on the heritage story of the Library with the aim of engaging people in our collections and literary focus, taking advantage of the site's popularity to reach a diverse international audience. We also had some 2,500 followers on Facebook which we use to provide updates on the day-to-day work of the Library. During the year we expanded our social media offer to Instagram, where we already have over 800 followers, using our account to showcase our history with images of our collections, heritage spaces and story.

September 2021 saw the launch of the Library's podcast 'Tales from the Leeds Library'. The first series of 12 episodes is available free of charge on the Library website, Spotify, Amazon Music, Apple Music, Google Music and Podbean. The podcasts are produced and presented by two young members of the staff team appointed through the Government's Kickstart employment initiative, and focus on aspects of the Library and its history (like our resident ghost) which may be unknown to the majority of people. With the aim of engaging new audiences in the work of the Library, the podcast has a global reach with people from as far afield as New Zealand, the US and South East Asia downloading episodes.

Finally the most recent series of David Olusaga's *A House Through Time*, which looked at the history of a house in Headingley, featured the Library and brought it to the attention of a wider national audience.

## **Achievements**

### **The Library Collections**

Over the year we added a further 994 books and other items to the Library collections. As usual these were predominantly items requested by members. We maintained and developed our eBook collection and the popular PressReader service as well as continuing to provide access to Drama Online. We also subscribed to the Idler Academy which provides a range of online courses for members and more recently we have arranged access to JSTOR, a major digital repository of academic books and journals, for members working in the Library.

The borrowing of books has inevitably been affected by the Covid-related periods of closure or reduced access, but during the year some 12,199 books and other items were borrowed, well below the 21,000 items borrowed in 2019, the last full year before the pandemic. During the lockdown in the spring we reinstated our postal and delivery services for members, which again proved popular.

Finally we started the work of cataloguing the Library's Heritage Fiction collection, with the first 2,170 books being added to the catalogue. At the same time a further 2,151 items from the Library's historic collection were added to the online catalogue.

## The Leeds Library

### Trustees' Report for the Year Ended 31 December 2021

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#### Book Conservation

The Library has always been committed to the preservation and repair of its heritage collection and this continued during the year with Brian Cole from Castle Bindery continuing his excellent work with the Library team. Over the course of the year he rebound 88 books despite the continuing difficulty of moving books between Leeds and Scarborough where the bindery is based. These included *A collection of voyages and travels, some now first printed from original manuscripts, others now first published in English: In six volumes* by Awnsham Churchill, 1744-46. In addition a further 140 books were rebound using commercial bookbinders in Leeds.

#### The Library Building

The major development in relation to the fabric of the Library was trustees' decision to try to purchase the adjacent building, 15 Commercial Street, when it became available. After a lengthy process of negotiation we exchanged contracts for the purchase in December. Acquiring the building represents the biggest physical development of the Library since the 1880s when the New Room was added. It will provide us with additional space to store and display our collections, a dedicated space for our diverse programme of events and activities, and better facilities and access for members and visitors with disabilities through the provision of a lift. 2022 will see much work and effort put in to converting and fitting out the new space and integrating it with the current Library building. This is a truly transformative project for the Library and will secure our future for many years to come.

While acquiring the new building was the focus of work over the second half of the year we took advantage of lockdown in the spring to have new flooring laid throughout the Library at a time when the work could be done without disturbing members. This was funded from the generous donation from Alan and Betty Longbottom. At the same time new furniture was installed, improvements were made to the lighting, and the Library was given a thorough spring-clean.

During the year we increasingly focussed on the need for the Library to be environmentally as well as financially sustainable. As a first step we signed up as a member of SAIL (Sustainable Arts in Leeds), a group of organisations and companies from the cultural and creative sectors of Leeds committed to responding to the climate crisis. We are in the process of drawing up a strategy to guide our work on reducing our carbon footprint.

#### Research

The Library remains committed to supporting the use of its rich collections and archive for research both by Library members and external researchers, and to working with the Thoresby Society to publicise and encourage the use of the extensive collections on Leeds and its history which they and the Library hold. While Covid restrictions limited the scope for engaging with the research community the gradual easing of lockdown restrictions saw three external researchers and four from the Library's members and staff make use of the Library's holdings for their work.

#### Membership

The Library had 1,043 members at the end of 2021, one fewer than in 2020. This comprised 878 memberships compared with 886 in 2020.

During the year trustees developed a new membership structure intended to reflect changing patterns of Library use, with new categories for remote members and for those wishing to use the Library building but not wanting to borrow books. We also extended our reduced rate membership to people on Universal Credit and Pension Credit as part of our commitment to make the Library more accessible.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2021**

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While the Library was closed because of the Covid-19 lockdown we again delivered a range of online events for members including five quizzes and 11 book club meetings. These have now returned to in-person meetings at the Library. We also refreshed our members' forum to encourage greater engagement with it. Throughout the year the Library produced its bi-monthly newsletter, *Speaks Volumes*, with an increasing number of high-quality articles which were well received by members.

#### Staffing and volunteering

2021 saw a number of changes in the Library's staff. We said goodbye to Liz Jones, our Finance Officer, Fiona Gell, our Marketing and Communications Officer, and our caretaker/cleaners Phil and Jean Robinson. We have also welcomed a number of new staff, including Almee-Jo Holdsworth, Library Assistant, Claire O'Brien, Membership Administrator, and Thomas Walsh, Caretaker. We also recruited three staff on short-term contracts, Finnian Davies, Online Library Assistant, Molly Magrath, Projects Assistant, and Jack Simpkins, Digital Media Assistant, two of them funded by the Government's Kickstart scheme.

Once again staff rose to the challenges presented by the lockdown in the first half of the year and the subsequent gradual lifting of restrictions until, by the autumn, the Library was functioning normally. With a number of staff partially furloughed during the first half of the year, and with the Library closed to members up until April, the team focused on the planning and delivery of the Lit Fest in March, then immediately set to work on clearing the Library collections from shelves in order to enable the new floor of the Library to be installed.

Finally we were not able to bring our volunteers back during the year because of Covid uncertainties. However we hope they will return in 2022 and we are developing a new framework for them which will give greater clarity in terms of their work and management.

#### Partnerships

The Library continued to develop and strengthen its partnerships with other organisations within and outside the city. As well as the work to deliver the Leeds Lit Fest detailed above we maintained our relationships with Arts@Leeds who provide support for the Library, with Candlestick Press, hosting a number of events and book launches, with Nunkie Theatre who performed M. R. James ghost stories and with Jenny Tribolet, who decorates our windows. We also strengthened our work with the Thoresby Society who now nominate a member to sit on our Books Committee, and we look to build on this in the years to come.

In September the Library hosted the annual conference of the Independent Libraries Association (ILA) of which the Library is a long-standing member. Built around the theme of 'Independent Libraries as the Great Good Place', the conference attracted 26 delegates in person and virtually, including from the United States. There were 17 papers covering a wide range of topics including discussions on the future of Independent Libraries post-pandemic, the use of online library services, and the development of cultural events to raise profile of ILA libraries. The conference was greatly enjoyed by all those who attended.

#### **Structure, governance and management**

##### Nature of governing document

The Leeds Library is a registered company limited by guarantee (number 05577905), incorporated on 29 September 2005. The Limited company became a registered charity (number 1114386) on 27 May 2007. This charity began operations on 1 July 2008 following receipt of a gift from the Proprietors of the Leeds Library (founded 1768) of all the assets and liabilities of that Library. The Library is governed by the Memorandum and Articles of Association of the company dated 29 September 2005 (with amendments to the Articles dated 20 March 2007 and 25 June 2016). The operation of the Library is governed by Rules adopted on 14 May 2008 and amended on 25 June 2010, 29 June 2019 and 26 June 2021. These may be amended by the Members of the Charity at a General Meeting.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2021**

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The Members of the Charity are those persons who have subscribed to the Memorandum of Association and such other persons or organisations as are admitted to membership in accordance with the rules made under the Articles of Association. At the Annual General Meeting on 21 May 2008 It was agreed that all Members of the old Library (both proprietary and associate) would be admitted as Members of the Charity.

#### Recruitment and appointment of trustees

The Articles provide for the election from the Members of the Charity of a maximum of twelve trustees including the Honorary Treasurer. At the end of each year, one third of the non-Treasurer trustees retire. Each of the non-Treasurer trustees is eligible to serve for two consecutive periods of office of normally three years before having to stand down for a year, following which they may serve for a single further three-year term. The Treasurer is eligible to serve for three consecutive three-year terms. Members of the Charity may also appoint a President, Vice-Presidents and Patrons (who cannot be trustees). The following Patrons have been appointed:

Simon Armitage

Barbara Taylor Bradford

Caryl Phillips

Nima Poovaya-Smith

The trustees may appoint sub-committees consisting of at least two trustees for the purpose of making any enquiry or supervising or performing a function or duty. There are currently six sub-committees: Books and Collections Committee, Buildings Committee, Outreach and Partnership Committee, Research Committee, Membership Committee and Resources Committee.

All new trustees are given an Induction manual covering the duties and responsibilities of trustees, all aspects of the Library's governance and management procedures and relevant documents of record (including the minutes of meetings for the past year and relevant policy and strategy papers). Introductory meetings are held with key members of staff and support is available from the Chair, Treasurer and other trustees.

To ensure that the Board of Trustees is fit for purpose and is representative of the Charity's membership, the board regularly seeks potential new trustees from amongst the membership, including advertising for trustees in the Library's members newsletter *Speaks Volumes*. Members with specialist expertise are co-opted onto the trustee sub-committees which also allows them to become acquainted with the trustees and their work.

#### Organisational structure

The trustees are responsible for the long-term well-being and effectiveness of the Library and make decisions on the application of its resources, the safeguarding of assets and the determination of strategies and policies in keeping with the founding aims. The day-to-day management of the Library is delegated to the Chief Executive who is appointed by the trustees and takes decisions on such matters as the appointment of relevant staff, the acquisition of books and other library materials, and the financial management of the Library within budgets approved by the trustees.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2021**

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#### Risk management

The trustees are satisfied that appropriate arrangements are in place to record, review and mitigate the major operational and financial risks to the Library. The financial position and cashflow forecasts are reviewed at each meeting of the Resources Committee and of trustees. Wider operational risks are recorded in the Library's risk register and reviewed by the Resources Committee and trustees as appropriate during the year. A detailed risk assessment of the planned purchase and development of 15 Commercial Street was produced as part of the business planning for the acquisition and will be integrated into the main risk register.

#### **Financial Overview**

##### Financial Performance

The trustees' aim is to balance the Library's income and expenditure on an annual basis. The Library's income is derived from four main sources: commercial rents from the two retail properties at 16/17 and 19/20 Commercial Street and the licence agreement with the Thoresby Society; subscriptions from members; grants and donations; and events, activities, and the sale of books and Library merchandise. The trustees use these resources to deliver the aims and objectives of the Library. This is achieved primarily by expenditure on conservation and repair work for the historic book stock, continuing to expand the modern book stock in accordance with member recommendations, maintaining and improving the fabric of the Library building, and supporting events and activities.

In 2021 the Library recorded a loss of £34,5540, a substantial improvement on the budgeted deficit of some £85,000. However this outturn was achieved as a result of substantial gains on investments (£63,876) which offset higher than budgeted operating losses of £98,430.

The Library's income during the year increased by some £10,000 to £479,996. Within this total there was a welcome increase in rental income – up from £168,434 to £201,150, which offset slight falls in membership income and grant income. Against that expenditure increased by some £100,000 to £578,426. This was primarily caused by trustees' decision to invest in reflooring the Library while it was closed during lockdown at a cost of some £50,000, increased costs for professional fees as a result of the unanticipated opportunity to purchase 15 Commercial Street, and an increase in staff costs through recruiting staff to fill vacancies and to provide additional support for the Library.

Finally Covid-19 continued to affect the Library's financial position. The enforced closure of the Library in the early part of the year severely affected the Library's planned events and activities programme but the loss of income from closure was offset by continuing Covid-related funding from the Government's Coronavirus Job Retention Scheme and grants from the Heritage Fund and Leeds City Council. Trustees also judged that it was appropriate to repay the Bounce Back loan the Library had accessed in 2020 before it started incurring interest charges.

##### Reserves Policy

The trustees have recently reviewed their reserves policy to ensure it remains appropriate and have adopted the following policy.

The policy of the trustees is to maintain an appropriate level of free reserves in order that due regard can be given to the contingencies surrounding the Library's operation and, in particular, to the reduction in rental from our retail units. The Library's risk profile has increased significantly with the investment in 15 Commercial Street and we consider that the level of free reserves should be at least nine months operating costs – currently some £450,000 – incorporating those additionally required for 15 Commercial Street as the building becomes operational.

## **The Leeds Library**

### **Trustees' Report for the Year Ended 31 December 2021**

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Free reserves contain a Building Maintenance Reserve of £50,000 and a Book Restoration fund of £100,000 (reduced from £100,000 and £150,000 in the previous year) to cover ongoing or unforeseen expenses arising at any time in the short to medium term as a result of being the guardians of a listed building and an ageing book collection of historical importance. Both these designated reserves are to be reviewed on an annual basis.

Free reserves represent funds which are not restricted for any particular purpose and not tied in property or other operational fixed assets. Free reserves as at 31 December 2021 were £429,663 (2020 £576,640). This figure has been further reduced by £200,000 as of February 2022 to contribute to the cost of purchasing 15 Commercial Street and the trustees acknowledge the need to replenish the reserves.

#### Investment Strategy and Performance

The trustees' investment strategy is to obtain a balance between capital growth and investment return and this is reviewed biannually with help from professional investment advisors. The Library's surplus funds are currently held in a portfolio of individual stocks covering UK and global equities in various sectors as well as unit trust and bond investments.

