

The Community and Youth Music Library



Hornsey Library, Haringey Park, London N8 9JA
Tel: 020 3602 5214 Email: cymlibrary@gmail.com
Website: www.cymlibrary.org.uk

Trustees' Report for the year ended 30 April 2024

Community and Youth Music Library

Company Information

Registered office and operational address:
Hornsey Library, Haringey Park, London N8 9JA

Registered charity number 1138705

Company number 6565945

Company registered by guarantee in England & Wales

Trustees:

Mr Michael Ashcroft

Mr Max Barley (Appointed 13.10.2023)

Mrs Ruth Hellen

Mr Jeremy Jackman

Mr Jonathan Rathbone

Staff:

Mrs Ceri Mann (part-time Music Librarian) plus 5 volunteers

Banker:

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill,
West Malling,
Kent ME19 4JQ

Report of the trustees

The Trustees present this report for the charity for the year ended 30th April 2024.

Structure, governance and management

The Trustees, appointed within the terms of the Memorandum and Articles of Association, form the management committee, and are also directors of the company. An application to convert to a Charitable Incorporated Organisation was made in March 2024.

The day to day management of the library is undertaken by the Music Librarian working with experienced volunteers, following policies and procedures agreed by the Trustees.

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Registered as a charitable incorporated organisation in England and Wales. Registered charity No. 1138705

Patrons: Diana Burrell, Jonathan Dove, Sir Mark Elder CBE, Howard Goodall CBE, Cecilia McDowall

Directors: Michael Ashcroft, Michael Haslam, Ruth Hellen, Jeremy Jackman, Jonathan Rathbone

Music Librarian: Ceri Mann

Objectives and activities

The Charity's principal object is the promotion, improvement, development and maintenance of public education in, and appreciation of, the art and science of music through the provision of a lending library of musical scores. In its current form, the library was formed by a group of patrons and directors who took over full management in 2010. CYML is a member of Making Music and of the International Association of Music Libraries (UK & Ireland Branch). CYML has a dedicated website which includes the full catalogue of printed music available. The catalogue is also included in Encore21, the IAML (UK & Irl) online national catalogue of performance sets.

The COVID pandemic and subsequent lockdowns had a serious effect on the library's operation and income as music groups were not able to meet. Since then, however, the demand for the library's service has continued to grow, as musical activities have returned to normal and the music lending resources of public libraries are reduced. A large proportion of our loans is made directly to groups who either visit the library or receive scores by post. Our clients range from professional, amateur and community groups to those based in schools and universities. Other loans are made in the form of inter-library loans via public library authorities throughout the UK.

Thanks to the commitment of the Music Librarian and a small number of volunteers, the quality of the overall service provided has been maintained in spite of the difficulty of finding additional regular volunteers. Obtaining funding to maintain operations has become more difficult as funding bodies have fewer resources. Many funders require either project-based bids or match funding, which we are unable to provide. During the year we made two applications; one was unsuccessful and the outcome of the other was not due until summer 2024.

The library is staffed two days a week and emails are monitored all week. We acknowledge with grateful thanks the support we receive from our small team of highly experienced volunteers, who help ensure this full, and specialised, service is maintained.

Risk management

The Trustees regularly review the major risks to which the charity is exposed, particularly financial control and funding implications, and take action to minimise any potential impact.

Public benefit

It is widely accepted that participation in music-making contributes to the improvement of physical and mental health. As a service used almost entirely by community music-making groups, choirs and orchestras, as well as schools and colleges, the Trustees take seriously the need to provide a public benefit by ensuring our charges are reasonable, offering cost-effective solutions for those requiring sets of printed music. Co-operation with other libraries, particularly public libraries, is crucial to ensuring that music groups around the country have access to the music they need.

Financial review

The library has maintained financial stability in spite of decreased income during the Covid lockdowns. Our income from hires in 2023-24 was approximately 20% greater than 2018-19, the last full year before lockdown. We would have achieved a higher figure in 2023-24 but for the British Library cyber-attack, which meant that libraries, including CYML, were unable to claim income from music loaned via that system. Owing to Covid and staff changes, Haringey Council did not invoice the library for rent for a period, but funds were kept available and the situation is soon to be regularised.

Future plans

We continue to seek funds to secure our professional librarian post; we are looking at ways of modernising our loan administration linked to our catalogue; we will also be seeking funds to buy new music and ensure our existing stocks are maintained at sensible levels.

This Report and the Annual Accounts were approved by the Trustees on February 7 2025.

Jeremy Jackman
Chair

The Community and Youth Music Library



Accounts for the year 1 May 2023 to 30 April 2024

Receipts and payments

	Total funds (unrestricted) to the nearest £	Last year to the nearest £
Receipts		
Donations / grants	494	1,748
Hire & postal charges via British Library	4,413	2,723
Hire & postal charges - direct loans	13,454	11,891
Deposits for loans	2,642	2,000
Replacement for lost copies	-	20
Interest on current account	12	18
Interest on deposit account	427	48
Total receipts	21,442	18,448
Payments		
Staffing costs	9,975	9,406
Rent	-	5,000
Telephone, broadband, website	405	268
Fees, subscriptions, insurance	331	396
Postage /Parcelforce	1,685	1,610
Stationery	366	515
Refunds	-	90
Return of deposits	1,500	800
Bank fees	64	87
Stock purchases	1,255	672
IT costs	125	299
Staff training	120	
Miscellaneous	-	156
Total payments	15,826	19,299
Net of receipts/(payments)	5,616	- 851
Cash funds last year end	20,331	21,182
Cash funds this year end	25,947	20,331

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Statement of assets and liabilities

<i>Categories</i>	<i>Details</i>	<i>to nearest £</i>
Cash funds	Current account	2,829
	Deposit account	23,118
	Total	25,947
Assets retained for the charity's own use	Music scores for hire	
	Computers and related equipment	
	Office furniture	
Liabilities		to nearest £
	Unclaimed rent (1)	15,000

Signed on behalf of all the trustees

Jeremy Jackman
Chairman of Trustees

Date of approval 7 February 2025

(1) Unclaimed rent: funds kept available
and payments to be regularised in subsequent years