

# STANNINGTON AND DISTRICT LIBRARY GROUP

England & Wales · Charity number 1158661

## Details

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**Other names** STAND

**Status** Registered

**Legal form** CIO

**Registered** 2014-09-24

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 400 Wood Lane  
Sheffield  
S6 6AQ

**Phone** 01142331979

**Email** [ask@stanningtonlibrary.com](mailto:ask@stanningtonlibrary.com)

**Website** <https://stanningtonlibrary.com/>

## Activities

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**Objects:** THE OBJECTS OF STAND ARE (A) THE ADVANCEMENT OF EDUCATION FOR THE BENEFIT OF THE PUBLIC IN THE DISTRICT OF STANNINGTON IN THE CITY OF SHEFFIELD AND THE SURROUNDING AREA BY THE PROVISION OF A COMMUNITY LENDING LIBRARY AND ASSOCIATED SERVICES. (B) TO PROMOTE FOR THE BENEFIT OF THE PUBLIC IN THE DISTRICT OF STANNINGTON IN THE CITY OF SHEFFIELD AND THE SURROUNDING AREA WITHOUT DISTINCTION OF AGE, DISABILITY, SEX, SEXUAL ORIENTATION, GENDER REASSIGNMENT, MARITAL OR CIVIL PARTNERSHIP STATUS, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINION, BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS.

**Activities:** We provide a sustainable library service and community hub for the people of Stannington and its surrounding area, encouraging innovative use of the building and promoting lifelong learning, social and digital inclusion, and the celebration of reading. The library is staffed by volunteers. We host community groups, events and activities, and expand the book stock through grants and donations.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** SHEFFIELD CITY
- Sheffield City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£43,669	£45,923	-	-
2024-03-31	£34,513	£23,142	-	-
2023-03-31	£26,039	£21,000	-	-
2022-03-31	£23,793	£18,716	-	-
2021-03-31	£38,412	£20,386	-	-

## Trustees

Name	Role	Appointed
Carole Susan Allen		2024-11-12
Cheryl Ann Whiteman		2022-11-22
DOROTHY RUSSELL		2020-12-08
John Leslie Russell		2024-11-12
Melanie Smart		2020-12-08
PATRICIA ANN CHAPMAN		2020-12-08
PHILIP WARHURST		2023-11-14
Patricia Hague		2019-11-12
Sarah Elizabeth White		2024-11-12
Shelagh Ann Whiteley		2020-12-08
Vanessa Claire Williams		2022-11-22

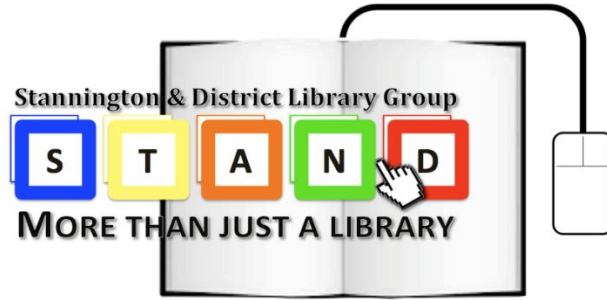
**STANNINGTON AND DISTRICT LIBRARY GROUP**

England & Wales - Charity number 1158661

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# Accounts

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**Annual Report for period ended 31st October 2025  
To accompany Financial Report for April 2024 – March 2025**

**Registered Charity No: 1158661**

# **STANNINGTON LIBRARY**



**Stannington Library Fun Palace 28<sup>th</sup> September 2025**

## Reference and Administrative Information

**Charity Name:** Stannington & District Library Group

**Other names the charity is known by:** STAND

**Registered Charity Number:** 1158661

**Principal address:** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered Office:** 400 Wood Lane  
Stannington  
Sheffield  
S6 6AQ

### Trustees for 2023-2024

	<b>Trustee name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint (if any)</b>
1	Shelagh Whiteley	Chair of Trustees IT Co-ordinator Volunteer Trainer		STAND trustees, or members at AGM
2	Melanie Smart	Secretary		As above
3	Cheryl Whiteman	Treasurer		As above
4	Patricia Chapman	Business Development, Grants & Purchasing		As above
5	Vanessa Williams	Contracts Manager		As above
6	Dorothy Russell	Library Manager		As above
7	John Russell	Building Manager		As above
8	Sarah White	Volunteer Co-ordinator		As above
9	Phil Warhurst	Schools Co-ordinator Events		As above
<b>Committee Members</b>				
10	Jenny van Tinteren	Meeting chair		As above
11	Patricia Hague	Finance Assistant, Deputy Library Manager		As above
12	Kirstie McInerney	Committee member		As above
13	Cllr Patricia Roberts	Bradfield Parish Council member	5/3/24 to date	Bradfield PC

**Bank:**

HSBC UK Bank  
49-63 Fargate  
Sheffield  
S1 2HD

**Independent Examiner:**

Trevor Hutchins  
Accountant  
4 Holme Oak Way  
Stannington  
Sheffield  
South Yorkshire  
S6 6FL

**Solicitors:**

Alison Turner & Kerry Maddison  
Taylor Bracewell Solicitors  
17-23 Thorne Road  
Doncaster  
DN1 2RP

# Trustees' Annual Report 1 November 2024 to 31st October 2025

This report has been prepared in accordance with section 162 of the Charities Act 2011 and guidance issued by the Charity Commission about reporting requirements for Charitable Incorporated Organisations (CIOs). It should be read alongside STAND's **Financial Report and Statement of Accounts for the 2024/25 financial year**.

The Financial Report and Statement of Accounts was prepared in accordance with the charity's constitution, the Charities Act 1993, Section 145(5) (b) of the Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

Further details about STAND and its governance, aims and objectives are included in Appendix 2 of this report.

## Looking back over 2024-25

The past year has been another successful one, and we have performed well as a library service and community hub, offering an up to date and high-quality book collection and hosting popular events, community groups and school visits. We have also successfully increased our fund-raising, and the total income in 24- 25 from sales, hire and fundraising events was £11,898 compared with £9,848 in 23-24. We have welcomed a number of new volunteers and also a new committee member, and kept the library open for all our usual times apart from one day when the boiler was being replaced. We wish to thank all our volunteers and supporters, as none of this would have been possible without their hard work and commitment.

## Successes

**Energy Saving Project:** This has been one of our big success stories this year. The aim of this energy saving project is to obtain a new efficient gas boiler, improve the building's insulation so that we use less heat, and install solar panels and storage batteries to generate electricity, lower our energy consumption (and bills) and improve our carbon footprint.

The project began in July 2024, with advice from the South Yorkshire Funding Bureau, and gathering quotations from solar panel installers and heating engineers. Once we had got our information together, we were able to make a grant application to the Low Carbon Community and Culture Fund (administered by the Department for Levelling Up, via the South Yorkshire Combined Mayoral Authority).

The application was successful, and we were awarded a grant of £19,188. The project was completed in February 2025, and we immediately noticed that the heating was much more efficient and that we were generating enough electricity to reduce our overall energy consumption. It has proved more challenging to set up a feed in tariff with our energy suppliers, which we have now got in place.

Over the past 9 months, we exported about £700 worth of electricity to the national grid, although we have only just been able to agree an export tariff so that we can benefit financially from doing this. In future, the combined effect of reduced energy consumption and exported electricity means we expect to save over £1K a year and to see a considerable reduction in our carbon footprint. We hope to be able to report back on this in more detail next year.

We wish to thank the project team and everyone involved in making this project such a success. Special thanks go to Carole Allen, who has put in many hours of additional work chasing up our feed in tariff and dealing with all sorts of unexpected complications. If it were not for her thoughtful tenacity, we would not have been able to get the tariff agreed.

## **Partnership with Bradfield Parish Council**

Since February 2024, Stannington Library has been in a Working Partnership with Bradfield Parish Council, which may sometimes be agreed where a local group's work benefits parish residents and communities. Under the partnership agreement, we are able to apply each year for a grant, and we are pleased to report that this year we again received the generous sum of £7000. Of this, £5,000 will cover the cost of new books, which will enable us to refresh and renew our stock of books including large print, audiobooks, and children's non-fiction. The other £2,000 is funding our community groups for the year (The Tuesday Club, Baby Time and Story Time).

These groups bring people together and help build community well-being and mental health, so they are a very important part of the library's central role in the community and our success as a community hub. Baby Time and Story Time benefit children under 5 and their carers, by providing a friendly relaxing space for play activities, the opportunity to socialise with other children, and the fun of stories and books. The Tuesday Club welcomes anyone who may be socially isolated, or simply seeking new friends, and is continually oversubscribed. We are very grateful to Bradfield Parish Council for this funding, which will once again guarantee our most essential activities.

We would also like to offer our grateful thanks to all the volunteers who help run the groups and make them so successful. These volunteers are very dedicated to making sure the groups happen, and we greatly appreciate and value their work. The groups are also fun to support, and we would very much welcome any additional volunteers from the community to come and help us to organise them.

## **Summer Reading Challenge 2025**

For this summer's Reading Challenge, children were invited to borrow, read and return at least 6 books, for each of which they would receive a sticker. Once they completed the challenge, they would receive a certificate and a medal. 158 children signed up to do the challenge and a fantastic 96 children completed it. Our schools co-ordinator Phil Warhurst visited local schools and presented the certificates, and we also gave out a special prize at each school. Our thanks go to Phil, Shelagh, Dot and all the other volunteers who worked hard to make sure the Reading Challenge went well.

The participation figures were collected by Sheffield Libraries, and collated for the city and also nationally. Our figures showed 24 more children completed the challenge compared with last year, making our completion rate 61%.

Interestingly, across Sheffield, the overall finishing rate was 41%, and this also reflected the national rate. Apparently, more children signed up than in previous years, but the finishing rate was down. The take-up rate was down too, for children over the age of 10. We think this may have been down to social media and the rather junior nature of the prizes (our puppet prizes probably acted as a motivation, helping to make our figures higher).

## **Upgrade of IT systems**

Over the past year, our **IT team** has put a lot of effort into improving the library computer systems by implementing a new version of Koha and also supporting the upgrade of the council LMS computers to Windows 11. They achieved this through careful preparation, e.g. by ensuring all links were restored following the upgrades, with the result that these were completed correctly without any hiccups. We would like to thank Shelagh and the Thursday morning team for all their hard work.

## Library Survey

This summer, we conducted a survey of library users, the last one having been in 2018. The latest one was conducted between 12<sup>th</sup> July and 10<sup>th</sup> August 2025, using the library website, face-book page, and QR code connections. Paper copies were available in the library. We had a total of 108 responses, 39 completed paper copies, completed in the library, the remaining 69 completed the survey through one of the on-line media sites.

We did not collect any information on the responder's gender, social status or ethnic origin, or post-code, however we did ask their age.

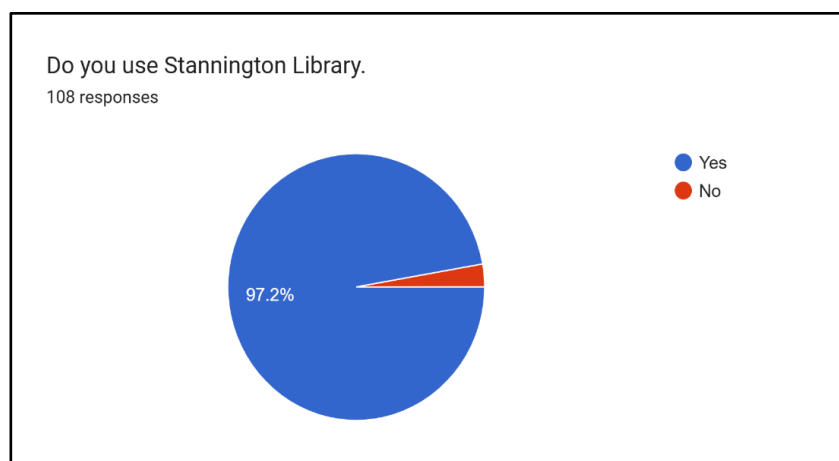
The main findings were very positive, with many users happy with the library and its services. There were also many points of interest raised, which we will be considering over the coming months. For example, we are starting a project on how the library could be made more accessible for people with sensory or motor impairments, neuro-divergence or age-related conditions. The survey included questions about accessibility for users, to help the project team understand users' views and needs in this area.

The survey was very successful, in that we received a good number of responses, and plenty of useful information to inform our plans for the library. However, our scope and speed of action is inevitably limited by the need to obtain grants to fund building improvements, plus the need for a good supply of volunteers.

The survey team (Shelagh and Sarah) have produced a detailed summary of the survey findings, and some of the key areas are shown below. Sarah has also drafted a report on the findings and suggesting how we should respond. We are very grateful to them for all their hard work, which has resulted in valuable insights that are not only reassuring but can also be used to help us run the library even better. If anyone wants to see the detailed results, please let us know.

### Initial Findings

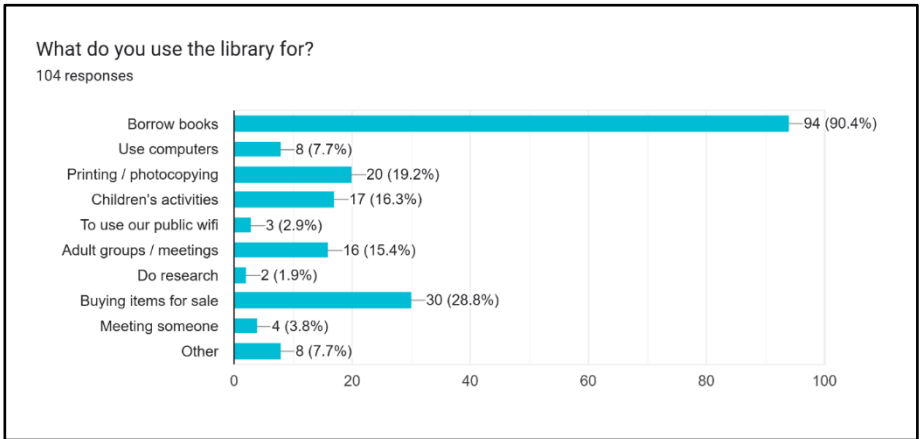
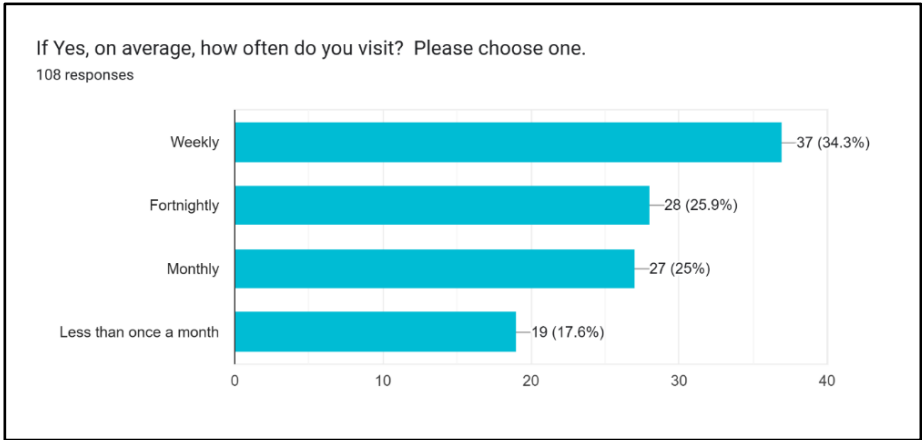
- 97.2% respondents used the library.
- 34.3% use the library on a weekly basis.
- 90.4% borrow books from the library. 28.8% come to buy donated books and jigsaws.
- 70.4% rated our library as excellent, 26.9% rated us as good.
- 44.4% of our users are aged over 60. 33.3% are children under the age of 11. None of the respondents was in the 12-17 years age group.



3 = no 105 = yes

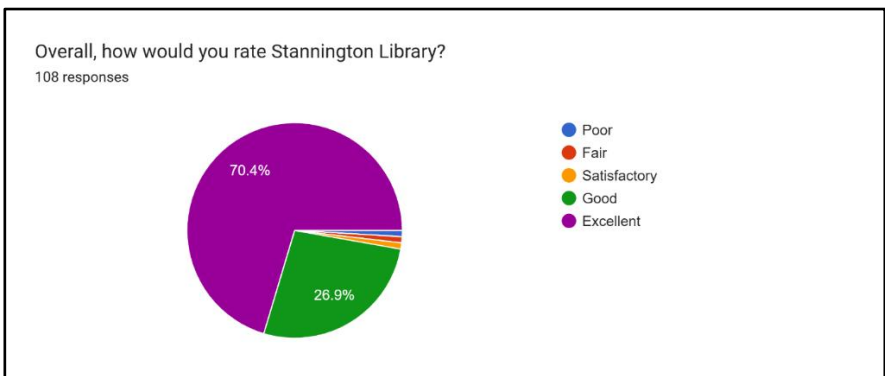
**If No, please say why:** 5 responses

- I use a kindle
- Love the books they have on offer
- Got out of the habit now my children are grown.
- Nearest Library, Volunteer from 2013
- Not open when I finish work



Positive responses: We provide friendship, an excellent service, and that the library is part of the community. We offer plenty of activities for children, a relaxed space, a valuable community resource, and the volunteers are valued and appreciated and are seen as being friendly and professional. It is felt that we have a broad selection of books which are in kept in a good condition. The simple fact that we exist is appreciated by many. We are seen as being inclusive, child friendly, and that we are a safe and peaceful space.

There were some interesting suggestions for what more we could do, such as improving the accessibility of the building, and showing how we welcome for vulnerable and marginalised people. There were suggestions for a larger selection of large print books, wider opening hours including later times, and a quiet comfy corner for children. There was definite support for the idea that we need more space. In general, though, the survey responses were very heartening and showed that over 70% of respondents rate us as excellent.



## **Events**

As we know, events are very important in putting the library at the heart of the local community, and opening it up to new readers and volunteers. Following the retirement of Bob Mynors last year, Phil Warhust is our chief impresario, and several other people volunteered to form an Events Team. Their first job this year was to organise either a Story Festival, or something very like it, to celebrate our 11<sup>th</sup> year of keeping Stannington Library open. They responded by organising a Fun Palace that included story telling in a big gazebo in the park next to the library. As things turned out, the event couldn't have gone better (see below). If anyone else would like to join the volunteer Events Team and help to make the coming year's events a similar success, this would be wonderful and you would be very welcome.

### **Stannington Library Fun Palace**

Fun Palaces are events where local people with an interest, skill or hobby are invited to share it with others so more people get the chance to have a taster session. They are run by and for local communities, and are free, open to all ages, inclusive and participative. Fun Palaces started as the brainchild of theatre director Joan Littlewood, who wanted to encourage community-led participation in arts, science, and culture.

In our Fun Palace, we had board games, stories in a big tent, adults and children's crafts, Lego, microscopes, model railways, giant Jenga and Connect 4 in the garden, and a smartphone surgery. It was great fun, brilliant weather, and attracted lots of new people, especially young families (very good for the library).

To help make sure the outdoor story tent was a success, we purchased a new PA system and microphones. This turned out to be an excellent investment, and the equipment is also useful for groups and speakers inside the library as it has sophisticated acoustic capabilities meaning it makes voices a lot clearer without being too loud.

The attendance was good (about 250 people over the day) and reflected the advance publicity on our website and social media as well as local noticeboards. We observed that the spread of ages of those who attended was very different to previous events. We also received lots of cash donations, despite it being a 'not for profit' event. We learned a lot about how to run Fun Palaces, and we hope we have sparked off ideas in people's minds, about new hobbies they could take up or groups they could set up.

Many thanks go to everyone involved, especially the Fun Palace Makers, the stewards, and the volunteers who put so much effort into planning and organising it. We would also like to thank RivelinCo for their support, and we are very grateful to the councillors on the Sheffield North Local Area Committee (LAC) who gave us a generous grant to fund the event.

The events team will be considering what format to adopt for future Story Festivals, which we would like to continue with if we can. We may combine it with a Fun Palace again, or we might hold smaller ones during half terms, or collaborate with other organisations.

### **Tea and Cakes in the Library**

This event continues to be very popular, and we receive excellent feedback about it. Over the past year we have observed that it is attracting new people, and also providing a great opportunity for everyone to meet up with friends old and new. It now makes around £200 each month (often more) and we would like to thank the wonderful volunteer team who work so hard baking the cakes and making sure everything runs smoothly.

## Looking back over 2024- 25: Challenges

The challenges we have experienced this year are very similar to those on which we reported last year. While we have done well this year in recruitment for the front line, we still need more volunteers, for projects and admin work. We would also like to increase the number of committee members, to aid our succession planning, especially as some committee members already have several roles, plus we have had 2 retirements and some health issues.

The shortage of volunteers is also affecting our ability to set up new activities (games afternoons, half term events, film club) and it is sometimes difficult to find enough volunteers for existing ones (Baby time, school visits, hosting new groups in the library, or mentoring Duke of Edinburgh Award placements). This problem is being felt not only in other volunteer libraries in Sheffield, but nationwide and across all voluntary organisations, and we are looking at options to address it.

We still aim to build an extension to the library, to create an expanded children’s library plus more space for our book collections, groups and events, although we recognise that more volunteer resources will be needed for such a project. Again, this is being challenging for us, as we are still struggling to get our 25-year lease agreed. At the moment, the delays are down to our own solicitor, and the Council is waiting for us to sign it. We need the longer lease to enable us to apply for significant capital grants to fund the extension project, so this is something we are certainly going to pursue.

The library building is also suffering some wear and tear and is starting to need more maintenance repairs – not surprisingly, as we have occupied it for 11 years. We have replaced the front shutter and are repairing the one in the kitchen, plus we are looking at getting quotes and options for replacing the outer and inner front doors (hopefully to be funded by some new grant applications). We also need to upgrade our fire alarm system. These are quite complex projects, so it has been suggested that we return to having a building sub-committee, to provide back up to the Building Manager and to help take the work forward.

### Performance against our objectives

Our objectives for 2024-25 were challenging, and for some of them, progress has been hampered by new developments such as volunteer health issues, new priority maintenance projects, and the need for new volunteers. Nevertheless, overall the year has been a successful one, with many objectives achieved, although we still want to carry some forward to the next year, and to do our best to complete them.

	<b>2024/25 Objectives</b>	<b>Progress</b>
1	Increase our pool of volunteers, strengthen our volunteer induction and development programme, and encourage involvement in library development projects as well as front line library services.	We have recruited some new volunteers for the front line but need more for projects, admin and events.
2	Build up school visits by bringing in classes from Dungworth & if possible, Shooters Grove primary schools, obtaining funding for transport where required.	Visits from Stannington Infants have continued, but we want to establish regular visits from other schools.
3	Develop an offer of computer and IT training (e.g. iPads, smartphones etc) for library users/members of the public.	Not yet achieved – carried forward
4	Negotiate a 25-year lease with the Council, in line with the terms of the extension option provided in the existing 5-year lease.	Partly achieved – we have agreed the lease but have not yet been able to sign it.

5	Start the extension project, including applying for funding for expert advice and consultancy	Not yet achieved – to be carried forward
6	Continue with informal internal IT and computer training for interested volunteers.	Ongoing
7	Complete the project to reduce our carbon footprint and improve the building's energy efficiency by installing a new gas boiler, improved insulation and solar panels.	Achieved – and it is a success.
8	Improve accessibility for vision and hearing-impaired library users, based on a review of services and consultation with users and relevant experts.	We have a project team and work started with the inclusion of questions in our Survey, but yet to make substantive progress.
9	Review and update our library policies	We have reviewed some policies and this is work in progress.
10	Review succession planning and business continuity and develop strategies to safeguard the library service and maintain the operation in the event of adverse circumstances.	Partly achieved – to be continued
11	Conduct a customer survey, to inform our library management strategy and use the results to ensure we are delivering the best service we can for the community.	Achieved, although we are still considering the results

### Objectives for 2025/26

Over the next year, our aim will be to continue with improving the resilience and sustainability, of our operation and the building, and to work on objectives brought forward from last year, as well as new fund-raising initiatives and particular areas that merit development.

2025-26 Objectives	
1	Negotiate a 25-year lease with the Council, in line with the terms of the extension option provided in the existing 5-year lease.
2	Start the extension project, including applying for funding for expert advice and consultancy
3	Improve accessibility of the library for disabled users, including for vision and hearing-impaired people, based on a review of services and consultation with users and relevant experts.
4	Maintain our pool of volunteers, strengthen our volunteer induction and development programme, and encourage involvement in projects as well as front-line library services.
5	Build up school visits by bringing in classes from Dungworth & if possible, Shooters Grove primary schools, obtaining funding for transport where required.
6	Develop an offer of computer and IT training (e.g. iPads, smartphones etc) for library users/members of the public.
7	Review succession planning and develop a strategy for training and coaching volunteers to take on committee roles so that we have people who can cover key posts where people retire or leave.
8	Develop a business continuity strategy to safeguard the library service and maintain operations in the event of sudden adverse circumstances
9	Continue with informal internal IT and computer training for interested volunteers.
10	Undertake a project to replace front door(s)
11	Work with suppliers to upgrade the fire alarm system as necessary
12	Complete the review and updating of our library policies.

## Risk management

We have reviewed the risks associated with running the library, developing services, and obtaining enough funding and volunteers to keep the operation stable and sustainable. The current top five risks identified are judged to be those set out in the table below. The overall severity rating is derived from the likelihood and impact ratings.

	Risk	Severity rating	Mitigation Plan
1	Loss of leadership team members due to retirement, ill health, or increased home responsibilities etc. leading to loss of relevant skills.	20	Identify deputies for each key post and develop a plan for work shadowing to increase confidence; encourage volunteers to become Committee members; compile handbook of job/task descriptions to support handover; advertise special project posts, including on VAS platform; publicise on website and social media
2	Leadership team becoming overloaded causing friction and delays to projects or other work due to shortage of new volunteers for Trustee or committee posts	20	Regular discussions with Volunteer co-ordinator to identify issues early. Regular planning and Team Days to help ensure nobody gets overloaded and consider practical ways to help such as buddying up, delegation of tasks, setting up sub groups or Task & Finish groups, prioritising our objectives.
3	Lack of development of volunteers to replace losses in key areas, such as admin, events, special projects etc leading to staff shortages	15	Advertise vacancies at volunteer coffee mornings and in the newsletter; create a strategy and "career path" for developing volunteers and encouraging them to take on new roles; review progress at every trustee meeting.
4	Training and skills shortages for specialist roles on leadership team posts leading to adverse impact on operations	12	Develop a coaching programme for people volunteering in specialist roles or interested in becoming trustees. Consider additional training and where this can be sourced; consider buddying up and coaching; check everyone has the tools and equipment they need; consider seeking new volunteers using VAS Team Kinetic Volunteering platform.
5	Risk of Data Protection breach, accidental or inadvertent release of personal information relating to library users	12	Ensure all new volunteers have signed Data protection declaration and seen the training video; include Data Protection refresher training in volunteer meetings and introduce an on-line data protection module as part of volunteer training.

Key:

<b>Likelihood</b>	1 = Very Low	2 = Low	3 = Medium	4 = High	5 = Very High
<b>Impact</b>	1 = Minor	2 = Modest	3 = Significant	4 = Very Significant	5 = Catastrophic
The risk severity rating is achieved by multiplying the figures, e.g. low likelihood x significant impact = 6					

## Fundraising

We learned early on that although the mainstay of a good library is its collection of books, this can't be maintained without many other equally vital factors - in particular adequate funding - and most importantly the careful stewardship by our Treasurer of our income from grants and fund-raising. Our grateful thanks go to Cheryl Whiteman for all her patience and hard work, and for doing such a wonderful job throughout the year.

We would also like to express our special gratitude to Pat Chapman, who has continued to provide back up during the year, as well as working on purchasing and applying for grants. Pat is retiring this year, after a notable 11 years with Stannington Library, which she was determined to save right from the start. Her dedication, strategic overview and financial know-how have been absolutely fundamental to our continued success, and we offer all our good wishes for the future both to her and to Alan (who has provided magnificent back up).

Thanks go too to our Finance Team, for all their assistance with book keeping and monitoring our financial strategy. Anyone who has witnessed the hive of industry that is the library on a Monday morning will know the amount of energy, hard work and cups of tea the finance team members put in, and we thank them for their accuracy, attention to detail, and perseverance.

Income and grants: Sheffield City Council has continued to fund us, for which we are very grateful, as the grant covers key overheads and we could not survive without it. The Council continues to keep the volunteer libraries' support package under review, and there is of course no guarantee that the grant will stay the same, or even continue in payment.

We also wish to thank Christ Church Stannington for their generous grant to help buy books. The church has been consistently supportive, and we are very grateful to them.

We have continued to benefit from donations from Friends of Stannington Library, business supporters, and our green collection pots in local shops. We are very grateful to everyone who has donated to us, and to our volunteer team for all their hard work to help encourage and log this income.

The Financial Report and Statement of Accounts for 2024/25 shows income and expenditure up to 31<sup>st</sup> March 2025. **The table at Appendix 1** below shows our expenses and income for the period since then (April to September 2025).

## Conclusion

We have achieved some remarkable successes this year, although we have faced the usual challenges, and our solar energy project is a real step forward and an investment in the library's future and sustainability. These developments will enable us to continue drawing new users in to the library, and serving the local community.