The trustees may use the invested funds for approved projects, following a strategy for disposal devised with the professional investment advisor. Cash on deposit at 31 December 2021 reduced slightly to [£3,119] (2020 £8,478). The investments generated dividend income of [£11,984], a reduction from the previous year (2019 £13,964), reflecting sales of investments during the year and continuing caution by companies in making dividend payments given the continuing Covid-19 pandemic. The value of the Library investments at 31 December 2021 was [£429,663] (2020 £576,640) as a result of sales of investments during the year particularly for the deposit for the purchase of 15 Commercial Street.

#### Going Concern

For the last two years the major risk to the future of the Library as a going concern has been from the impact of the Covid-19 pandemic. However a combination of grant funding and prudent management has mitigated the impact of Covid-19 on the Library's finances. Looking forward the major risk to the Library as a going concern arises from the trustees' decision to purchase the building at 15 Commercial Street to enable the Library to expand and improve its services. In the short term these risks arise from the need to raise sufficient funding to complete work on the building by the end of 2022, possible increased costs for the work, and the potential for delays in obtaining planning permission for the work and in its execution.

The Library has taken steps to mitigate these risks. Applications for support will be made to a range of funding bodies to maximise the chances of success and there will be a dedicated fund-raising campaign targeted at both Library members and non-members. There has been early engagement with Council officers over the planned conversion work and this will be followed by regular dialogue with them as plans are developed so as to minimise the risk of planning permission being refused or unnecessarily delayed. The project will be tightly managed by a specialist Project Manager reporting to a Project Steering Group and some contingency funding has been built into the costing of the conversion work to cover any unforeseen additional work should that be required. More generally the comprehensive risk register for the project will be kept under regular review by trustees and the Resources Committee, and they will also regularly monitor the Library's cash flow.

Although the Library has reserves which stand at some £200,000 at the time of writing this report we do not expect to use these for the project. Rather they are available to protect the Library from the possible risk of reduced future revenue, allowing the trustees time to address the situation in a controlled manner.

On this basis, and taking account of projections of the Library's projected income and expenditure and cashflows, the trustees consider that it is appropriate to continue to use the going concern basis in preparing the Library's financial statements.

## The Leeds Library

### Trustees' Report for the Year Ended 31 December 2021

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#### Post Balance Sheet Event

Following the exchange of contracts in December 2021 legal completion of the purchase of 15 Commercial Street took place on 25 February 2022. This has resulted in an increase in the Tangible Fixed Assets Freehold Property of £1,200,000. This has been funded by a mortgage of £880,000, a loan of £220,000, and a contribution of £100,000 from Library reserves resulting in an increase in liabilities of £1,100,000. The mortgage is repayable over a period of 30 years at a variable rate of interest starting at 4.15% and with a floor of 4%, commencing in March 2022. The loan is repayable over 5 years at a variable rate of interest of 7% over Bank of England Base Rate commencing in March 2022. The building will be refurbished and fitted out during 2022 with the intention of becoming operational early in 2023.

#### Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Leeds Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

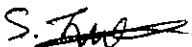
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Disclosure of Information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The Trustees Report was approved by the trustees of the charity on [ ] and signed on its behalf by:

  
.....  
Simone Ivatts  
Vice-Chair

Date: 9 MAY 2022

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Opinion**

We have audited the financial statements of The Leeds Library (the 'charity') for the year ended 31 December 2021, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Material uncertainty relating to going concern**

We draw your attention to Note 26 in the financial statements which indicates the charity incurred a net loss during the year ended 31 December 2021, however as of that date, the charity's balance sheet assets exceeded its liabilities. As stated in Note 26 the events or conditions, along with other matters set forth in the note, indicate a material uncertainty exists that may cast significant doubt on the charity's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **The Leeds Library**

### **Independent Auditor's Report to the Members of The Leeds Library**

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#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 12), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## The Leeds Library

### Independent Auditor's Report to the Members of The Leeds Library

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#### **Extent to which the audit was capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- enquiring of the directors on procedures relating to their processes for identifying, evaluating and complying with laws and regulations and for detecting and responding to the risks of fraud;
- obtaining an understanding of the legal and regulatory frameworks applicable to the entity. The most significant considerations identified were the Companies Act 2006, the Charities Act 2011, corporation tax and employment tax legislation; and
- discussing among the engagement team how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, we identified potential for fraud in the following areas:
  - management override of controls; and
  - revenue recognition.

We designed and executed procedures in line with our responsibilities to detect material misstatements in respect of irregularities, including fraud. These procedures, together with the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- We made enquiries of management and reviewed correspondence with the relevant authorities to identify any irregularities or instances of non-compliance with laws and regulations and to identify any irregularities or instances of fraud;
- We tested the appropriateness of a sample of accounting journals;
- We reviewed the Company's accounting policies for non-compliance with relevant accounting standards;
- We considered significant accounting estimates for evidence of misstatement; and
- We considered the appropriateness of the revenue recognition policies.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements. There are inherent limitations in the audit procedures performed not least due to the following:

- the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting a material misstatement resulting from error, as fraud may involve deliberate concealment; and
- the further removed the non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities is available on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our audit report.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

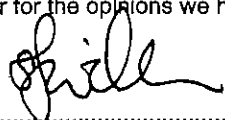
**The Leeds Library**

**Independent Auditor's Report to the Members of The Leeds Library**

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**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....  
Steven Williams FCA (Senior Statutory Auditor)  
For and on behalf of Murray Harcourt Limited

Murray Harcourt Limited  
Chartered Accountants & registered auditors  
6 Queen Street  
Leeds  
LS1 2TW

Date: 10 JUNE 2022

**The Leeds Library**

**Statement of Financial Activities for the Year Ended 31 December 2021**  
**(Incorporating the Income and Expenditure Account and the Statement of Comprehensive Income)**

|                                   | Note | Unrestricted<br>funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------------|------|----------------------------|--------------------|--------------------|
| <b>Income and Endowment from:</b> |      |                            |                    |                    |
| Donations and legacies            | 3    | 148,399                    | 148,399            | 157,909            |
| Charitable activities             | 4    | 105,595                    | 105,595            | 117,433            |
| Investment Income                 | 5    | 213,134                    | 213,134            | 182,404            |
| Other Income                      | 6    | 12,868                     | 12,868             | 12,036             |
| Total Income                      |      | <u>479,996</u>             | <u>479,996</u>     | <u>469,782</u>     |
| <b>Expenditure on:</b>            |      |                            |                    |                    |
| Charitable activities             | 7    | (578,426)                  | (578,426)          | (476,374)          |
| Total expenditure                 |      | <u>(578,426)</u>           | <u>(578,426)</u>   | <u>(476,374)</u>   |
| Net gains on Investment assets    |      | 63,876                     | 63,876             | 1,688              |
| Net expenditure                   |      | <u>(34,554)</u>            | <u>(34,554)</u>    | <u>(4,904)</u>     |
| Net movement in funds             |      | <u>(34,554)</u>            | <u>(34,554)</u>    | <u>(4,904)</u>     |
| <b>Reconciliation of funds</b>    |      |                            |                    |                    |
| Total funds brought forward       |      | <u>7,103,747</u>           | <u>7,103,747</u>   | <u>7,108,651</u>   |
| Total funds carried forward       |      | <u>7,069,193</u>           | <u>7,069,193</u>   | <u>7,103,747</u>   |

All of the charity's activities derive from continuing operations during the above two periods.

Balance Sheet as at 31 December 2021

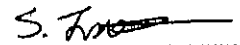
|                                                                | Note | 2021<br>£        | 2020<br>£        |
|----------------------------------------------------------------|------|------------------|------------------|
| <b>Fixed assets</b>                                            |      |                  |                  |
| Intangible assets                                              | 14   | -                | -                |
| Tangible assets                                                | 15   | 61,362           | 67,559           |
| Heritage assets                                                | 16   | 6,552,432        | 6,401,000        |
| Investments                                                    | 17   | 426,544          | 568,162          |
|                                                                |      | <u>7,040,338</u> | <u>7,036,721</u> |
| <b>Current assets</b>                                          |      |                  |                  |
| Debtors                                                        | 18   | 66,612           | 54,479           |
| Cash at bank and in hand                                       | 19   | 33,406           | 123,801          |
|                                                                |      | <u>100,018</u>   | <u>178,280</u>   |
| <b>Creditors: Amounts falling due within one year</b>          | 20   | <u>(71,163)</u>  | <u>(62,087)</u>  |
| <b>Net current assets</b>                                      |      | 28,855           | 116,193          |
| <b>Total assets less current liabilities</b>                   |      | 7,069,193        | 7,152,914        |
| <b>Creditors: Amounts falling due after more than one year</b> | 21   | <u>-</u>         | <u>(49,167)</u>  |
| <b>Net assets</b>                                              |      | <u>7,069,193</u> | <u>7,103,747</u> |
| <b>Funds of the charity:</b>                                   |      |                  |                  |
| <b>Unrestricted income funds</b>                               |      |                  |                  |
| Unrestricted funds                                             |      | <u>7,069,193</u> | <u>7,103,747</u> |
| <b>Total funds</b>                                             | 22   | <u>7,069,193</u> | <u>7,103,747</u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small company regime and in accordance with FRS 102 SORP.

The financial statements on pages 17 to 31 were approved by the trustees, and authorised for issue on **9 MAY** 2022 and signed on their behalf by:

  
.....  
Simone Ivatts  
Vice-Chair

## **The Leeds Library**

### **Notes to the Financial Statements for the Year Ended 31 December 2021**

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#### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

At the 31 December 2021 there were 1,043 members (2020: 1,044).

The address of its registered office is:

18 Commercial Street

Leeds

West Yorkshire

LS1 6AL

These financial statements were authorised for issue by the trustees on **9 MAY** 2022.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

The Leeds Library meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees have prepared the financial statements on a going concern basis and have highlighted in note 26 matters giving rise to a material uncertainty about the going concern status of the library and the mitigating factors making this basis of preparation of the financial statements appropriate. There are no significant areas of uncertainty that affect the carrying value of assets held by the charity.

## **2 Accounting policies - continued**

### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Unrestricted funds are incoming resources received or generated without further specific purpose. They are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Website**

Website costs are amortised over its useful life of three years.

## 2 Accounting policies - continued

### Tangible fixed assets

Individual fixed assets costing £250.00 or more are initially recorded at cost.

### Heritage assets

To meet the requirements of the SORP, disclose the policy for acquisition, preservation, management and disposal of heritage assets.

Heritage assets are shown at donated cost. The donated cost was ascertained by obtaining suitable evidence for a reliable valuation at the date of the donation. The property, fixtures and fittings and books are considered to be heritage assets as they are of historical, artistic or scientific importance and are held to advance the preservation and conservation objectives of the charity. No depreciation is provided in respect of freehold property. This is a departure from the requirements of the Companies Act 2006, which requires all properties to be depreciated. Such properties are not held for consumption but for investments and the trustees consider that to depreciate would not give a true and fair view. Depreciation is one of the many factors reflected in the annual valuation of properties and accordingly the amount of depreciation which might otherwise have been charged cannot be separately identified or quantified. The trustees consider that this policy results in the accounts giving a true and fair view.

### Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Amortisation method and rate |
|-------------|------------------------------|
| Website     | 33.33% straight line         |

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class           | Depreciation method and rate |
|-----------------------|------------------------------|
| Fixtures and fittings | 20% straight line            |
| Computer equipment    | 33% straight line            |
| Digitisation          | 15 years straight line       |
| Basement costs        | 7 years straight line        |
| Foyer pod             | 10% straight line            |

### Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2021

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#### 2 Accounting policies – continued

##### Rental Income

Rents received under operating leases are credited to the profit and loss account on a receipts basis as there is no benefit of the income received if there is a rent free period.

##### Books

In order to avoid excessive professional valuation fees, books donated to the Library are only included as voluntary income and heritage assets where their value is determined to be in excess of £5,000 (either individually or as a collection). Books purchased in the year are expensed as they are determined to have a low value and a short economic life.

##### Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

Exchange differences are recognised in the Statement of Financial Activities in the period in which they arise.

##### Fund structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

#### 3 Income from donations and legacies

|                              | Unrestricted<br>funds |                    |                    |
|------------------------------|-----------------------|--------------------|--------------------|
|                              | General<br>£          | Total<br>2021<br>£ | Total<br>2020<br>£ |
| Donations and legacies:      |                       |                    |                    |
| General donations and grants | 148,399               | 148,399            | 157,909            |

#### 4 Income from charitable activities

|                        | Unrestricted<br>Funds |                    |                    |
|------------------------|-----------------------|--------------------|--------------------|
|                        | General<br>£          | Total<br>2021<br>£ | Total<br>2020<br>£ |
| 250th book             | 60                    | 60                 | 180                |
| Membership fees        | 102,945               | 102,945            | 115,673            |
| Sales of donated goods | 2,590                 | 2,590              | 1,580              |
|                        | 105,595               | 105,595            | 117,433            |

**The Leeds Library**

**Notes to the Financial Statements for the Year Ended 31 December 2021**

**5 Investment Income**

|                                           | Unrestricted<br>Funds |                    |                    |
|-------------------------------------------|-----------------------|--------------------|--------------------|
|                                           | General<br>£          | Total<br>2021<br>£ | Total<br>2020<br>£ |
| Other income from fixed asset investments | 11,984                | 11,984             | 13,970             |
| Income from rents                         | 201,150               | 201,150            | 168,434            |
|                                           | <u>213,134</u>        | <u>213,134</u>     | <u>182,404</u>     |

**6 Other Income**

|                  | Unrestricted<br>Funds |                    |                    |
|------------------|-----------------------|--------------------|--------------------|
|                  | General<br>£          | Total<br>2021<br>£ | Total<br>2020<br>£ |
| Thoresby society | 12,868                | 12,868             | 12,036             |
|                  | <u>12,868</u>         | <u>12,868</u>      | <u>12,036</u>      |

**7 Expenditure on charitable activities**

|                             |      | Unrestricted<br>Funds |                    |                    |
|-----------------------------|------|-----------------------|--------------------|--------------------|
|                             | Note | General<br>£          | Total<br>2021<br>£ | Total<br>2020<br>£ |
| Operation as a library      |      | 254,841               | 254,841            | 225,631            |
| Listed building maintenance |      | 72,259                | 72,259             | 56,409             |
| Governance costs            | 8    | 251,326               | 251,326            | 194,334            |
|                             |      | <u>578,426</u>        | <u>578,426</u>     | <u>476,374</u>     |

£578,426 (2020: £476,374) of the above expenditure was attributable to unrestricted funds and £Nil (2020: £Nil) to restricted funds.

The Leeds Library

Notes to the Financial Statements for the Year Ended 31 December 2021

8 Analysis of governance and support costs

Support costs allocated to charitable activities

|                             | Staff costs<br>£ | Other support<br>costs<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------|------------------|-----------------------------|--------------------|--------------------|
| Operation as a library      | 188,828          | 66,013                      | 254,841            | 225,631            |
| Listed building maintenance | 53,951           | 18,308                      | 72,259             | 56,409             |
|                             | <u>242,779</u>   | <u>84,321</u>               | <u>327,100</u>     | <u>282,040</u>     |

Analysis of charitable activities other support costs

| Unrestricted funds   |               |                 |                    |                    |
|----------------------|---------------|-----------------|--------------------|--------------------|
| Library<br>£         | Building<br>£ | Governance<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
| Premises             | 16,554        | 4,730           | 23,649             | 16,772             |
| Postage and printing | 9,857         | 2,816           | 14,081             | 12,740             |
| Finance costs        | 690           | 197             | 986                | 852                |
| General insurance    | 7,906         | 2,259           | 11,294             | 12,857             |
| Miscellaneous        | 10,564        | 3,018           | 15,091             | 10,045             |
| Depreciation         | 13,454        | 3,844           | 19,220             | 14,247             |
|                      | <u>59,025</u> | <u>16,864</u>   | <u>84,321</u>      | <u>67,513</u>      |

Governance costs

|                                                          |                | Unrestricted<br>funds |                    |  |
|----------------------------------------------------------|----------------|-----------------------|--------------------|--|
|                                                          | General<br>£   | Total<br>2021<br>£    | Total<br>2020<br>£ |  |
| Wages and salaries                                       | 22,889         | 22,889                | 20,413             |  |
| Staff NIC (Employers)                                    | 1,720          | 1,720                 | 1,289              |  |
| Staff pensions (defined contribution) – pension scheme 1 | 2,366          | 2,366                 | 2,135              |  |
| Auditor's remuneration                                   | 7,450          | 7,450                 | 5,530              |  |
| Management fees                                          | 5,400          | 5,400                 | 5,400              |  |
| Legal and professional fees                              | 28,526         | 28,526                | 6,575              |  |
| Binding and conservation                                 | 14,291         | 14,291                | 12,117             |  |
| Books, publications, DVD's etc                           | 33,426         | 33,426                | 20,358             |  |
| Staff training                                           | 619            | 619                   | 364                |  |
| Catering supplies                                        | 1,510          | 1,510                 | 1,593              |  |
| Staff expenses                                           | 2,814          | 2,814                 | 459                |  |
| Storage                                                  | 10,451         | 10,451                | 10,355             |  |
| Insurance                                                | 9,278          | 9,278                 | 10,562             |  |
| Repairs and maintenance                                  | 78,800         | 78,800                | 35,382             |  |
| Computer software and maintenance costs                  | 19,560         | 19,560                | 16,033             |  |
| Event expenses                                           | 11,551         | 11,551                | 44,869             |  |
| Sundry expenses                                          | 675            | 675                   | 900                |  |
|                                                          | <u>251,326</u> | <u>251,326</u>        | <u>194,334</u>     |  |

**The Leeds Library**

**Notes to the Financial Statements for the Year Ended 31 December 2021**

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**9 Net Incoming/outgoing resources**

Net outgoing resources for the year include:

|            | <b>Total<br/>2021<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|------------|-----------------------------|-----------------------------|
| Audit fees | <u>7,450</u>                | <u>5,530</u>                |

**10 Trustees remuneration and expenses**

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

**11 Taxation**

The charity is a registered charity and is therefore exempt from taxation.

**12 Staff costs**

The aggregate payroll costs were as follows:

|                                     | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|-------------------------------------|-------------------|-------------------|
| <b>Staff costs during the year:</b> |                   |                   |
| Wages and salaries                  | <u>269,754</u>    | <u>238,364</u>    |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

|                                    | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|------------------------------------|-------------------|-------------------|
| The average monthly head count was | <u>11</u>         | <u>11</u>         |

No employee received emoluments of more than £60,000 during the year.

**13 Auditor's remuneration**

|                                   | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|-----------------------------------|-------------------|-------------------|
| Audit of the financial statements | <u>7,450</u>      | <u>5,530</u>      |

**The Leeds Library**

**Notes to the Financial Statements for the Year Ended 31 December 2021**

**14 Intangible fixed assets**

|                       | <b>Website<br/>costs<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|--------------------------------|--------------------|
| <b>Cost</b>           |                                |                    |
| At 1 January 2021     | 6,274                          | 6,274              |
| At 31 December 2021   | 6,274                          | 6,274              |
| <b>Amortisation</b>   |                                |                    |
| At 1 January 2021     | 6,274                          | 6,274              |
| Charge for the year   | -                              | -                  |
| At 31 December 2021   | 6,274                          | 6,274              |
| <b>Net book value</b> |                                |                    |
| At 31 December 2021   | -                              | -                  |
| At 31 December 2020   | -                              | -                  |

**Development costs**

In 2017 website development costs of £6,274 were capitalised as intangible fixed assets and have been amortised over 3 years on a straight line basis.

**15 Tangible fixed assets**

|                       | <b>Furniture<br/>and<br/>equipment<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|----------------------------------------------|--------------------|
| <b>Cost</b>           |                                              |                    |
| At 1 January 2021     | 294,765                                      | 294,765            |
| Additions             | 13,024                                       | 13,024             |
| At 31 December 2021   | 307,789                                      | 307,789            |
| <b>Depreciation</b>   |                                              |                    |
| At 1 January 2021     | 227,206                                      | 227,206            |
| Charge for the year   | 19,221                                       | 19,221             |
| At 31 December 2021   | 246,427                                      | 246,427            |
| <b>Net book value</b> |                                              |                    |
| At 31 December 2021   | 61,362                                       | 61,362             |
| At 31 December 2020   | 67,559                                       | 67,559             |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2021

#### 16 Heritage assets

|                       | Buildings<br>£   | Books<br>£       | Fixtures<br>and fittings<br>£ | Total<br>£       |
|-----------------------|------------------|------------------|-------------------------------|------------------|
| <b>Cost</b>           |                  |                  |                               |                  |
| At 1 January 2021     | 3,360,000        | 3,000,000        | 41,000                        | 6,401,000        |
| Additions             | 151,400          | 32               | -                             | 151,432          |
| At 31 December 2021   | <u>3,511,400</u> | <u>3,000,032</u> | <u>41,000</u>                 | <u>6,552,432</u> |
| <b>Net book value</b> |                  |                  |                               |                  |
| At 31 December 2021   | <u>3,511,400</u> | <u>3,000,032</u> | <u>41,000</u>                 | <u>6,552,432</u> |
| At 31 December 2020   | <u>3,360,000</u> | <u>3,000,000</u> | <u>41,000</u>                 | <u>6,401,000</u> |

On 30 June 2008, The Leeds Library company received a gift of property, books and other fixtures and fittings of the proprietary library founded 1768 and also known as The Leeds Library. The trustees of the Old Leeds Library (being duly authorised) granted on 10 November 1976 a lease for a term of 130 years from 1 November 1976 of all the premises owned by the Library (including two shop tenancies) to Save & Prosper Insurance Co. Plc., in consideration of a payment to the library of £260,000 and an annual sum representing one-half of the annual rents of the shop premises, subject to the Library bearing the periodical costs of repair, maintenance and property insurance of the premises as a whole. Save and Prosper granted, by way of a lease-back, a term of 130 years less one day to the Library of the premises solely occupied by the Library at a peppercorn rent. On 27 March 2014 the lease was sold by Countrywide Assured PLC (previously Save & Prosper Insurance Co. Plc.) to two companies; Leeds Properties No1 Ltd, and Leeds Properties No2 Ltd. The sum insured at 31 December 2021 is £8,368,539 (2020: £8,121,574).

The Leeds Library was established to collect books and other items for its members to borrow. It was formed on the basis of each person paying a capital sum to join and an annual subscription to retain membership. It is now the oldest example of this type of library still surviving though its proprietary nature ended on 30 June 2008. The books read by members were generally retained with the intention of building a collection of increasing size and value. As a result, the 140,000 items now estimated to be in the collection reflect the reading interests of members over more than 200 years.

The building fronting Commercial Street was constructed at the Library's expense in 1807-1808. It was substantially added to in 1821 (Main Room Gallery), 1880-1881 (New Room) and 1899-1900 (New Room Gallery). It is a grade II\* listed building, a grading which recognises that it is a particularly important building of more than special interest and applies to less than 6% of listed buildings. There were four ground floor shops in the original 1807-1808 building and these were subsequently converted into two larger units. The basement under the shops and the Library entrance is currently shared by one shop lessee and the Library. The other extant objects collected by The Leeds Library since its foundation in 1768 were also gifted to the charitable company including equipment, furniture and ornaments.

**17 Fixed asset investments**

|                                             | 2021<br>£      | 2020<br>£      |
|---------------------------------------------|----------------|----------------|
| FA investment – listed shares b/fwd         | 568,162        | 573,440        |
| FA investment – listed realised gain        | 10,488         | 2,050          |
| FA investment – listed unrealised loss/gain | 53,388         | (362)          |
| FA investment – listed shares additions     | 116,494        | 148,694        |
| FA investment – listed shares disposals     | (321,988)      | (155,660)      |
|                                             | <u>426,544</u> | <u>568,162</u> |

Investments on listed equities & convertible loan stock in at market value in the UK is £136,241 (2020: £188,030) and at market value outside of the UK £290,303 (2020: £380,132).

The historical cost of the investments at 31 December 2021 was £332,128 (2020: £443,528).

**18 Debtors**

|                | 2021<br>£     | 2020<br>£     |
|----------------|---------------|---------------|
| Other debtors  | 252           | -             |
| Prepayments    | 13,549        | 18,416        |
| Accrued income | 52,811        | 36,063        |
|                | <u>66,612</u> | <u>54,479</u> |

**19 Cash and cash equivalents**

|              | 2021<br>£     | 2020<br>£      |
|--------------|---------------|----------------|
| Cash in hand | 3,119         | 8,478          |
| Cash at bank | 30,287        | 115,323        |
|              | <u>33,406</u> | <u>123,801</u> |

**20 Creditors: amounts falling due within one year**

|                 | 2021<br>£     | 2020<br>£     |
|-----------------|---------------|---------------|
| Bank loan       | -             | 833           |
| Other creditors | -             | 61            |
| Accruals        | 41,813        | 12,862        |
| Deferred income | 29,350        | 47,331        |
|                 | <u>71,163</u> | <u>62,087</u> |

There is £29,310 (2020: £19,694) of deferred income that relates to subscriptions received. These relate to the next financial period.

The Leeds Library

Notes to the Financial Statements for the Year Ended 31 December 2021

21 Creditors: amounts falling due after more than one year

|                                              | 2021<br>£ | 2020<br>£     |
|----------------------------------------------|-----------|---------------|
| Bank loan (falling due in less than 5 years) | -         | 40,004        |
| Bank loan (falling due in more than 5 years) | -         | 9,163         |
|                                              | <u>-</u>  | <u>49,167</u> |

The bank loan in 2020 was received under the Bounce Back Loan Scheme (BBLs) and was repayable in equal instalments spread over 60 months at a fixed interest rate of 2.5%. Under the Scheme the first 12 months interest was covered by the UK Government's Business Interruption Payment (BIP) and no loan repayments were required during the prior period. The loan has been fully repaid during 2021 on the first anniversary of the loan without incurring any interest.

22 Funds

|                           | Balance at<br>1 January<br>2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>and transfers<br>£ | Balance at<br>31 December<br>2021<br>£ |
|---------------------------|--------------------------------------|----------------------------|----------------------------|-------------------------------------------------------------|----------------------------------------|
| <b>Unrestricted funds</b> |                                      |                            |                            |                                                             |                                        |
| General                   | 6,853,747                            | 479,996                    | (578,426)                  | 163,876                                                     | 6,919,193                              |
| Designated                | 250,000                              | -                          | -                          | (100,000)                                                   | 150,000                                |
| <b>Total funds</b>        | <u>7,103,747</u>                     | <u>479,996</u>             | <u>(578,426)</u>           | <u>63,876</u>                                               | <u>7,069,193</u>                       |

|                           | Balance at<br>1 January<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance at<br>31 December<br>2020<br>£ |
|---------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted funds</b> |                                      |                            |                            |                                            |                                        |
| General                   | 6,858,651                            | 469,782                    | (476,374)                  | 1,688                                      | 6,853,747                              |
| Designated                | 250,000                              | -                          | -                          | -                                          | 250,000                                |
| <b>Total funds</b>        | <u>7,108,651</u>                     | <u>469,782</u>             | <u>(476,374)</u>           | <u>1,688</u>                               | <u>7,103,747</u>                       |

**The Leeds Library**

**Notes to the Financial Statements for the Year Ended 31 December 2021**

**23 Analysis of net assets between funds**

|                         | Unrestricted<br>funds<br>General<br>2021<br>£ | Total funds<br>2021<br>£ |
|-------------------------|-----------------------------------------------|--------------------------|
| Tangible fixed assets   | 61,362                                        | 61,362                   |
| Heritage assets         | 6,552,432                                     | 6,552,432                |
| Fixed asset investments | 426,544                                       | 426,544                  |
| Current assets          | 100,018                                       | 100,018                  |
| Current liabilities     | (71,163)                                      | (71,163)                 |
| Long term liabilities   | -                                             | -                        |
| Total net assets        | <u>7,069,193</u>                              | <u>7,069,193</u>         |

|                         | Unrestricted<br>funds<br>General<br>2020<br>£ | Total funds<br>2020<br>£ |
|-------------------------|-----------------------------------------------|--------------------------|
| Tangible fixed assets   | 67,559                                        | 67,559                   |
| Heritage assets         | 6,401,000                                     | 6,401,000                |
| Fixed asset investments | 568,162                                       | 568,162                  |
| Current assets          | 178,280                                       | 178,280                  |
| Current liabilities     | (62,087)                                      | (62,087)                 |
| Long term liabilities   | (49,167)                                      | (49,167)                 |
| Total net assets        | <u>7,103,747</u>                              | <u>7,103,747</u>         |

**24 Related party transactions**

During the year the charity made the following related party transactions:

**Thoresby Society**

(During 2018 the Library formed a partnership with the Thoresby Society, which is a Charity). Thoresby Society are to pay the Library £12,868 per annum for the use of the premises and the management of their library and archive.