Shelagh Whiteley  
Chair of Trustees



Jenny van Tinteren OBE  
Meeting Chair  
Stannington Library  
November 2025

## Appendix 1: Financial Update April-Sept 2025

EXPENSES £		INCOME £	
Events outlay	1,170.28	Lost or damaged Koha book fines	120.44
Tuesday club costs	619.02	Computer print outs	245.50
XBM copier costs	309.60	Sale of discards and donated items	2,125.22
Children's group costs	100.11	Raffles & refreshments	256.00
Cost of Tea & cakes in the Lib.	347.98	Sale of marketing items (e.g. pens)	155.40
Rates	293.97	Photocopies	75.50
Gas	417.26	Metal collection	14.60
Electricity	254.40	Hire of library space	180.00
Water	63.75	Compensation re feed-in tariff delays	400.00
Telephone and broadband	201.94	Donations from library users	502.40
Stationery + postage	45.91	Friends' scheme	422.00
Library consumables	271.94	Green collecting boxes	288.11
Book processing materials	108.00	Gift Aid	627.10
Books	3,666.06	Tea & Cakes in the Library	1,577.20
IT contract	330.00	Grants for restricted purposes	10,600.00
Other purchases not books	15.96	Unrestricted grants	700.00
Internet domain and system costs	61.16	Interest	597.43
Legal and professional	500.00		
R+R plus health and safety	292.80		
Bank charges	41.94		
Card Reader costs	8.32		
Vacuum Cleaner & PA system	699.99		
<b>TOTALS</b>	<b>9820.39</b>		<b>18,886.90</b>
INCOME MINUS SPEND			<b>9,066.51</b>

## **Appendix 2 - Information about STAND**

Stannington & District Library Group ("STAND") was originally established as an unincorporated community association in November 2013, in response to Sheffield City Council's plans to close 16 public libraries (including Stannington) unless community volunteers stepped forward to keep the services running.

STAND is a registered charity (number 1158661) and is constituted as a Charitable Incorporated Organisation or CIO. Its governing document is its Constitution, and both this and our charity status were approved by the Charity Commission and registered on 24<sup>th</sup> September 2014.

### **Appointment of Trustees**

Under the terms of STAND's constitution, new Trustees may be appointed by the existing Trustees, or by STAND members at the Annual General Meeting (AGM), subject to completion of the appropriate nomination form and provided the nominated person fulfils the eligibility conditions and agrees to abide by the Charity Commission's code of conduct.

The current constitution states that one third of the trustees must retire at subsequent AGMs, although they may stand for re-election. A charity trustee who has served five consecutive terms may not be appointed for a sixth consecutive term, but may be reappointed after an interval of at least 1 year.

### **Governance**

STAND is managed by a committee, currently consisting of 9 Trustees and 4 committee members. There is no maximum number of Trustees, but there must be at least 3 elected to fill the honorary officer posts (Chair, Treasurer, and Secretary). The Trustees may also co-opt additional committee members.

The Trustees and committee have responsibility for oversight of STAND and the running of the library. Day to day management decisions about library operations are made by the library manager. A minimum of 2 Trustees is required to form a quorum of the committee.

The committee normally meets every month, and receives reports from all officers, including a financial report. STAND's CIO constitution sets out all major governance procedures such as duties of Trustees, elections, general meetings and AGMs, voting rights and eligibility for membership of STAND.

The STAND Trustees and committee work on a volunteer basis, and for the period covered by this report did not receive any remuneration, apart from being reimbursed for expenditure incurred on behalf of STAND (for example printing ink, paper, events expenses, or cleaning materials). These expenses and reimbursements must be agreed in advance.

### **Charitable Objects**

The Charitable Objects of STAND, as set out in its constitution, are:

- (a) the advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- (b) to promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status, race, or of political religious or other opinion, by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance

education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

### **Our Mission**

In support of these charitable objects, our mission is to provide a sustainable library service and community hub for the people of Stannington and the surrounding district, encouraging participation by everyone and innovative use of the building as well as promoting lifelong learning, social and digital inclusion, and the celebration of reading.

### **Public Benefit Statement**

The Trustees confirm that they have referred to the guidance published by the Charity Commission on public benefit, when reviewing and agreeing STAND's mission, aims and our service delivery principles. We have also borne this guidance in mind when setting our objectives, to ensure that we correctly identify the intended beneficiaries of our work, make a real difference and comply with our charitable objects at all times.

### **Service delivery principles**

Our Service Delivery Principles have been developed with the needs of our socially diverse community in mind. In spite of another difficult year, our library has continued to:

- be welcoming, available and accessible to everyone;
- be free to use within normal opening hours for borrowing books
- publicise and promote our services as free and available to all sections of the community, accessible via a wide range of publicly available media;
- publish and maintain clear and accessible information about any fees and charges, which are applied in a fair way to all service users;
- provide high quality services to all, regardless of political, religious or any other affiliation;
- support the local community, encouraging participation and increasing community capability; and
- provide a safe environment that meets the diverse needs of a wide-spread community including many children, elderly and disabled people.

### **Policies**

The STAND Trustees have adopted the following framework of library policies governing important aspects of running the library and STAND, including legislative compliance:

- Book Donations
- Safeguarding and Protection of Individuals
- Financial Reserves
- Volunteer Management & Problem-Solving procedure
- Equal Opportunities
- Suggestions and Complaints
- Financial Management
- Health & Safety
- Data Protection and Data Security

- Covid-19 Policies and Risk assessments
- Food Hygiene
- Using the Library Space and Facilities
- Stock Policy
- Fire Safety Policy and Procedures.

These policies are kept under review and are available in the library. We are currently developing a new policy on the use of social media.

### **Relationship with Sheffield City Council**

Stannington Library is one of 11 Associate Libraries in Sheffield, that are run by volunteers with support from Sheffield City Council. STAND, which was set up by local residents to operate the library, is an independent charity with its own charitable objects, and with the freedom to deliver other services with the aim of operating as a sustainable community hub, provided we abide by the terms of our lease. Associate libraries in Sheffield are free to apply for funding from a range of grant bodies. They are not subsidiary organisations of the Council and do not run library services on the Council's behalf, or under any form of contract.

STAND's relationship with the Council is covered by:

- (i) A Grant Agreement setting out the arrangements for paying the grant and how library performance and expenditure using the grant will be monitored (this is reviewed by the Council every 3 years);
- (ii) A Memorandum of Understanding, dealing with the use of the LMS book stock, and the library management computer system;
- (iii) A 5-year Lease (signed in 2019). The lease includes an option to renew for 25 years, which had to be exercised before 19<sup>th</sup> November 2024. This deadline was met but we are still in the process of obtaining the lease extension to 25 years.

Sheffield City Council support: We benefit from a support package as follows:

- 5-year or 25-year leases at peppercorn rent;
- A grant of **£6,650**. It has remained at this level since April 2020.
- Use of the Council's library management computer system (LMS) and a stock of council-supplied books;
- Provision of occasional small grants for new books;
- Participation in the central library van service delivering customer title requests or books being returned by other libraries;
- LMS training for volunteers, and
- Services of a Volunteer Network Officer (Darrel Porter).

This support package has been extended to 31<sup>st</sup> March 2026, but every year a council-wide review takes place of the package of support the council gives to all the volunteer libraries, meaning that we cannot rely on its continuing indefinitely.

### **Relationships with other organisations**

Elected Representatives: STAND has good relationships with local councillors, who have continued to be very supportive. Stannington Ward councillors have a small fund (the ward pot) available to them to support local not for profit organisations, and they are also part of the

Local Area Committee, which has grant funding available. The councillors have been very generous to us in providing grants, and we thank them for their generosity.

Other Volunteer Libraries: STAND continues to support Volunteer Libraries in Sheffield (or VLiS) the coordinating group for Associate and Co-delivered Libraries. This has been a good source of help and advice.

Bradfield Parish Council: STAND is supported by our **Parish Council**, and the councillors have been very helpful to us from the beginning. In 2024 they agreed a Working Partnership with us, and this year they gave us a £7,000 grant to buy books and to fund our community groups. We are extremely grateful to them.

Local community organisations: We have a good working relationship with **Stannington TARA**, which in recent years has supported the library by donating towards events that also benefit our readers from the Tara's area. We also support the local carnival committee, and SPARC, the community organisation working with the Council to replace the dilapidated pavilion in Stannington Park.

We have links to **local infant, primary and secondary schools**, and already host class visits from one school. We hope to extend this to the other schools on a regular basis, so that children at each school all get the chance of a library experience.

### Appendix 3 - Reserves Policy

The STAND Trustees aim to raise funds to ensure the sustainability of Stannington Library and the continuation of its services to the public, in accordance with our charitable objects. We always make clear that all funds raised go towards the upkeep of the library, and towards our plans for making it sustainable, especially in the event that our grant support from Sheffield City Council ceases.

We apply for grants for particular purposes or projects such as buying new books, furniture or IT equipment, and these must then be spent on that item only - they are therefore termed "restricted" funds. The income generated from our own general fund-raising is available to spend as we see fit, and is therefore "unrestricted" funding.

It is the policy of the Trustees to designate some of our unrestricted funds as reserves, which we set aside to cover specific purposes. We hold financial reserves for the following reasons:

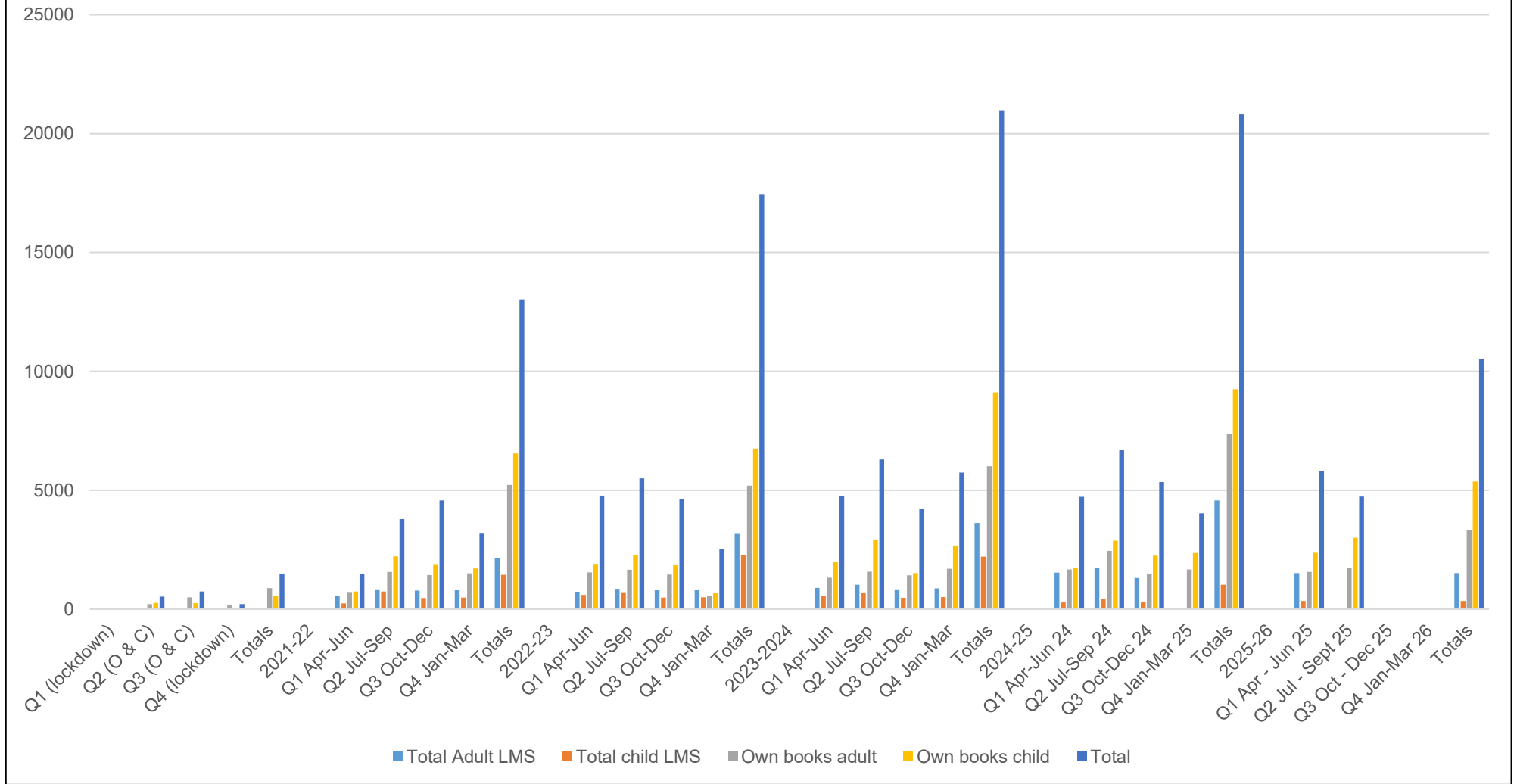
- a) To meet an emergency or unexpected need for funds, such as an unforeseen building repair, a larger than expected utility bill, or unexpected need to buy in services;
- b) To cover our operational running costs, in the event of a loss of income such as our Council grant being reduced or cut altogether;
- c) To fund short term deficits in a cash budget, for example if money needs to be spent before an approved funding grant is received;
- d) To build up sufficient funds to cover our 5-year building maintenance programme, and to support our plans for a major project to extend the Library building;
- e) To cover any outstanding costs and liabilities in the unlikely event of STAND having to be wound up and/or the library lease terminated.

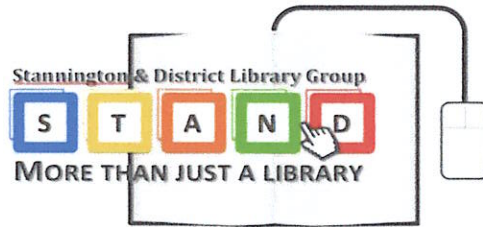
Our policy is to maintain the right balance between building up sufficient reserves and designated funds to meet the above criteria, while ensuring we fulfil our charity's objects by providing a free lending library service and community hub for the benefit of local people. We will keep this under regular review, to ensure we do not hold more reserves than we need.

Reserves: We have currently set aside enough money in reserve to cover emergencies, plus our running costs for 1 year, which would allow time to develop alternative income sources. We have also set aside £3,000, in accordance with our Business Plan, to cover contingencies and liabilities that may arise should STAND have to terminate its operations. It is open to the Trustees to move unrestricted funds from reserves, or to increase reserves, should this become necessary.

<b>Appendix 4 - Stannington Library book lending figures by quarter (April-March)</b>					
<b>2020-2021</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 (lockdown)	1	0	2	0	2
Q2 (O & C)	18	32	215	263	528
Q3 (O & C)	0	0	491	249	740
Q4 (lockdown)	0	0	171	34	205
<b>Totals</b>	<b>19</b>	<b>32</b>	<b>879</b>	<b>546</b>	<b>1475</b>
<b>2021-22</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun	546	236	723	738	1461
Q2 Jul-Sep	834	742	1567	2221	3788
Q3 Oct-Dec	779	468	1435	1888	4570
Q4 Jan-Mar	825	481	1503	1703	3206
<b>Totals</b>	<b>2159</b>	<b>1446</b>	<b>5228</b>	<b>6550</b>	<b>13025</b>
<b>2022-23</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun	728	601	1547	1903	4779
Q2 Jul-Sep	852	706	1656	2286	5500
Q3 Oct-Dec	812	488	1448	1871	4619
Q4 Jan-Mar	802	493	544	691	2530
<b>Totals</b>	<b>3194</b>	<b>2288</b>	<b>5195</b>	<b>6751</b>	<b>17428</b>
<b>2023-2024</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun	891	543	1317	2003	4754
Q2 Jul-Sep	1025	688	1577	2934	6288
Q3 Oct-Dec	834	471	1419	1511	4229
Q4 Jan-Mar	869	508	1694	2672	5743
<b>Totals</b>	<b>3619</b>	<b>2210</b>	<b>6007</b>	<b>9120</b>	<b>20956</b>
<b>2024-25</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun 24	1535	280	1669	1753	4727
Q2 Jul-Sep 24	1727	443	2450	2884	6711
Q3 Oct-Dec 24	1307	300	1492	2247	5346
Q4 Jan-Mar 25	-	-	1672	2360	4032
<b>Totals</b>	<b>4569</b>	<b>1023</b>	<b>7373</b>	<b>9244</b>	<b>20816</b>
<b>2025-26</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr – Jun 25	1515	342	1570	2366	5793
Q2 Jul – Sept 25	-	-	1736	2999	4735
Q3 Oct – Dec 25	-	--	-	-	-
Q4 Jan-Mar 26					-
<b>Totals</b>	<b>1515</b>	<b>342</b>	<b>3306</b>	<b>5365</b>	<b>10528</b>

### Book lending figures 2020-2025





## Stannington and District Library Group

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### FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

For the period ended 31 March 2025

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## Stannington and District Library Group

### Legal and administrative information For the period ended 31 March 2025

**Full Name** Stannington and District Library Group

**Also known as** STAND

**Registered charity number** 1158661

**Principal Address** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered office** 400 Wood Lane  
Sheffield  
S6 6AQ

<b>Trustees</b>	Carole Susan Allen	Finance Assistant	Elected 12th November 2024
	Sarah Elizabeth White	Volunteer Coordinator	Elected 12th November 2024
	John Leslie Russell	Building Manager	Elected 12th November 2024
	Philip Warhurst	Events Coordinator	Elected 14th November 2023
	Cheryl Ann Whiteman	Treasurer	Elected 22nd November 2022
	Vanessa Claire Williams	Contracts Manager	Elected 22nd November 2022
	Melanie Smart	Secretary	Elected 8th December 2020
	Dorothy Russell	Library Manager	Elected 8th December 2020
	Patricia Ann Chapman	Business Strategy/Grants	Elected 8th December 2020
	Shelagh Ann Whiteley	Chair Trustees / Training / IT Manager	Elected 8th December 2020
<b>Committee Members</b>	Jennifer Van Tinteren	Admin / Meetings Chair	
	Patricia Hague	Deputy Library Manager	

**Bank** HSBC Bank Plc  
49-63 Fargate  
Sheffield  
S1 2HD

**Solicitor** Taylor Bracewell  
Number One Railway Court,  
Ten Pound Walk,  
Doncaster,  
DN4 5FB

**Independent Examiner** Trevor Hutchins  
4 Holme Oak Way  
Stannington  
Sheffield S6 6FL

## **Stannington and District Library Group**

### **Treasurer's annual financial report and statement of accounts for the period ended 31 March 2025.**

#### **Governance and management**

The Charity is a Charitable Incorporated Organisation, first registered on 24 September 2014.

The founding trustees were trained by Sheffield City Council and have attended further training where appropriate in 2016, and 2018. Trustees were appointed at the first AGM, and future trustees will be trained by outgoing trustees or a trustee with appropriate training in their particular area.

#### **Summary of the objects of the Charity**

The objects of the charity are:

- 1) The advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- 2) To promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status race or of political, religious or other opinion by association together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the condition of life for the residents.

#### **Summary of the main activities undertaken for the public benefit**

The Trustees can confirm that they had regard to the Charity Commission's guidance on public benefit whilst planning their activities for the period.

The charity commenced running the library from Sheffield City Council on the 29 September 2014. The library is staffed by a team of dedicated volunteers, who have undertaken library and GDPR training to enable them to assist members of the public. All volunteers have signed the Data Protection Agreement and receive training on library policies, including those on Safeguarding, and Equality & Diversity.

This financial year the library has been proud to be in partnership with Bradfield Parish Council who at the end of the previous financial year provided us with a £7,000 grant which has enabled us to update and replenish our book stocks throughout the year.

The library has been operating normally opening to the general public on Monday (afternoon), all day Wednesday, Friday (afternoon) and Saturday (Morning). In addition to book lending services the library provides local residents with computer & printing facilities.

The library hosts regular visits from Stannington Infant School and has had one successful visit from Dungworth Primary School which both parties are hoping to arrange on a more frequent basis. It is also hoped Nook Lane Junior School & Shooters Grove Primary School will commence visits in the next academic school year (although the latter will rely on funding for transport).

The library is committed to ensuring all members of the community can benefit from its services and as such runs a Storytime group for children aged over 2.5 years and a Baby Group for children up to 2.5 years. The library hosts a successful Friendship Group on the first Tuesday of each month for adult members; all these groups were funded over the last year by grants from the Coop & Sheffield City Council. The partnership with Bradfield Parish Council will fund all of the groups for the 2025-26 Financial year.

In addition, we provide space to the Stannington and Ecclesfield Writers group, the Gardening group and the WI Craft group. We continue to hold a "Tea and Cakes in the Library" session every 2<sup>nd</sup> Saturday of the month which is well supported by the local community and helps to raise funds towards the running costs of the library.

We continued to run a story Festival in September funded by grants from Sheffield City Council and Stannington Tenants Association (TARA). Local businesses, & shops allow us to place collection pots in their premises, which are regularly emptied thanks to our Finance Assistants; these raise generous amounts of money kindly donated by local residents. The local community continues to donate books and other items, which allows us to raise considerable funds through re-sales. We gratefully acknowledge all of these donations which have helped with the rising costs of running the library.

The library has recently benefited from a substantial grant from UKSPF Low Carbon Community and Culture Project which has allowed us to install solar panels on our roof and allowed us to replace our aging gas boiler both of which will help us reduce our energy costs over the coming years.

#### **Plans for the future and current improvements**

The charity is still looking at the possibility of building an extension, as use of the library by groups has further highlighted the need for more space in the library; as a start to this project, we have applied for a 25-year lease extension from Sheffield City Council. We received a Grant from Sheffield City Council (the Mary Lea Grant) in 2021 for legal and professional costs, but we will in future need to raise extra funding for the purpose of extending the library. Over the next few months, we intend reviewing our facilities to ensure they are accessible and welcoming for people with all disabilities.

Volunteer Libraries in the Sheffield district celebrated 10 years of successful operation during 2024 and a celebration of this was held in September 2024 funded by a grant from Sheffield City Council.

#### **Financial review**

At the end of this period the charity held £69,987 of which £25,830 is held in reserve for sustainability and contingency costs. £42,297 is held in a building fund as part of our costs towards extending the library, although we have stored in there £10,948 outstanding balances on grants that we are still in the process of spending, so actual balance towards extension is £31,349. While this year has been difficult with increased running costs, we have finished this year quite well, with a balance in our current account of free cash £1,800; together with £60 held in petty cash. In addition, we have invoices totalling £423 which will be paid early in the new year. As running costs continue to increase, we continue to need to fundraise in 2025 to make sure that we can continue to run the service as we have always done since 2014.

Approved by the Trustees on 17<sup>th</sup> June 2025



Signed on behalf of Trustees by: Cheryl Whiteman (Treasurer)

**Independent Examiner's report to the Management Committee of  
Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2025 which are set out on pages 6 to 8.

**Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the account's records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep appropriate accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins  
4 Holme Oak Way  
Stannington  
Sheffield  
S6 6FL

22.08.25

**Stannington and District Library Group  
Income and Expenditure Account  
for the period ended 31 March 2025**

		Unrestricted Fund £	Restricted Fund £	Total 2024-25 £
	<b>Notes</b>			
<b>Income</b>				
Grants & Donations	1	3,433	28,338	31,771
Sales Hire and Fundraising	2	11,898		11,898
<b>Total Income</b>		<b>15,331</b>	<b>28,338</b>	<b>43,669</b>
<b>Fixed Asset Purchases</b>				
<b>Office and IT costs</b>		167	270	437
<b>Fixtures and Fittings costs</b>			19,188	19,188
<b>Other Expenditure</b>				
Rates			215	215
Gas			4,218	4,218
Electricity			1,570	1,570
Water Rates			562	562
Advertising and Publicity		291		291
Telephone and Broadband		462		462
Stationery and Postage		305		305
Library Consumables		403		403
Book Processing Materials			579	579
Books		310	6,360	6,670
Other Purchases not books		301	190	491
All System Costs Including Internet Domain Costs		508		508
Keyholding and Security		900		900
Boiler service and compliance testing		214	85	299
Insurance		1,435		1,435
Repairs Renewals and Building maintenance		329		329
Bank Charges		121		121
Events Outlay		608	3,245	3,853
Childrens Group Costs		0	261	261
Friendship Group Costs		354	929	1,283
Tea & Cakes in the Library		926		926
XBM Copier Costs		617		617
<b>Total Expenditure</b>		<b>8,251</b>	<b>37,672</b>	<b>45,923</b>
<b>Surplus / (Deficit) for the year</b>		<b>7,080</b>	<b>(9,334)</b>	<b>(2,254)</b>
<b>Funds brought forward</b>		<b>51,571</b>	<b>20,282</b>	<b>71,853</b>
<b>Total Funds Carried Forward</b>		<b>58,651</b>	<b>10,948</b>	<b>69,599</b>

**Statement of Assets and Liabilities**  
**As at 31 March 2025**

	<b>2025</b>	<b>2024</b>	<b>2023</b>
Fixed Assets	16,960	15900	9047
Additions	19,625	1060	
Less Depreciation and Asset Written off	-13,467	-12124	-1810
<b>Nett Book Value</b>	<u><u>23,118</u></u>	<u><u>4,836</u></u>	<u><u>7,237</u></u>
<b>Current Assets</b>			
Debtors	0	15	
Cash at bank	69,927	72928	61001
Cash in hand	60	99	106
<b>Total</b>	<u><u>69,987</u></u>	<u><u>73042</u></u>	<u><u>61107</u></u>
<b>Current Liabilities</b>			
Late invoices	423	1224	662
	<u><u>423</u></u>	<u><u>1,224</u></u>	<u><u>662</u></u>

Approved by the trustees on 17th June 2025



Signed on behalf of the trustees by: Cheryl Whiteman (Treasurer)

**Stannington and District Library Group**  
**Notes to the Accounts**  
**for the period ended 31 March 2025**

	Unrestricted Funds	Restricted Funds	2024-25 TOTAL
<b>1. Grants and Donations (Receipts in the Year)</b>			
Sheffield City Council Grant - Running Costs		6,650	6,650
Low Carbon Energy Grant		19,188	19,188
Sheffield City Council Grant - Story Festival		800	800
Sheffield City Council Grant - Groups		300	300
Sheffield City Council Grant - Books		1,000	1,000
Stannington Tenants Association - Story Festival		400	400
Donations from local business and organisations	300		300
Donations from FOSL scheme	844		844
Donations from individuals	1,086		1,086
Donations from green collecting boxes	1,203		1,203
	<u>3,433</u>	<u>28,338</u>	<u>31,771</u>
<b>2. Sales Hire and Fundraising events</b>			
Library fines , photocopying sales etc	545		545
Sale of Marketing Items	295		295
Events Income	3,043		3,043
Sale of Donated Items	4,991		4,991
Sale of Collected Metals	183		183
Gift Aid	538		538
Interest	1,283		1,283
Hire of Library space	1,020		1,020
			0
	<u>11,898</u>		<u>11,898</u>
Total Receipts	<u>15,331</u>	<u>28,338</u>	<u>43,669</u>

<b>Restricted funds</b>	B/Fwd 01/04/2024	Receipts in Year	Payments in Year	C/Fwd 31/03/2025
<b>Funder</b>				
Sheffield City Council Legal Fees	9,760		0	9,760
Bradfield Parish Council - Book & Book Processing	6,523		(6,523)	0
SCC 10 Year Volunteer Library Celebrations (Events)	2,000		(2,000)	0
CO-OP 2023/24 Friendship & Children's Groups	890		(890)	0
SCC Grant for TV Screen, including fitting and additional equipment	460		(460)	0
Stannington CO-OP story festival (Events)	426		(45)	381
WH Smith	200		(0)	200
Stannington Parish Church - Environment Books	23		(23)	0
Sheffield City Council Running Costs	0	6,650	(6,650)	0
Low Carbon Energy Grant		19,188	(19,188)	0
Sheffield City Council Grant - Story Festival (Events)		800	(800)	0
Stannington Tenants Association - Story Festival (Events)		400	(400)	0
Sheffield City Council Books		1,000	(393)	607
Sheffield City Council Groups		300	(300)	0
	<u>20,282</u>	<u>28,338</u>	<u>(37,672)</u>	<u>10,948</u>

**Trustees' remunerations**

Trustees received reimbursement of costs personally incurred on behalf of the library,

-

**Glossary of terms**

**Restricted Funds**

These are funds given to the organisation, subject to specific restrictions set by the donor, but still within the general objects of the organisation.

**Debtors**

These are amounts owed to the organisation, but not received in the accounting period.

**Liabilities**

These are amounts owed by the organisation, but not paid in the accounting period.

**Independent Examiner's report to the Management Committee of  
Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2025 which are set out on pages 6 to 8.

**Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the account's records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep appropriate accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins  
4 Holme Oak Way  
Stannington  
Sheffield  
S6 6FL

22.08.25

**STANNINGTON AND DISTRICT LIBRARY GROUP**

England & Wales - Charity number 1158661

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# Accounts

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**Annual Report for period ended 31st October 2024  
To accompany Financial Report for 2023 – 2024**

**Registered Charity No: 1158661**

# **STANNINGTON LIBRARY**



**Award of a Summer Reading Challenge Sticker 2024**

## Reference and Administrative Information

**Charity Name:** Stannington & District Library Group

**Other names the charity is known by:** STAND

**Registered Charity Number:** 1158661

**Principal address:** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered Office:** 400 Wood Lane  
Stannington  
Sheffield  
S6 6AQ

### Trustees for 2023-2024

	<b>Trustee name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint (if any)</b>
1	Jenny van Tinteren OBE	Chair		STAND trustees, or members at AGM
2	Melanie Smart	Secretary		As above
3	Cheryl Whiteman	Treasurer		As above
4	Patricia Chapman	Business Development		As above
5	Patricia Hague	Finance Assistant, Deputy Library Manager		As above
6	Vanessa Williams	Contracts Manager		As above
7	Dorothy Russell	Library Manager		As above
8	Bob Mynors	Communications, Events, publicity		As above
9	Shelagh Whiteley	IT Co-ordinator Volunteer Trainer		As above
10	Phil Warhurst	Schools Co-ordinator Events		As above
<b>Committee Members</b>				
11	John Russell	Building Manager		As above
12	Carole Allen	Finance Assistant		As above
13	Sarah White	Volunteer Co-ordinator		As above
14	Cllr Patricia Roberts	Bradfield Parish Council member	5/3/24 to date	N/A

**Bank:**

HSBC UK Bank  
49-63 Fargate  
Sheffield  
S1 2HD

**Independent Examiner:**

Trevor Hutchins  
Accountant  
Hutchins and Co,  
371 Wood Lane  
Stannington  
Sheffield  
South Yorkshire  
S6 5LR

**Solicitors:**

Kerry Maddison  
Taylor Bracewell Solicitors  
17-23 Thorne Road  
Doncaster  
DN1 2RP

# Trustees' Annual Report 1 November 2023 to 31st October 2024

This report has been prepared in accordance with section 162 of the Charities Act 2011 and guidance issued by the Charity Commission about reporting requirements for Charitable Incorporated Organisations (CIOs). It should be read alongside STAND's **Financial Report and Statement of Accounts for the 2023/24 financial year**.

The Financial Report and Statement of Accounts was prepared in accordance with the charity's constitution, the Charities Act 1993, Section 145(5) (b) of the Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

Further details about STAND and its governance, aims and objectives are included in Appendix 2 of this report.

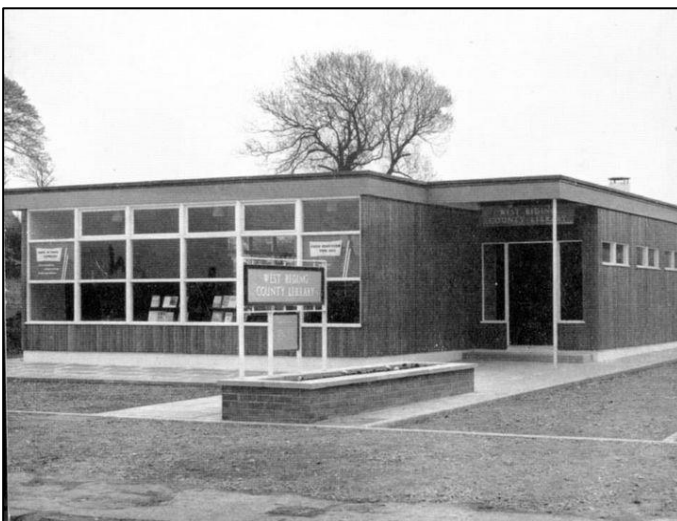
## 10<sup>th</sup> Year Anniversary

This year, we celebrated 10 years since first opening as an independent Associate Library, staffed and run entirely by volunteers. There have been 2 celebrations of this remarkable anniversary, one organised by Volunteer Libraries in Sheffield (VLiS) at Park Library, and the other organised by us in the pub across the road (the Peacock) especially for Stannington Library volunteers and their families.

It has been interesting to look back over the history of the library, as well as the past 10 years, and our experiences and learning points while running it.

Back in 2013, when the Council announced that our library would be amongst 16 to close unless communities volunteered to run them, it was not the first time Stannington Library had been under threat.

In 1995, the old wood-faced building was burned to the ground in an arson attack. In those days it was branded as a West Riding County library. When the boundaries changed in 1972, Stannington became a Sheffield council ward, and the library was rebranded as a City Library. It was rebuilt on a new site in the park in 2002.



The old Stannington Library



How it looks today

Following the council's announcement in 2013, a group of volunteers got together to form STAND, and submitted a bid to keep the library going. The council-run operation ceased on Saturday 27<sup>th</sup> September 2014, and we opened as a volunteer-led service on Monday 29<sup>th</sup> September.

Since then, the volunteers have not only successfully kept the library's doors open, but have also turned it into a vibrant community hub, with book loans, computer access, community groups and events that are greatly valued by local people. We have increased our opening hours, hosted school visits, and maintained a link to Sheffield City Council's library service so that our patrons can continue to borrow books from the council catalogue as well as from our own collection. Over the years we have added over 13,000 new books, and spent around £5,000 a year on keeping our book stock fresh and up to date.

Of course, ours is not the only success story, as all 16 volunteer libraries have similarly thrived, supported by the council and VLiS ( a co-ordinating group, of which we have been staunch members from the outset). Gradually, the grant from SCC has been reduced, and we now secure most of our funding ourselves, through our fund-raising activities. But we are still going strong, and it is this success that we are celebrating, in our 10<sup>th</sup> anniversary year.

None of this would have been possible without the efficiency, loyalty and dedication of all our volunteers, across a whole range of roles from the front line to back-room jobs to committee members and Trustees. There is not enough room here to thank everybody one by one, but each of the volunteers has made a significant contribution, and we would like to express our gratitude to them for everything they have done.

### **Looking back over 2023-24: Successes**

In February 2024, we were very pleased to enter a **Working Partnership** with Bradfield Parish Council. These partnerships may be agreed by the Parish Council with local groups or organisations whose work benefits communities within the parish. Following the partnership agreement, in March 2024 we welcomed Councillor Pat Roberts onto the library committee, as a supportive observer. We also received a generous partnership grant of £7000 to cover the cost of new books, which has enabled a much-needed update across all genres of our book stock. We thank Bradfield Parish Council, and will continue to publicise this very positive development, in our communications and on social media.

Over the past year, our **IT team** has put a lot of effort into improving the way in which we use the Koha library management computer system, and this has allowed us to make better use of it to trace and manage missing and overdue books. We have also added Dewey classification and ISBN numbers. These steps have enhanced the way we display books, on the shelves and in the on-line catalogue, where patrons can now view images of books. As a result, not only have more lost books been found, returned or replaced by library patrons, but also our lending figures have improved.

The past year has been notable for trying out new ideas that some of us were a bit nervous about, and finding that actually, they worked very well indeed. Our new digital noticeboard (purchased with a grant from the Local Area Committee) provides an information display about library services, new books, events and matters of local interest, and has been welcomed by library users and staff. It also enables speakers at group meetings or events to illustrate talks more easily, and we hope to be able to use it for film showings in the future.

Another good development has been the introduction of an **electronic card reader**, enabling us to take non cash payments (much preferred by those who no longer carry cash). The card

reader quickly paid for itself in terms of increased donations, and has made it more straightforward to take payments for lost books or items for sale.

We have been very pleased with the introduction of a **weekly volunteers' newsletter**, which has proved to be an excellent communications vehicle allowing the committee to provide all volunteers with speedy advice about new developments, local news updates, or library management hints and tips. Many thanks go to Shelagh Whiteley and Dot Russell for all their work in the library, and for organising the weekly newsletters, which have been well received and now ensure that the committee and front-line volunteers are in regular touch.

Our new venture "**Tea and Cakes in the Library**" has really taken off and is a great success, already greatly valued by people who attend, and receiving excellent feedback. The event now not only pays its way but also raises new income for the library. We were able to start it up through a £350 grant for new equipment, and we are most grateful to the LAC for funding this. We would like to express our thanks to the team for running the event so well, and for baking all the wonderful cakes.

This year, we have run a number of successful **events**, including a Spring half term event based on the author and illustrator Quentin Blake, refreshments and stalls to accompany Stannington carnival, our annual Story Festival, and the Summer Reading Challenge. Many children successfully completed this. We were also very pleased to host a **visit from Bradfield Dungworth School**, who we hope to welcome again in the near future.

These events are all very important in putting the library at the heart of the local community, and opening it up to new readers and volunteers. We would especially like to thank Bob Mynors and Phil Warhurst, who organised many of the events, and to all the other volunteers who helped to run them.

Bob is retiring from his Trustee role, at this AGM, and we would like to thank him very much for all his hard work and expertise in organising events, and doing our publicity, advertising and social media. Bob brought many skills to his role that we can't immediately replace, and he is going to be a very hard act to follow. We hope to see him in the library very often, and are please to know that there are still some events he will be involved with.

## **Challenges**

In common with other charities and community organisations, over the past 2 years we have faced financial challenges due to **heavy increases in our energy costs**. These take up the whole of the grant we receive from Sheffield City Council, meaning we must focus our fund-raising efforts even more, in order to stay ahead.

To help with this, we have embarked on **an energy saving project**, and are in the process of applying for a grant from the Low Carbon Community and Culture Fund (administered by the Department for Levelling Up, via the South Yorkshire Combined Mayoral Authority). The aim of this energy saving project is to obtain a new efficient gas boiler, improve the building's insulation so that we use less heat, and install solar panels and storage batteries to generate electricity, lower our energy consumption (and bills) and improve our carbon footprint. In the longer term, we hope to go a step further and introduce air source heat pumps, and an EV charger, as part of our plan to extend the building.

This will be an exciting new development for the library, but also very challenging and pressured, as everything has to be installed by the end of December 2024. We hope to be able to say more on this in next year's Annual Report.

Over the past year we have experienced challenges owing to the need for more volunteers, and we also recognise the need for some succession planning, as some committee members have several roles. The shortage of volunteers has affected our ability to undertake new projects (such as a film club) and we have to make sure we have enough resources for current projects like hosting Baby time, school visits, or mentoring Duke of Edinburgh Award placements.

As regular readers of our Annual Report will know, we have long harboured an ambition to build an extension to the library, to create an expanded children’s library plus more space for our book collections, groups and events. However, over the years we have struggled with getting the project off the ground, owing to lack of volunteer resources.

We currently have a small team (also working on the Energy Efficiency Project) and are drafting a 10 Year Development Plan, with the aim of applying for a 25-year lease. This in turn will enable us to apply for significant capital grants to fund the extension project. The challenge has been to get all the paperwork in place, alongside a lot of other competing priorities.

### **Achievements and performance**

Our objectives for 2023-24 were challenging, and in addition we took on a new objective during the year – the Energy Efficiency project. We have also experienced setbacks owing to health issues, and our continuing need for new volunteers. The year has been a very successful one, with many objectives achieved, but we also want to carry some forward to the next year, and to do our best to complete them.

	<b>2023/24 Objectives</b>	<b>Progress</b>
1	Increase our pool of volunteers, strengthen our volunteer induction programme, and encourage involvement in library development projects as well as front line library services.	Some success, and still in progress. We have some new volunteers but have also lost some.
2	Build up school visits by bringing in classes from Dungworth & if possible, Shooters Grove primary schools, obtaining funding for transport where required.	Visits from Stannington Infants have gone well, and we hosted our first visit from Bradfield Dungworth school.
3	Continue exploring further Koha system development to enable an improved service e.g. book reservations, over dues reminder notices etc.	This has been successful in both these areas, with increased lending and improved recovery of overdue and lost books
4	Develop an offer of computer and IT training (e.g. iPads, smartphones etc) for library users.	Not yet achieved – carried forward
5	Introduce informal internal IT and computer training for interested volunteers.	Partly achieved - to be continued
6	Obtain consultancy to draft a feasibility study/ business case for a building extension.	Not yet achieved – carried forward
7	Negotiate a 25-year lease and apply for funding to commence the extension project.	Not yet achieved, but in progress
8	Develop our fund-raising capability including applying for new grants, setting up a community partnership with BPC, more ways to sell donated items, improving the Supporters scheme, consideration of sponsorships etc.	Achieved. We have obtained a number of new grants and are proudly to have agreed a Working Partnership with Bradfield Parish Council.

9	Obtain funding for a new library PC and a large screen for use in presentations, information notices, film shows etc and obtain any necessary licences.	Achieved in part. The digital noticeboard is a great success but we have not started film showings yet.
10	Undertake an energy efficiency survey and investigate measures to reduce our carbon footprint e.g. solar panels, alternative heating sources	Partly achieved and still in progress
11	Improve accessibility for vision and hearing-impaired library users.	Not achieved – to be carried forward
12	Introduce a new monthly Saturday social and fund-raising event called Tea & Cakes in the Library	Achieved – the Tea & Cakes event is a great success
13	Install an additional security camera focused on the car park, with Action for Stannington.	Achieved
14	Review and update our management policies, and introduce a Social Media policy.	Still in progress – to be carried forward.

### Objectives for 2023/24

Over the next year, our aim will be to continue with improving the resilience and sustainability, of our operation and the building, and to work on objectives brought forward from last year, as well as new fund-raising initiatives or areas that merit particular development.

<b>2024/25 Objectives</b>	
1	Increase our pool of volunteers, strengthen our volunteer induction and development programme, and encourage involvement in library development projects as well as front line library services.
2	Build up school visits by bringing in classes from Dungworth & if possible, Shooters Grove primary schools, obtaining funding for transport where required.
3	Develop an offer of computer and IT training (e.g. iPads, smartphones etc) for library users/members of the public.
4	Negotiate a 25-year lease with the Council, in line with the terms of the extension option provided in the existing 5-year lease.
5	Start the extension project, including applying for funding for expert advice and consultancy
6	Continue with informal internal IT and computer training for interested volunteers.
7	Complete the project to reduce our carbon footprint and improve the building's energy efficiency by installing a new gas boiler, improved insulation and solar panels.
8	Improve accessibility for vision and hearing-impaired library users, based on a review of services and consultation with users and relevant experts.
9	Review and update our library policies
10	Review succession planning and business continuity and develop strategies to safeguard the library service and maintain the operation in the event of adverse circumstances.
11	Conduct a customer survey, to inform our library management strategy and use the results to ensure we are delivering the best service we can for the community.

## Risk management

We have reviewed the risks associated with running the library, developing services, and obtaining enough funding and volunteers to keep the operation stable and sustainable. The current top five risks identified are judged to be those set out in the table below. The overall severity rating is derived from the likelihood and impact ratings.

	Risk	Severity rating	Mitigation Plan
1	Loss of leadership team members and need for succession planning, lack of time and relevant skills, burn-out, retirement, ill health (likelihood increased because we help TARA, Action for Stannington, SPARC)	20	Identify deputies; encourage new Committee members; compile handbook of job/task descriptions to support handover; regular discussion to ensure nobody gets overloaded. Consider withdrawing from other community volunteering
2	Inability to recruit enough new volunteers to replace losses and assist the front-line team, leading to staff shortages	16	Run social media campaigns, volunteer recruitment events; review progress at every trustee meeting; outreach to other organisations e.g. University or VAS seeking volunteers
3	Insufficient building space and lack of progress with projects and fund-raising for refurbishment and expansion	12	Delegate to specific focused project team; recruit volunteers to assist; seek help from professionals, Council and Locality; set up fund-raising team.
4	Inability to raise enough funds to meet our expenses not covered by the council grant, leading to depletion of reserves, and lack of resilience in the event of the grant being withdrawn	9	Continue to build up reserves and sustainability funds; apply for more grants, introduce new fund-raising activities and events; identify good income sources. Keep up a programme of promotion and publicity.
5	Risk of Data Protection breach, accidental or inadvertent release of personal information relating to library users	9	Ensure all new volunteers have signed Data protection declaration and seen the training video; undertake regular induction and refresher training for all volunteers; seek advice from Greenhill on best way to keep Koha data secure and backed up.

Key:

<b>Likelihood</b>	1 = Very Low	2 = Low	3 = Medium	4 = High	5 = Very High
<b>Impact</b>	1 = Minor	2 = Modest	3 = Significant	4 = Very Significant	5 = Catastrophic
The risk severity rating is achieved by multiplying the figures, e.g. low likelihood x significant impact = 6					

## Fundraising

Careful management of our funds and a continued emphasis on fund-raising initiatives have ensured that we have remained in a sound financial position over the past year. Many thanks to our Treasurer Cheryl Whiteman for all her hard work, and to Pat Chapman, our Business and Development officer, who continued to provide back up during holidays etc, and looks after purchasing and identifying new grants. We would also like to thank our Finance Team, for all their assistance with book keeping and monitoring our financial strategy.

Income and grants: Sheffield City Council has continued to fund us, and although the grant is smaller than when we started out, it is still a vital lifeline as it covers our greatly increased energy costs. The Council keeps the volunteer libraries' support package under review, and the level of grant could be further reduced if the council's financial position changes.

Over the past year, we aimed to diversify our sources of income, so that we would be less vulnerable to loss of income from the City Council, and this has been successful. A major development was our new Working Partnership with Bradfield Parish Council, which in March 2024 brought us a grant for new books of £7,000. This has enabled us to review and update the book collection, especially genres that had not been boosted for some time.

Our groups have benefited over the year from a Co-op grant, and the Tenants and Residents Association (TARA) and Christ Church Stannington have given us generous grants to cover specific items. We are very grateful to them.

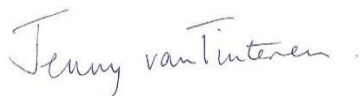
Our other fund-raising initiatives (sale of books and donated items, running bookstalls, scrap metal collection) have been very successful, and we have continued to benefit from donations from Friends of Stannington Library, our business supporters, and our green collection pots in local shops. We would like to thank the local community for their generosity, as well as our volunteer team for all the hard work put in by our volunteer team to generate this income.

The Financial Report and Statement of Accounts for 2023/24 (issued separately) shows income and expenditure up to 31<sup>st</sup> March 2024. **The table at Appendix 1** below shows our expenses and income for the period since then (April to September 2024).

Our expenses have been much higher than over the same period last year ( £11,472.26 as compared with £7,227.02 in 2023) but our income has increased remarkably, up from £9,262.37 in 2023 to £13,061.02 in 2024. We have received a notable boost of £1,654.03 from the new Tea & Cakes monthly event, even though costs were £582.54, offset by a start-up grant of £350 from the Local Area Committee. We have also benefited from much larger sales of second-hand donated books and other items.

## **Conclusion**

The past year has had its challenges, but has also been characterised by the introduction of new technology and investment in the library's future. We have made significant progress with fund-raising, improvements to the book stock and library processes, and introducing a popular new event (Tea & Cakes in the Library). These developments will enable us to continue drawing new users in to the library, and serving the local community.



Jenny van Tinteren OBE  
Chair of Trustees  
Stannington Library  
October 2024

**Signed on behalf of Trustees on: 14<sup>th</sup> January 2025**

## Appendix 1: Financial Update April-Sept 2024

EXPENSES £		INCOME £	
Events outlay	3,130.00	Lost or damaged book fines	57.97
Tuesday club costs	547.50	Computer print outs	131.30
XBM copier costs	315.31	Sale of donated items	2,722.52
Children's group costs	26.72	Events income	-
Cost of Tea & cakes	582.54	Pens	108.00
Advertising and publicity	-	Photocopies	86.80
Rates	109.57	Metal collection	91.00
Gas	1,203.13	Hire of space	795.00
Electricity	846.92	Donations from businesses	-
Water	421.30	Donations from library users	549.45
Telephone and broadband	232.14	Friends' scheme	442.00
Stationery + postage	23.02	Green collecting boxes	651.56
Library consumables	261.15	Gift Aid	538.29
Book processing materials	120.74	Tea & Cakes in the Library	1,654.03
Books	3,071.52	Grants for restricted purposes	4,525.00
Insurance	-	Unrestricted grants	-
Internet domain and system costs	-	Other Income	20.51
Keyholding security costs	-	Interest	687.59
Alarm monitoring system	-		
R+R plus health and safety	478.60		
Costs re Covid & PPE	19.94		
Bank charges	56.42		
Other purchases not books	17.98		
Card Reader costs	4.31		
Volunteers training costs	3.45		
<b>TOTALS</b>	<b>11,472.26</b>		<b>13,061.02</b>
INCOME MINUS SPEND			<b>1,588.76</b>

## **Appendix 2 - Information about STAND**

Stannington & District Library Group ("STAND") was originally established as an unincorporated community association in November 2013, in response to Sheffield City Council's plans to close 16 public libraries (including Stannington) unless community volunteers stepped forward to keep the services running.

STAND is a registered charity (number 1158661) and is constituted as a Charitable Incorporated Organisation or CIO. Its governing document is its Constitution, and both this and our charity status were approved by the Charity Commission and registered on 24<sup>th</sup> September 2014.

### **Appointment of Trustees**

Under the terms of STAND's constitution, new Trustees may be appointed by the existing Trustees, or by STAND members at the Annual General Meeting (AGM), subject to completion of the appropriate nomination form and provided the nominated person fulfils the eligibility conditions and agrees to abide by the Charity Commission's code of conduct.

The current constitution states that one third of the trustees must retire at subsequent AGMs, although they may stand for re-election. A charity trustee who has served five consecutive terms may not be appointed for a sixth consecutive term, but may be reappointed after an interval of at least 1 year.

### **Governance**

STAND is managed by a committee, currently consisting of 10 Trustees and 4 committee members. There is no maximum number of Trustees, but there must be at least 3 elected to fill the honorary officer posts (Chair, Treasurer, and Secretary). The Trustees may also co-opt additional committee members.

The Trustees and committee have responsibility for oversight of STAND and the running of the library. Day to day management decisions about library operations are made by the library manager. A minimum of 2 Trustees is required to form a quorum of the committee.

The committee normally meets every month, and receives reports from all officers, including a financial report. STAND's CIO constitution sets out all major governance procedures such as duties of Trustees, elections, general meetings and AGMs, voting rights and eligibility for membership of STAND.

The STAND Trustees and committee work on a volunteer basis, and for the period covered by this report did not receive any remuneration, apart from being reimbursed for expenditure incurred on behalf of STAND (for example printing ink, paper, or cleaning materials). These expenses and reimbursements must be agreed in advance.

### **Charitable Objects**

The Charitable Objects of STAND, as set out in its constitution, are:

- (a) the advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- (b) to promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual

orientation, gender reassignment, marital or civil partnership status, race, or of political religious or other opinion, by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

### **Our Mission**

In support of these charitable objects, our mission is to provide a sustainable library service and community hub for the people of Stannington and the surrounding district, encouraging participation by everyone and innovative use of the building as well as promoting lifelong learning, social and digital inclusion, and the celebration of reading.

### **Public Benefit Statement**

The Trustees confirm that they have referred to the guidance published by the Charity Commission on public benefit, when reviewing and agreeing STAND's mission, aims and our service delivery principles. We have also borne this guidance in mind when setting our objectives, to ensure that we correctly identify the intended beneficiaries of our work, make a real difference and comply with our charitable objects at all times.

### **Service delivery principles**

Our Service Delivery Principles have been developed with the needs of our socially diverse community in mind. In spite of another difficult year, our library has continued to:

- be welcoming, available and accessible to everyone;
- be free to use within normal opening hours for borrowing books
- publicise and promote our services as free and available to all sections of the community, accessible via a wide range of publicly available media;
- publish and maintain clear and accessible information about any fees and charges, which are applied in a fair way to all service users;
- provide high quality services to all, regardless of political, religious or any other affiliation;
- support the local community, encouraging participation and increasing community capability; and
- provide a safe environment that meets the diverse needs of a wide-spread community including many children, elderly and disabled people.

### **Policies**

The STAND Trustees have adopted the following framework of library policies governing important aspects of running the library and STAND, including legislative compliance:

- Book Donations
- Safeguarding and Protection of Individuals
- Financial Reserves
- Volunteer Management & Problem-Solving procedure
- Equal Opportunities

- Suggestions and Complaints
- Financial Management
- Health & Safety
- Data Protection and Data Security
- Covid-19 Policies and Risk assessments
- Food Hygiene
- Using the Library Space and Facilities
- Stock Policy
- Fire Safety Policy and Procedures.

These policies are kept under review and are available in the library. We are currently developing a new policy on the use of social media.

### **Relationship with Sheffield City Council**

Stannington Library is one of 11 Associate Libraries in Sheffield, that are run by volunteers with support from Sheffield City Council. STAND, which was set up by local residents to operate the library, is an independent charity with its own charitable objects, and with the freedom to deliver other services with the aim of operating as a sustainable community hub, provided we abide by the terms of our lease. Associate libraries in Sheffield are free to apply for funding from a range of grant bodies. They are not subsidiary organisations of the Council and do not run library services on the Council's behalf, or under any form of contract.

STAND's relationship with the Council is covered by:

- (i) A Grant Agreement setting out the arrangements for paying the grant and how library performance and expenditure using the grant will be monitored (this is reviewed by the Council every 3 years);
- (ii) A Memorandum of Understanding, dealing with the use of the LMS book stock, and the library management computer system;
- (iii) A 5-year Lease (signed in 2019). The lease includes an option to renew for 25 years, which must be exercised before 19<sup>th</sup> November 2024.

Sheffield City Council support: We benefit from a support package as follows:

- 5-year or 25-year leases at peppercorn rent;
- A grant of **£6,650**. It has remained at this level since April 2020, and has just been reviewed again by the Council.
- Use of the Council's library management computer system (LMS) and a stock of council-supplied books;
- Provision of occasional small grants for new books;
- Participation in the central library van service delivering customer title requests or books being returned by other libraries;
- LMS training for volunteers, and
- Services of a Volunteer Network Officer (Darrel Porter).

This support package has been extended to 31<sup>st</sup> March 2025, but every year a council-wide review takes place of the package of support the council gives to all the volunteer libraries, meaning that we cannot rely on its continuing indefinitely.

### **Relationships with other organisations**

Elected Representatives: STAND has good relationships with local councillors, who have continued to be very supportive. Stannington Ward councillors have a small fund (the ward pot) available to them to support local not for profit organisations, and they are also part of the Local Area Committee, which has grant funding available. The councillors have been very generous to us in providing grants, and we thank them for their generosity.

Other Volunteer Libraries: STAND continues to support Volunteer Libraries in Sheffield (or VLiS) the coordinating group for Associate and Co-delivered Libraries. This has been a good source of help and advice.

Bradfield Parish Council: STAND is supported by our **Parish Council**, which features on our Hall of Fame noticeboard in the library and on our website. They have been very helpful to us from the beginning, and this year agreed a Working Partnership with us, including a £7,000 grant for books and book processing materials. This was a wonderful development, and we are extremely grateful.

The Co-op Local Community Fund: Every year the Co-op runs a programme raising grants to support projects run by local non-profit organisations, funded through donations made by Co-op customers every time they shop. We successfully applied in 2022 for a grant to fund our community groups (the Tuesday Club, Story Time and Baby Time) and in October 23 we received a total grant of £2,354, which is still funding the groups as of October 2024.

Local community organisations: We have a good working relationship with **Stannington TARA**, which has supported the library by donating towards events that also benefit our readers from the Tara's area, and we thank them for their generosity. We also support the local carnival committee, and SPARC, the community organisation working with the Council to replace the dilapidated pavilion in Stannington Park.

We have links to **local infant, primary and secondary schools**, and already host class visits from one school. We hope to extend this to the other schools on a regular basis, so that children at each school all get the chance of a library experience.

### Appendix 3 - Reserves Policy

The STAND Trustees aim to raise funds to ensure the sustainability of Stannington Library and the continuation of its services to the public, in accordance with our charitable objects. We always make clear that all funds raised go towards the upkeep of the library, and towards our plans for making it sustainable, especially in the event that our grant support from Sheffield City Council ceases.

We apply for grants for particular purposes or projects such as buying new books, furniture or IT equipment, and these must then be spent on that item only - they are therefore termed "restricted" funds. The income generated from our own general fund-raising is available to spend as we see fit, and is therefore "unrestricted" funding.

It is the policy of the Trustees to designate some of our unrestricted funds as reserves, which we set aside to cover specific purposes. We hold financial reserves for the following reasons:

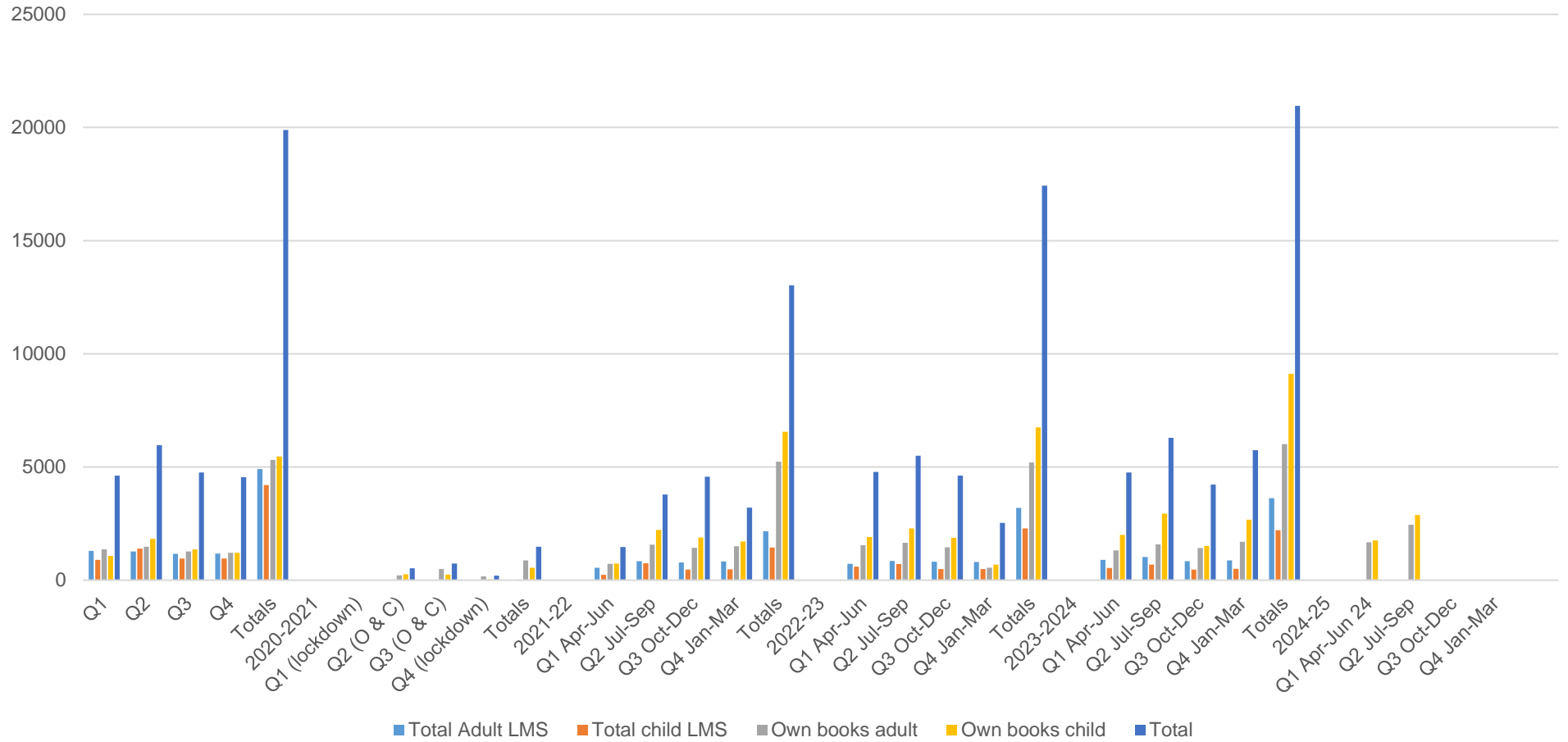
- a) To meet an emergency or unexpected need for funds, such as an unforeseen building repair, a larger than expected utility bill, or unexpected need to buy in services;
- b) To cover our operational running costs, in the event of a loss of income such as our Council grant being reduced or cut altogether;
- c) To fund short term deficits in a cash budget, for example if money needs to be spent before an approved funding grant is received;
- d) To build up sufficient funds to cover our 5-year building maintenance programme, and to support our plans for a major project to extend the Library building;
- e) To cover any outstanding costs and liabilities in the unlikely event of STAND having to be wound up and/or the library lease terminated.