**Transactions with Trustees**

During the period there was a transaction with a Trustee, Paul Maclean, of £500 for room hire. This transaction was under normal market conditions.

## **The Leeds Library**

### **Notes to the Financial Statements for the Year Ended 31 December 2021**

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#### **26 Going concern**

The trustees consider the Library to be a going concern. Based on prudent forecasts of income and expenditure, plus the availability of liquid reserves, there will be no significant short-term impact from the purchase of 15 Commercial Street. The trustees do not intend to proceed with refurbishment of that property until sufficient funds have been raised from grants, donations etc, activity to secure which is proceeding according to plan. The trustees will continue to closely monitor the effect which any possible delays would have on the Library's finances in the longer term.

The financial statements report a deficit for the year to 31 December 2021. This follows a conscious decision by the trustees to take advantage of the Government-enforced Covid-19 lockdown in early 2021 to carry out much-needed repair and refurbishment work on the Library, coupled with costs arising from trustees' decision to seek to purchase 15 Commercial Street. The Library's unrestricted funds were adequate to meet this. Looking forward the trustees anticipate a further deficit in the current financial year, primarily as a result of the costs of converting and fitting out 15 Commercial Street. They consider that the Library can meet this deficit from its reserves and from further grants and/or loan finance towards the costs of conversion and fit out. They plan for the Library to achieve a balanced income and expenditure position in 2023. On this basis they consider the Library remains a going concern.

In the light of this assessment the trustees have determined the disclosure needed to determine the assessment of the uncertainties that exist at this time. These uncertainties, and the steps taken to mitigate them and, so far as possible, ensure the future of the Library, are detailed in the trustees' report. In particular:

- 1 The Library will seek grants and loan finance from a number of bodies in order to maximise the chances of success and will undertake a dedicated fund-raising campaign.
- 2 The Library will continue to engage with Council officers over the planned conversion work so as to minimise the risk of planning permission being refused or unnecessarily delayed.
- 3 The project will be tightly managed to minimise the risk of delays or overspending. Some contingency funding has been built into the costing of the conversion work to cover any unforeseen additional work should that be required.
- 4 Trustees will keep progress under close review and take action to tackle any emerging concerns at an early stage.
- 5 The Library has sufficient reserves to cover some four months operating costs and will work to increase them to cover nine months expenditure, as set out in the reserves policy, over time.
- 6 The Library has developed a long-term financial strategy to ensure its sustainability following the purchase of 15 Commercial Street strategy which it will keep under regular review.

#### **27 Post balance sheet event**

Following the exchange of contracts in December 2021 legal completion of the purchase of 15 Commercial Street took place on 25 February 2022. This has resulted in an increase in the Tangible Fixed Assets Freehold Property of £1,200,000. This has been funded by a mortgage of £880,000, a loan of £220,000, and a contribution of £100,000 from Library reserves resulting in an increase in liabilities of £1,100,000. The mortgage is repayable over a period of 30 years at a variable rate of interest starting at 4.15% and with a floor of 4%, commencing in March 2022. The loan is repayable over 5 years at a variable rate of interest of 7% over Bank of England Base Rate commencing in March 2022. The building will be refurbished and fitted out during 2022 with the intention of becoming operational early in 2023.



**THE LEEDS LIBRARY**

England & Wales - Charity number 1114386

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# Accounts

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Company registration number: 05577905

Charity registration number: 1114386

**The Leeds Library**  
**(A company limited by share capital)**  
**Annual Report and Financial Statements**  
**for the Year Ended 31 December 2020**

|                                      | Page     |
|--------------------------------------|----------|
| Reference and Administrative Details | 1 to 2   |
| Annual Report                        | 3 to 10  |
| Trustees' Report                     | 11 to 15 |
| Treasurer's Report                   | 16 to 17 |
| Independent Auditor's Report         | 18 to 21 |
| Statement of Financial Activities    | 22       |
| Balance Sheet                        | 23       |
| Notes to the Financial Statements    | 24 to 36 |

## **The Leeds Library**

### **Reference and Administrative Details**

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**President** Kevin Grady

**Chair** Martin Staniforth

**Trustees**

|                      |                               |
|----------------------|-------------------------------|
| Bruce Buchan         |                               |
| Richard Hainsworth   | (resigned 19 September 2020)  |
| Alexandra Hutchinson | (appointed 19 September 2020) |
| Simone Ivatts        |                               |
| Michael Meadowcroft  | (resigned 19 September 2020)  |
| Elizabeth Mlnkin     |                               |
| Stuart Rawnsley      | (resigned 1 March 2021)       |
| Ruth Robbins         |                               |
| Christine Stead      |                               |
| Philip Walker        |                               |
| Alan Wallace         | (appointed 19 September 2020) |
| Christopher Webster  |                               |

**Treasurer** Robert Kilner

**Staff**

|                                                |
|------------------------------------------------|
| Carl Hutton, Chief Executive                   |
| Jane Riley, Librarian                          |
| Anna Goodridge, Assistant Librarian            |
| Helen Holdsworth, Assistant Librarian          |
| Aiden Thackray, Library Assistant              |
| Sarah West, Administrator                      |
| Fiona Gell, Marketing & Communications Officer |
| Liz Jones, Finance Officer                     |
| Jean Robinson, Caretaker/Cleaner               |
| Phillip Robinson, Caretaker/Cleaner            |

## **The Leeds Library**

### **Reference and Administrative Details**

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**Principal Office**                      18 Commercial Street  
Leeds  
West Yorkshire  
LS1 6AL

**Company Registration Number**   05577905

**Charity Registration Number**     1114386

**Sollctors**                              Wrigleys  
17-21 Cookridge Street  
Leeds  
LS2 3AG

**Investment Advisors**                Brewin Dolphin  
10 Wellington Place  
Leeds  
LS1 4AN

**Bankers**                                Lloyds  
65-66 Briggate  
Leeds  
West Yorkshire  
LS1 6LH

**Auditor**                                Farrar Smith  
Chartered Accountants and Registered Auditors  
2 Woodside Mews  
Clayton Wood Close  
West Park  
Leeds  
LS16 6QE

### **Chair of Trustees Introduction**

2020 was one of the most challenging years in the Library's history as we, like other cultural and commercial organisations, responded to the global Covid-19 pandemic. This required us to close the Library to members for several months during the year and introduce a range of measures to protect staff and members when we were able to open. I know how difficult the year has been for staff and want to thank them very sincerely for the way in which they rose to the many and changing demands that Covid-19 placed on them, and for their continuing cheerfulness and positive approach throughout the year.

Although Covid-19 dominated the year, for the first three months Library life went on as normal. In particular the Library took the lead in organising the prize-winning second Leeds Lit Fest, working in partnership with other organisations in the city. However, no sooner had the Festival ended than we were required to close the Library to help reduce the spread of Covid-19 and while we were able to open after a three-month closure we were again required to close in November for a month. When we were open there were restrictions on how we operated: there was a limit on the number of members in the building at any time, staff and members had to wear masks, there was a one-way system in the building, and handled books were quarantined. The closures, and the restrictions on opening, were disruptive for members and staff and also had a severe impact on the Library's finances as our events programme dried up, membership growth halted, and rental income was reduced. We are, therefore, extremely grateful to the Heritage Fund which awarded us two grants totalling nearly £120,000 to support the Library during the year and into 2021. We have also benefitted from support from the Government's Coronavirus Job Retention Scheme, and from Business Support Grants from Leeds City Council.

At the same time the Covid-19 crisis has spurred innovation in the Library. Recognising that if members could not come to the Library then we must take the Library to them we introduced a range of new services to support members. These included a postal service, a local delivery service, a click and collect service, an eBook library, access to newspapers, journals and drama online, an online members' forum and online events. We plan to maintain and expand the range of online services we provide when the Library reopens as a key part of our membership offer particularly for those who cannot, or do not wish to, visit the Library. We have also taken the opportunity to refresh the Library furniture and to enhance our alarm and security systems recognising the greater vulnerability of the Library when it stands empty.

Throughout what has been a difficult year I have been greatly heartened by the positive support from members and the many kind comments they have made about our response to the pandemic. I am also grateful for the continuing commitment of our President and trustees, who have managed the transition to meetings on Zoom without any of the disasters which have befallen some other organisations.

Martin Stanforth  
Chair

### **Chief Executive's Welcome**

It would be fair to say that 2020 was a year unlike any other in the history of the Library. A year that had started with plans being developed aimed at securing funding for an ambitious capital project turned into a year dictated by the impact of the Covid-19 pandemic. In no previous year during our 252 year history had the Library been instructed to close its doors for extended periods as happened during 2020. The ever-changing nature of the pandemic brought with it a need for the Library team to work in a nimble, creative and positive fashion in order to make the best of a very difficult situation.

Prior to the pandemic the Library led the delivery of the Leeds Lit Fest at the beginning of March, which in its second year saw the festival receiving the Saboteur National Lit Fest of the Year Award. This was an incredible achievement for a festival that uniquely was based around a working partnership of ten cultural organisations based in the city, and saw events take place throughout the city over the five days of the festival.

As the impact of the pandemic became apparent immediately after the Lit Fest, the Library staff team and trustees took steps to ensure that the Library was run in a way that both respected Government requirements and enabled us to deliver services to our members at a time when the Library building was closed and the main contact point with members was through electronic media. The development of an eBook lending library, PressReader service and Drama Online facility for members was underpinned by regular, consistent and detailed communications with members so that everyone could see there was a clarity of purpose at the Library at a time of stress and worry for all.

In order to manage the resources of the Library effectively a number of the staff team were furloughed for different periods of times, and applications were submitted to local, regional and national grant-giving trusts to help cover core building costs. The most noticeable success here was securing two grants from the Heritage Fund's Emergency Heritage Fund and Culture Recovery Fund. Through these grants we were able to progress with some certainty to undertake a number of repairs, replace outdated building systems, and invest in making improvements to the Library so that we would be able to open in a Covid-19 secure manner as and when allowed by the Government.

With many staff, trustees and members affected to varying degrees by the pandemic, the Library showed it had the strength, resourcefulness and creativity to respond positively to the challenges of Covid-19. This was underpinned by a very close working relationship between staff and trustees which enabled decisions to be made and implemented quickly even at the most difficult times of the year. In this regard I would like to thank personally the trustees of the Library for their support of the staff team throughout the year and also the staff team for their work, understanding and flexibility in constantly adapting to the work and working conditions required of them in their role. I never imagined that I would see a librarian in the Library working in a face mask or visor and I hope we will soon reach a point where we do not have to see staff wearing such equipment or the Library counter having protective screens positioned on it ever again.

Finally I would like to thank our membership for their ongoing support, patience and warmth towards the Library at a time when everyone was working under a significant degree of stress, worry and concern. It was greatly appreciated by all of the staff team.

Carl Hutton  
Chief Executive

### **The Library Collections**

In a normal year we add over 1,000 books and other items to the Library collections. The challenges of Covid-19 however saw a significant and rapid diversification of the Library collection in a matter of a few weeks to include the setting up of an eBook library which within eight months had over 600 titles available for members to borrow remotely. Whilst historically the provision of online resources for members was not seen as a priority it had been the subject of discussion over the years so that, once we recognised the challenges lockdown would bring, a consensus to set up an eBook facility was agreed very quickly across the staff team and trustees and is now here to stay.

Complementing the eBook library, we also subscribed to two other online services. First, following a successful trial period paid for by the Independent Libraries Association, the Library subscribed to the PressReader service, a resource that provides direct online access to over 6,000 newspaper and magazine titles, not just from the UK but from across the globe. The extensive range of reading matter in itself provides good value for the annual membership subscription. This resource was enhanced by a subscription to the Drama Online service, giving members access to performances by the likes of the National Theatre and Royal Shakespeare Company. As with the eBook library we expect that both of these subscriptions will be long term commitments of the Library in future and in time will be supplemented by other online services.

Given the Library closures and the development of an eBook library we acquired fewer new items than usual, purchasing 619 books, audiobooks and DVDs during the year. We expect that this reduction in the number of items purchased will be a one-off blip and that new purchases will return to historic levels as Covid restrictions ease. A number of magazine and newspaper subscriptions were paused temporarily while the Library was in lockdown and staff were not routinely in the Library to receive the daily papers. We will, however, reinstate these when circumstances allow.

### **Book Conservation**

The Library has always been committed to the preservation and repair of its heritage collection and this continued under difficult circumstances in 2020 with Brian Cole from Castle Bindery continuing his excellent work with the Library team. However, Brian was unable to conserve as many books as usual because he was unable to visit the Library from his Scarborough base due to lockdown restrictions and the Library had limited capacity to send him items to work on. He did, however, continue to work on restoring some of the gems of the Library collection that are housed in the Librarian's Office.

In addition to Brian's work the Library, thanks to the support of the Heritage Fund, was able to resource the binding of 140 books during the year, mainly from the travel collection which is located on the balcony in the Main Room.

Looking to the future, much discussion took place on the work needed to conserve and make accessible the Library's Heritage Fiction collection. With the agreement of trustees the intention is for the Library to catalogue in detail the full collection, which numbers around 7,000 items, in 2021. Following that an external consultant will be commissioned to review the collection and make recommendations on how the books can be best looked after, which parts of the collection should be made more widely available, and the best way of achieving this, for example through digitisation.

## **Research**

The Library remains committed to supporting the use of its rich collections and archive for research both by Library members and external researchers and to working with the Thoresby Society to publicise and encourage the use of the extensive collections on Leeds and its history which they and the Library hold. However we were unable to move forward with our plans for engaging more fully with the research community because of the Covid-19 pandemic. We look forward to resuming this work, under the guidance of the Research Committee, as soon as circumstances allow.

## **The Library Building**

Through the support of the Heritage Fund, the Library was able to use grant funding during the two lockdown periods to undertake a significant number of urgent building projects.

The Emergency Heritage Fund grant enabled the Library to undertake work that would directly improve the security and protection of the core collections of the Library. The initial work allowed for a new CCTV system to be installed throughout the public and non-public areas of the Library, a repair to be undertaken to the heating system, and significant repairs to be made to the Library roof over the Smoke Room which is now used as the main office for the staff team. Linked to this work, the grant also covered the cost of redecoration of the Smoke Room and gents toilet.

The grant also covered a number of costs incurred in enabling the Library to reopen after the end of the first lockdown period. These included the purchase of counter screens, floor signage aimed to encourage social distancing in the Library, and PPE equipment for staff members.

The second Heritage Fund grant enabled the Library to replace the building-wide fire alarm system, install bookshelves in the Main Room to provide better protection for some of the larger items of the Library's heritage collection, and purchase new furniture to replace some of the older chairs and tables which were not fit for purpose given the need for the Library to be Covid-secure.

In addition, a significant amount of work was undertaken to look at the set-up and layout of each room in the Library to increase the areas for seating for members, reduce the number of areas in the Library where access to bookcases was hindered by furniture getting in the way, and ensure that there was a more consistent approach to the presentation of spaces. This work saw a number of items of furniture moved into storage so as to declutter spaces and improve the aesthetics of the rooms.

## **Membership**

Membership numbers over the year declined from 1,200 to 1,044, largely because the Library closure restricted our ability to recruit new members. The Library recognised the impact that Covid-19 had on members and offered membership extensions of three months and one month at no cost. 116 members took up the option of a three month extension and 79 the offer of a one month extension. Of these, 29 took up both offers.

The Library made a commitment to maintain regular contact with its membership throughout the lockdown periods and to deliver a number of online events across the course of 2020 as it was not possible to present events in the Library building. As a result the Library organised six online quizzes, arranged nine book club meetings, presented seven Nowt But Verse Poetry events and delivered several online outreach events including a book launch for Frances Brody, the presentation of the annual Priestley Lecture, and the festive launch of a poetry collection by Candlestick Press, all of which were well attended.

The Library continued to produce bimonthly editions of its newsletter, *Speaks Volumes*, with an increasing number of high-quality articles which were well received by members. The Library also continued to use social media to inform members and supporters of the Library of developments to our work and by the end of the year the Library had 4,191 followers on Twitter, an increase of 591 on the previous year and 2,486 followers on Facebook, which was an increase of 336 on the figure in 2019.

### **Staffing**

Each member of the staff team at the Library will have their own memories of the experience of 2020 and the way in which the pandemic affected them both personally and in their professional role. It is to their immense credit that despite the very challenging times they remained committed to and focussed on the Library and its members.

Soon after the closure of the Library on 23 March we took the unprecedented decision to furlough on full pay a number of staff whose work could not be undertaken from home. This meant they were not able to do any work for the Library, a situation that continued until the end of June. At the same time the small team of remaining staff had to work closely with the trustees to ensure that services to members were maintained and improved while the Library continued to meet its charitable duties.

When the Library reopened on 6 July, staff had to adjust to new working arrangements that meant working in smaller team units on a day-to-day basis so that the risk of a number of staff having to self-isolate was minimised. At the same time when in work staff had to wear visors while also implementing a number of health and safety measures for members including quarantining books, ensuring social distancing throughout the Library and changing the layout of each room in the Library building. With the enforcement of a second lockdown period on 5 November the majority of the Library team were flexibly furloughed and used the period of closure to work with contractors to enable several pieces of work to be undertaken ahead of reopening on 3 December.

During the year, no member of staff was placed in a easy situation. Those staff who were furloughed had to respect the need for the Library to reduce the financial impact of the Covid-19 crisis by claiming the Job Retention grant from the government, while those working had to accept and understand the need for them to work whilst others had a significant break from the day-to-day grind of work. It is to the credit of all staff members that despite all the challenges of the year they continued to work well together as a team, willingly accepted often difficult decisions as to who would work and who would be furloughed, and displayed great maturity in responding to the many and changing demands on them. The Library also recognised the increased pressures on staff and invested in an Employee Assistance Programme with Sovereign Healthcare to provide them with access to additional support if needed.

The Library said goodbye to two team members during the course of the year. Nichola Holmes left the Library in March, taking the decision to retire after working for a number of years as a part-time Library Assistant, and Jen Fox left her role of part-time Membership Administrator at the Library at the end of September to take up a full-time position elsewhere. We wish them both well for their future. Due to the uncertainty of the year, the decision was taken to delay the appointment to both job roles until 2021 when we hope we will be open more consistently. We look forward to making new appointments then. Due to the need for the Library to reduce the number of people working both behind the counter, in the offices and in the basement we also took the difficult decision during the year to disband temporarily the team of volunteers who have worked over many years to assist with the conservation of the Library's collections, to provide the management of the archive, and the cataloguing of books, and support for events, tours and other projects. It is hoped that at some point in the very near future the many valued volunteers will be able again to assist the Library with its work.

## **The Leeds Library**

### **Annual Report for the Year Ended 31 December 2020**

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A number of external consultants and suppliers provided specialist support and advice to the Library. They included Direction Accounting and Brown Butler who provided accountancy services, Castle Bindery who assisted the Library with the conservation of our heritage book collection, and Crowther Turnbull Booth who assisted the Library with building surveyor advice for a number of projects funded by Heritage Fund grant support.

#### **The Leeds Lit Fest**

The Leeds Lit Fest is a partnership that sees the Library working with Hyde Park Book Club, Leeds Big Bookend, The Carriageworks, Leeds Libraries, Millm CIC, Headingley Lit Festival, Strix Magazine, Leeds Church Institute and Chapel FM. The partnership and festival were established following discussions at the time of 250<sup>th</sup> Anniversary of the Library in 2018.

The second Leeds Lit Fest took place between Wednesday 3 and Sunday 7 March. Over 100 events were held at more than thirty venues across the city during the festival, with the Library directly involved in the programming of half of the festival content and being the venue for nearly twenty events. The significant expansion of the festival for its second year was made possible through the securing of grants from Leeds Inspired, Arts Council England, and the Leeds Philosophical and Literary Society, with the Library being heavily involved in the securing of the grants due to it being responsible for the financial and administrative management of the festival.

The festival was launched at Leeds Minster with a night of poetry performed by writers from Peepal Tree Press. Headline events for the festival included talks by Stuart Maconie, Jenny Éclair, Gavin Esler and AC Grayling. Diane Cook, author of the Booker Prize shortlisted *The New Wilderness*, was writer in residence. Alongside the headline events, the festival programmed over twenty events in a variety of community settings, including a series of writer workshops and a number of unconventional events aimed at broadening out the appeal of the festival to a non-traditional literature festival audience. With the festival being committed to presenting a broad range of literary-inspired events, the Library hosted a performance by Nunkle Theatre and a musically accompanied silent film screening performed by Jonny Best.

#### **Partnerships**

Over recent years the Library has developed a strong reputation for its partnership working to deliver a programme of outreach that enables the Library to fulfil its charitable purpose. With the Library in lockdown for two extended periods and social distancing measures impacting on the Library's ability to deliver activities during the second half of the year, it would be easy to say that the only tangible partnership work the Library undertook during the course of 2020 was with in connection with the Leeds Lit Fest. This however was not the case.

The Library is one of the founding members of the Independent Libraries Association (ILA), a group of around thirty institutions that are neither local authority operated nor aligned with and managed by an educational establishment or University. As a mutual support network ILA members had a number of online meetings and discussions during the year, sharing ideas and approaches on how best to work during the lockdowns. This network on several occasions provided a sounding board to talk through different approaches to reopening library services, communicating with members and looking at the development of new online resources. In many ways the pandemic provided the clearest justification for the existence of the ILA since its inception. We look forward to hosting the Association's annual conference in 2021 after its postponement in 2020.

The Library also worked closely with officers at Leeds City Council from the Arts, Venues and Events Service, with Anne Wishart from the Arts Development team attending a Trustee meeting to listen to trustees' discussions and give an update on the Council's response to the Covid-19 crisis from an arts and heritage perspective. This was the first time a Council officer had attended a Trustee meeting in this way and we look forward to repeating the exercise in future.

In addition, the Library had regular dialogue with a number of grant-giving bodies including Arts Council England, the Art Fund, Leeds Inspired, National Lottery and Heritage Fund. The Heritage Fund provided consistent support for the Library both in terms of funding and in giving timely, constructive and realistic advice on proposed and potential plans for the Library, so enabling us to improve our planning for the future.

Finally, the Library started to work with Jenny Tribolet, a locally based artist, who worked with the Library team to develop various pieces of window art in the main entrance window. The introduction of artwork makes a substantial improvement to the presentation of the Library which had at times been undermined by our own modest efforts to dress a small window space with limited resources.

#### **Going concern: Effect of Covid-19**

As reported last year, the impact of the Covid-19 pandemic gives rise to a material uncertainty about the future of the Library as a going concern. The trustees have assessed whether the Library is a going concern by considering projections of the Library's income and expenditure and cash flows. They have also monitored the movement of its investment portfolio.

The accounts report that the Library made a small loss in the year to 31 December 2020. This was a significantly better outcome than anticipated and reflects the award of two significant grants from the Heritage Fund which totalled £118,200, funding from the Government's Coronavirus Job Retention Scheme towards the salaries of furloughed staff, and support from Leeds City Council for businesses forced to close as a result of the pandemic. However, trustees currently anticipate a bigger loss for the 2021 financial year which is directly attributable to the effect of Covid-19 and particularly the requirement to close the Library between January and April 2021. The trustees consider that the Library can meet this deficit from its unrestricted funds without unduly impairing those reserves. They plan for the Library to return to a balanced income and expenditure position in 2022. On this basis they consider that the charity remains a going concern. In the light of this assessment they have determined the disclosure needed to assess the impact of uncertainties that exist at this time.

The Library has identified a number of uncertainties, both financial and non-financial, that may affect it as a result of the Covid-19 pandemic and has taken steps to mitigate these and ensure, so far as is possible, the future of the Library. Key measures are set out below.

#### ***Health and Safety***

As part of the planning for reopening the Library on 12 April the existing risk assessment was reviewed and updated to ensure that the Library could reopen safely for both staff and members. Among the measures implemented were limits on the number of members allowed in the Library at any one time; reducing opening hours; a registration process for members visiting the Library; the provision of PPE for staff; and enhanced cleaning particularly of vulnerable surfaces. These measures are kept under review and adjusted in the light of experience and changing Government guidance.

*Income and expenditure*

In drawing up the Library budget for the current year we have recognised the likely impact of reduced rental income, lower income from membership subscriptions, and loss of income from investments, events and activities. The overall effect of this is significantly to reduce our overall income. To offset this we have kept tight control on planned expenditure and continue to review and renegotiate contracts both for professional services and for support and maintenance services to ensure best value. At the same time we are continuing to invest modestly to improve membership facilities and services particularly through developing our digital services for members. We have received funding for two posts through the Kickstart scheme which will have a particular focus on improving the Library's digital offer both internally and externally. Finally, we continue to seek funding support which will contribute to meeting the Library's operational costs.

However, as stated above, despite these measures the Library's budget projects a deficit of some £85,000 in 2021. We will, of course, work hard to reduce this during the year but plan to meet any residual deficit from reserves. These have been built up prudently over a number of years to enable the Library to withstand short-term crises and currently stand at nearly £600,000. While the use of reserves to meet deficits is not a sustainable long-term strategy trustees consider that it is appropriate to use them for this purpose in response to the impact of Covid-19. They aim to achieve a balanced outturn in 2022. More broadly the Library is developing a longer-term financial strategy intended to ensure its financial sustainability. This includes looking to identify new income streams, taking forward a fund-raising campaign, reviewing our membership structure to make it more widely attractive, and increasing income from events and other activities.

*Accessing funding support*

The Library has continued to take advantage of support through the Coronavirus Job Retention Scheme which has allowed staff to be flexibly furloughed over recent months. We have also continued to benefit from Council support to affected businesses, including a grant of £12,000 to support re-opening. The Library has also been awarded a grant of £27,200 from the Heritage Fund's Cultural Recovery Fund to help support its reopening. We will continue to apply to statutory and non-statutory bodies for grants for events and other aspects of our work which, if successful, will contribute to the Library's operational costs.

Finally the Library has secured a £50,000 loan under the Coronavirus Bounce Back Loan scheme which can be used during the year should it be required.