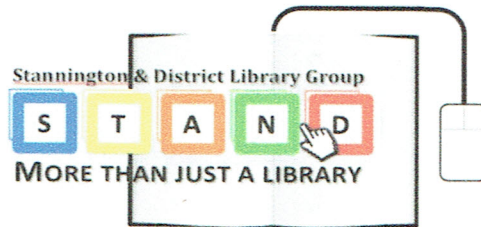
Our policy is to maintain the right balance between building up sufficient reserves and designated funds to meet the above criteria, while ensuring we fulfil our charity's objects by providing a free lending library service and community hub for the benefit of local people. We will keep this under regular review, to ensure we do not hold more reserves than we need.

Reserves: We have currently set aside enough money in reserve to cover emergencies, plus our running costs for 1 year, which would allow time to develop alternative income sources. We have also set aside £3,000, in accordance with our Business Plan, to cover contingencies and liabilities that may arise should STAND have to terminate its operations. It is open to the Trustees to move unrestricted funds from reserves, or to increase reserves, if this becomes necessary.

<b>Appendix 4 - Stannington Library book lending figures by quarter (April-March)</b>					
<b>2019-20</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1	1287	902	1357	1071	4617
Q2	1273	1394	1476	1821	5964
Q3	1168	953	1271	1365	4757
Q4	1178	958	1206	1205	4547
<b>Totals</b>	<b>4906</b>	<b>4207</b>	<b>5310</b>	<b>5462</b>	<b>19885</b>
<b>2020-2021</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 (lockdown)	1	0	2	0	2
Q2 (O & C)	18	32	215	263	528
Q3 (O & C)	0	0	491	249	740
Q4 (lockdown)	0	0	171	34	205
<b>Totals</b>	<b>19</b>	<b>32</b>	<b>879</b>	<b>546</b>	<b>1475</b>
<b>2021-22</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun	546	236	723	738	1461
Q2 Jul-Sep	834	742	1567	2221	3788
Q3 Oct-Dec	779	468	1435	1888	4570
Q4 Jan-Mar	825	481	1503	1703	3206
<b>Totals</b>	<b>2159</b>	<b>1446</b>	<b>5228</b>	<b>6550</b>	<b>13025</b>
<b>2022-23</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun	728	601	1547	1903	4779
Q2 Jul-Sep	852	706	1656	2286	5500
Q3 Oct-Dec	812	488	1448	1871	4619
Q4 Jan-Mar	802	493	544	691	2530
<b>Totals</b>	<b>3194</b>	<b>2288</b>	<b>5195</b>	<b>6751</b>	<b>17428</b>
<b>2023-2024</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun	891	543	1317	2003	4754
Q2 Jul-Sep	1025	688	1577	2934	6288
Q3 Oct-Dec	834	471	1419	1511	4229
Q4 Jan-Mar	869	508	1694	2672	5743
<b>Totals</b>	<b>3619</b>	<b>2210</b>	<b>6007</b>	<b>9120</b>	<b>20956</b>
<b>2024-25</b>	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
Q1 Apr-Jun 24			1669	1753	4727
Q2 Jul-Sep			2450	2884	6711
Q3 Oct-Dec					
Q4 Jan-Mar					

### Book lending figures 2019-2024





## Stannington and District Library Group

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### FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

For the period ended 31 March 2024

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Treasurer's annual and financial report	3-4
Independent examiner's report	5
Income and expenditure account	6
Statement of assets and liabilities	7
Notes to the accounts	8

## Stannington and District Library Group

### Legal and administrative information For the period ended 31 March 2024

**Full Name** Stannington and District Library Group

**Also known as** STAND

**Registered charity number** 1158661

**Principal Address** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered office** 400 Wood Lane  
Sheffield  
S6 6AQ

<b>Trustees</b>	Philip Warhurst	Schools Liaison/Events	(re-elected 08 December 2020)
	Jenny van Tinteren	Chair	(re-elected 18 November 2021)
	Patricia Chapman	Business Strategy/Grants	(re-elected 08 December 2020)
	Dorothy Russell	Library Manager	(re-elected 08 December 2020)
	Melanie Smart	Secretary	(re-elected 08 December 2020)
	Robert Mynors	Advertising and publicity	(re-elected 08 December 2020)
	Cheryl Whiteman	Treasurer	(elected 22 November 2022)
	Vanessa Williams	Contracts Manager	(elected 22 November 2022)
	Shelagh Whiteley	Training and IT Manager	(elected 08 December 2020)
	Patricia Hague	Asst. Library Manager	(elected 18 November 2021)
<b>Committee Members</b>	Carole Allen	Finance Assistant	
	John Russell	Buildings Manager	
	Sarah White	Volunteer Co-ordinator	

**Bank** HSBC Bank Plc  
49-63 Fargate  
Sheffield  
S1 2HD

**Solicitor** Taylor Bracewell  
Number One Railway Court,  
Ten Pound Walk,  
Doncaster,  
DN4 5FB

**Independent Examiner** Trevor Hutchins  
384 Wood Lane  
Stannington  
Sheffield S6 5LR

## **Stannington and District Library Group**

### **Treasurer's annual and financial report and statement of accounts for the period ended 31 March 2024**

#### **Governance and management**

The Charity is a Charitable Incorporated Organisation, first registered on 24 September 2014.

The founding trustees were trained by Sheffield City Council and have attended further training where appropriate in 2016, and 2018. Trustees were appointed at the first AGM, and future trustees will be trained by outgoing trustees or a trustee with appropriate training in their particular area.

#### **Summary of the objects of the Charity**

The objects of the charity are:

- 1) The advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- 2) To promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status race or of political, religious or other opinion by association together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the condition of life for the residents.

#### **Summary of the main activities undertaken for the public benefit**

The Trustees can confirm that they had regard to the Charity Commission's guidance on public benefit whilst planning their activities for the period.

The charity took over the running of the library from the council on the 29 September 2014. The library is staffed by a team of dedicated volunteers, who have undertaken library and GDPR training to enable them to assist members of the public. All volunteers have signed the Data Protection Agreement and receive training on library policies, including those on Safeguarding, and Equality & Diversity.

This financial year the library has been operating normally opening to the general public on Monday (afternoon), all day Wednesday, Friday (afternoons) and Saturday (Mornings); in addition, Stannington Infant School are making weekly school visits and Dungworth Primary School, Nook Lane Junior School and Shooters Grove Primary School are planning to commence visits in September 2024. Storytime for children aged over 2.5 years has continued to run together with a Baby Group for children up to 2.5 years. We have also welcomed several community groups who have used our space including Friendship Group, Writers Group, Gardening Group & the local WI craft group. In addition, following a start-up grant from Sheffield City Council we have commenced on the second Saturday of every month a very successful Tea & Cakes in the Library afternoon which gives residents in the local area an opportunity to meet & chat over home made cakes & tea or coffee. A further Grant from Sheffield City Council has enabled us to purchase a large television screen which allows us to provide the community with relevant information & will also be used as a medium for presentations at meetings.

We have continued to refresh our library stock across all genres thanks to Grants from Sheffield City Council and Bradfield Parish Council. On an ongoing basis we have entered into a Partnership agreement with Bradfield Parish Council which will help ensure we can maintain an up-to-date stock of books across all genres over the coming years. The Grant we obtained from the Co-op for the Story Festival ensured a good time was had by the children of Stannington in September 2023. The Co-op has also given us a grant to help with running costs of the Friendship Group and the Childrens Groups. We have received help from Stannington Christ Church with running costs and also a grant for purchasing environmental sustainability books, and from local businesses, & shops, who have allowed us to place collection pots, which are regularly emptied thanks to our Finance Assistants, and which raise generous amounts of money donated by the general public. Stannington TARA has also contributed generously to events that benefit citizens in their area. The local community continues to donate books and other items, which has allowed us to raise considerable funds through re-sales. We gratefully acknowledge all these donors, who have helped with the rising costs of running the library particularly with the increase in gas and electricity prices.

### **Plans for the future and current improvements**

The charity is still looking at the possibility of building an extension, as use of the library by groups has further highlighted the need for more space in the library. With that in mind we invited students from the University of Sheffield School of Architecture to produce some design proposals, to help us in preparing a feasibility report for this purpose. We received a Grant from Sheffield City Council (the Mary Lea Grant) in 2021 for legal and professional costs, but we will in future need to raise extra funding for the purpose of extending the library.

We are committed to increasing the number of schools using the library's facilities and some money has been identified to help with this, although further funds will be required. Shooters Grove Primary School and Stannington Junior School hope to start visits in the near future. We are seeking funding to finance an improved hearing loop for our customers benefit. We are also looking at offering basic computer training for our customers.

Volunteer Libraries in the Sheffield district are celebrating 10 years of successful operation during 2024 and Sheffield City Council in recognition of this have provided a grant to celebrate this success during the coming year.

### **Financial review**

At the end of this period the charity held £72928 of which £25344 is held in reserve for sustainability and contingency costs. £46451 is held in a building fund as part of our costs towards extending the library, although we have stored in there £20579 outstanding balances on grants that we are still in the process of spending, so actual balance towards extension is £25572. While this year has been difficult with increased running costs, we have finished this year quite well, with a balance in our current account of free cash £1133. and increased our sustainability reserves to ensure continuity of service. In addition, we have invoices totalling £1224 which will be paid early in the new year. As running costs continue to increase, we continue to need to fundraise in 2024 to make sure that we can continue to run the service as we have always done since 2014.

Approved by the Trustees on

9th June 2024

Signed on behalf of Trustees by: 

## **Independent Examiner's report to the Management Committee of Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2024 which are set out on pages 6 to 8.

### **Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

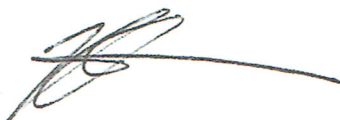
My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounts records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep appropriate accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins

384 Wood Lane  
Stannington  
Sheffield  
S6 5LR

08-08-24

**Stannington and District Library Group  
Income and Expenditure Account  
for the period ended 31 March 2024**

		Unrestricted fund £	Restricted fund £	Total 2,023 £
	Notes			
<b>Income</b>				
Grants & Donations	1	3,611	21,054	24,665
Sales Hire and Fundraising	2	9,848	0	9,848
<b>Total Income</b>		<b>13,459</b>	<b>21,054</b>	<b>34,513</b>
<b>Asset Purchases</b>				
Office and IT costs			1,060	1,060
Fixtures and Fittings costs				
<b>Expenditure</b>				
Rates		0	220	220
Gas		1,248	3,946	5,194
Electricity		0	1,785	1,785
Water Rates		30	125	155
Advertising and Publicity		250		250
Telephone and Broadband		0	454	454
Stationery and Postage		119		119
Library Consumables		251		251
Book Processing Materials		471	0	471
Marketing		297		297
Books		436	3,528	3,964
Other Purchases not books		178	80	258
All System Costs Including Internet Domain Costs		888		888
PPI and other covid related cost		177		177
Keyholding and Security		1,566		1,566
Boiler service and compliance testing		0	120	120
Legal & Professional Costs (Building Valuation)		540		540
Insurance		1,182		1,182
Repairs Renewals and Building maintenance		217		217
Bank Charges		114		114
Events Outlay		39	1,292	1,331
Childrens Group Costs		0	236	236
Friendship Group Costs			1,229	1,229
Tea & Cakes in the Library		36	350	386
XBM Copier Costs		680		680
Depreciation				0
<b>Total Expenditure</b>		<b>8,718</b>	<b>14,424</b>	<b>23,142</b>
<b>Surplus for the year</b>		<b>4,740</b>	<b>6,630</b>	<b>11,370</b>
<b>Funds brought forward</b>		<b>46,831</b>	<b>13,652</b>	<b>60,483</b>
<b>Total Funds Carried Forward</b>		<b>51,571</b>	<b>20,282</b>	<b>71,853</b>

**Statement of Assets and Liabilities**  
**As at the 31 March 2024**

	2024	2023	2022 £
Fixed Assets	15,900	9047	20830
Additions	1,060		
Less Depreciation and Asset Written off	-12,124	-1810	-12116
<b>Nett Book Value</b>	<u><u>4,836</u></u>	<u><u>7,237</u></u>	<u><u>8,714</u></u>
<b>Current Assets</b>			
Debtors	15		0
Cash at bank	72,928	61001	55421
Cash in hand	99	106	109
Cash in pay pal account	0	0	0
<b>Total</b>	<u><u>73,042</u></u>	<u><u>61107</u></u>	<u><u>55530</u></u>
<b>Current Liabilities</b>			
Late invoices	1,224	662	86
	<u><u>1,224</u></u>	<u><u>662</u></u>	<u><u>86</u></u>

Approved by the trustees on

9th June 2024

Signed on behalf of the trustees by:

*C. Whitman*

**Stannington and District Library Group**  
**Notes to the Accounts**  
**for the period ended 31 March 2024**

	Unrestricted funds	Restricted funds	2024 TOTAL
<b>1. Grants and Donations</b>			
Sheffield City Council Grant 1		6,650	6,650
Bradfield Parish Council		7,000	7,000
Stannington Christ Church Grant 1	350		350
Stannington Christ Church Grant 2		100	100
Sheffield City Council Grant 2 Books		1,000	1,000
Sheffield City Council Grant 3 Tea & Cakes		350	350
Sheffield City Council Grant 4 TV & Related Equipment		1,600	1,600
Sheffield City Council Grant 5 Volunteer Library Celebrations		2,000	2,000
Coop - Groups		2,354	2,354
Donations from local business and organisations	388		388
Donations from FOSL scheme	732		732
Donations from individuals	849		849
Donations from green collecting boxes	1,291		1,291
	<u>3,611</u>	<u>21,054</u>	<u>24,665</u>

**2. Sales Hire and Fundraising events**

Library fines , photocopying sales etc	1,339	1,339
Sale of Marketing Items	119	119
Events Income	1,346	1,346
Sale of Donated Items	4,029	4,029
Fundraising		0
sale of collected metals	369	369
Amazon Smile and Gift Aid	579	579
Interest	1,077	1,077
Hire of Library space	990	990
		0
	<u>9,848</u>	<u>9,848</u>
<b>Total Receipts</b>	<u>13,459</u>	<u>34,513</u>

Restricted funds	Restricted Funds		Restricted Funds	
	31st March 2023		31st March 2024	
Funder	B/F	Receipts	Payment	C/F
Sheffield City Council Books	1,500	1,000	-2,500	0
Stannington co-ops story festival	1,718	0	-1,292	426
WH Smith	200	0	0	200
Sheffield City Council Legal Fees	9,760	0	0	9,760
BPC Books	474		-474	0
Sheffield City Council Running Costs	0	6,650	-6,650	0
CO-OP 2023/24 Friendship & Childrens Groups	0	2,354	-1,464	890
Sheffield City Council Tea & Cakes in the Library	0	350	-350	0
Stannington Parrish Church - Environment Books	0	100	-77	23
Bradfield Parrish Council - Book & Book Processing	0	7,000	-477	6,523
SCC Grant for TV Screen, including fitting and additional equipment	0	1,600	-1,140	460
SCC 10 Year Volunteer Library Celebrations	0	2,000	0	2,000
	<u>13,652</u>	<u>21,054</u>	<u>-14,424</u>	<u>20,282</u>

Bradfield Parish Council	Money given for specific Expenditure
StanningtonCo-op's	Money given for specific Expenditure
Sheffield City Council	Money given for specific Expenditure

**Trustees' remunerations**

Trustees received no expenses, remuneration or benefits in this period.

**Glossary of terms**

**Restricted Funds**

These are funds given to the organisation, subject to specific restrictions set by the donor, but still within the general objects of the organisation.

**Debtors**

These are amounts owed to the organisation, but not received in the accounting period.

**Liabilities**

These are amounts owed by the organisation, but not paid in the accounting period.

**Independent Examiner's report to the Management Committee of  
Stannington and District Library Group**

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**Respective responsibilities of the Trustees and the examiner**

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- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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Trevor Hutchins

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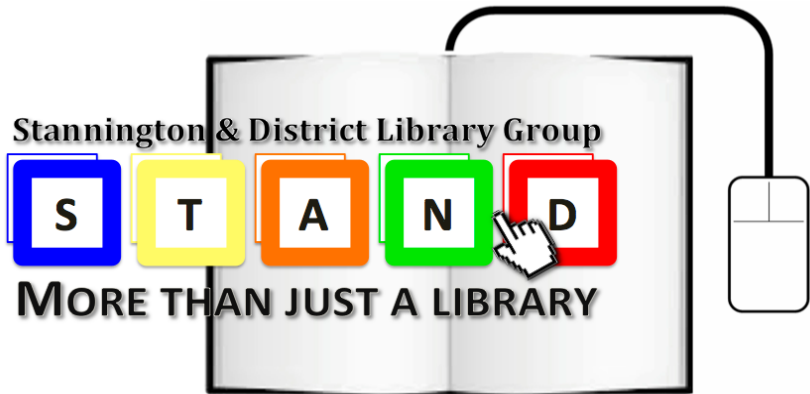
**STANNINGTON AND DISTRICT LIBRARY GROUP**

England & Wales - Charity number 1158661

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# Accounts

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Annual Report for period ended 31st October 2023  
To accompany Financial Report for 2022 – 2023

Registered Charity No: 1158661

# STANNINGTON LIBRARY



Stannington Story Festival 9<sup>th</sup> September 2023

## Reference and Administrative Information

**Charity Name:** Stannington & District Library Group

**Other names the charity is known by:** STAND

**Registered Charity Number:** 1158661

**Principal address:** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered Office:** 400 Wood Lane  
Stannington  
Sheffield  
S6 6AQ

### Trustees for 2022-2023

	<b>Trustee name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint (if any)</b>
1	Jenny van Tinteren	Chair		STAND trustees, or STAND members at AGM
2	Patricia Chapman	a. Treasurer b. Business & Finance Development	22.11.22 to 31.3.23 1.4.23 to 31.10.23	As above
3	Cheryl Whiteman	Treasurer	1.4.23 to 31.10.23	
4	Melanie Smart	Secretary Volunteer Co-ordinator		As above
5	Patricia Hague	Finance Assistant, Deputy Manager		As above
6	Vanessa Williams	Contracts Manager		As above
7	Carole Allen	Finance Assistant		As above
8	Dorothy Russell	Library Manager		As above
9	Bob Mynors	Communications, Events, publicity		As above
10	Shelagh Whiteley	IT Co-ordinator Volunteer Trainer		As above
11	John Russell	Building Manager		As above
12	Phil Warhurst	Schools Co-ordinator Events		As above

**Bank:**

HSBC Bank plc  
49-63 Fargate  
Sheffield  
S1 2HD

**Independent Examiner:**

Trevor Hutchins  
Accountant  
Hutchins and Co,  
371 Wood Lane  
Stannington  
Sheffield  
South Yorkshire  
S6 5LR

**Solicitors:**

Kerry Maddison  
Taylor Bracewell Solicitors  
17-23 Thorne Road  
Doncaster  
DN1 2RP

## **Trustees' Annual Report 22 November 2022 to 31st October 2023**

This report has been prepared in accordance with section 162 of the Charities Act 2011 and guidance issued by the Charity Commission about reporting requirements for Charitable Incorporated Organisations (CIOs). It should be read alongside STAND's Financial Report and Statement of Accounts for the 2022/23 financial year.

The Financial Report and Statement of Accounts was prepared in accordance with the charity's constitution, the Charities Act 1993, Section 145(5) (b) of the Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

Further details about STAND and its governance, aims and objectives are included in Appendix 1 of this report.

### **Looking back over 2023**

This has been an important year for us, as it marks 10 years since STAND was formed and we embarked on our mission to rescue Stannington Library from closure. Our first meeting was on 12<sup>th</sup> November 2013, and consisted of four people. By the second meeting, there were nine, most of whom went on to become the First Trustees (six of them still in post) backed up by a team of around 35 other volunteers. We will be returning to this theme in 2024 as we approach the 10<sup>th</sup> anniversary of our re-opening as an independent Associate Library, staffed and run entirely by volunteers.

This summer we were at last able to take down the Covid screens and return the library to its normal appearance. We continue to keep an eye on the pandemic situation and will be ready to reinstate precautions if necessary. We have now re-established our full service, with public computers in place, groups and events taking place again, and a return to hosting school visits.

This is not to say that everything has returned to normal in the wider community in which we operate. Over the past 2 years, we noticed that it has been harder to recruit and retain volunteers, although this has improved recently when we have welcomed several new people. This may be due to a slow return to normal socialising, people's health or economic situation, or simply that people are retiring later, and have less time for volunteering.

Added to this, some of us are feeling (and indeed are) a bit older and finding it more difficult to manage the variety of roles involved in running the library (many of us have 2 or 3). As a result, this has impacted our ability to resource new development projects (the building extension) or help with other community activities (e.g. Stannington Carnival). It will be important to recruit more volunteers for "back-room" project and committee roles in the coming year, particularly in relation to succession planning on behalf of the Trustees.

Building on the work done last year to develop our use of the Koha library computer system, we have continued to improve and update our "yellow sticker" books. This has been a great success since we first set it up as The Stannington Collection in 2015, and, remarkably, we have added 13,000 new books over the last 8 years.

As Koha and our understanding of its capabilities have developed, a lot of work (led by Shelagh Whiteley and a small team) has gone into using the system to help carry out stock checks, introducing bar-coding, and matching genres to shelf displays etc. This has made it easier to find misplaced books, identify books that are overdue or lost, and establish new library

procedures to deal with them. It has also allowed us to see how problems may arise, enabling us to improve the presentation of the book collection and preserve stocks. We are very grateful to Shelagh and her team, who are keen to make even more progress in managing the Koha system to enable service improvements and help increase our lending figures.

This year, we have run a number of successful events, including half term activities such as a visit from the Yorkshire Natural History Museum, with the story of “When Giant Insects and Centipedes roamed in Sheffield”; Stannington Story Festival (which had the theme of Giants Monsters and Other Scary Things), and the Summer Reading Challenge, to which we had a great response with many children finishing the challenge and receiving their certificate and medal. Our grateful thanks go to Bob Mynors and Phil Warhurst, who organised the events, and to all the other volunteers who helped to run them. Some of our events raise money and some don’t, but they are all popular and make the library a vibrant part of the community.

### Achievements and performance

We set some challenging objectives for 2022/23, which aimed to start up some new developments after the set-backs resulting from the pandemic. This has aspiration has, however, been affected by our need to build up some new volunteer resources first.

	<b>2022/23 Objectives</b>	<b>Progress</b>
1	Bring back school visits as soon as possible and obtain funding for transporting classes from Shooters Grove and Dungworth primary schools	Stannington Infants is back; talks in progress with Dungworth and Nook Lane schools; no response yet from Shooters Grove.
2	Re-start Story Time for under 5s	Achieved – thanks to Joy!
3	Pursue the idea of further Koha development	Part achieved and still in progress
4	Develop an offer of computer and IT training (e.g. iPads, smartphones etc) starting with our own volunteers	Not yet achieved
5	Obtain consultancy to draft a feasibility study/ business case for a building extension	Not yet achieved
6	Negotiate a 25-year lease and apply for funding to commence the extension project	Not yet achieved, but project team getting established
7	Develop plans for an improved Supporters scheme and also consider sponsorships	Not yet achieved
8	Obtain funding for a new library PC and a large screen for use in presentations, information notices, film shows etc	Not yet achieved
9	Undertake an energy efficiency survey and investigate measures to reduce our carbon footprint e.g. solar panels, alternative heating sources	Not yet achieved
10	Improve accessibility for vision and hearing-impaired library users.	Not yet achieved
11	Install an additional security camera focused on the car park	In progress – this is now in partnership with Action for Stannington

12	Draft and approve a Social Media policy.	In progress – first draft completed
13	Increase our pool of volunteers and encourage involvement in development projects as well as front line library services	Achieved – work on this to continue

Even though we have not managed to achieve everything we wanted to this year, we have not only kept the library going but also provided a more efficient and effective service, and this is in no small part due to the fantastic efforts of all our volunteers, each one of whom deserves our special thanks.

We thank Dot Russell (Library Manager) for all her hard work, building up the book collection, and notably managing the smooth introduction of new library opening hours. We are now open for more hours than we used to be, and longer than other Sheffield libraries, while operating an easier shift pattern – an improvement for the volunteers as well as the public. We would also like to express our appreciation to the Trustees and committee members for the hard work and dedication they have put in. Many thanks to them all.

### **Objectives for 2023/24**

Our aim over the next year will be to continue with improving our resilience and sustainability, bringing forward the objectives from last year that still need to be achieved and working hard on new fund-raising initiatives and potential income streams. As always, we will be focusing on keeping the library running as efficiently as possible, and this goes without saying, but setting objectives gives us the opportunity to think about particular development areas.

#### **2023/24 Objectives**

- 1 Increase our pool of volunteers, strengthen our volunteer induction programme, and encourage involvement in library development projects as well as front line library services.
- 2 Build up school visits by bringing in classes from Dungworth & if possible, Shooters Grove primary schools, obtaining funding for transport where required.
- 3 Continue exploring further Koha system development to enable an improved service e.g. book reservations, over dues reminder notices etc.
- 4 Develop an offer of computer and IT training (e.g. iPads, smartphones etc) for library users.
- 5 Introduce informal internal IT and computer training for interested volunteers.
- 6 Obtain consultancy to draft a feasibility study/ business case for a building extension.
- 7 Negotiate a 25-year lease and apply for funding to commence the extension project.
- 8 Develop our fund-raising capability including applying for new grants, setting up a community partnership with BPC, more ways to sell donated items, improving the Supporters scheme, consideration of sponsorships etc.
- 9 Obtain funding for a new library PC and a large screen for use in presentations, information notices, film shows etc and obtain any necessary licences.
- 10 Undertake an energy efficiency survey and investigate measures to reduce our carbon footprint e.g. solar panels, alternative heating sources
- 11 Improve accessibility for vision and hearing-impaired library users.
- 12 Introduce a new monthly Saturday social and fund-raising event called Tea & Cakes in the Library
- 13 Install an additional security camera focused on the car park, with Action for Stannington.
- 14 Review and update our management policies, and introduce a Social Media policy.

Because these objectives will be quite stretching, we will need more volunteers to help, although some of the projects will be of interest to the current wider team. We will also be looking at strengthening the STAND committee, introducing more sub-teams as necessary.

## Risk management

We have reviewed the risks associated with running the library, developing services, and obtaining enough funding and volunteers to keep the operation stable and sustainable. The current top six risks identified are judged to be those set out in the table below. The overall severity rating is derived from the likelihood and impact ratings.

	<b>Risk</b>	<b>Severity rating</b>	<b>Mitigation Plan</b>
1	Loss of leadership team members and need for succession planning, lack of time and relevant skills, burn-out, retirement (likelihood increased because we help SCOFF, TARA, Action for Stannington, SPARC)	20	Identify deputies; encourage new Committee members; compile handbook of job/task descriptions to support handover; regular discussion to ensure nobody gets overloaded. Consider withdrawing from other community volunteering
2	Inability to recruit enough new volunteers to replace losses and assist the front-line team, leading to staff shortages	16	Run social media campaigns, volunteer recruitment events; review progress at every trustee meeting; outreach to other organisations e.g. University or VAS seeking volunteers
3	Inability to raise enough funds to meet our expenses not covered by the council grant, leading to depletion of reserves, and lack of resilience in the event of the grant being withdrawn	12	Continue to build up reserves and sustainability funds; apply for more grants, introduce new fund-raising activities and events; identify good income sources. Keep up a programme of promotion and publicity.
4	Risk of Data Protection breach, accidental or inadvertent release of personal information relating to library users	12	Ensure all new volunteers have signed Data protection declaration and seen the training video; undertake regular induction and refresher training for all volunteers; seek advice from Greenhill on best way to keep Koha data secure and backed up.
5	Insufficient building space and lack of progress with projects and fund-raising for refurbishment and expansion.	12	Delegate to specific focused project team; recruit volunteers to assist; seek help from professionals, Council and Locality; set up fund-raising team.
6	Inability to apply for a 25-year lease by 2024, missing the timescale	9	Set up a development project team to focus on this in 23/24 and ensure relevant timescales are met.

Key:

<b>Likelihood</b>	1 = Very Low	2 = Low	3 = Medium	4 = High	5 = Very High
<b>Impact</b>	1 = Minor	2 = Modest	3 = Significant	4 = Very Significant	5 = Catastrophic
The risk severity rating is achieved by multiplying the figures, e.g. low likelihood x significant impact = 6					

## Challenges

Children's Library Extension: Our plan to enlarge the library by building an extension (to create enough room for an expanded children's library and more space for IT and community meetings) made some progress in 2021 but has stalled since, while we concentrated on building up library services and groups, plus the leadership team has been heavily engaged on IT improvements and fund-raising.

As a result, we have set up a project team to engage with experts to obtain a Feasibility Study and business case, with a view to negotiating a 25-year lease and applying for capital grant funding. This team needs reinforcing with some additional volunteers.

Other Community Commitments: For the past 6 years, several committee volunteers have been heavily involved in other local good causes, which has now become an unsustainable pressure. We need to take action to recruit more project volunteers, or withdraw from other volunteering to reduce the work load.

## Fundraising

The Financial Report and Statement of Accounts for 2022/23 (issued separately) shows income and expenditure up to 31<sup>st</sup> March 2023. The **table on the next page** shows our expenses and income for the period since then (April to September 2023).

Careful management of our funds and reserves this year has ensured that we remain in a sound financial position. Our big news this year is that we welcomed Cheryl Whiteman as our new Treasurer, while extending big heartfelt thanks to Pat Chapman, the outgoing Treasurer. She has agreed to provide continuing back up if Cheryl needs anything, and will now be focusing on purchasing, plus the overall financial development strategy. Thanks also go to our Finance Team, for all their assistance.

Associate Libraries grant: Although the Council's funding position remains precarious, they have continued to provide us with a grant, now paid in 6-monthly instalments. This has been key to keeping us afloat and we have let them know how important it is to us. The Council keeps the library service under almost constant review, and the package of financial and other support to Associate Libraries is still vulnerable.

Our aim is to diversify our sources of income, in case we need to be independently sustainable if the library grant were to be lost altogether. Bradfield Parish Council, the Co-op, the Tenants and Residents Association (TARA) and Christ Church Stannington, have given us generous grants to cover specific items, and we are very grateful to them.

We still need to raise money to cover our annual running costs, and over the past year we have done so through various initiatives including the sale of books and donated items, running bookstalls, and profits from a regular scrap metal collection. We have also continued to receive donations from Friends of Stannington Library, and from our business supporters. One of our biggest sources of donations has been our green collection pots in local shops. This generosity is a testament to the hard work of our volunteer team and the continued support we receive from the local community, and we thank everyone for helping us.

One problem is that Revival Books has stopped taking our surplus second-hand books. This not only reduces our income from book sales but also means we need to find a regular alternative way to dispose of them. We will be working on this in 2024.

## Financial Update April-Sept 2023

EXPENSES £		INCOME £	
Events outlay	1,268.07	Lost or damaged book fines	28.97
Tuesday club costs	347.07	Computer print outs	80.00
XBM copier costs	176.90	Sale of donated items	1,858.32
Children's group costs	136.36	Events income	834.90
Cost of sales materials	-	Pens	44.00
Advertising and publicity	-	Photocopies	153.90
Rates	148.16	Metal collection	257.20
Gas	1,179.83	Hire of space	495.00
Electric	829.90	Donations from businesses	-
Water	70.05	Donations from library users	181.53
Telephone and broadband	226.16	Friends' scheme	390.00
Stationery + postage	67.93	Green collecting boxes	748.45
Library consumables	139.92	Amazon Smile	54.24
Book processing materials	470.52	Grants for restricted purposes	3,325.00
Books	1,702.71	Unrestricted grants	350.00
Insurance	-	Gift aid	-
Internet domain and system costs	71.90	Interest	460.86
Keyholding security costs	180.00		
Alarm monitoring system	-		
R+R plus health and safety	157.06 -		
Costs incurred re Covid	-		
Bank charges	54.48		
<b>TOTALS</b>	<b>7,227.02</b>		<b>9,262.37</b>
INCOME MINUS SPEND			2035.35

## Conclusion

The past year has been a period of consolidation, in which we have had notable successes, such as the return of school visits and Story Time, obtaining new funding for our library groups, making continued improvements to our library processes, running excellent and popular events, and achieving good results from our fund-raising.

These successes could not have been achieved without the hard work of all our volunteers, who have brought a wonderful range of skills to our team, and built up so much expertise in book stock and library management – enabling us to serve our local community and inspire new readers. The library is also a friendly and inviting place, frequently complimented and well supported by our users. We look forward not only to celebrating our 10<sup>th</sup> anniversary next year, but also to providing a good library service for years to come.



Jenny van Tinteren OBE  
Chair of Trustees

Stannington Library  
November 2023

**Signed on behalf of Trustees on: 1<sup>st</sup> December 2023**

## **Appendix 1 - Information about STAND**

Stannington & District Library Group (“STAND”) was originally established as an unincorporated community association in November 2013, in response to Sheffield City Council’s plans to close 16 public libraries (including Stannington) unless community volunteers stepped forward to keep the services running.

STAND is a registered charity (number 1158661) and is constituted as a Charitable Incorporated Organisation or CIO. Its governing document is its Constitution, and both this and our charity status were approved by the Charity Commission and registered on 24<sup>th</sup> September 2014.

### **Appointment of Trustees**

Under the terms of STAND’s constitution, new Trustees may be appointed by the existing Trustees, or by STAND members at the Annual General Meeting (AGM), subject to completion of the appropriate nomination form and provided the nominated person fulfils the eligibility conditions and agrees to abide by the Charity Commission’s code of conduct.

The current constitution states that one third of the trustees must retire at subsequent AGMs, although they may stand for re-election. A charity trustee who has served five consecutive terms may not be appointed for a sixth consecutive term, but may be reappointed after an interval of at least 1 year.

### **Governance**

STAND is managed by a committee, currently consisting of 11 Trustees, although this can change from year to year. There is no maximum number of Trustees, but there must be at least 3 elected to fill the honorary officer posts (Chair, Treasurer, and Secretary). The Trustees may also co-opt additional committee members.

The Trustees and committee have responsibility for oversight of STAND and the running of the library. Day to day management decisions about library operations are made by the library manager. A minimum of 2 Trustees is required to form a quorum of the committee.

The committee normally meets every month, and receives reports from all officers, including a financial report. STAND’s CIO constitution sets out all major governance procedures such as duties of Trustees, elections, general meetings and AGMs, voting rights and eligibility for membership of STAND.

The STAND Trustees and committee work on a volunteer basis, and for the period covered by this report did not receive any remuneration, apart from being reimbursed for expenditure incurred on behalf of STAND (for example printing ink, paper, or cleaning materials). These expenses and reimbursements must be agreed in advance.

## **Charitable Objects**

The Charitable Objects of STAND, as set out in its constitution, are:

- (a) the advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- (b) to promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status, race, or of political religious or other opinion, by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

## **Our Mission**

In support of these charitable objects, our mission is to provide a sustainable library service and community hub for the people of Stannington and the surrounding district, encouraging participation by everyone and innovative use of the building as well as promoting lifelong learning, social and digital inclusion, and the celebration of reading.

## **Public Benefit Statement**

The Trustees confirm that they have referred to the guidance published by the Charity Commission on public benefit, when reviewing and agreeing STAND's mission, aims and our service delivery principles. We have also borne this guidance in mind when setting our objectives, to ensure that we correctly identify the intended beneficiaries of our work, make a real difference and comply with our charitable objects at all times.

## **Service delivery principles**

Our Service Delivery Principles have been developed with the needs of our socially diverse community in mind. In spite of another difficult year, our library has continued to:

- be welcoming, available and accessible to everyone;
- be free to use within normal opening hours for borrowing books
- publicise and promote our services as free and available to all sections of the community, accessible via a wide range of publicly available media;
- publish and maintain clear and accessible information about any fees and charges, which are applied in a fair way to all service users;
- provide high quality services to all, regardless of political, religious or any other affiliation;
- support the local community, encouraging participation and increasing community capability; and
- provide a safe environment that meets the diverse needs of a wide-spread community including many children, elderly and disabled people.

## **Policies**

The STAND Trustees have adopted the following framework of management policies governing important aspects of running the library, including legislative compliance:

- Book Donations
- Safeguarding and Protection of Individuals
- Financial Reserves
- Volunteer Management & Problem-Solving procedure
- Equal Opportunities
- Suggestions and Complaints
- Financial Management
- Health & Safety
- Data Protection and Data Security
- Covid-19 Policies and Risk assessments
- Food Hygiene
- Using the Library Space and Facilities
- Stock Policy
- Fire Safety Policy and Procedures.

These policies are kept under review and are available in the library. We are currently developing a new policy on the use of social media.

## **Relationships with other organisations**

Stannington Library is one of 11 Associate Libraries in Sheffield, that are run by volunteers with support from Sheffield City Council. STAND, which was set up by local residents to operate the library, is an independent charity with its own charitable objects, and with the freedom to deliver other services with the aim of operating as a sustainable community hub, provided we abide by the terms of our lease. Associate libraries in Sheffield are free to apply for funding from a range of grant bodies. They are not subsidiary organisations of the Council and do not run library services on the Council's behalf, or under any form of contract.

STAND's relationship with the Council is covered by:

- (i) A Grant Agreement setting out the arrangements for paying the grant and how library performance and expenditure using the grant will be monitored (this is reviewed by the Council every 3 years);
- (ii) A Memorandum of Understanding, dealing with the use of the LMS book stock, and the library management computer system;

- (iii) A 5-year Lease (signed in 2019). The lease includes an option to renew for 25 years, which must be exercised before the 5-year term expires in 2024.

Sheffield City Council support: Since April 2017, we have benefited from a support package as follows:

- 5-year or 25-year leases at peppercorn rent,
- A grant of **£6,650**. It has remained at this level since April 2020, and has just been reviewed again by the Council.
- Use of the Council's library management computer system (LMS) and a stock of council-supplied books;
- Provision of a small grant for new books;
- Participation in the central library van service delivering customer title requests or books being returned by other libraries;
- The offer of retention of the computers and RFID machines (self-service kiosks) and links to the People's network (council's internet access);
- LMS training for volunteers, and
- Services of a Volunteer Co-ordinator (Darrel Porter).

This support package has been extended to 31<sup>st</sup> March 2024, but every year a council-wide review takes place of the package of support the council gives to all the volunteer libraries, meaning that we cannot rely on its continuing indefinitely.

Elected Representatives: STAND has good relationships with local councillors, who have continued to be very supportive. Stannington Ward councillors have a small fund (the ward pot) available to them to support local not for profit organisations, and they have been very generous to us in providing grants in the past, particularly to help with our building improvements. We thank them for their generosity.

Other Volunteer Libraries: STAND continues to support Volunteer Libraries in Sheffield (or VLiS) the coordinating group for Associate and Co-delivered Libraries. This has been a good source of help and advice.

Bradfield Parish Council: STAND is supported by our **Parish Council**, which features on our Hall of Fame noticeboard in the library and on our website. They have been very helpful to us from the beginning, most recently with a £2,000 book grant, and we are extremely grateful.

The Co-op Local Community Fund: Every year the Co-op runs a programme raising grants to support projects run by local non-profit organisations, funded through donations made by Co-op customers every time they shop. We successfully applied in 2022 for a grant to fund our community groups (the Tuesday Club, Story Time and Baby Time) and in October 23 we received a total grant of £2,354, based on support from Co-op members.

Local community organisations: We have a good working relationship with **Stannington TARA**, which has supported the library by donating towards events that also benefit our readers from the Tara's area, and we thank them for their generosity.

The Library has continued to offer support to **SCOFF**, the Stannington carnival committee, by providing meeting room access, and also 3 volunteers to serve on the committee. They worked very hard to put on a Stannington Garden Party in July 2023, which also provided the opportunity for the Library to run a book and bric-a-brac stall, and run a refreshments stall. Because our volunteer resources are spread more thinly now, one committee member is

leaving SCOFF, which is suspending its operations while new members are sought. It is not certain whether there will be a carnival or garden party event in 2024, but if/when it returns, we will give it the best support we can, and hope to run our fund-raising stalls again soon.

We have links to **local infant, primary and secondary schools**, and have plans to increase the number of class visits so that children at each of them all get the chance of a library experience.

## **Appendix 2 - Reserves Policy**

The STAND Trustees aim to raise funds to ensure the sustainability of Stannington Library and the continuation of its services to the public, in accordance with our charitable objects. We always make clear that all funds raised go towards the upkeep of the library, and towards our plans for making it sustainable, especially in the event that our grant support from Sheffield City Council ceases.

We apply for grants for particular purposes or projects such as buying new books, furniture or IT equipment, and these must then be spent on that item only - they are therefore termed “restricted” funds. The income generated from our own general fund-raising is available to spend as we see fit, and is therefore “unrestricted” funding.

It is the policy of the Trustees to designate some of our unrestricted funds as reserves, which we set aside to cover specific purposes. We hold financial reserves for the following reasons:

- a) To meet an emergency or unexpected need for funds, such as an unforeseen building repair, a larger than expected utility bill, or unexpected need to buy in services;
- b) To cover our operational running costs, in the event of a loss of income such as our Council grant being reduced or cut altogether;
- c) To fund short term deficits in a cash budget, for example if money needs to be spent before an approved funding grant is received;
- d) To build up sufficient funds to cover our 5-year building maintenance programme, and to support our plans for a major project to extend the Library building;
- e) To cover any outstanding costs and liabilities in the unlikely event of STAND having to be wound up and/or the library lease terminated.

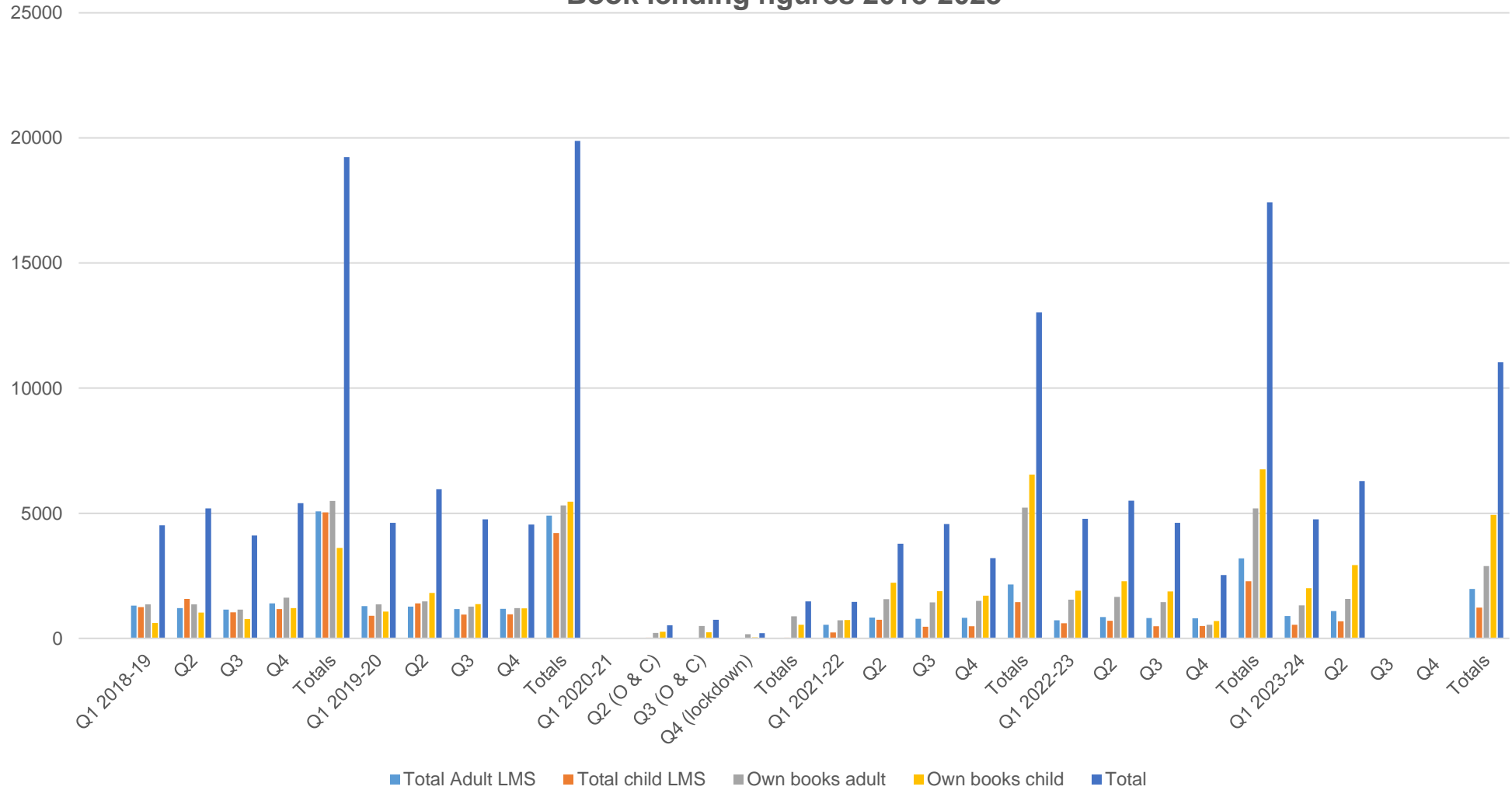
Our policy is to maintain the right balance between building up sufficient reserves and designated funds to meet the above criteria, while ensuring we fulfil our charity’s objects by providing a free lending library service and community hub for the benefit of local people. We will keep this under regular review, to ensure we do not hold more reserves than we need.

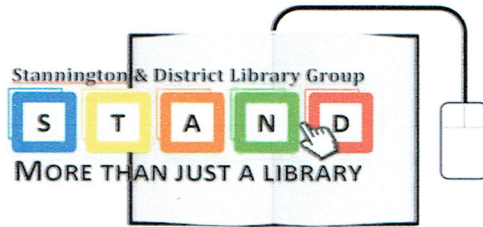
Reserves: We have currently set aside enough money in reserve to cover emergencies, plus our running costs for 1 year, which would allow time to develop alternative income sources. We have also set aside £3,000, in accordance with our Business Plan, to cover contingencies and liabilities that may arise should STAND have to terminate its operations. It is open to the Trustees to move unrestricted funds from reserves, or to increase reserves, if this becomes necessary.

<b>Appendix 3 - Stannington Library book lending figures by quarter (April-March)</b>					
	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>
<b>2018-19</b>					
Q1	1309	1247	1358	610	4524
Q2	1215	1582	1363	1034	5194
Q3	1154	1040	1150	768	4112
Q4	1401	1170	1625	1206	5402
<b>Totals</b>	<b>5079</b>	<b>5039</b>	<b>5496</b>	<b>3618</b>	<b>19232</b>
<b>2019-20</b>					
Q1	1287	902	1357	1071	4617
Q2	1273	1394	1476	1821	5964
Q3	1168	953	1271	1365	4757
Q4	1178	958	1206	1205	4547
<b>Totals</b>	<b>4906</b>	<b>4207</b>	<b>5310</b>	<b>5462</b>	<b>19885</b>
<b>2020-2021</b>					
Q1 (lockdown)	1	0	2	0	2
Q2 (O & C)	18	32	215	263	528
Q3 (O & C)	0	0	491	249	740
Q4 (lockdown)	0	0	171	34	205
<b>Totals</b>	<b>19</b>	<b>32</b>	<b>879</b>	<b>546</b>	<b>1475</b>
<b>2021-22</b>					
Q1 Apr-Jun	546	236	723	738	1461
Q2 Jul-Sep	834	742	1567	2221	3788
Q3 Oct-Dec	779	468	1435	1888	4570
Q4 Jan-Mar	825	481	1503	1703	3206
<b>Totals</b>	<b>2159</b>	<b>1446</b>	<b>5228</b>	<b>6550</b>	<b>13025</b>
<b>2022-23</b>					
Q1 Apr-Jun	728	601	1547	1903	4779
Q2 Jul-Sep	852	706	1656	2286	5500
Q3 Oct-Dec	812	488	1448	1871	4619
Q4 Jan-Mar	802	493	544	691	2530
<b>Totals</b>	<b>3194</b>	<b>2288</b>	<b>5195</b>	<b>6751</b>	<b>17428</b>
	<b>Total Adult LMS</b>	<b>Total child LMS</b>	<b>Own books adult</b>	<b>Own books child</b>	<b>Total</b>

<b>2023-2024</b>					
Q1 Apr-Jun	891	543	1317	2003	4754
Q2 Jul-Sep	1089	688	1577	2934	6288
Q3 Oct-Dec	0	0	0	0	0
Q4 Jan-Mar	0	0	0	0	0
<b>Totals</b>	<b>1980</b>	<b>1231</b>	<b>2894</b>	<b>4937</b>	<b>11042</b>

### Book lending figures 2018-2023





## Stannington and District Library Group

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### FINANCIAL STATEMENTS

For the period ended 31 March 2023

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## Stannington and District Library Group

### Legal and administrative information For the period ended 31 March 2023

**Full Name** Stannington and District Library Group

**Also known as** STAND

**Registered charity number** 1158661

**Principal Address** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered office** 400 Wood Lane  
Sheffield  
S6 6AQ

<b>Trustees</b>	Carole Allen	Finance Assistant	(re-elected 18 November 2021)
	Philip Warhurst	Schools Liaison/Events	(re-elected 08 December 2020)
	John Russell	Buildings Manager	(re-elected 08 December 2020)
	Jenny van Tinteren	Chair	(re-elected 18 November 2021)
	Patricia Chapman	Treasurer	(re-elected 08 December 2020)
	Dorothy Russell	Library Manager	(re-elected 08 December 2020)
	Melanie Smart	Volunteer co-ordinator	(re-elected 08 December 2020)
	Robert Mynors	Advertising and publicity	(re-elected 08 December 2020)
	Cheryl Whiteman	Asst Treasurer	(elected 22 November 2022)
	Vanessa Williams	Contracts Manager	(elected 22 November 2022)
	Shelagh Whiteley	Training and IT Manager	(elected 08 December 2020)
Patricia Hague	Asst. Library Manager	(elected 18 November 2021)	

**Bank** HSBC Bank Plc  
49-63 Fargate  
Sheffield  
S1 2HD

**Solicitor** Taylor Bracewell  
Number One Railway Court,  
Ten Pound Walk,  
Doncaster,  
DN4 5FB

**Independent Examiner** Trevor Hutchins  
384 Wood Lane  
Stannington  
Sheffield S6 5LR

# **Stannington and District Library Group**

## **Treasurer's annual and financial report and statement of accounts for the period ended 31 March 2023**

### **Governance and management**

The Charity is a Charitable Incorporated Organisation, first registered on 24 September 2014.

The founding trustees were trained by Sheffield City Council and have attended further training where appropriate in 2016, and 2018. Trustees were appointed at the first AGM, and future trustees will be trained by outgoing trustees or a trustee with appropriate training in their particular area.

### **Summary of the objects of the Charity**

The objects of the charity are:

- 1) The advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- 2) To promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status race or of political, religious or other opinion by association together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the condition of life for the residents.

### **Summary of the main activities undertaken for the public benefit**

The Trustees can confirm that they had regard to the Charity Commission's guidance on public benefit whilst planning their activities for the period.

The charity took over the running of the library from the council on the 29 September 2014. The library is staffed by a team of dedicated volunteers, who have undertaken library and GDPR training to enable them to assist members of the public. All volunteers have signed the Data Protection Agreement and receive training on library policies, including those on Safeguarding, and Equality & Diversity.

This financial year has been the first year of resuming normal activities following the Covid pandemic. The library has been open to the general public; in addition, school visits have resumed from the local infant school as well as Storytime for children aged over 2.5 years. Baby Group for children up to 2.5 years has also commenced. We have also welcomed back several community groups who have used our space including Friendship Group, Writers Group & the local WI craft group.

We have continued to refresh our library stock across all genres thanks to Grants from Sheffield City Council and Bradfield Parish Council. We have benefited from a grant from the Co-op to help with funding the Stannington Story Festival, and have also been successful in applying for a grant from them for our groups, which will be payable in the next financial year. We have received help from Stannington Christ Church, and from local businesses, & shops, who have allowed us to place collection pots, which are regularly emptied thanks to our Finance Assistants, and which raise generous amounts of money donated by the general public. Stannington TARA has also contributed generously to events that benefit citizens in

their area. The local community continues to donate books and other items, which has allowed us to raise considerable funds through re-sales. We gratefully acknowledge all these donors, who have helped with the rising costs of running the library particularly with the increase in gas and electricity prices.

### **Plans for the future and current improvements**

The charity is still looking at the possibility of building an extension, as the pandemic has further highlighted the need for more space in the library. With that in mind we invited students from the University of Sheffield School of Architecture to produce some design proposals, to help us in preparing a feasibility report for this purpose. We received a Grant from Sheffield City Council (the Mary Lea Grant) in 2021 for legal and professional costs, but we will in future need to raise extra funding for the purpose of extending the library.

We are committed to increasing the number of schools using the library's facilities and some money has been identified to help with this, although further funds will be required. We are seeking funding to finance an improved hearing loop for our customers benefit. We are also looking at offering basic computer training for our customers.

### **Financial review**

At the end of this period the charity held £61107 of which £24912 is held in reserve for sustainability and contingency costs. £35612 is held in a building fund as part of our costs towards extending the library, although we have stored in there £17700 outstanding balances on grants that we are still in the process of spending, so actual balance towards extension is £15590. While this year has been difficult with increased running costs, we have finished this year quite well, with a balance in our current account of free cash £583, and increased our sustainability reserves to ensure continuity of service. We need however to fundraise in 2023 to make sure that we can continue to run the service as we have always done since 2014.

Approved by the Trustees on

14/7/2023

Signed on behalf of Trustees by:

*J. Chapman*

## **Independent Examiner's report to the Management Committee of Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2023 which are set out on pages 6 to 8.

### **Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounts records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep appropriate accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins

384 Wood Lane  
Stannington  
Sheffield  
S6 5LR

11-8-23

**Stannington and District Library Group**  
**Income and Expenditure Account**  
**for the period ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted fund £	Total 2023 £
<b>Income</b>				
Grants & Donations	1	5012	12888	17900
Sales Hire and Fundraising	2	8139		8139
<b>Total Income</b>		<b>13151</b>	<b>12888</b>	<b>26039</b>
<b>Asset Purchases</b>				
<b>Office and IT costs</b>		76		76
<b>Fixtures and Fittings costs</b>		257		257
<b>Expenditure</b>				
Rates		1	460	461
Gas		820	2941	3761
Electricity		386	1615	2001
Water Rates			114	114
Advertising and Publicity				0
Telephone and Broadband			443	443
Stationery and Postage		14	500	514
Library Consumables			226	226
Book Processing Materials		776	9	785
Marketing		138	35	173
Books		676	4464	5140
Other Purchases not books			30	30
All System Costs Including Internet Domain Costs			765	765
PPI and other covid related cost		677		677
Keyholding and Security			1019	1019
Boiler service and compliance testing		54	215	269
Insurance		56	1000	1056
Repairs Renewals and Building maintenance		23	313	336
Bank Charges		110		110
Events Outlay			1188	1188
Childrens Group Costs			22	22
Friendship Group Costs			1124	1124
XBM Copier Costs			453	453
<b>Total Expenditure</b>		<b>4064</b>	<b>16936</b>	<b>21000</b>
<b>Surplus for the year</b>		<b>9087</b>	<b>-4048</b>	<b>5039</b>
<b>Funds brought forward</b>		<b>37744</b>	<b>17700</b>	<b>55444</b>
<b>Total Funds Carried Forward</b>		<b>46831</b>	<b>13652</b>	<b>60483</b>

**Statement of Assets and Liabilities**  
**As at the 31 March 2023**

	2023	2022	2021
		£	£
<b>Fixed Assets</b>			
Additions	9047	20830	20626
Less Depreciation and Asset Written off	-1810	-12116	-9938
<b>Nett Book Value</b>	<u>7237</u>	<u>8714</u>	<u>10688</u>
<b>Current Assets</b>			
Debtors		0	0
Cash at bank	61001	55421	50421
Cash in hand	106	109	123
Cash in pay pal account	0	0	0
<b>Total</b>	<u>61107</u>	<u>55530</u>	<u>50544</u>
<b>Current Liabilities</b>			
Late invoices	662	86	177
	<u>662</u>	<u>86</u>	<u>177</u>

Approved by the trustees on

12th December 2023

Signed on behalf of the trustees by:

*Jenny van Tinteren*

Jenny van Tinteren  
 Chair of Trustees

**Stannington and District Library Group**  
**Notes to the Accounts**  
**for the period ended 31 March 2023**

Grants and Donations	Unrestricted funds	Restricted funds	2023 TOTAL
Sheffield City Council Grant 1		6650	6650
Sheffield City Council Grant 2 Books		1500	1500
Bradfield Parish Council		2200	2200
Marketing grant			0
Stannington Christ church	700		700
Stannington TARA		364	364
Stannington Co-op		2174	2174
Cadent	1680		1680
Donations from local business and organisations	406		406
Donations from FOSL scheme	681		681
Donations from individuals	589		589
Donations from green collecting boxes	956		956
	<u>5012</u>	<u>12888</u>	<u>17900</u>

**Sales Hire and Fundraising events**

Library fines , photocopying sales etc	386		386
Sale of Marketing Items	105		105
Events Income	1219		1219
Sale of Donated Items	4422		4422
Fundraising			0
sale of collected metals	500		500
Amazon Smile and Gift Aid	675		675
Interest	232		232
Hire of Library space	600		600
			<u>0</u>
	<u>8139</u>		<u>8139</u>
Total Receipts	<u>13151</u>	<u>12888</u>	<u>26039</u>

Restricted funds Funder	Restricted Funds		Payments 2023	Balance To cfw/-
	31st March 2022	31st March 2023 Receipts		
Sheffield City Council Books	1556	1500	-1556	1500
Sheffield City Council running Costs		6650	-6650	0
Stannington Co-op Books				0
Sheffield Council Covid Recovery Grant	5677		-5677	0
Stannington Co-op's Groups	163		-163	0
SCC Marketing Grant	35		-35	0
Stannington co-ops story festival		2174	-456	1718
WH Smith	200			200
Sheffield City Council Legal Fees	9760			9760
BPC Books		2000	-1526	474
BPC story festival		200	-200	0
Stannington Tara		364	-364	0
ward pot	309		-309	0
	<u>17700</u>	<u>12888</u>	<u>-16936</u>	<u>13652</u>

Bradfield Parish Council                      Money given for specific Expenditure  
 StanningtonCo-op's                              Money given for specific Expenditure  
 Sheffield |City Council                            Money given for specific Expenditure

**Trustees' remunerations**

Trustees received no expenses, remuneration or benefits in this period.