*Financial Assurance*

Trustees, and the Library's Resources Committee, routinely review the Library's financial performance at their meetings, focussing on the income and expenditure position and on projected cashflow to identify any points where finances may be under pressure. They consider and approve plans for tackling any emerging concern.

*Use of investments*

The Library's investment portfolio, which represents its unrestricted reserves, was valued at £587,967 on 31 March 2021 and is sufficient to meet the Library's budgeted expenditure for the current year. While investment values may fluctuate during the year trustees are confident that they will be adequate to cover the projected financial deficit for the current year and that it is reasonable to use them for that purpose in the current exceptional circumstances.

## **The Leeds Library**

### **Trustees' Report**

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The trustees of the charity, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities and applicable accounting standards.

#### **Objectives and activities**

##### ***Purpose of the Charity as set out in its governing document***

The principal activity of the Leeds Library and the Charity's objectives are:

- The advancement of education, the diffusion of knowledge and the provision of suitable literature for persons particularly but not exclusively within the city of Leeds and the surrounding area, by establishing and maintaining a library to promote the study and knowledge of literature and all artistic and scientific subjects and by providing library facilities and research facilities;
- To preserve for the benefit of the public the listed building known as Nos. 16 to 20 Commercial Street, Leeds LS1 6AL being a place of historical and architectural interest, value and beauty.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Strategic aims**

The trustees' strategic aims sit within the Library's vision that:

The Leeds Library will be a thriving, individual library and much-loved cultural institution of Leeds, which is an inspiring and valued home and resource for lovers of books, writing and creativity.

The Leeds Library's strategic mission has been agreed by the trustees, staff and other stakeholders. It is:

to be a home for lovers of books, writing and creativity, the Library's mission can be encapsulated within two areas: Supporting our Foundations and Raising our Roof. One area is more inward-facing, the other chiefly external.

Key elements of both criteria are as follows:

#### **Supporting our Foundations**

- Take care of our unique building,
- Conserve and develop our collection of books, journals and magazines,
- Improve our financial and corporate sustainability,
- Improve the access to, and availability of, our heritage and collections,
- Increase proactive management, as opposed to reactive management.

**Raising the Roof**

- Establish a distinctive profile with our peers and future champions,
- Make membership desirable and enjoyable,
- Celebrate the heritage of our unique cultural institution and our collections,
- Develop partnerships that serve the Library's strategy,
- Develop a reputation for research, publications and new technology

It has been agreed by trustees that the key factors informing and underpinning the current and future work and ambition of the Leeds Library are as follows:

- Financial and corporate sustainability,
- Member engagement,
- Building management and maintenance,
- Partnership development and cultural positioning,
- Celebrating our past and inspiring our future.

Each of these factors has a number of priority actions that have been developed as an annual action plan for the Library which is overseen by the Board of Trustees.

**Activities of Public Benefit**

As a charity, the Library is required to demonstrate how its work benefits the public as well as its members. This is a responsibility that the trustees are mindful of and keen to ensure is fulfilled. However the impact of the Covid-19 crisis meant that the ability of the Library consistently to engage people in the resources and collections of the Library and to make its collections available for academic study was difficult to achieve in the ways in which we have used in the past. Visits to the Library, tours and events for the wider public were not practical for much of the year. Nor were we able to open the Library for national and local events such as Heritage Open Days and Leeds Light Night as we have in the past.

However, in March the Leeds Lit Fest, which was led by the Library, delivered twenty high quality literature events in community settings throughout the city with all tickets for the audience being on a pay what you feel basis which meant that the Library actively engaged with all parts of the city as never before. The programme of work that took place in community settings was made possible through grant support from Leeds Inspired, and partly underwritten by the Library. As a result hundreds of people in the city attended literature events on their own door step. Without the work of the Library, this initiative would not have happened.

Moving forward the Library has been quick to recognise that our traditional means of providing members of the public with access to our collections may not be as easy to organise in future. Tours of the Library will be more complicated to undertake due to the restrictions of social distancing measures and the opening of the Library for a couple of hours on a Thursday evening will be more of a challenge and have less impact with fewer people expected to visit the city centre in the future. The solution to these challenges has been identified as embracing digital technology through the live streaming of events, talks, projects and work to the homes of residents not just in Leeds but further afield. The use of digital technology is also a way in which tours of the Library can continue in the future. These are more likely to be undertaken on a self-led basis with visitors using iPads and tablets to guide themselves into different spaces in smaller groups. Much of this work will bear fruit from 2021 onwards.

More generally, as reported elsewhere, we continue to increase the reach of our social media presence ensuring that people across the city and more widely are aware of the Library and what it has to offer.

Finally, we look forward to resuming the presentation of the Word of the Day outside the entrance to the Library, an initiative that continues to bring enjoyment to visitors to the city centre.

**Structure, governance and management**

***Nature of governing document***

The Leeds Library is a registered company limited by guarantee (number 05577905), incorporated on 29 September 2005. The Limited company became a registered charity (number 1114386) on 27 May 2007. This charity began operations on 1 July 2008 following receipt of a gift from the Proprietors of the Leeds Library (founded 1768) of all the assets and liabilities of that Library. The Library is governed by the Memorandum and Articles of Association of the company dated 29 September 2005 (with amendments to the Articles dated 20 March 2007 and 25 June 2016). The operation of the Library is governed by Rules adopted on 14 May 2008 and amended on 25 June 2010 and 29 June 2019. These may be amended by the Members of the Charity at a General Meeting.

The Members of the Charity are those persons who have subscribed to the Memorandum of Association and such other persons or organisations as are admitted to membership in accordance with the Rules made under the Articles of Association. At the Annual General Meeting on 21 May 2008 it was agreed that all Members of the old Library (both proprietary and associate) would be admitted Members of the Charity.

***Recruitment and appointment of trustees***

The Articles provide for the election from the Members of the Charity of a maximum of twelve trustees including the Hon. Treasurer. At the end of each year, one third of the non-Treasurer Trustees retire. Each of the non-Treasurer trustees is eligible to serve for two consecutive periods of office of normally three years before having to stand down for a year, following which they may serve for a single further three-year term. The Treasurer is eligible to serve for three consecutive three-year terms. Members of the Charity may also appoint a President, Vice-Presidents and Patrons (who may not be trustees).

The trustees may appoint sub-committees consisting of at least two trustees for the purpose of making any enquiry or supervising or performing a function or duty. There are currently six Sub-Committees; Books and Collections Committee, Buildings (formerly House) Committee, Outreach and Partnership Committee, Research Committee, Membership Committee and Resources Committee (the Resources Committee replaces the former Staffing and Volunteering and Finance and Risk Committees).

All new trustees are given an induction manual covering the duties and responsibilities of trustees, all aspects of the Library's governance and management procedures and relevant documents of record (including the minutes of meetings for the past year and relevant policy and strategy papers). Introductory meetings are held with key members of staff and support is available from the Chair, Treasurer and other trustees.

To ensure that the Board of Trustees is fit for purpose and is representative of the Charity's membership, the board regularly seeks potential new Trustees from amongst the membership, including advertising for trustees in the Library's members newsletter *Speaks Volumes*. Members with specialist expertise are co-opted onto the trustee sub-committees which also allows the members to become acquainted with the trustees and their work.

***Organisational structure***

The trustees are responsible for the long-term well-being and effectiveness of the Library and make decisions on the application of its resources, the safeguarding of assets and the determination of strategies and policies in keeping with the founding aims. The day-to-day management of the Library is delegated to the Chief Executive who is appointed by the trustees and takes decisions on such matters as the appointment of relevant staff, the acquisition of books and other library materials, and the financial management of the Library within budgets approved by the trustees.

The trustees have overall responsibility for ensuring that the Library has appropriate procedures in place to mitigate risks related to strategy, operations, finance or legal compliance. The Library's current procedures include;

- A formal process for the review, recording and management of risks
- An ongoing strategic plan and annual budgets against which actual results are reviewed throughout the year;
- Agreed terms of reference for committees and management; and
- Internal controls and policies.

When planning the activities for the year, the trustees have regard to the Charity Commission's guidance on public benefit.

**Financial Instruments**

***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the Board of Trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

***Credit risk***

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows. The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit ratings assigned by international credit-rating agencies. The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the statement of accounting policies in the financial statements.

## Trustees' Report

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### Statement of Trustees' Responsibilities

The trustees (who are also the directors of The Leeds Library for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

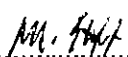
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 17 May 2021 and signed on its behalf by:

  
.....  
Martin Staniforth  
Chair

**Treasurer's Report for the Year Ended 31 December 2020**

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Financially as in other ways the year was dominated by Covid-19. While total income was up from £424,009 in 2019 to £469,782, a rise of 11%, the composition of this income has changed significantly between the two years because of the effect of Covid-19. Investment income, which includes rents, investment interest and dividends, dropped 29 per cent from £258,361 in 2019 to £182,404, primarily as a result of reduced rental income - this fell by £70,240 from £238,674 in 2019 to £168,434 in 2020. In 2019 investment income contributed 61% of total income but in 2020 it contributed only 39% of total income. Membership subscriptions also fell slightly to £115,673 (2019 £117,575).

However, these reductions were offset by a significant increase of £132,445, or 520%, in donations and legacies, to £157,909 compared to £25,464 in 2019. This reflects funds claimed from the Government's Coronavirus Job Retention Scheme, grants from the Heritage Fund, and business support from Leeds City Council.

Expenditure for the year was £476,374 (2019 £481,038), a reduction of 1%. Staff costs reduced from £256,579 in 2019, to £238,364, primarily because of staff vacancies, and other expenditure was tightly controlled, allowing for modest investment in new services for members.

After taking account of gains on investments of £1,688 the overall outcome was a small deficit of £4,904 compared to a deficit of £17,844 in 2019, a substantially better result than had been projected.

**Reserves Policy**

The policy of the trustees is to maintain an appropriate level of free reserves in order that due regard can be given to the contingencies surrounding the Library's operation and, in particular to the risks of a reduction in rental from one or both of the ground floor retail units. The Building Maintenance reserve of £100,000 and the Book Restoration fund for £150,000 were established during 2017 as designated reserves, both these designated reserve funds to be reviewed on an annual basis. Free reserves represent funds which are not restricted for any particular purpose and not tied in property or other operational fixed assets. Free reserves as at 31 December 2020 were £576,640 (2019 £580,600).

**Income and Expenditure**

The trustees' strategic priority was to balance the Library's income and expenditure for the year ended 31 December 2020. The Library's income for 2020 was derived from four main sources: commercial rents from the two retail properties at 16/17 and 19/20 Commercial Street and the licence agreement with the Thoresby Society; subscriptions from members; grants and donations; and events, activities, and the sale of books and Library merchandise. The trustees have used these incoming funds to deliver the aims and objectives of the Library. In particular this year they invested in a range of services to enable members to have access to books and other materials while the Library was closed while also maintaining spending on conservation and repair work for the historic book stock and continuing to expand the modern book stock in accordance with member recommendations. Contractual commitments for the protection and surveying of the historic assets and stock were continued.

**Treasurer's Report for the Year Ended 31 December 2020**

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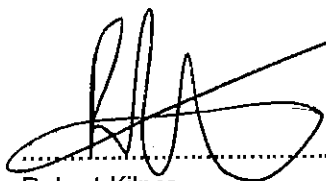
**Investment Strategy and Performance**

The trustees' investment strategy is to obtain a balance between capital growth and investment return and this is reviewed biannually with help from professional investment advisors. The Library's surplus funds are currently held in a portfolio of individual stocks covering UK and global equities in various sectors as well as unit trust and bond investments.

The trustees may utilise the invested funds for approved projects, following a strategy for disposal devised with the professional investment advisor. Cash on deposit at 31 December 2020 increased slightly to £8,478 (2019 £6,541). The investments generated dividend income of £13,964, a reduction from the previous year (2019 £19,661), reflecting the effect of Covid-19 on companies' willingness and ability to make dividend payments. After a turbulent year on the markets the value of the Library investments at 31 December 2020 was only slightly lower than in the previous year at £576,640 (2019 £580,600).

**Coronavirus Statement**

The trustees draw attention to note 26 in the notes to the Financial Statements relating to Covid-19 and their assessment that the charity continues to be a going concern. As set out in that note, trustees consider that they have taken all practical steps to mitigate the effects of the pandemic on the charity's finances. Current projections suggest that as a result of the pandemic, the Library will make a loss in the current financial year but trustees consider that the projected deficit can be covered by reserves without significant impairment to them. The trustees, and the Resources Committee, will maintain a close watch on the financial position as it evolves through the year, and will take any further measures they deem necessary to safeguard the charity's financial position. The Library will prepare a budget for 2022 aimed at bringing income and expenditure into balance.



Robert Kilner  
Treasurer

Date: 17 May 2021

**Opinion**

We have audited the financial statements of The Leeds Library (the 'charity') for the year ended 31 December 2020, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its Incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Material uncertainty relating to going concern**

We draw your attention to Note 26 in the financial statements which indicates the charity incurred a net loss during the year ended 31 December 2020, however as of that date, the charity's balance sheet assets exceeded its liabilities. As stated in Note 26 the events or conditions, along with other matters set forth in the note, indicate a material uncertainty exists that may cast significant doubt on the charity's ability to continue as a going concern. Our opinion is not modified in respect of this matter.

**Other Information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Independent Auditor's Report to the Members of The Leeds Library**

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**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 15), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**Extent to which audit was considered capable of detecting Irregularities, Including fraud.**

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to Irregularities**

In identifying and assessing risks of material misstatements in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- The nature of the Charity and sector. Control environment and charities performance including the design of the remuneration policies.
- Enquiry of the trustees about their own identification and assessment of the risks of Irregularities and whether such irregularities may occur as a result of fraud or error.
- Documentation available of the policies and procedure relating to ; -
  - Identifying, evaluating and complying with laws and regulations and whether the trustees are aware of any instances of non-compliance.
  - Detecting and responding to the risk of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
  - Internal controls established to mitigate risks of fraud or non-compliance with laws and regulations.