**Glossary of terms**

**Restricted Funds**

These are funds given to the organisation, subject to specific restrictions set by the donor, but still within the general objects of the organisation.

**Debtors**

These are amounts owed to the organisation, but not received in the accounting period.

**Liabilities**

These are amounts owed by the organisation, but not paid in the accounting period.

**Independent Examiner's report to the Management Committee of  
Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2023 which are set out on pages 6 to 8.

**Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounts records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

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  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins

384 Wood Lane  
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11.8.23

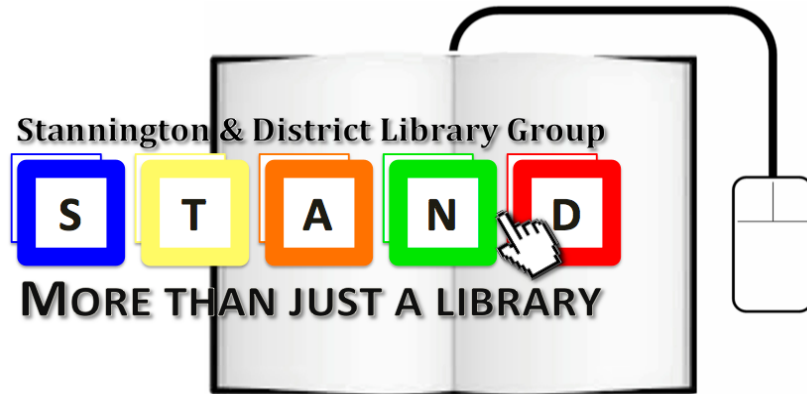
**STANNINGTON AND DISTRICT LIBRARY GROUP**

England & Wales - Charity number 1158661

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# Accounts

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Annual Report for period ended 30th October 2022  
To accompany Financial Report for 1 April 2021 – 31 March 2022

Registered Charity No: 1158661

# STANNINGTON LIBRARY



Stannington Story Festival 1 October 2022

## Reference and Administrative Information

**Charity Name:** Stannington & District Library Group

**Other names the charity is known by:** STAND

**Registered Charity Number:** 1158661

**Principal address:** Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered Office:** 400 Wood Lane  
Stannington  
Sheffield  
S6 6AQ

### Trustees for 2021-2022

	<b>Trustee name</b>	<b>Office</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint (if any)</b>
1	Jenny van Tinteren	Chair		STAND trustees, or STAND members at AGM
2	Patricia Chapman	Treasurer		As above
3	Melanie Smart	Secretary Volunteer Co-ordinator		As above
4	Patricia Hague	Finance Assistant, Deputy Manager		As above
5	Christine Paul	Finance Assistant	18/11/21- 4/2/22	As above
6	Carole Allen	Finance Assistant		As above
7	Dorothy Russell	Library Manager		As above
8	Bob Mynors	Communications, Events, publicity		As above
9	Shelagh Whiteley	IT Co-ordinator Volunteer Trainer		As above
10	John Russell	Building Manager		As above
11	Phil Warhurst	Schools Co-ordinator Events		As above

**Bank:**

HSBC Bank plc  
49-63 Fargate  
Sheffield  
S1 2HD

**Independent Examiner:**

Trevor Hutchins  
Accountant  
Hutchins and Co,  
371 Wood Lane  
Stannington  
Sheffield  
South Yorkshire  
S6 5LR

**Solicitors:**

Kerry Maddison  
Taylor Bracewell Solicitors  
17-23 Thorne Road  
Doncaster  
DN1 2RP

## **Trustees' Annual Report 19th November 2021 to 31st October 2022**

This report has been prepared in accordance with section 162 of the Charities Act 2011 and guidance issued by the Charity Commission about reporting requirements for Charitable Incorporated Organisations (CIOs). It should be read alongside STAND's Financial Report and Statement of Accounts for the 2021/22 financial year.

The Financial Report and Statement of Accounts was prepared in accordance with the charity's constitution, the Charities Act 1993, Section 145(5) (b) of the Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

### **Statement from the Trustees**

This year has seen the easing of pandemic restrictions, and we have re-established normal services and events and welcomed back most of our community groups. The library is as busy and vibrant as ever, with a well-managed and up to date book stock, well supported by the local community.

The Council has continued to provide us with a grant, and in February 22 we were able to claim a Covid Recovery Grant to help meet our running costs in 22/23. The Council is reviewing the library service, and Associate Libraries funding remains very vulnerable.

Over the year, our volunteers have worked very hard to build up alternative sources of income, and we have made encouraging progress, especially as our Friends and supporters have continued to donate money, second hand books and other items that we have once again been able to sell to raise funds.

We have also received generous grants from Bradfield Parish Council, the Co-op, the Tenants and Residents Association (TARA) and Christ Church Stannington, for which we are very grateful. Our financial position has strengthened over the past 12 months, and we have been able to refund money borrowed from our reserves.

Our focus this year has been on re-establishing a full service, with groups and events taking place again, and improving the logging and management of our own book collection to enable service improvements. We have kept our Covid safety precautions under review, with the aim of keeping volunteers and public as safe as possible. Stannington Library book lending figures continue to improve and feedback from the public is very positive.

All this is thanks to the enthusiasm and dedication of our volunteer team, and the loyal support of the local community. The Trustees extend grateful thanks to everyone.

### **Information about STAND**

Stannington & District Library Group ("STAND") was originally established as an unincorporated community association in November 2013, in response to Sheffield City Council's plans to close 16 public libraries (including Stannington) unless community volunteers stepped forward to keep the services running.

STAND is a registered charity (number 1158661) and is constituted as a Charitable Incorporated Organisation or CIO. Its governing document is its Constitution, and both this

and our charity status were approved by the Charity Commission and registered on 24<sup>th</sup> September 2014.

## **Appointment of Trustees**

Under the terms of STAND's constitution, new Trustees may be appointed by the existing Trustees, or by STAND members at the Annual General Meeting (AGM), subject to completion of the appropriate nomination form and provided the nominated person fulfils the eligibility conditions and agrees to abide by the Charity Commission's code of conduct.

The current constitution states that one third of the trustees must retire at subsequent AGMs, although they may stand for re-election. A charity trustee who has served five consecutive terms may not be appointed for a sixth consecutive term, but may be reappointed after an interval of at least 1 year.

## **Governance**

STAND is managed by a committee, currently consisting of 10 Trustees, although this can change from year to year. There is no maximum number of Trustees, but there must be at least 3 elected to fill the honorary officer posts (Chair, Treasurer, and Secretary). The Trustees may also co-opt additional committee members.

The Trustees and committee have responsibility for oversight of STAND and the running of the Library. Day to day management decisions about library operations are made by the Library manager. A minimum of 2 Trustees is required to form a quorum of the committee.

The committee normally meets every month, and receives reports from all officers, including a financial report. STAND's CIO constitution sets out all major governance procedures such as duties of Trustees, elections, general meetings and AGMs, voting rights and eligibility for membership of STAND.

The STAND Trustees and committee work on a volunteer basis, and for the period covered by this report did not receive any remuneration, apart from being reimbursed for expenditure incurred on behalf of STAND (for example printing ink, paper, or cleaning materials). These expenses and reimbursements must be agreed in advance.

## **Charitable Objects**

The Charitable Objects of STAND, as set out in its constitution, are:

- (a) the advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- (b) to promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status, race, or of political religious or other opinion, by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and

leisure time occupation with the objective of improving the conditions of life for the residents.

## **Our Mission**

In support of these charitable objects, our mission is to provide a sustainable library service and community hub for the people of Stannington and the surrounding district, encouraging participation by everyone and innovative use of the building as well as promoting lifelong learning, social and digital inclusion, and the celebration of reading.

## **Public benefit Statement**

The Trustees confirm that they have referred to the guidance published by the Charity Commission on public benefit, when reviewing and agreeing STAND's mission, aims and our service delivery principles. We have also borne this guidance in mind when setting our objectives, to ensure that we correctly identify the intended beneficiaries of our work, make a real difference and comply with our charitable objects at all times.

## **Service delivery principles**

Our Service Delivery Principles have been developed with the needs of our socially diverse community in mind. In spite of another difficult year, our library has continued to:

- be welcoming, available and accessible to everyone;
- be free to use within normal opening hours for borrowing books
- publicise and promote our services as free and available to all sections of the community, accessible via a wide range of publicly available media;
- publish and maintain clear and accessible information about any fees and charges, which are applied in a fair way to all service users;
- provide high quality services to all, regardless of political, religious or any other affiliation;
- support the local community, encouraging participation and increasing community capability; and
- provide a safe environment that meets the diverse needs of a wide-spread community including many children, elderly and disabled people.

## **Policies**

The STAND Trustees have adopted the following framework of management policies governing important aspects of running the library, including legislative compliance:

- Book Donations
- Safeguarding and Protection of Individuals
- Financial Reserves
- Volunteer Management & Problem-Solving procedure
- Equal Opportunities
- Suggestions and Complaints

- Financial Management
- Health & Safety
- Data Protection and Data Security
- Covid-19 Policies and Risk assessments
- Food Hygiene
- Using the Library Space and Facilities
- Stock Policy
- Fire Safety Policy and Procedures.

These policies are kept under review and are available in the library. We are currently developing a new policy on marketing and use of social media.

### **Relationships with other organisations**

Stannington Library is one of 11 Associate libraries in Sheffield, that are run by volunteers with support from Sheffield City Council. STAND, which was set up by local residents to operate the library, is an independent charity with its own charitable objects, and with the freedom to deliver other services with the aim of operating as a sustainable community hub, provided we abide by the terms of our lease. Associate libraries in Sheffield are free to apply for funding from a range of grant bodies. They are not subsidiary organisations of the Council and do not run library services on the Council's behalf, or under any form of contract.

STAND's relationship with the Council is covered by:

- (i) A Grant Agreement setting out the arrangements for paying the grant and how library performance and expenditure using the grant will be monitored (this is reviewed by the Council every 3 years);
- (ii) A Memorandum of Understanding, dealing with the use of the LMS book stock, and the library management computer system;
- (iii) A 5-year Lease (signed in 2019 - previously we occupied the building under a Tenancy at Will).

The lease includes an option to renew for 25 years, which must be exercised before the 5-year term expires in 2024.

Sheffield City Council support: Since April 2017, we have benefited from a support package as follows:

- 5-year or 25-year leases at peppercorn rent,
- A grant equal to the 2013 building running costs (£9,500 pa for Stannington) was paid for 1 year (2017/18). This was reduced to 80% or £7,600 in year 2 (2018/19) and it was reduced further, to 70% or **£6,650** in year 3 (2019/20). The grant has remained at this level since April 2020, but is currently under review again by the Council.
- Use of the Council's library management computer system, with the current Stannington Library book stock;
- Provision of a small number of new books;

- A small grant for marketing;
- Participation in the central library van service delivering customer title requests or books being returned by other libraries;
- The offer of retention of the computers and RFID machines (self-service kiosks) and links to the People's network (council's internet access);
- LMS training for volunteers, and
- Services of a Volunteer Co-ordinator (Darrel Porter).

This support package has been extended to 31<sup>st</sup> March 2023, but a council-wide review is in progress which will include a decision on the future support the council gives to all the volunteer libraries, meaning that we cannot rely on the package continuing next year.

Elected Representatives: STAND has good relationships with local councillors, who have continued to be very supportive. Stannington Ward councillors have a small fund (the ward pot) available to them to support local not for profit organisations, and they have been very generous to us in providing grants in the past, particularly to help with our building improvements. We thank them for their generosity.

Other Volunteer Libraries: STAND continues to support Volunteer Libraries in Sheffield (or VLiS) the coordinating group for Associate and Co-delivered Libraries. This has been a good source of help and advice.

Bradfield Parish Council: STAND is supported by our **Parish Council**, which features on our Hall of Fame noticeboard in the library and on our website. They have been very helpful to us from the beginning, most recently with a £2,000 book grant, and we are extremely grateful.

The Co-op Local Community Fund: Every year the Co-op runs a programme raising grants to support projects run by local non-profit organisations, funded through donations made by Co-op customers every time they shop. We successfully applied in 2021 for a grant from the Community Fund to fund the 2022 Story Festival, to be aimed particularly at children and getting them back interested in reading again after the pandemic restrictions. We received so many donations towards this cause that we have over £1500 left to carry forward for the 2023 Story Festival, which will again include elements of particular appeal to children.

Local community organisations: We have a good working relationship with **Stannington TARA**, which has supported the Library by donating towards events that also benefit our readers from the Tara's area, and we thank them for their generosity.

The Library has continued to offer support to **SCOFF**, the Stannington carnival committee, by providing meeting room and Zoom access, and also 4 volunteers to serve on the committee. They worked very hard to put on a Stannington Garden Party in July 2022, which not only provided the opportunity for the Library to run a book and bric-a-brac stall, but also to recruit some new members to help run the committee. SCOFF hopes to return with a new-style Carnival on 8<sup>th</sup> July 2023.

We have links to **local infant, primary and secondary schools**, and although we have not been able to host school visits yet (following the pandemic) we hope to restart these in the new Year. Once again, we have held a successful Summer Reading Challenge, and our book lending figures for children continue to improve, although they are still not back to their pre-pandemic levels.

## Achievements and performance

The objectives we set ourselves for 2021/22 focused on continuing with re-opening services as soon as possible, and increasing our fund-raising capability to make up for the income we lost during the pandemic. Not only that, but we also wanted to improve our service offer by introducing computer training, and getting started on the library extension project.

	<b>2021/22 Objectives</b>	<b>Progress</b>
1	Plan for reinstating normal library services and layout	Achieved
2	Bring back school visits as soon as possible	Not yet achieved
3	Re-start Baby Time, Story Time and the provision of meeting space for groups	Baby Time and groups have re-started; still looking for a leader for Story Time
4	Develop a Fund-raising Plan to increase our level of fund-raising	Achieved – new income streams including Friends Scheme, Gift Aid, scrap metal
5	Consider a preparedness strategy in case of a future pandemic resurgence	Achieved - we now have a step-by-step plan for bringing back measures to meet the situation
6	Re-expand the number of computers for public use	Achieved
7	Develop an offer of computer and IT training (e.g. iPads, smartphones, ancestry search)	In progress – we are in contact with Heeley Development Trust
8	Draft and approve a Social Media policy	In progress
9	Continue an effective marketing campaign on our website and social media	Achieved
10	Install an additional security camera focused on the car park	Not yet started
11	Continue with the Library Extension Project and feasibility study.	Preparatory work in hand to extend the lease

Most of the objectives have been achieved and others are in progress, with the exception of the security camera idea which took a back seat while we concentrated on services in the library. As part of the reinstatement of library services, this year we have undertaken the bar-coding of our own book collection on the Koha library computer system, which allows us to check them in and out using a hand-held scanner. This has made the counter service quicker and easier, and has also enabled us to identify lost and overdue or mis-placed books, thus making our stock handling more reliable and improving the state of the book collection.

This important work was led by Shelagh Whiteley, with assistance from Graham Whiteley, Chris Hoole, Dot Russell, Pat Chapman and many other volunteers, and we thank them very much for putting in so much hard work and making such a difference. Thanks too to Walkley and Greenhill libraries, for the helpful advice they gave at the start.

The Committee would like to thank all our volunteers for the hard work they have put in, and the extra effort they have invested in helping to raise funds for the library, by selling books on line and in the library, selling other donated items, collecting scrap metal, checking green collection boxes etc. This has made a great difference to the library's financial position.

We are also grateful for everyone's co-operation with Covid-related precautions and the considerate way in which all the volunteers helped ensure everyone's health as much as we possibly could.

As ever, our special thanks go to Dot and John Russell (Library Manager and Building Manager) for all their hard work in looking after the library, re-arranging the book stacks to support meetings and events, bringing back furniture and equipment that had to be stored off site for two years, and dealing with all the donated books. This has made a great difference to the smooth running of the library.

We would also like to express our appreciation for everyone's generosity and willingness in stepping forward to cover for absences. This has been really helpful and has enabled us to maintain our full opening hours throughout - we particularly thank those who have done extra front-line shifts on top of their other roles.

### **Plans for the coming year**

Over the next year, we want to focus on resilience and sustainability, making sure we continue to maintain the library effectively now, while investing in projects to safeguard its future. We intend to obtain a 25-year lease, and use the Mary Lea grant to pay for consultancy services to draft a business case for extending the library building.

This has been a long-term ambition, and the need for more space has become even more urgent, but we must ensure the business case for it stacks up, and that we will still be able to cover increased running costs at a time when grant funding is going to be even harder to win.

Another area to focus on is the energy efficiency of the building. Currently we are not very "green" and we are very much at the mercy of energy markets, so we want to investigate the possibility of obtaining grants to provide solar panels, more insulation, and an alternative heating design.

This may also be incorporated into the extension project, if that opens up potential for innovative solutions, such as those suggested by the Sheffield University students who carried out a Live Works study for us in November 2021. Energy efficiency improvements and green technology will help the library to bring down its carbon foot print and contribute to Sheffield's target of achieving net Zero by 2030.

In the area of IT, we would like to take forward further development of the Koha book management system forward, and also to continue with the idea of i-pad, tablet and smartphone training courses, provided we have the necessary volunteer resources available. We will continue with the plan to bring back school visits to the library, including a long-standing wish to bring in children from Shooters Grove and Bradfield Dungworth schools with the help of coach transport.

Stannington Library is relatively accessible for people with disabilities, as the building is all on one level and we have an accessible toilet for use by the public. We also have a good stock of large print and audio books, and a Hearing loop to assist hearing aid users. We would like to build on this and investigate ways of improving our services to be more inclusive, e.g. with better signage, alternative reading formats, assistive software and hearing technologies. We will be seeking advice from the RNIB and RNID to help us develop this initiative.

## Objectives for 2022/23

### 2022/23 Objectives

- 1 Bring back school visits as soon as possible and obtain funding for transporting classes from Shooters Grove and Dungworth primary schools
- 2 Re-start Story Time for under 5s
- 3 Obtain new PC and large TV/media screen, pursue further Koha development
- 4 Develop an offer of computer and IT training (e.g. iPads, smartphones etc)
- 5 Obtain consultancy to draft a feasibility study/ business case for a building extension
- 6 Negotiate a 25-year lease and apply for funding to commence the extension project
- 7 Develop plans for an improved Supporters scheme
- 8 Obtain funding for a new library PC and a large screen for use in presentations, information notices, film shows etc
- 9 Undertake an energy efficiency survey and investigate measures to reduce our carbon footprint e.g. solar panels, alternative heating sources
- 10 Improve accessibility for vision and hearing-impaired library users.
- 11 Re-launch our Supporters Scheme and also consider sponsorships
- 12 Install an additional security camera focused on the car park
- 13 Draft and approve a Social Media policy.
- 14 Increase our pool of volunteers and encourage involvement in development projects as well as front line library services.

These objectives will be stretching and challenging, and cannot all be achieved by the current committee without help from other volunteers, so we hope some of the projects will be of interest to the wider team. We will also keep up our recruitment of new volunteers, possibly by holding an Open Day to encourage more people to sign up and expand the team.

## Fundraising

The Financial Report and Statement of Accounts for 2021/22 (issued separately) shows income and expenditure up to 31<sup>st</sup> March 2022. The **table on the next page** shows our expenses and income for the period since then (April to September 2022).

Last year, we reported that the negative impact of the pandemic on fund-raising had resulted in a lower level of income, meaning we had dip into our financial reserves during the year, to the tune of £2000. We are pleased to report that this year, the situation has greatly improved and we have been able to refund that amount back into the reserve funds, and we hope to make a further deposit later in the financial year.

We were cautious in our projection of likely income at the start of the year, and anticipated a level of non-grant income of only £3260. It will be seen from the table on the next page that our income excluding grants had in fact reached £5563.72 after only 6 months. The sale of on-line books so far totalled £1495.08.

This level of fund-raising has been very encouraging, but it will be important to keep it up, given the fragility of our council grant support and increased library running costs due to energy price rises and general inflation. To help with this we have invested in a new gazebo, to support more frequent pop-up book stalls in the village and at other events, such as Carnival (coming back in 2023!) and our own Story Festival in September. We aim to increase our profile with the local community (who may have got rather too used to us running everything smoothly by now) and increase awareness of the need to campaign to keep libraries alive.

## Financial Update

EXPENSES 2022 April-Sept		£	INCOME 2022 April-Sept		£
Events outlay	743.30		Lost or damaged book fines	38.96	
Tuesday club costs	538.74		Computer print outs	14.20	
XBM copier costs	333.52		Sale of donated items	1,771.75	
Children's group costs	5.45		Events income	919.44	
Cost of sales materials	-		Pens	27.00	
Advertising and publicity	-		Photocopies	101.70	
Rates	460.80		Metal collection	192.80	
Gas	545.06		Hire of space	455.00	
Electric	822.69		Donations from businesses	NIL	
Water	56.52		Donations from library users	266.41	
Telephone and broadband	221.73		Friends' scheme	350.00	
Stationery + postage	47.73		Green collecting boxes	435.45	
Library consumables	132.73		Amazon Smile	36.81	
Book processing materials	784.68		Grants for restricted purposes	3,889.22	
Books	2,829.62		Unrestricted grants	350.00	
Insurance	-		Gift aid	930.93	
Internet domain and system costs	-		Interest	23.77	
Keyholding security costs	216.00				
Alarm monitoring system	-				
R+R plus health and safety	149.52				
Costs incurred re Covid	677.67				
Bank charges	65.00				
<b>TOTALS</b>	<b>8630.76</b>			<b>9,803.44</b>	
INCOME MINUS SPEND				1,172.68	

## Reserves Policy

The STAND Trustees aim to raise funds to ensure the sustainability of Stannington Library and the continuation of its services to the public, in accordance with our charitable objects. We always make clear that all funds raised go towards the upkeep of the library, and towards our plans for making it sustainable, especially in the event that our grant support from Sheffield City Council ceases.

We apply for grants for particular purposes or projects such as buying new books, furniture or IT equipment, and these must then be spent on that item only - they are therefore termed "restricted" funds. The income generated from our own general fund-raising is available to spend as we see fit, and is therefore "unrestricted" funding.

It is the policy of the Trustees to designate some of our unrestricted funds as reserves, which we set aside to cover specific purposes. We hold financial reserves for the following reasons:

- a) To meet an emergency or unexpected need for funds, such as an unforeseen building repair, a larger than expected utility bill, or unexpected need to buy in services;
- b) To cover our operational running costs, in the event of a loss of income such as our Council grant being reduced or cut altogether;
- c) To fund short term deficits in a cash budget, for example if money needs to be spent before an approved funding grant is received;
- d) To build up sufficient funds to cover our 5-year building maintenance programme, and to support our plans for a major project to extend the Library building;
- e) To cover any outstanding costs and liabilities in the unlikely event of STAND having to be wound up and/or the library lease terminated.

Our policy is to maintain the right balance between building up sufficient reserves and designated funds to meet the above criteria, while ensuring we fulfil our charity's objects by providing a free lending library service and community hub for the benefit of local people. We will keep this under regular review, to ensure we do not hold more reserves than we need.

Reserves: We have currently set aside enough money in reserve to cover emergencies, plus our running costs for 1 year, which would allow time to develop alternative income sources. We have also set aside £3,000, in accordance with our Business Plan, to cover contingencies and liabilities that may arise should STAND have to close down and terminate its operations. It is open to the Trustees to move unrestricted funds from reserves, or to increase reserves, if this becomes necessary.

Impact of Covid-19 Pandemic: Although we have had to dip into our reserves during the year, we remain in a very strong financial position. We have managed to pay back the £2000 into the reserves, and we want to increase these reserves as a precaution. If there was another national emergency e.g. pandemic, or extreme weather, the government might not be in a position to make grants available. In such a situation, we could well need to call on a higher level of contingency funds.

## Risk management

We have reviewed the risks associated with running the library, developing services, and obtaining enough funding and volunteers to keep the operation stable and sustainable. The current top six risks identified are judged to be those set out in the table below. The overall severity rating is derived from the likelihood and impact ratings.

	<b>Risk</b>	<b>Severity rating</b>	<b>Mitigation Plan</b>
1	Loss of leadership team members and need for succession planning, lack of time and relevant skills, burn-out, retirement (likelihood increased because we help SCOFF, TARA, Action for Stannington, SPARC)	16	Identify deputies; encourage new Committee members; compile handbook of job/task descriptions to support handover; regular discussion to ensure nobody gets overloaded. Consider withdrawing from other community volunteering
2	Inability to recruit enough new volunteers to replace losses and assist the team, leading to staff shortages on some shifts	16	Run social media campaigns, volunteer recruitment events; review progress at every trustee meeting; outreach to other organisations e.g. University or VAS seeking volunteers; set up Shift back Up team
3	Insufficient building space and lack of progress with projects and fund-raising for refurbishment and expansion.	16	Delegate to specific focused project team; recruit volunteers to assist; seek help from professionals, Council and Locality; set up fund-raising team.
4	Loss of Council grant and inability to raise enough funds to fill the gap and meet our expenses, leading to depletion of reserves	12	Continue to build up reserves and sustainability funds; apply for grants for books and consumables, introduce new fund-raising activities and events; identify good income sources. Keep up a programme of promotion and publicity.
5	Risk of Data Protection breach, accidental or inadvertent release of personal information relating to users on the Koha system	10	Ensure all new volunteers have signed Data protection declaration and seen the training video; undertake regular refresher training for all volunteers; seek advice from Greenhill on best way to keep Koha data secure and backed up.
6	Covid-19 pandemic - Risk to volunteers and/or public of infection, and risk of disruption to library services because of volunteer illness or pandemic control restrictions	9	Keep health & safety risk assessment updated, and ensure that mitigations are put in place and communicated to volunteers and public. Prepare and communicate a plan for maintaining critical services and functions; implement alternative services or delivery methods where possible.

Key:

<b>Likelihood</b>	1 = Very Low	2 = Low	3 = Medium	4 = High	5 = Very High
<b>Impact</b>	1 = Minor	2 = Modest	3 = Significant	4 = Very Significant	5 = Catastrophic
The risk severity rating is achieved by multiplying the figures, e.g. low likelihood x significant impact = 6					

## Challenges

Children's Library Extension: Our plan to enlarge the library by building an extension (to create enough room for an expanded children's library and more space for IT and community meetings) made some progress in 2021 when we signed a lease with a 25-year option, obtained a £10,000 grant towards costs, and engaged with Sheffield University's School of Architecture to run a Live Project, in which a team of architecture students produced a number of new design concepts and a scale model to help us develop proposals.

Since then, progress has stalled while we concentrated on bringing back library services and groups after the pandemic, plus the team has been heavily engaged on IT improvements and fund-raising. We need to address the shortage of volunteers and set up a project team to engage with experts to obtain a Feasibility Study and business case, with a view to negotiating a 25-year lease and applying for capital grant funding.

Other Community Commitments: For the past 6 years, several committee volunteers have been heavily involved in Stannington Carnival, the TARA, Action For Stannington and many other local good causes). This year, far from reducing our commitments these have escalated, with the need to assist SPARC (the park pavilion project) added to the list. We have already identified a shortage of volunteers and the potential need to replace retiring committee members, so this has become an unsustainable pressure and we need to take action to recruit project volunteers, or withdraw from other volunteering to reduce the work load.

## Conclusion

There has been a lot of really good progress this year, in spite of all the challenges, and we have achieved some excellent results e.g. improved book handling and use of Koha (which has supported an increase in book lending figures) and very effective fund-raising e.g. second-hand book sales, scrap metal and the new Friends Scheme.

This has been achieved thanks to the fantastic efforts of our volunteers, who have put in so much effort to maintain library cover and deliver a good service, at the same time investing in new book stock and keeping in mind what our library is all about – serving the community and inspiring new readers.

Jenny van Tinteren OBE  
Chair of Trustees

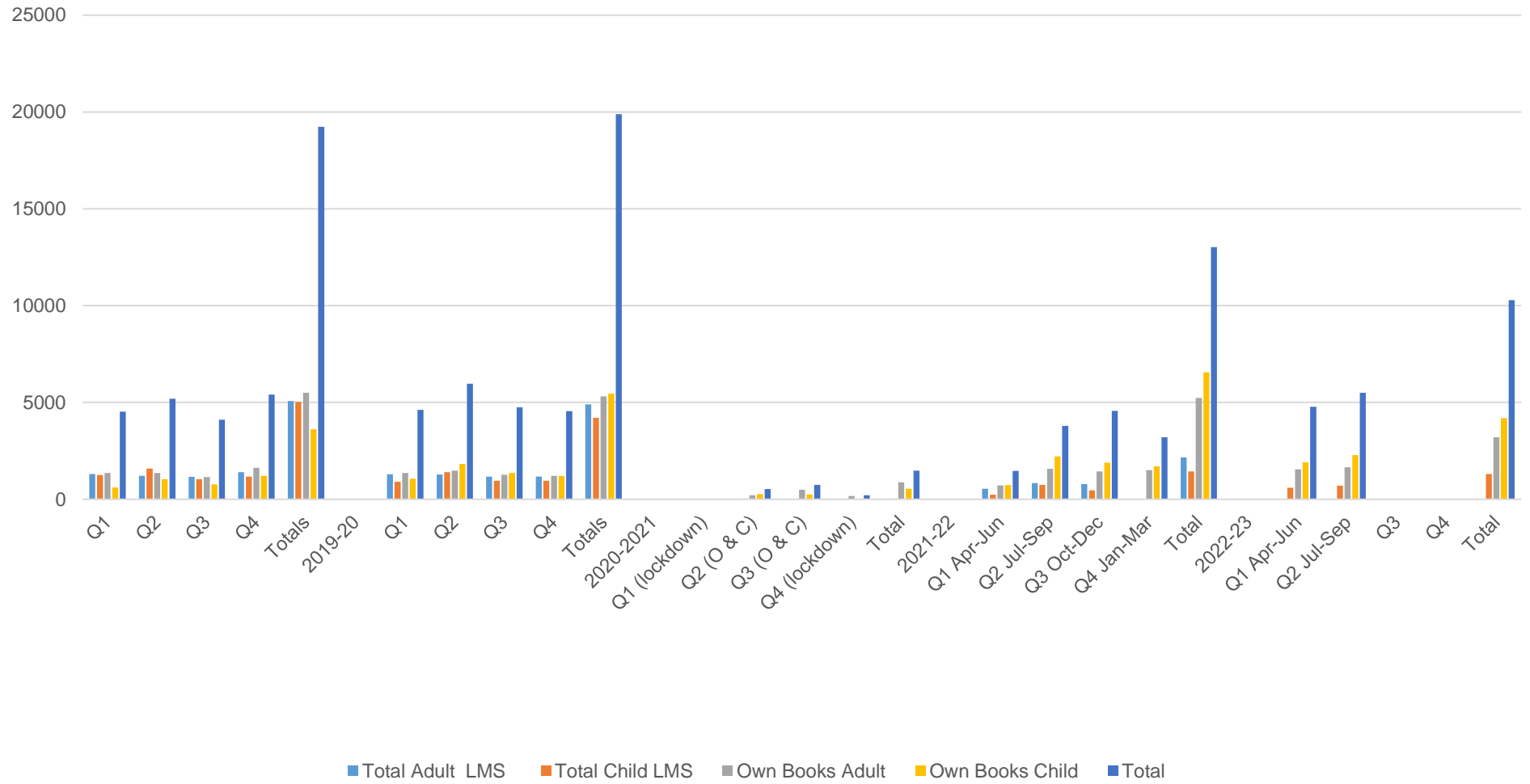
Stannington Library 19 November 2022

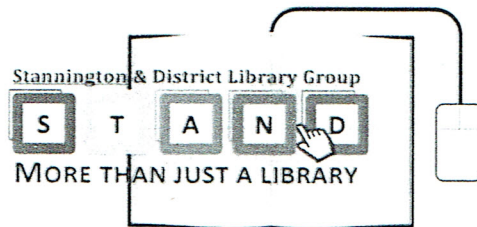
**Signed by Trustees on:** 10<sup>th</sup> January 2023

### Stannington Library annual book lending figures by quarter (April-March)

	Total Adult LMS	Total child LMS	Own books adult	Own books child	Total
<b>2018-19</b>					
Q1	1309	1247	1358	610	4524
Q2	1215	1582	1363	1034	5194
Q3	1154	1040	1150	768	4112
Q4	1401	1170	1625	1206	5402
<b>Totals</b>	<b>5079</b>	<b>5039</b>	<b>5496</b>	<b>3618</b>	<b>19232</b>
<b>2019-20</b>					
Q1	1287	902	1357	1071	4617
Q2	1273	1394	1476	1821	5964
Q3	1168	953	1271	1365	4757
Q4	1178	958	1206	1205	4547
<b>Totals</b>	<b>4906</b>	<b>4207</b>	<b>5310</b>	<b>5462</b>	<b>19885</b>
<b>2020-2021</b>					
Q1 (lockdown)	1	0	2	0	2
Q2 (O & C)	18	32	215	263	528
Q3 (O & C)	0	0	491	249	740
Q4 (lockdown)	0	0	171	34	205
<b>Total</b>	<b>19</b>	<b>32</b>	<b>879</b>	<b>546</b>	<b>1475</b>
<b>2021-22</b>					
Q1 Apr-Jun	546	236	723	738	1461
Q2 Jul-Sep	834	742	1567	2221	3788
Q3 Oct-Dec	779	468	1435	1888	4570
Q4 Jan-Mar			1503	1703	3206
<b>Total</b>	<b>2159</b>	<b>1446</b>	<b>5228</b>	<b>6550</b>	<b>13025</b>
<b>2022-23</b>					
Q1 Apr-Jun	728	601	1547	1903	4779
Q2 Jul-Sep	852	706	1656	2286	5500
Q3	0	0	0	0	0
Q4	0	0	0	0	0
<b>Total</b>	<b>1580</b>	<b>1307</b>	<b>3203</b>	<b>4189</b>	<b>10279</b>

### Book lending Figures 2018-2022 by quarter





## Stannington and District Library Group

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### FINANCIAL STATEMENTS

For the period ended 31 March 2022

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## Stannington and District Library Group

### Legal and administrative information For the period ended 31 March 2022

<b>Full Name</b>	Stannington and District Library Group		
<b>Also known as</b>	STAND		
<b>Registered charity number</b>	1158661		
<b>Principal Address</b>	Stannington Library Uppergate Road Stannington Sheffield S6 6BX		
<b>Registered office</b>	400 Wood Lane Sheffield S6 6AQ		
<b>Trustees</b>	Carole Allen	Finance Assistant	(re-elected 13 November 2018)
	Philip Warhurst	Assistant Chair	(re-elected 08 December 2020)
	John Russell	Buildings Manager	(re-elected 08 December 2020)
	Christine Paul	Finance Assistant	(12 Nov 2019- 5 Feb 2022)
	Shelagh Whiteley	Training and IT Manager	(08 December 2020)
	Patricia Hague	Asst. Library Manager	(elected 12 November 2019)
	Jenny van Tinteren	Chair	(re-elected 12 November 2019)
	Patricia Chapman	Treasurer	(re-elected 08 December 2020)
	Dorothy Russell	Library Manager	(re-elected 08 December 2020)
	Melanie Smart	Volunteer co-ordinator	(re-elected 08 December 2020)
	Robert Mynors	Advertising and publicity	(re-elected 08 December 2020)
<b>Bank</b>	HSBC Bank Plc 49-63 Fargate Sheffield S1 2HD		
<b>Solicitor</b>	Taylor Bracewell Number One Railway Court, Ten Pound Walk, Doncaster, DN4 5FB		
<b>Independent Examiner</b>	Trevor Hutchins 384 Wood Lane Stannington Sheffield S6 5LR		

## **Stannington and District Library Group**

### **Treasurer's annual and financial report and statement of accounts for the period ended 31 March 2022**

#### **Governance and management**

The Charity is a Charitable Incorporated Organisation, registered on the 24 September 2014.

The founding trustees were trained by Sheffield City Council and have attended further training where appropriate in 2016, and 2018. Trustees were appointed at the first AGM, and future trustees will be trained by outgoing trustees or a trustee with appropriate training in their particular area.

#### **Summary of the objects of the Charity**

The objects of the charity are:

- 1) The advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- 2) To promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status race or of political, religious or other opinion by association together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the condition of life for the residents.

#### **Summary of the main activities undertaken for the public benefit**

The charity took over the running of the library from the council on the 29 September 2014. The library is staffed by a team of dedicated volunteers, who have undertaken library and GDPR training to enable them to assist members of the public. All volunteers have signed the Data Protection Agreement and are given a copy of the library policies, including those on Safeguarding, and Equality & Diversity.

During Lockdown due to Covid, we ran limited services when we could. However the library resumed normal opening hours and book browsing from May 2021. In July 2021 we were able to open for book browsing. From 19<sup>th</sup> July 2021 we were able to open a computer pod, offering public use of one computer, And we also resumed face to face meetings of the Tuesday Club, and we were able to introduce further service improvements as the year progressed.

We have continued to refresh our library stock across all genres thanks to Grants from Sheffield City Council. We also benefited from a Ward Pot grand to help with funding the Tuesday Club and some books. We have received help from local businesses that were able to stay open via Green Collecting boxes, thanks to our Finance Assistants.

#### **Plans for the future and current improvements**

The charity is still looking at the possibility of building an extension, as the pandemic has further highlighted the need for more space in the library. With that in mind we asked The University of Sheffield to help in preparing a feasibility report for this purpose. This is now complete and has proved that it would be viable to proceed. We have been given a Grant from Sheffield City Council for legal and professional costs, but we will in future need to raise extra funding for the purpose of extending the library.

**Treasurer's annual financial report and statement of accounts  
For the period ended the 31 March 2022**

The Trustees can confirm that they had regard to the Charity Commission's guidance on public benefit whilst planning their activities for the period.

**Financial review**

At the end of this period the charity held £55530 of which £14505 is held in reserve for sustainability and contingency costs. £33290 is held in a building fund as part of our costs towards extending the library, although we have stored in there £17700 outstanding balances on grants that we could not spend due to lockdown, so actual balance towards extension is £15590. While this year has been difficult the small Business grant awarded by the UK Government has meant that we have been able to continue and despite extra costs incurred due to buying PPI equipment and alterations that we have had to make because of covid-19, we have finished this year quite well with a balance in our current account of free cash £1490.28 We need however to fundraise in 2022 to make sure that we can continue to run the service as we have always done since 2014

Approved by the Trustees on

24/6/2022

Signed on behalf of Trustees by:

P.A. Chapman

## **Independent Examiner's report to the Management Committee of Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2022 which are set out on pages 6 to 8.

### **Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act);
- and state whether particular matters have come to my attention.

### **Basis of independent examiner's report**


My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounts records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep appropriate accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins

384 Wood Lane  
Stannington  
Sheffield  
S6 5LR

**Stannington and District Library Group**  
**Income and Expenditure Account**  
**for the period ended 31 March 2022**

	Notes	Unrestricted fund £	Restricted fund £	Total 2022 £
<b>Income</b>				
Grants & Donations	1	2749	15320	18069
Sales Hire and Fundraising	2	5724		5724
<b>Total Income</b>		<b>8473</b>	<b>15320</b>	<b>23793</b>
<b>Asset Purchases</b>				
<b>Office and IT costs</b>			204	204
<b>Fixtures and Fittings costs</b>				
<b>Expenditure</b>				
Rates			235	235
Gas			799	799
Electricity			860	860
Water Rates			87	87
Advertising and Publicity		161		161
Telephone and Broadband			430	430
Stationery and Postage		239		239
Library Consumables		94		94
Book Processing Materials		701		701
Books		116	6000	6116
Other Purchases not books		47		47
All System Costs Including Internet Domain Costs			725	725
Legal and Professional		35	240	275
Keyholding and Security			180	180
Alarm Monitoring			768	768
Insurance			916	916
Repairs Renewals and Health and Safety costs		263	857	1120
Covid Costs		1717		1717
Bank Charges		24		24
Events Outlay		433	1267	1700
Friendship Group Costs			1033	1033
XBM Copier Costs		176		176
Cost of sales Materials		4		4
Software		105		105
<b>Total Expenditure</b>		<b>4115</b>	<b>14601</b>	<b>18716</b>
<b>Surplus for the year</b>		<b>4358</b>	<b>719</b>	<b>5077</b>
<b>Funds brought forward</b>		<b>33386</b>	<b>16981</b>	<b>50367</b>
<b>Total Funds Carried Forward</b>		<b>37744</b>	<b>17700</b>	<b>55444</b>

**Statement of Assets and Liabilities**  
**As at the 31 March 2022**

	<b>2022</b>	<b>2021</b>	<b>2020</b>
	£	£	£
<b>Fixed Assets</b>			
Additions	20830	20626	19540
Less Depreciation and Asset Written off	-12116	-9938	-7266
<b>Nett Book Value</b>	<u><u>8714</u></u>	<u><u>10688</u></u>	<u><u>12274</u></u>
<b>Current Assets</b>			
Debtors	0	0	747
Cash at bank	55421	50421	31928
Cash in hand	109	123	67
Cash in pay pal account	0	0	0
<b>Total</b>	<u><u>55530</u></u>	<u><u>50544</u></u>	<u><u>32742</u></u>
<b>Current Liabilities</b>			
Late invoices	86	177	401
	<u><u>86</u></u>	<u><u>177</u></u>	<u><u>401</u></u>

Approved by the trustees on

Signed on behalf of the trustees by:

**Stannington and District Library Group**  
**Notes to the Accounts**  
**for the period ended 31 March 2022**

Grants and Donations	Unrestricted funds	Restricted funds	2022 TOTAL
Sheffield City Council Grant 1		6650	6650
Sheffield City Council Grant 2		6000	6000
Marketing grant		35	35
Stannington Christ church		241	241
Stannington TARA		450	450
ward Pot		444	444
Sheffield City Council 3		1500	1500
Donations from local business and organisations	500		500
Donations from FOSL scheme	321		321
Donations from individuals	401		401
Donations from green collecting boxes	1527		1527
	<b>2749</b>	<b>15320</b>	<b>18069</b>

**Sales Hire and Fundraising events**

Library fines , photocopying sales etc	199		199
Sale of Marketing Items	48		48
Events Income	1653		1653
Sale of Donated Items	2763		2763
Fundraising	114		114
sale of collected metals	377		377
Amazon Smile and Gift Aid	265		265
Interest	5		5
Hire of Library space	300		300
	<b>5724</b>		<b>5724</b>
Total Receipts	<b>8473</b>	<b>15320</b>	<b>23793</b>

Restricted funds Funder	Restricted Funds 31st March 2021		Restricted Funds 31st March 2022	
	Receipts		Payments	
Sheffield City Council Books	2000	1500	-1944	1556
Sheffield City Council running Costs		6650	-6650	0
Stannington Co-op Books	2275		-2275	0
Sheffield Council Covid Recovery Grant		6000	-323	5677
Stannington Co-op's Groups	1191		-1028	163
SCC Marketing Grant		35		35
Lakeland Trust	1315	450	-1765	0
WH Smith	200			200
Sheffield City Council Legal Fees	10000		-240	9760
Christ Church		241	-241	0
ward pot		444	-135	309
	<b>16981</b>	<b>15320</b>	<b>-14601</b>	<b>17700</b>

Bradfield Parish Council	Money given for specific Expenditure
Lakeland Trust	Money given for specific Expenditure
StanningtonCo-op's	Money given for specific Expenditure
Sheffield  City Council	Money given for specific Expenditure

**Trustees' remunerations**

Trustees received no expenses, remuneration or benefits in this period.

**Glossary of terms**

**Restricted Funds**

These are funds given to the organisation, subject to specific restrictions set by the donor, but still within the general objects of the organisation.

**Debtors**

These are amounts owed to the organisation, but not received in the accounting period.

**Liabilities**

These are amounts owed by the organisation, but not paid in the accounting period.

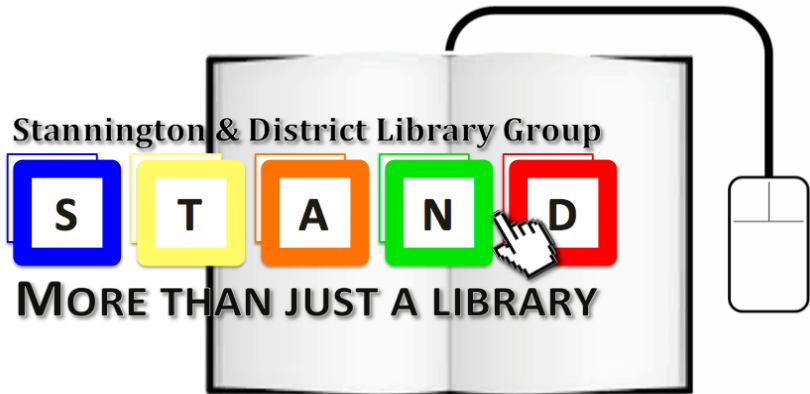
**STANNINGTON AND DISTRICT LIBRARY GROUP**

England & Wales - Charity number 1158661

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# Accounts

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Annual Report for period ended 30th October 2021  
To accompany Financial Report for 2020 – 2021

Registered Charity No: 1158661

# STANNINGTON LIBRARY



Stannington Story Festival 18 September 2021

## Reference and administrative information

**Charity Name:** Stannington & District Library Group

**Other names the charity is known by:** STAND

**Registered Charity Number:** 1158661

**Principal address:**  
Stannington Library  
Uppergate Road  
Stannington  
Sheffield  
S6 6BX

**Registered Office:**  
400 Wood Lane  
Stannington  
Sheffield  
S6 6AQ

### Trustees for 2020-2021

	Trustee name	Office	Dates acted if not for whole year	Name of person (or body) entitled to appoint (if any)
1	Jenny van Tinteren	Chair		STAND trustees, or STAND members at AGM
2	Patricia Chapman	Treasurer		As above
3	Melanie Smart	Secretary and Volunteer Co-ordinator		As above
4	Patricia Hague	Finance Assistant		As above
5	Christine Paul	Assistant Treasurer		As above
6	Carole Allen	Finance Assistant		As above
7	Dorothy Russell	Library Manager		As above
8	Bob Mynors	Communications and publicity		As above
9	Shelagh Whiteley	IT Co-ordinator		As above
10	John Russell	Building Manager		As above
11	Phil Warhurst	Deputy Chair and Schools Co-ordinator		As above

### Committee Members:

Scott Marshall	Book Sales		As above
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**Bank:**

HSBC Bank plc  
49-63 Fargate  
Sheffield  
S1 2HD

**Independent Examiner:**

Trevor Hutchins  
Accountant  
Hutchins and Co,  
371 Wood Lane  
Stannington  
Sheffield  
South Yorkshire  
S6 5LR

**Solicitors:**

Kerry Maddison  
Taylor Bracewell Solicitors  
17-23 Thorne Road  
Doncaster  
DN1 2RP

## **Trustees' Annual Report 1<sup>st</sup> November 2020 to 30th October 2021**

This report has been prepared in accordance with section 162 of the Charities Act 2011 and guidance issued by the Charity Commission about reporting requirements for Charitable Incorporated Organisations (CIOs). It should be read alongside STAND's Financial Report and Statement of Accounts for the 2020/21 financial year.

The Financial Report and Statement of Accounts was prepared in accordance with the charity's constitution, the Charities Act 1993, Section 145(5) (b) of the Charities Act 2011, and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

### **Statement from the Trustees**

Over the past year, although we have seen the continued impacts of Covid-19 pandemic restrictions on our operations, we have been able to open up the library to the public, and safely re-introduce some of our services and events.

Our grant funding from the Council has so far continued, and although our income is down and we have had to dip in to our reserves to cover some of our costs, on the plus side we have received many donations from supporters, and increased our income from the sale of second-hand books.

We have also received generous grants from Bradfield Parish Council, the Tenants and Residents Association (TARA) and Christ Church Stannington. We started the year in good financial shape, and this has remained the case, as over the past 12 months our finances have been stable and we remain in a strong position.

Our first objective has been to keep volunteers and the public safe. Although there have been difficulties to overcome in dealing with pandemic safety precautions and restrictions, we have continued to open for 21 hours per week, delivered an order and collect service, opened for book browsing, restarted the Tuesday Club (albeit in different premises), opened a computer pod for public use, and run some lively and popular events. Our book lending figures show a great improvement, and we receive good feedback from the public.

These achievements are to the credit of our dedicated volunteers, and the generosity and loyalty of our community, and we thank them all.

### **Information about STAND**

Stannington & District Library Group ("STAND") was originally established as an unincorporated community association in November 2013, in response to Sheffield City Council's plans to close 16 public libraries (including Stannington) unless community volunteers stepped forward to keep the services running.

STAND is a registered charity (number 1158661) and is constituted as a Charitable Incorporated Organisation or CIO. Its governing document is its Constitution, and both this and our charity status were approved by the Charity Commission and registered on 24<sup>th</sup> September 2014.

## **Appointment of Trustees**

Under the terms of STAND's constitution, new Trustees may be appointed by the existing Trustees, or by STAND members at the Annual General Meeting (AGM), subject to completion of the appropriate nomination form and provided the nominated person fulfils the eligibility conditions and agrees to abide by the Charity Commission's code of conduct.

The current constitution states that one third of the trustees must retire at subsequent AGMs, although they may stand for re-election. A charity trustee who has served five consecutive terms may not be appointed for a sixth consecutive term, but may be reappointed after an interval of at least 1 year.

## **Governance**

STAND is managed by a committee, currently consisting of 11 Trustees and 1 Committee member, although this can change from year to year. There is no maximum number, but there must be at least 3 Trustees to fill the honorary officer posts (Chair, Treasurer, and Secretary).

The Trustees and Committee have responsibility for oversight of STAND and the running of the Library. Day to day management decisions about library operations are made by the Library manager. A minimum of 2 Trustees is required to form a quorum of the committee.

The Committee normally meets every fortnight and receives reports from all officers, including a financial report. Throughout the year, these meetings have been held via Zoom.

STAND's CIO constitution sets out all major governance procedures such as duties of Trustees, elections, general meetings and AGMs, voting rights and eligibility for membership of STAND. The STAND Trustees and Committee work on a volunteer basis, and for the period covered by this report did not receive any remuneration, apart from being reimbursed expenses incurred on behalf of STAND (for example printing ink, paper, or cleaning materials). These reimbursements must be agreed with the Treasurer in advance.

## **Charitable Objects**

The Charitable Objects of STAND, as set out in its constitution, are:

- (a) the advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- (b) to promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status, race, or of political religious or other opinion, by associating together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

## **Our Mission**

In support of these charitable objects, our mission is to provide a sustainable library service and community hub for the people of Stannington and the surrounding district, encouraging participation by everyone and innovative use of the building as well as promoting lifelong learning, social and digital inclusion, and the celebration of reading.

## **Public benefit Statement**

The Trustees confirm that they have referred to the guidance published by the Charity Commission on public benefit, when reviewing and agreeing STAND's mission, aims and our service delivery principles. We have also borne this guidance in mind when setting our objectives, to ensure that we correctly identify the intended beneficiaries of our work, make a real difference and comply with our charitable objects at all times.

## **Service delivery principles**

Our Service Delivery Principles have been developed with the needs of our socially diverse community in mind. In spite of another difficult year, our library has continued to be:

- Welcoming, available and accessible to everyone;
- Free to use within normal opening hours for borrowing books
- Publicised and promoted as free and available to all sections of the community, using a wide range of publicly available media;
- Publishing and maintaining clear and accessible information about any fees and charges, which are applied in a fair way to all service users;
- Providing high quality services to all, regardless of political or religious affiliation;
- Supportive of the local community, encouraging participation and increasing community capability;
- Providing a safe environment that meets the diverse needs of a wide-spread community including many children, elderly and disabled people.

## **Policies**

The STAND committee has adopted the following framework of management policies governing important aspects of running the library, including legislative compliance:

- Book Donations
- Safeguarding and Protection of Individuals
- Financial Reserves
- Volunteer Management & Problem-Solving procedure
- Equal Opportunities
- Suggestions and Complaints
- Financial Management
- Health & Safety

- Data Protection and Data Security
- Covid-19 Policies and Risk assessments
- Food Hygiene
- Using the Library Space and Facilities
- Stock Policy
- Fire Safety Policy and Procedures.

These policies are kept under review and are available in the library. We are currently developing a new policy on marketing and use of social media.

### **Relationships with other organisations**

Stannington Library is one of 11 Associate libraries in Sheffield, that are run by volunteers with support from Sheffield City Council. STAND, which was set up by local residents to operate the library, is an independent charity with its own charitable objects, and with the freedom to deliver other services with the aim of operating as a sustainable community hub, provided we abide by the terms of our lease. Associate libraries in Sheffield are free to apply for funding from a range of grant bodies. They are not subsidiary organisations of the Council and do not run library services on the Council's behalf, or under any form of contract.

STAND's relationship with the Council is covered by:

- (i) A Grant Agreement setting out the arrangements for paying the grant and how library performance and expenditure using the grant will be monitored (this is reviewed by the Council every 3 years);
- (ii) A Memorandum of Understanding, dealing with the use of the LMS book stock, and the library management computer system;
- (iii) A 5-year Lease (previously we occupied the building under a Tenancy at Will).

The lease includes an option to renew for 25 years, which must be exercised before the 5-year term expires.

Sheffield City Council support: From 1 April 2017 to 31<sup>st</sup> March 2022, we have benefited from a support package as follows:

- 5-year or 25-year leases at peppercorn rent,
- A grant equal to the 2013 building running costs (£9,500 pa for Stannington) was paid for 1 year (2017/18). This was reduced to 80% or £7,600 in year 2 (2018/19) and it was reduced further, to 70% or **£6,650** in year 3 (2019/20). The grant has remained at this level since April 2020, but is currently under review again by the Council.
- Use of the Council's library management computer system, with the current Stannington Library book stock;
- Provision of a small number of new books;
- A small grant for marketing;
- Participation in the central library van service delivering customer title requests or books being returned by other libraries;

- The offer of retention of the computers and RFID machines (self-service kiosks) and links to the People's network (council's internet access);
- LMS training for volunteers, and
- Services of a Volunteer Co-ordinator (Darrel Porter).

This support package ends at the end of March 2022. During 2021, there has been a review by the Council to decide whether to renew it, end it, or continue it on different terms.

A 5-year lease was finalised in late 2018, together with an Options Agreement for a 25-year lease, should this be required. The 5-year lease was signed by us in September 2019 and by the Council in November the same year.

We intend to activate the 25-year option before the end of the 5-year lease (i.e. before October 2024) to enable us to apply for funding to build an extension to accommodate an expanded children's section and computer suite. This year, we have also benefited from a further £10,000 SCC grant towards the legal and professional costs of embarking on such a project. We have done some preparatory work and intend to make a formal start on it during 2022.

Elected Representatives: STAND has good relationships with local councillors, who have continued to be very supportive. Stannington Ward councillors have a small fund (the ward pot) available to them to support local not for profit organisations, and they have been very generous to us in providing grants in the past, particularly to help with our building improvements. We thank them for their generosity.

Other Volunteer Libraries: STAND continues to support Volunteer Libraries in Sheffield (or VLiS) the coordinating group for Associate and Co-delivered Libraries.

Bradfield Parish Council: STAND is supported by our **Parish Council**, which features on our Hall of Fame noticeboard in the library and on our website. They have been very helpful to us from the beginning, and we are extremely grateful to them.

The Co-op Local Community Fund: Every year the Co-op runs a programme raising grants to support projects run by local non-profit organisations, funded through donations made by Co-op customers every time they shop. We successful in applying for this support in 2021 and received a grant to buy more new audio books, which has greatly improved our collection in this important category.

Local community organisations: We have a good working relationship with **Stannington TARA**, which has supported the Library with donations, notably for books and for our Story Festival. We sincerely thank them for their generosity.

The Library has continued to offer support to **SCOFF**, the Stannington carnival committee, by providing free Zoom access, and also 4 volunteers to serve on the committee. Once again, because of Covid pandemic restrictions the carnival could not be held this year – however, we have contributed to the production of a commemorative book, which will be sold to raise money for local good causes.

We have links to **local infant, primary and secondary schools**. In normal times, we have classes from Stannington Infants School and Nook Lane Primary School visiting the library to borrow and return books and hear a story read by one of the volunteers. Sadly, it has not been possible for these visits to take place during the pandemic, but we have continued to keep in touch with the schools and thankfully the children are able to browse the books again – as

shown by this summer's successful Reading Challenge, and our improved book lending figures.

This year, we were able to involve Bradfield Dungworth School by arranging for Ian McMillan to visit as part of our Story Festival, to lead an assembly and a poetry and singing workshop. The event was a real success and greatly enjoyed by the children.