As a result of these procedures we considered the opportunities and incentives that may exist within the charity for fraud and identified the greatest potential for fraud in the areas in which the trustees and management is required to exercise significant judgement, such as the disclosure of adjusting items. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory framework that the charity operates in, focusing on those laws and regulations that had a direct effect on the determination of the material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Companies Act 2006, Charities SORP and pensions and tax legislation. In addition we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or to avoid a material penalty. These include the competition and anti-bribery laws, data protection, employment and health and safety regulations.

**Audit response to risks Identified**

As a result of performing the above we did not identify anything that required disclosure or resulted in an adjustment of a key audit matter, related to the potential risk of fraud.

In addition to the above our procedures to respond to risks identified included the following:

- discussions with those charged with governance and reviewing trustee minutes; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We remained alert to any indications of fraud or non-compliance with laws and regulations through the audit.

A further description of our responsibilities is available on the Financial Reporting Councils website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our audit report.

## **The Leeds Library**

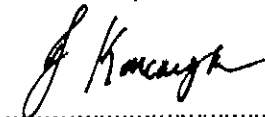
### **Independent Auditor's Report to the Members of The Leeds Library**

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....  
Julie Konczyk BFP FCA FCCA (Senior Statutory Auditor)  
For and on behalf of Farrar Smith

Farrar Smith  
Chartered Accountants & registered auditors  
2 Woodside Mews  
Clayton Wood Close  
West Park  
Leeds  
LS16 6QE

Date: 17 May 2021

**The Leeds Library**

**Statement of Financial Activities for the Year Ended 31 December 2020**  
**(Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**

|                                   | Note | Unrestricted<br>funds<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|-----------------------------------|------|----------------------------|--------------------|--------------------|
| <b>Income and Endowment from:</b> |      |                            |                    |                    |
| Donations and legacies            | 3    | 157,909                    | 157,909            | 25,464             |
| Charitable activities             | 4    | 117,433                    | 117,433            | 128,148            |
| Investment income                 | 5    | 182,404                    | 182,404            | 258,361            |
| Other Income                      | 6    | 12,036                     | 12,036             | 12,036             |
| Total income                      |      | <u>469,782</u>             | <u>469,782</u>     | <u>424,009</u>     |
| <b>Expenditure on:</b>            |      |                            |                    |                    |
| Charitable activities             | 7    | (476,374)                  | (476,374)          | (481,038)          |
| Total expenditure                 |      | <u>(476,374)</u>           | <u>(476,374)</u>   | <u>(481,038)</u>   |
| Gains/losses on Investment assets |      | 1,688                      | 1,688              | 39,185             |
| Net (expenditure)/income          |      | <u>(4,904)</u>             | <u>(4,904)</u>     | <u>(17,844)</u>    |
| Net movement in funds             |      | <u>(4,904)</u>             | <u>(4,904)</u>     | <u>(17,844)</u>    |
| <b>Reconciliation of funds</b>    |      |                            |                    |                    |
| Total funds brought forward       |      | <u>7,108,651</u>           | <u>7,108,651</u>   | <u>7,126,495</u>   |
| Total funds carried forward       |      | <u>7,103,747</u>           | <u>7,103,747</u>   | <u>7,108,651</u>   |

All of the charity's activities derive from continuing operations during the above two periods.

Balance Sheet as at 31 December 2020

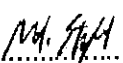
|                                                                | Note | 2020<br>£               | 2019<br>£               |
|----------------------------------------------------------------|------|-------------------------|-------------------------|
| <b>Fixed assets</b>                                            |      |                         |                         |
| Intangible assets                                              | 14   | -                       | -                       |
| Tangible assets                                                | 15   | 67,559                  | 68,239                  |
| Heritage assets                                                | 16   | 6,401,000               | 6,401,000               |
| Investments                                                    | 17   | 568,162                 | 573,440                 |
|                                                                |      | <u>7,036,721</u>        | <u>7,042,679</u>        |
| <b>Current assets</b>                                          |      |                         |                         |
| Debtors                                                        | 18   | 54,479                  | 69,798                  |
| Cash at bank and in hand                                       | 19   | 123,801                 | 49,481                  |
|                                                                |      | <u>178,280</u>          | <u>119,279</u>          |
| <b>Creditors: Amounts falling due within one year</b>          | 20   | <u>(62,087)</u>         | <u>(53,307)</u>         |
| <b>Net current assets</b>                                      |      | 116,193                 | 65,972                  |
| <b>Total assets less current liabilities</b>                   |      | 7,152,914               | 7,108,651               |
| <b>Creditors: Amounts falling due after more than one year</b> | 21   | <u>(49,167)</u>         | <u>-</u>                |
| <b>Net assets</b>                                              |      | <u><u>7,103,747</u></u> | <u><u>7,108,651</u></u> |
| <b>Funds of the charity:</b>                                   |      |                         |                         |
| <b>Unrestricted income funds</b>                               |      |                         |                         |
| Unrestricted funds                                             |      | <u>7,103,747</u>        | <u>7,108,651</u>        |
| <b>Total funds</b>                                             | 22   | <u><u>7,103,747</u></u> | <u><u>7,108,651</u></u> |

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small company regime and in accordance with FRS 102 SORP.

The financial statements on pages 22 to 36 were approved by the trustees, and authorised for issue on 17 May 2021 and signed on their behalf by:

  
.....  
Martin Staniforth  
Chair

## **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

At the 31 December 2020 there were 1,044 members (2019: 1,200).

The address of its registered office is:

18 Commercial Street

Leeds

West Yorkshire

LS1 6AL

These financial statements were authorised for issue by the trustees on 17 May 2021.

## **2 Accounting policies**

### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

### **Basis of preparation**

The Leeds Library meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### **Going concern**

The trustees have prepared the financial statements on a going concern basis and have highlighted in note 26 matters giving rise to a material uncertainty about the going concern status of the library and the mitigating factors making this basis of preparation of the financial statements appropriate. There are no significant areas of uncertainty that affect the carrying value of assets held by the charity.

## **2 Accounting policies - continued**

### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Unrestricted funds are incoming resources received or generated without further specific purpose. They are available for use at the discretion of the Trustees in furtherance of the objectives of the charity and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustee's meetings and reimbursed expenses.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Website**

Website costs are amortised over its useful life of three years.

## 2 Accounting policies - continued

### Tangible fixed assets

Individual fixed assets costing £250.00 or more are initially recorded at cost.

### Heritage assets

To meet the requirements of the SORP, disclose the policy for acquisition, preservation, management and disposal of heritage assets.

Heritage assets are shown at donated cost. The donated cost was ascertained by obtaining suitable evidence for a reliable valuation at the date of the donation. The property, fixtures and fittings and books are considered to be heritage assets as they are of historical, artistic or scientific importance and are held to advance the preservation and conservation objectives of the charity. No depreciation is provided in respect of freehold property. This is a departure from the requirements of the Companies Act 2006, which requires all properties to be depreciated. Such properties are not held for consumption but for investments and the trustees consider that to depreciate would not give a true and fair view. Depreciation is one of the many factors reflected in the annual valuation of properties and accordingly the amount of depreciation which might otherwise have been charged cannot be separately identified or quantified. The trustees consider that this policy results in the accounts giving a true and fair view.

### Amortisation

Amortisation is provided on intangible fixed assets so as to write off the cost, less any estimated residual value, over their expected useful economic life as follows:

| Asset class | Amortisation method and rate |
|-------------|------------------------------|
| Website     | 33.33% straight line         |

### Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| Asset class           | Depreciation method and rate |
|-----------------------|------------------------------|
| Fixtures and fittings | 20% straight line            |
| Computer equipment    | 33% straight line            |
| Digitisation          | 15 years straight line       |
| Basement costs        | 7 years straight line        |
| Foyer pod             | 10% straight line            |

### Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## 2 Accounting policies – continued

### Rental income

Rents received under operating leases are credited to the profit and loss account on a receipts basis as there is no benefit of the income received if there is a rent free period.

### Books

In order to avoid excessive professional valuation fees, books donated to the Library are only included as voluntary income and heritage assets where their value is determined to be in excess of £5,000 (either individually or as a collection). Books purchased in the year are expensed as they are determined to have a low value and a short economic life.

### Foreign exchange

Transactions in foreign currencies are recorded at the rate of exchange at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies at the balance sheet date are reported at the rates of exchange prevailing at that date.

Exchange differences are recognised in the Statement of Financial Activities in the period in which they arise.

### Fund structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

## 3 Income from donations and legacies

|                              | Unrestricted<br>funds |                |               |
|------------------------------|-----------------------|----------------|---------------|
|                              | General               | Total          | Total         |
|                              | £                     | 2020           | 2019          |
|                              |                       | £              | £             |
| Donations and legacies:      |                       |                |               |
| General donations and grants | 157,909               | 157,909        | 25,464        |
|                              | <u>157,909</u>        | <u>157,909</u> | <u>25,464</u> |

## 4 Income from charitable activities

|                        | Unrestricted<br>funds |                |                |
|------------------------|-----------------------|----------------|----------------|
|                        | General               | Total          | Total          |
|                        | £                     | 2020           | 2019           |
|                        |                       | £              | £              |
| 250th Merchandise      | -                     | -              | 396            |
| 250th book             | 180                   | 180            | 810            |
| Membership fees        | 115,673               | 115,673        | 117,575        |
| Sales of donated goods | 1,580                 | 1,580          | 9,367          |
|                        | <u>117,433</u>        | <u>117,433</u> | <u>128,148</u> |

**5 Investment Income**

|                                           | Unrestricted funds |                |                |
|-------------------------------------------|--------------------|----------------|----------------|
|                                           | General            | Total          | Total          |
|                                           | £                  | 2020           | 2019           |
|                                           |                    | £              | £              |
| Other income from fixed asset investments | 13,970             | 13,970         | 19,687         |
| Income from rents                         | 168,434            | 168,434        | 238,674        |
|                                           | <u>182,404</u>     | <u>182,404</u> | <u>258,361</u> |

**6 Other Income**

|                  | Unrestricted funds |               |               |
|------------------|--------------------|---------------|---------------|
|                  | General            | Total         | Total         |
|                  | £                  | 2020          | 2019          |
|                  |                    | £             | £             |
| Thoresby society | 12,036             | 12,036        | 12,036        |
|                  | <u>12,036</u>      | <u>12,036</u> | <u>12,036</u> |

**7 Expenditure on charitable activities**

|                             |      | Unrestricted funds |                |                |
|-----------------------------|------|--------------------|----------------|----------------|
|                             | Note | General            | Total          | Total          |
|                             |      | £                  | 2020           | 2019           |
|                             |      |                    | £              | £              |
| Operation as a library      |      | 225,631            | 225,631        | 241,406        |
| Listed building maintenance |      | 56,409             | 56,409         | 59,104         |
| Governance costs            | 8    | 194,334            | 194,334        | 180,528        |
|                             |      | <u>476,374</u>     | <u>476,374</u> | <u>481,038</u> |

£476,374 (2019: £481,038) of the above expenditure was attributable to unrestricted funds and £Nil (2019: £Nil) to restricted funds.

**8 Analysis of governance and support costs****Support costs allocated to charitable activities**

|                             | Staff costs<br>£ | Other support<br>costs<br>£ | Total<br>2020<br>£ | Total<br>2019<br>£ |
|-----------------------------|------------------|-----------------------------|--------------------|--------------------|
| Operation as a library      | 171,621          | 54,010                      | 225,631            | 241,406            |
| Listed building maintenance | 42,906           | 13,503                      | 56,409             | 59,104             |
|                             | <u>214,527</u>   | <u>67,513</u>               | <u>282,040</u>     | <u>300,510</u>     |

**Analysis of charitable activities other support costs**

|                      | Unrestricted funds |               |                 | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------------|--------------------|---------------|-----------------|--------------------|--------------------|
|                      | Library<br>£       | Building<br>£ | Governance<br>£ |                    |                    |
| Premises             | 11,740             | 3,355         | 1,677           | 16,772             | 20,763             |
| Postage and printing | 8,918              | 2,548         | 1,274           | 12,740             | 16,373             |
| Finance costs        | 596                | 171           | 85              | 852                | 1,137              |
| General insurance    | 9,000              | 2,571         | 1,286           | 12,857             | 11,588             |
| Miscellaneous        | 7,031              | 2,009         | 1,005           | 10,045             | 4,633              |
| Depreciation         | 9,973              | 2,849         | 1,425           | 14,247             | 13,004             |
| Amortisation         | -                  | -             | -               | -                  | 2,092              |
|                      | <u>47,258</u>      | <u>13,503</u> | <u>6,752</u>    | <u>67,513</u>      | <u>69,590</u>      |

**Governance costs**

|                                                          | Unrestricted funds |  | Total<br>2020<br>£ | Total<br>2019<br>£ |
|----------------------------------------------------------|--------------------|--|--------------------|--------------------|
|                                                          | General<br>£       |  |                    |                    |
| Wages and salaries                                       | 20,413             |  | 20,413             | 22,054             |
| Staff NIC (Employers)                                    | 1,289              |  | 1,289              | 1,393              |
| Staff pensions (defined contribution) – pension scheme 1 | 2,135              |  | 2,135              | 2,211              |
| Auditor's remuneration                                   | 5,530              |  | 5,530              | 5,670              |
| Management fees                                          | 5,400              |  | 5,400              | 5,377              |
| Legal and professional fees                              | 6,575              |  | 6,575              | 13,800             |
| Binding and conservation                                 | 12,117             |  | 12,117             | 23,603             |
| Books, publications, DVD's etc                           | 20,358             |  | 20,358             | 21,766             |
| Staff training                                           | 364                |  | 364                | 3,246              |
| Catering supplies                                        | 1,593              |  | 1,593              | 1,991              |
| Staff expenses                                           | 459                |  | 459                | 1,598              |
| Storage                                                  | 10,355             |  | 10,355             | 10,794             |
| Insurance                                                | 10,562             |  | 10,562             | 9,519              |
| Repairs and maintenance                                  | 35,382             |  | 35,382             | 17,787             |
| Computer software and maintenance costs                  | 16,033             |  | 16,033             | 17,776             |
| Event expenses                                           | 44,869             |  | 44,869             | 21,043             |
| Sundry expenses                                          | 900                |  | 900                | 900                |
|                                                          | <u>194,334</u>     |  | <u>194,334</u>     | <u>180,528</u>     |

## 9 Net Incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

|            | <b>Total<br/>2020<br/>£</b> | <b>Total<br/>2019<br/>£</b> |
|------------|-----------------------------|-----------------------------|
| Audit fees | <u>5,530</u>                | <u>5,670</u>                |

## 10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

## 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## 12 Staff costs

The aggregate payroll costs were as follows:

|                                     | <b>2020<br/>£</b> | <b>2019<br/>£</b> |
|-------------------------------------|-------------------|-------------------|
| <b>Staff costs during the year:</b> |                   |                   |
| Wages and salaries                  | <u>238,364</u>    | <u>256,579</u>    |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

|                                    | <b>2020<br/>£</b> | <b>2019<br/>£</b> |
|------------------------------------|-------------------|-------------------|
| The average monthly head count was | <u>11</u>         | <u>12</u>         |

No employee received emoluments of more than £60,000 during the year.

## 13 Auditor's remuneration

|                                   | <b>2020<br/>£</b> | <b>2019<br/>£</b> |
|-----------------------------------|-------------------|-------------------|
| Audit of the financial statements | <u>5,530</u>      | <u>5,670</u>      |

#### 14 Intangible fixed assets

|                       | Website<br>costs<br>£ | Total<br>£ |
|-----------------------|-----------------------|------------|
| <b>Cost</b>           |                       |            |
| At 1 January 2020     | 6,274                 | 6,274      |
| At 31 December 2020   | 6,274                 | 6,274      |
| <b>Amortisation</b>   |                       |            |
| At 1 January 2020     | 6,274                 | 6,274      |
| Charge for the year   | -                     | -          |
| At 31 December 2020   | 6,274                 | 6,274      |
| <b>Net book value</b> |                       |            |
| At 31 December 2020   | -                     | -          |
| At 31 December 2019   | -                     | -          |

#### Development costs

In 2017 website development costs of £6,274 were capitalised as intangible fixed assets and have been amortised over 3 years on a straight line basis.

#### 15 Tangible fixed assets

|                       | Furniture<br>and<br>equipment<br>£ | Total<br>£ |
|-----------------------|------------------------------------|------------|
| <b>Cost</b>           |                                    |            |
| At 1 January 2020     | 281,208                            | 281,208    |
| Additions             | 13,557                             | 13,557     |
| At 31 December 2020   | 294,765                            | 294,765    |
| <b>Depreciation</b>   |                                    |            |
| At 1 January 2020     | 212,969                            | 212,969    |
| Charge for the year   | 14,237                             | 14,237     |
| At 31 December 2020   | 227,206                            | 227,206    |
| <b>Net book value</b> |                                    |            |
| At 31 December 2020   | 67,559                             | 67,559     |
| At 31 December 2019   | 68,239                             | 68,239     |

## The Leeds Library

### Notes to the Financial Statements for the Year Ended 31 December 2020

#### 16 Heritage assets

|                       | <b>Buildings<br/>£</b> | <b>Books<br/>£</b> | <b>Fixtures<br/>and fittings<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|------------------------|--------------------|----------------------------------------|--------------------|
| <b>Cost</b>           |                        |                    |                                        |                    |
| At 1 January 2020     | 3,360,000              | 3,000,000          | 41,000                                 | 6,401,000          |
| At 31 December 2020   | 3,360,000              | 3,000,000          | 41,000                                 | 6,401,000          |
| <b>Depreciation</b>   |                        |                    |                                        |                    |
| At 31 December 2020   | -                      | -                  | -                                      | -                  |
| <b>Net book value</b> |                        |                    |                                        |                    |
| At 31 December 2020   | 3,360,000              | 3,000,000          | 41,000                                 | 6,401,000          |

On 30 June 2008, The Leeds Library company received a gift of property, books and other fixtures and fittings of the proprietary library founded 1768 and also known as The Leeds Library. The trustees of the Old Leeds Library (being duly authorised) granted on 10 November 1976 a lease for a term of 130 years from 1 November 1976 of all the premises owned by the Library (including two shop tenancies) to Save & Prosper Insurance Co. Plc., in consideration of a payment to the library of £260,000 and an annual sum representing one-half of the annual rents of the shop premises, subject to the Library bearing the periodical costs of repair, maintenance and property insurance of the premises as a whole. Save and Prosper granted, by way of a lease-back, a term of 130 years less one day to the Library of the premises solely occupied by the Library at a peppercorn rent. On 27 March 2014 the lease was sold by Countrywide Assured PLC (previously Save & Prosper Insurance Co. Plc.) to two companies; Leeds Properties No1 Ltd, and Leeds Properties No2 Ltd. The sum insured at 31 December 2020 is £8,121,584 (2019: £7,915,755).

The Leeds Library was established to collect books and other items for its members to borrow. It was formed on the basis of each person paying a capital sum to join and an annual subscription to retain membership. It is now the oldest example of this type of library still surviving though its proprietary nature ended on 30 June 2008. The books read by members were generally retained with the intention of building a collection of increasing size and value. As a result, the 140,000 items now estimated to be in the collection reflect the reading interests of members over more than 200 years.

The building fronting Commercial Street was constructed at the Library's expense in 1807-1808. It was substantially added to in 1821 (Main Room Gallery), 1880-1881 (New Room) and 1899-1900 (New Room Gallery). It is a grade II\* listed building, a grading which recognises that it is a particularly important building of more than special interest and applies to less than 6% of listed buildings. There were four ground floor shops in the original 1807-1808 building and these were subsequently converted into two larger units. The basement under the shops and the Library entrance is currently shared by one shop lessee and the Library. The other extant objects collected by The Leeds Library since its foundation in 1768 were also gifted to the charitable company including equipment, furniture and ornaments.

## Notes to the Financial Statements for the Year Ended 31 December 2020

**17 Fixed asset Investments**

|                                             | <b>2020</b>    | <b>2019</b>    |
|---------------------------------------------|----------------|----------------|
|                                             | <b>£</b>       | <b>£</b>       |
| FA investment – listed shares b/fwd         | 573,440        | 540,921        |
| FA investment – listed realised gain        | 2,050          | 1,266          |
| FA investment – listed unrealised loss/gain | (362)          | 37,919         |
| FA investment – listed shares additions     | 148,694        | 55,105         |
| FA investment – listed shares disposals     | (155,660)      | (61,771)       |
|                                             | <u>568,162</u> | <u>573,440</u> |

Investments on listed equities & convertible loan stock in at market value in the UK is £188,030 (2019: £266,167) and at market value outside of the UK £380,132 (2019: £307,273).

**18 Debtors**

|                | <b>2020</b>   | <b>2019</b>   |
|----------------|---------------|---------------|
|                | <b>£</b>      | <b>£</b>      |
| Prepayments    | 18,416        | 11,235        |
| Accrued income | 36,063        | 58,563        |
|                | <u>54,479</u> | <u>69,798</u> |

**19 Cash and cash equivalents**

|              | <b>2020</b>    | <b>2019</b>   |
|--------------|----------------|---------------|
|              | <b>£</b>       | <b>£</b>      |
| Cash in hand | 8,478          | 6,541         |
| Cash at bank | 115,323        | 42,940        |
|              | <u>123,801</u> | <u>49,481</u> |

**20 Creditors: amounts falling due within one year**

|                 | <b>2020</b>   | <b>2019</b>   |
|-----------------|---------------|---------------|
|                 | <b>£</b>      | <b>£</b>      |
| Bank loan       | 833           | -             |
| Other creditors | 61            | 257           |
| Accruals        | 12,862        | 18,572        |
| Deferred income | 47,331        | 34,478        |
|                 | <u>62,087</u> | <u>53,307</u> |

There is £19,694 (2019: £25,203) of deferred income that relates to subscriptions received these relate to the next financial period.

**21 Creditors: amounts falling due after more than one year**

|                                              | 2020<br>£     | 2019<br>£ |
|----------------------------------------------|---------------|-----------|
| Bank loan (falling due in less than 5 years) | 40,004        | -         |
| Bank loan (falling due in more than 5 years) | 9,163         | -         |
|                                              | <u>49,167</u> | <u>-</u>  |

The bank loan was received under the Bounce Back Loan Scheme (BBLs) and is repayable in equal instalments spread over 60 months at a fixed interest rate of 2.5%. Under the Scheme the first 12 months interest is covered by the UK Government's Business Interruption Payment (BIP) and no loan repayments are required during the period.

**22 Funds**

|                           | Balance at<br>1 January<br>2020<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance at<br>31 December<br>2020<br>£ |
|---------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted funds</b> |                                      |                            |                            |                                            |                                        |
| General                   | 6,858,651                            | 470,782                    | (476,374)                  | 1,688                                      | 6,854,747                              |
| Designated                | 250,000                              | -                          | -                          | -                                          | 250,000                                |
| <b>Total funds</b>        | <u>7,108,651</u>                     | <u>470,782</u>             | <u>(476,374)</u>           | <u>1,688</u>                               | <u>7,104,747</u>                       |

|                           | Balance at<br>1 January<br>2019<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Other<br>recognised<br>gains/(losses)<br>£ | Balance at<br>31 December<br>2019<br>£ |
|---------------------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------------|----------------------------------------|
| <b>Unrestricted funds</b> |                                      |                            |                            |                                            |                                        |
| General                   | 6,876,495                            | 424,009                    | (481,038)                  | 39,185                                     | 6,858,651                              |
| Designated                | 250,000                              | -                          | -                          | -                                          | 250,000                                |
| <b>Total funds</b>        | <u>7,126,495</u>                     | <u>424,009</u>             | <u>(481,038)</u>           | <u>39,185</u>                              | <u>7,108,651</u>                       |

## 23 Analysis of net assets between funds

|                         | Unrestricted<br>funds<br>General<br>2020<br>£ | Total funds<br>2020<br>£ |
|-------------------------|-----------------------------------------------|--------------------------|
| Tangible fixed assets   | 67,559                                        | 67,559                   |
| Heritage assets         | 6,401,000                                     | 6,401,000                |
| Fixed asset investments | 568,162                                       | 568,162                  |
| Current assets          | 178,280                                       | 178,280                  |
| Current liabilities     | (62,087)                                      | (62,087)                 |
| Long term liabilities   | (49,167)                                      | (49,167)                 |
| Total net assets        | <u>7,103,747</u>                              | <u>7,103,747</u>         |

|                         | Unrestricted<br>funds<br>General<br>2019<br>£ | Total funds<br>2019<br>£ |
|-------------------------|-----------------------------------------------|--------------------------|
| Intangible fixed assets | -                                             | -                        |
| Tangible fixed assets   | 68,239                                        | 68,239                   |
| Heritage assets         | 6,401,000                                     | 6,401,000                |
| Fixed asset investments | 573,440                                       | 573,440                  |
| Current assets          | 119,279                                       | 119,279                  |
| Current liabilities     | (53,307)                                      | (53,307)                 |
| Total net assets        | <u>7,108,651</u>                              | <u>7,108,651</u>         |

## 24 Related party transactions

During the year the charity made the following related party transactions:

### Thoresby Society

(During 2018 the Library formed a partnership with the Thoresby Society, which is a Charity). Thoresby Society are to pay the Library £12,036 per annum for the use of the premises and the management of their library and archive.

## 25 APB Ethical Standard – Provisions available to smaller entities

In common with many other charities of our size we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the management accounts.

## **26 Going concern**

The level of economic and financial uncertainty caused by the Covid-19 pandemic gives rise to a material uncertainty about the future of the Library as a going concern. The trustees have assessed whether the Library is a going concern by considering projections of the Library's income and expenditure and cash flows. They have also monitored the movement of its investment portfolio.

The financial statements report a loss for the year to 31 December 2020. The Library's unrestricted funds were adequate to meet this. Looking forward the trustees anticipate a further loss in the current year. However, they consider the Library can meet this deficit from its unrestricted funds without unduly impairing those reserves. They plan for the Library to achieve a balanced income and expenditure position in 2022. On this basis they consider that the charity remains a going concern. In light of this assessment they have determined the disclosure needed to assess the impact of uncertainties that exist at this time.

The Library has identified a number of uncertainties, both financial and non-financial, that may affect it as a result of the Covid-19 pandemic and has taken steps to mitigate these and ensure, so far as it is possible, the future of the Library and these measures are detailed in the annual report:-

1. Implementation of Health and Safety protocols and initiatives to protect the health of all employees and members from potential infection and to protect the Library from the consequences of an outbreak and subsequent lockdown.
2. Measures taken immediately to lessen the impact on the finances of the Library by looking at the scope for increasing the sources of income and decreasing the Library's expenditure.
3. The Library has taken all opportunities to access funding support where available and was awarded two Heritage Fund grants totalling £118,200 during the 2020. The later of these two grants covered some expenditure to March 2021. Therefore £27,638 of the received amount has been deferred into the 2021 year and the final 10% of this grant will also be received in 2021. Since year end a further Heritage Fund grant has been awarded of £27,200 for expenditure to June 2021.
4. The Library is currently working on a longer term financial strategy to ensure its financial sustainability.
5. The Library already holds significant investments which are sufficient to meet a year's expenditure.