### Impact of the Covid-19 Pandemic

In our report last year, the Trustees explained our policy of a staged re-opening, and this is what we embarked upon, starting with free bags of books, followed by an Order and Collect service starting 17<sup>th</sup> August 2020. There was another period of closure, starting 13<sup>th</sup> January 2021, which ended on 10<sup>th</sup> March 2021 when we resumed the Order and Collect service. As the situation improved, from 10<sup>th</sup> May 2021 we were able to open for book browsing. From 19<sup>th</sup> July, we opened a computer pod, offering public use of one computer. We also resumed face to face meetings of the Tuesday Club from May, although these have been held in Knowle Top Chapel as this supports social distancing in a bigger space.

### Achievements and performance

Our objectives for 2021 were aimed at recovering and re-opening services as soon as we could, bearing in mind the need to carry on with safety precautions in the small library space. Progress has been made as follows:

	<b>Objective</b>	<b>Progress</b>
1	Re-opening for book browsing as soon as possible	Achieved
2	Publicise and promote the library as a resource with effective marketing campaigns on the website and in social media	Achieved (and to be continued)
3	Opening up for public computer sessions in a safe manner	Achieved
4	Offer some computer support and tuition and increase public awareness of what we offer, e.g. Photoshop, Find My Past	Partly achieved (tuition still at planning stage)
5	Re-establish school visits as soon as possible	To be carried forward
6	Re-establish groups such as Baby time, Storytime, the Tuesday Club, in other bigger venues if necessary	Tuesday Club re-started, other groups yet to start
7	Open up as a meeting space as soon as possible	To be carried forward
8	Progress with the renewal of our Friends of Stannington Library (FOSL) and Supporters Schemes	Achieved
9	Draw up a Preparedness Strategy and contingency planning for a resurgence of the pandemic or similar emergency situation	To be carried forward
10	Purchase and install additional external security cameras focussed on the car park	To be carried forward
11	Start the project for a possible library extension, commencing with a full feasibility study	Live Project completed; feasibility study to be carried forward
12	Continue the review and update of our management policies.	Completed. Social media policy in development

A lot of work went into opening again for book browsing, which we did in May 2021. We prepared a scheme for a one-way system round the library, with appropriate signage, hand sanitiser stand, and a table for track and trace forms, and we installed screens in the entrance lobby and on a re-modelled reception counter, to protect staff and customers. This has worked well, and the public has been supportive of, and confident in, the arrangements (as our improved loan figures show).

We also continued with our process for quarantining returned books and donated items, and provided all the necessary equipment and guidance for staff, in line with the measures identified in our Covid Risk Assessment, so that risks have been kept as low as possible.

The Committee would like to thank all our volunteers for the extra effort and care they have put in to observing the necessary precautions, and helping to ensure that everyone remained as safe as possible.

Special thanks go to Dot and John Russell (Library Manager and Building Manager) for all their hard work in looking after the quarantined books, overseeing the process, and looking after our furniture and equipment that currently has to be stored off site. Without all this, the library would not have been able to provide the necessary service, and our grateful thanks go to everyone concerned.

### **Objectives for the coming year**

Last year, we were concentrating not only on recovering our services once the pandemic is brought under control, but also on planning for the future, and helping to rebuild community skills and resilience. Since then, it has become clear that society will have to adjust to a much longer-running situation in which a certain level of Covid precautions will endure, and restrictions could even be brought back if circumstances demand it.

Our objectives for the coming year will therefore focus on restoring services as much as possible, fund-raising, communications and marketing, improving community skills and improving the library building.

1. Plan for reinstating normal library services and layout, as soon as this becomes possible (including investigating possible scope for more self-service points)
2. Bring back school visits as soon as possible
3. Re-start Baby Time, Story Time and the provision of meeting space for groups, either in the library or an alternative building
4. Develop a Fund-raising Plan to increase our level of fund-raising, including new initiatives and the promotion of Friends of Stannington Library scheme, donations from sponsors etc.
5. Consider a preparedness strategy in case of a future resurgence, new pandemic or other emergency situation (carried forward from last year)
6. Re-expand the number of computers for public use
7. Develop an offer of computer and IT training (e.g. iPads, smartphones, ancestry search).
8. Draft and approve a Social Media policy
9. Continue an effective marketing campaign on our website and social media
10. Install an additional security camera focused on the car park (carried forward from last year)
11. Continue with the Library Extension Project and feasibility study.

These objectives are all aimed at improving our sustainability and financial stability, as well as helping the community.

### **Fundraising and financial update**

The Financial Report and Statement of Accounts for 2021/22 (issued separately) shows income and expenditure up to 31<sup>st</sup> March 2021. The **table on the next page** shows our expenses and income for the period since then (April to September 2021).

Over the past year, we have remained financially stable, but as in 2020, we have not been able to achieve our normal level of fund raising, because of the impact of the pandemic. Our outgoings have however stayed at the same level, and this has resulted in our having had to dip into our financial reserves during the year, to the tune of £2000.

This is of course precisely the kind of situation that we hold reserves to help with, but it does mean we want to return quickly to a level of fund raising that not only keeps the library running but also enables us to pay that money back into our reserves.

In Quarters 1-2 in 2021/22, we have found some new income sources, such as selling discards and donated books, DVDs and CDs on-line, instead of sales inside the library. Some of our outgoings, such as building repairs and maintenance, have been lower this year compared with 2020 (following last year's extensive redecorations and the installation of a new kitchen), and our Covid-related expenses have been a bit lower as we still had last year's purchase of screens, signage and some PPE stocks.

However, it can be seen from the table that a slight shortfall has occurred over the 2 recent quarters, which risks a continued depletion of our reserves, if it carries on. To prevent this, we need to increase our current sources of income and to be more ambitious about finding new ones, as well as aiming to bring back income streams that we have benefited from in the past. Accordingly, the STAND Committee will develop a fund-raising plan, and talk to all volunteers about ideas and activities to help us achieve it.

For example, it would be good to set up more pop-up book sales in the village and at other events, like the one we did in the park for the Story Festival event on 18<sup>th</sup> September. This could help to offset the loss of our Carnival Bookstall, which has brought in a lot of money in previous years, but may not happen again unless more community volunteers step forward to help with organising it.

We have got off to a good start, with excellent results from on-line book sales, and a scrap metal collection. Our thanks go to John Russell, Shelagh Whitely, Pat Hague, and all the other volunteers who have contributed so much effort and made these initiatives such a success.

There is also the recent relaunch of our Friends of Stannington Library scheme, which has been reviewed and rejuvenated by Christine Smythe and Pat Chapman, with new application forms now available in the library. Christine and Pat have also registered us with HMRC for Gift Aid, which will make all donations even more worthwhile.

We also had a major success with this year's Stannington Story Festival, with 3 lively and well attended events – a performance by Hallam 89 of The Railway Children, held in Knowle Top Chapel, an event in the park called "StannHenge", with stories and creative activities, and an evening with Ian McMillan and Luke Carver Goss at the Lomas Hall. We were able to run an outdoor bookstall and bric-a-brac stall, and the events raised welcome funds for the Library. Many thanks to Bob Mynors and Phil Warhurst for organising the Story Festival.

EXPENSES 2021 April-Sept £		INCOME 2021 April-Sept £	
EVENTS OUTLAY	122.55	COMPUTER PRINTS	18.80
FRIENDSHIP GROUP COSTS	520.72	ON-LINE SALE OF DISCARDS/ DONATED BOOKS	1476.89
XBM COPIER COSTS	50.11	EVENTS INCOME	491.12
COST OF SALES MATERIALS	2.99	PENS	17.00
ADVERTISING AND PUBLICITY	36.00	PHOTOCOPIES	43.60
RATES	691.83	METAL COLLECTION	124.60
GAS	266.76	HIRE OF SPACE	300.00
ELECTRICITY	415.63	DONATIONS FROM LIBRARY USERS	250.69
WATER	32.55	FOSL	116.00
TELEPHONE AND BROAD BAND	217.01	GREEN COLLECTING BOXES	727.57
STATIONERY + POSTAGE	155.96	AMAZON SMILE	51.33
LIBRARY CONSUMABLES	42.65	CROWD FUNDING	113.59
BOOK PROCESSING MATERIALS	507.12	GRANTS FOR RESTRICTED PURPOSES	4,016.33
BOOKS	3,272.28	UNRESTRICTED GRANTS	250.00
OTHER PURCHASES NOT BOOKS	38.97	INTEREST	1.21
INTERNET DOMAIN COSTS	69.86		
KEYHOLDING SECURITY COSTS	180.00		
ALARM MONITORING SYSTEM	24.00		
BUILDING REPAIRS & MAINTENANCE	667.53		
PPI AND OTHER COSTS INCURRED RE COVID	1,466.35		
<b>TOTAL</b>	<b>8,780.87</b>		<b>7,998.73</b>
<b>SHORTFALL</b>			<b>782.14</b>

## Reserves Policy

The STAND Trustees aim to raise funds to ensure the sustainability of Stannington Library and the continuation of its services to the public, in accordance with our charitable objects. We always make clear that all funds raised go towards the upkeep of the library, and towards our plans for making it sustainable, especially in the event that our grant support from Sheffield City Council ceases.

We apply for grants for particular purposes or projects such as buying new books, furniture or IT equipment, and these must then be spent on that item only - they are therefore termed "restricted" funds. The income generated from our own general fund-raising is available to spend as we see fit, and is therefore "unrestricted" funding.

It is the policy of the Trustees to designate some of our unrestricted funds as reserves, which we set aside to cover specific purposes. We hold financial reserves for the following reasons:

- a) To meet an emergency or unexpected need for funds, such as an unforeseen building repair, a larger than expected utility bill, or unexpected need to buy in services;
- b) To cover our operational running costs, in the event of a loss of income such as our Council grant being reduced or cut altogether;
- c) To fund short term deficits in a cash budget, for example if money needs to be spent before an approved funding grant is received;
- d) To build up sufficient funds to cover our 5-year building maintenance programme, and to support our plans for a major project to extend the Library building;
- e) To cover any outstanding costs and liabilities in the unlikely event of STAND having to be wound up and/or the library lease terminated.

Our policy is to maintain the right balance between building up sufficient reserves and designated funds to meet the above criteria, while ensuring we fulfil our charity's objects by providing a free lending library service and community hub for the benefit of local people. We will keep this under regular review, to ensure we do not hold more reserves than we need.

**Reserves:** We have currently set aside enough money in reserve to cover emergencies, plus our core running costs for 2 years (utility and basic library costs), which would allow time to develop alternative income sources. We have also set aside £3,000, in accordance with our Business Plan, to cover contingencies and liabilities that may arise should STAND have to close down and terminate its operations. It is open to the Trustees to move unrestricted funds from reserves, or to increase reserves, if this becomes necessary.

**Impact of Covid-19 Pandemic:** Although we have had to dip into our reserves during the year, we remain in a very strong financial position. We want to pay back the £2000 into the reserves, and we also want to think about how to plan for similar occurrences arising in future. If there was another pandemic, or extreme weather due to climate change, the government might not be in a position to make grants available. In such a situation, we could well need to call on a higher level of contingency funds, and the Trustees will consider this in our financial planning in future years.

## Risk management

STAND Trustees have reviewed the risks associated with running the library, developing services, and obtaining enough funding and volunteers to keep the operation stable and sustainable. The top six risks identified are set out in the table below. The overall severity rating is derived from the likelihood and impact ratings.

	Risk	Severity rating	Mitigation Plan
1	Covid-19 pandemic – Health & Safety: Risk to volunteers and/or public of infection while working in the library or using library services	16	Keep health & safety risk assessment updated, and ensure that identified safety procedures and mitigations are put in place and communicated to volunteers and public; keep evaluation under review; take all necessary action if a case arises.
2	Covid-19 – Business Continuity: Risk that services cannot be delivered because of volunteer illness or pandemic control restrictions	16	Identify key services, legal requirements and staffing allocations needed; prepare a plan for maintaining critical services and functions; implement alternative services or delivery methods where possible; communicate to volunteers and public.
3	Loss of leadership team members and need for succession planning, lack of time and relevant skills, burn-out. (likelihood increased because of Covid, plus we help SCOFF, TARA, Action for Stannington, Action for Knowle Top)	16	Identify deputies; encourage new Committee members; compile handbook of job/task descriptions to support handover; regular discussion to ensure nobody gets overloaded.
4	Inability to raise enough funds to meet our expenses and rebuild reserves	16	Keep budgets under review and take early action; apply for grants for books and consumables, introduce new fund-raising activities and events; bring back former ones, identify good income sources. Keep up a programme of promotion and publicity.
5	Inability to recruit enough new volunteers to replace losses and assist the team	16	Run volunteer recruitment events; review progress at every trustee meeting; outreach to other organisations e.g. University or VAS seeking volunteers
6	Insufficient building space and lack of progress with projects and fund-raising for refurbishment and expansion	12	Delegate to specific focused project team; recruit volunteers to assist; seek help from professionals, Council and Locality; set up fund-raising team.

Key:

<b>Likelihood</b>	1 = Very Low	2 = Low	3 = Medium	4 = High	5 = Very High
<b>Impact</b>	1 = Minor	2 = Modest	3 = Significant	4 = Very Significant	5 = Catastrophic
The risk severity rating is achieved by multiplying the figures, e.g. low likelihood x significant impact = 6					

## Challenges

Post-pandemic recovery: Although we have made very good progress towards recovery of our services during 2021, we face a continuing challenge to get arrangements back to something much more like normal, including re-opening our groups, expanding the computer offer, and building up our readership again - not just to pre-pandemic levels but even better than that, if we can.

We will continue to review our services to see whether they can be adapted to meet new needs, improved to attract new groups of readers, and strengthened to ensure we can keep up the flow of books to borrowers when difficulties arise. We also want to increase our own sustainability for the future, and focus on initiatives that promote reading and the love of books, as well as building skills and resilience in the community, especially children.

Possible ideas include:

- Making catalogues more accessible, via the website, and investigating the idea of Koha self-service kiosks
- New IT services such as computer tuition, computer open days
- Promoting new books and services; on-line story reading or poetry events); Pop up library events; bringing back class visits.

Children's Library Extension: We have long planned to enlarge the library by building an extension, to create enough room for an expanded children's library and more space for IT and community meetings. Since 2020 we have made three significant steps towards it, by signing a lease with a 25-year option, obtaining a £10,000 grant towards costs, and engaging with Sheffield University's School of Architecture to run a Live Project, in which a team of architecture students produced a number of new design concepts, materials and a scale model, some of which could be taken forward to inform our plans.

Our next step will be to establish a Feasibility Study and develop a business case, with a view to obtaining grant funding.

Other Community Commitments: For the past 4 years, several committee volunteers have been heavily involved in Stannington Carnival, the TARA, Action For Stannington and many other local good causes). This year, far from reducing our commitments these have escalated, with the need to assist Action for Knowle Top and also the park pavilion coming under threat. We have already identified a shortage of volunteers and the potential need to replace retiring committee members, so this is putting us under extra pressure. The committee will keep this under review and take action if the help we are giving elsewhere becomes unsustainable.

## Conclusion

This has been another tough year, but our volunteers have stepped up and put in the extra effort to keep the library open and deliver a good service, while continuing to improve our book stock and encouraging and inspiring new readers. We are in a good position for the year ahead.

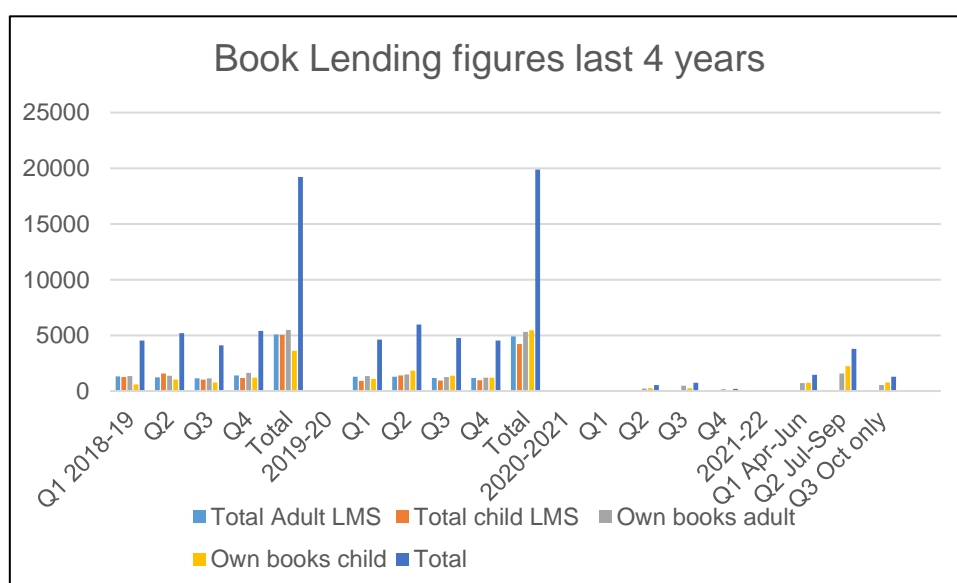
Jenny van Tinteren OBE  
Chair of Trustees

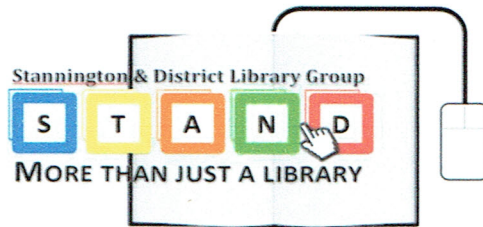
Stannington Library 13 November 2021

**Signed by Trustees on: 4 January 2022**

## Stannington Library annual book lending figures by quarter (April-March)

	Total Adult LMS	Total child LMS	Own books adult	Own books child	Total	
<b>2018-19</b>						
Q1	1309	1247	1358	610	4524	
Q2	1215	1582	1363	1034	5194	
Q3	1154	1040	1150	768	4112	
Q4	1401	1170	1625	1206	5402	
<b>Total</b>	<b>5079</b>	<b>5039</b>	<b>5496</b>	<b>3618</b>	<b>19232</b>	
<b>2019-20</b>						
Q1	1287	902	1357	1071	4617	
Q2	1273	1394	1476	1821	5964	
Q3	1168	953	1271	1365	4757	
Q4	1178	958	1206	1205	4547	
<b>Total</b>					<b>19885</b>	
<b>2020-2021</b>						
Q1 (lockdown)	1	0	2	0	2	
Q2 (O & C)	18	32	215	263	528	
Q3 (O & C)	<b>LMS figures not available yet</b>		491	249	740	
Q4 (lockdown)			171	34	205	
<b>2021-22</b>						
Q1 Apr-Jun				723	738	1461
Q2 Jul-Sep		1567	2221	3788		
Q3 Oct only		532	756	1288		





## Stannington and District Library Group

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### FINANCIAL STATEMENTS

For the period ended 31 March 2021

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## Stannington and District Library Group

### Legal and administrative information For the period ended 31 March 2021

<b>Full Name</b>	Stannington and District Library Group		
<b>Also known as</b>	STAND		
<b>Registered charity number</b>	1158661		
<b>Principal Address</b>	Stannington Library Uppergate Road Stannington Sheffield S6 6BX		
<b>Registered office</b>	400 Wood Lane Sheffield S6 6AQ		
<b>Trustees</b>	Carole Allen	Assistant Treasurer	(re-elected 13 November 2018)
	Philip Warhurst	Assistant	(re-elected 08 December 2020)
	John Russell	Buildings	(re-elected 08 December 2020)
	Christine Paul	Treasury Assistant	(elected 12 November 2019)
	Patricia Hague	Asst. Library Manager	(elected 12 November 2019)
	Jenny van Tinteren	Chair	(re-elected 12 November 2019)
	Patricia Chapman	Treasurer	(re-elected 08 December 2020)
	Dorothy Russell	Library Manager	(re-elected 08 December 2020)
	Melanie Smart	Volunteer co-ordinator	(re-elected 08 December 2020)
	Robert Mynors	Advertising and publicity	(re-elected 08 December 2020)
<b>Committee</b>	Scott Marshall Book sales and Social Media (appointed 08 December 2020)		
<b>Bank</b>	HSBC Bank Plc 49-63 Fargate Sheffield S1 2HD		
<b>Solicitor</b>	Taylor Bracewell Number One Railway Court, Ten Pound Walk, Doncaster, DN4 5FB		
<b>Independent Examiner</b>	Trevor Hutchins 384 Wood Lane Stannington Sheffield S6 5LR		

## **Stannington and District Library Group**

### **Treasurer's annual and financial report and statement of accounts for the period ended 31 March 2021**

#### **Governance and management**

The Charity is a Charitable Incorporated Organisation, registered on the 24 September 2014.

The founding trustees were trained by Sheffield City Council and have attended further training where appropriate in 2016, and 2018. Trustees were appointed at the first AGM, and future trustees will be trained by outgoing trustees or a trustee with appropriate training in their particular area.

#### **Summary of the objects of the Charity**

The objects of the charity are:

- 1) The advancement of education for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area by the provision of a community lending library and associated services.
- 2) To promote for the benefit of the public in the district of Stannington in the City of Sheffield and the surrounding area without distinction of age, disability, sex, sexual orientation, gender reassignment, marital or civil partnership status race or of political, religious or other opinion by association together the said residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the condition of life for the residents.

#### **Summary of the main activities undertaken for the public benefit**

The charity took over the running of the library from the council on the 29 September 2014. The library is staffed by a team of dedicated volunteers, who have undertaken library and GDPR training to enable them to assist members of the public. All volunteers have signed the Data Protection Agreement and are given a copy of the library policies, including those on Safeguarding, and Equality & Diversity. During the period 1 April 2019 to 31 March 2020 volunteers contributed over 7,000 hours of free time to the running of the library.

During the first lockdown from March 2020 to July 2020, we were unable to open the library at all, although we carried out a number of internal improvements to the building.

We then put out publicity via posters and social media to let the community know we were re-opening from 3<sup>rd</sup> August and asking people to bring back library books that they had borrowed prior to lockdown, and we also offered Pot Luck bags of free books.

Many books were returned and also donated, as people had been having a clear-out during lockdown, so, we benefited through a steady stream of donated books which we have started selling to on-line book buying companies, to bring in more income.

From 17<sup>th</sup> August 2020 the library opened for Order & collect, on Mondays, Wednesdays and Fridays from 10.am until 4.pm and on Saturdays from 10.am until 2.pm, an hour longer than our usual hours. Orders are accepted via email, phone call, in person or by letter and we then contact the person to let them know their order can be collected. We continue to offer free books as well.

When the next lockdown began in January 2021, we decided to suspend the Order & Collect service, to keep our volunteers and the Public safe. Meanwhile, we offered our library users free access to Find My Past ancestry research and continued to publicise the e-book service offered by the local council. We also published a Nature Notes booklet for members of the Tuesday Club. Once the pandemic case numbers fell and all the volunteers had received at least one vaccination, we were able to resume the Order & Collect Service from 10<sup>th</sup> March 2021

Although we had to suspend our usual one-off events during 2020, we did however manage to put on 2 Tableaux in the library reception area one for Halloween and one for Christmas both were received with enthusiasm from the public.

We have continued to refresh our library stock across all genres thanks to Grants from The Co-op and Bradfield Parish Council. We have received help from local businesses that were able to stay open via Green Collecting boxes, thanks to our Treasury Assistants.

### **Plans for the future and current improvements**

The charity is still looking at the possibility of building an extension, as the pandemic has further highlighted the need for more space in the library. We intend to approach The University of Sheffield for help in preparing a feasibility report for this purpose. We have been given a Grant from Sheffield City Council towards this end, once this is complete, we will need to raise extra funding for the purpose of extending the library

### **Treasurer's annual financial report and statement of accounts For the period ended the 31 March 2021**

The Trustees can confirm that they had regard to the Charity Commission's guidance on public benefit whilst planning their activities for the period.

### **Financial review**

At the end of this period the charity held £50420.65 of which £12504.12 is held in reserve for sustainability and contingency costs. £36285.98 is held in a building fund as part of our costs towards extending the library, although we have stored in there £13342 outstanding balances on grants that we could not spend due to lockdown, so actual balance towards extension is £22943.98. While this year has been difficult the small Business grant awarded by the UK Government has meant that we have been able to continue and despite extra costs incurred due to buying PPI equipment and alterations that we have had to make because of covid-19, we have finished this year quite well with a balance in our current account of free cash £1630.55. We need however to fundraise in 2021 to make sure that we can continue to run the service as we have always done since 2014

Approved by the trustees on

10 / 5 / 2021

Signed on behalf of trustees by:

*A Chapman*

## **Independent Examiner's report to the Management Committee of Stannington and District Library Group**

I report on the accounts of Stannington and District Library Group for the period ended the 31 March 2021 which are set out on pages 6 to 8.

### **Respective responsibilities of the Trustees and the examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounts records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep appropriate accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Trevor Hutchins

384 Wood Lane  
Stannington  
Sheffield  
S6 5LR

12.07.21

## Stannington and District Library Group

### Income and Expenditure Account for the period ended 31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	Total 2021 £
<b>Income</b>				
Grants & Donations	1	11036	26301	37337
Sales Hire and Fundraising	2	1075		1075
<b>Total Income</b>		<b>12111</b>	<b>26301</b>	<b>38412</b>
<b>Asset Purchases</b>				
<b>Office equipment and IT costs</b>		337	749	1086
<b>Fixtures and Fitting costs</b>		0	0	0
<b>Expenditure</b>				
Rates			461	461
Water rates			108	108
Electricity			736	736
Gas			905	905
Professional and Legal Costs				0
Telephone Broadband and IT			436	436
Insurance			861	861
Printing and Advertising		160		160
Marketing				0
Library consumables and stationery		181		181
Repairs Renewals and non-capital equipment		577	300	877
Building Improvement costs		1498	836	2334
Book processing Materials		270		270
Books		84	3600	3684
Events Outlay				0
Friendship Group Costs			359	359
Childrens Groups				0
Cost of Sales		234	53	287
Software				0
Library costs other purchases			30	30
Security Costs			1528	1528
cost incurred due to covid		6035		6035
Internet Domain Costs		48		48
<b>Total Expenditure</b>		<b>9424</b>	<b>10962</b>	<b>20386</b>
<b>Surplus for the year</b>		<b>2687</b>	<b>15339</b>	<b>18026</b>
<b>Total Funds Brought Forward</b>		<b>30238</b>	<b>2103</b>	<b>32341</b>
<b>Total Funds Carried Forward</b>		<b>32925</b>	<b>17442</b>	<b>50367</b>

**Statement of Assets and Liabilities**  
**As at the 31 March 2021**

	2021	2020	2019
	£	£	£
<b>Fixed Assets</b>			
Cost	20626	19540	16175
Less Depreciation and Asset Written off	-9938	-7266	-4197
<b>Nett Book Value</b>	<u>10688</u>	<u>12274</u>	<u>11978</u>
<b>Current Assets</b>			
Debtors	0	747	0
Cash at bank	50421	31928	32194
Cash in hand	123	67	119
Cash in pay pal account	0	0	0
<b>Total</b>	<u>50544</u>	<u>32742</u>	<u>32,313</u>
<b>Current Liabilities</b>			
Late invoices	177	401	795
	<u>177</u>	<u>401</u>	<u>795</u>

Approved by the trustees on

10/5/2021

Signed on behalf of the trustees by:

F A Chapman

**Stannington and District Library Group**

**Notes to the accounts  
for the period ended 31 March 2021**

Grants and Donations	Unrestrict ed funds	Restrict ed funds	2021Total
Sheffield City Council Grant 2		10000	10000
Sheffield City Council Grant		6650	6650
Government Grant re covid	10000		10000
Stannington Co-op		4336	4336
Bradfield Parish Council		2000	2000
Lakeland Trust		1315	1315
Sheffield City Council 3		2000	2000
Donations from local business	300		300
Donations from FOSL scheme	25		25
Donations from individuals	109		109
Donations from green collecting boxes	602		602
	<u>11036</u>	<u>26301</u>	<u>37337</u>

**Sales Hire and Fundraising events**

Library fines , photocopying sales etc	634	634
Sale of Marketing Items		0
Events Income	58	58
Fundraising		0
Cash refund from Supplier	15	15
Amazon Smile	350	350
Interest	18	18
		0
		0
	<u>1075</u>	<u>1075</u>
Total Receipts	<u>12111</u>	<u>26301</u>
		<u>38412</u>

Restricted funds Funder	Restricted Funds 31st March 2020	Restricted Funds 31st March 2021	
	Receipts	Payments	
Sheffield City Council Books	2000		2000
Sheffield City Council running Costs	6650	-6650	0
Stannington Co-op Books	0	4336	-1600
Bradfield Parich Council	0	2000	-2000
Stannington Co-op's Grouos	1550		-359
Lakeland Trust	1315		0
WH Smith	200		0
Sheffield City Council Legal Fees	10000		10000
ward pot	353	-353	0
	<u>2103</u>	<u>26301</u>	<u>-10962</u>
			<u>17442</u>

Bradfield Parish Council Money given for specific Expenditure

Lakeland Trust Money given for specific Expenditure

StanningtonCo-op's Money given for specific Expenditure

Sheffield |City Council Money given for specific Expenditure

**Trustees' remunerations**

Trustees received no expenses, remuneration or benefits in this period.

**Glossary of terms**

**Restricted Funds**

These are funds given to the organisation, subject to specific restrictions set by the donor, but still within the general objects of the organisation.

**Debtors**

These are amounts owed to the organisation, but not received in the accounting period.

**Liabilites**

These are amounts owed by the organisation, but not paid in the accounting period.

**Independent Examiner's report to the Management Committee of  
Stannington and District Library Group**

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**Respective responsibilities of the Trustees and the examiner**

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**Independent examiner's statement**

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