

Registered Charity Number: 1159745

Walkley Carnegie Library

**Annual report and unaudited financial statements
for the year ended 31 March 2021**

Walkley Carnegie Library

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Walkley Carnegie Library

Legal and administrative information For the year ended 31 March 2021

Registered Charity Number

1159745

Trustees

Mr Christopher Reece	Chair	
Ms Kate Elliott	Treasurer	appointed 27 November 2021
Dr Nicola Dempsey	Secretary	resigned 27 November 2021
Professor Matthew Gilbert		(also Treasurer until 27 November 2021)
Mr Geoff Birkett		appointed 20 May 2020
Dr Anne Bore		resigned 27 November 2021
Mr Mark Crossland		
Mr Thomas Haywood		
Dr Richard Jenkins		resigned 10 March 2021
Anne Grange		appointed 19 January 2022

Principal Address

Walkley Library
403 South Road
S6 3TD

Bankers

Co-operative Bank
Business Direct
PO Box 250
Skelmersdale
WN8 6WT

Independent Examiner

Sarah Lightfoot, FCA DChA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Walkley Carnegie Library

Report of the Chair

For the year ended 31 March 2021

Last year we held our AGM on Zoom in December and had a larger turnout than in recent years. For 2021, we have reverted to a face-to-face meeting with restricted numbers, but are also offering an option to join through Zoom. Until recently, Zoom has become the norm not only for our own trustee meetings, but also for liaising with the Voluntary Libraries in Sheffield (VLiS) group, which met fortnightly for several months instead of every four weeks, in order to keep up with the constant changes in regulations and to provide as much consistency as possible across the city's libraries.

Members of VLiS also attended several very well attended online seminars and discussions run by the Arts Council and the Community Managed Libraries Network on reopening libraries and adapting events and activities. Following this advice the libraries started to run online talks together under the banner "VLiS Presents" and collaborated to save the annual Readathon, which was formerly held in individual libraries, by linking up with CHOL Theatre Company and Sheffield Libraries' Writer in Residence, Nik Perring, and other local writers in order to run a mass poetry readathon of poems written by children, based on Nik's original poem Mrs City, which can be seen here: <https://www.youtube.com/watch?v=HPkoll-ry1s>. The Children's University came on board, providing passport stamps for participants.

In last year's report, we referred to the disappointment of not obtaining a second phase National Heritage Lottery Fund (NLHF) grant but agreed that we would still endeavour to include aspects of the proposed Heritage and Learning plan in our agenda. The Readathon event and the links to other organisations was an example of how we can achieve this. In fact, VLiS devised plans for staging a larger outside event during the 2021 school holidays and prepared a bid for an Arts Council (ACE) grant to create this in partnership with CHOL Theatre and The Site Gallery. However, it was decided that there was too much uncertainty about the restrictions that might be in place that summer, though we will consider a similar event in the future. Both CHOL and The Site Gallery were awarded grants for projects and we are excited to be partners in CHOL's "Listen 52" project. They will shortly be advertising for Young Producers (aged 16 -25) to run activities for young people in a number of Sheffield wards, including Walkley. Zest, whom we assisted with holiday hamper distribution earlier in the year, will also take part.

As announced a year ago, there is no longer a plan to sell the lease of the building to a commercial partner, and we are negotiating an Associate Library's lease with Sheffield City Council (SCC) and working with them to prioritise maintenance and compliance issues. Top of the list is a fully accessible entrance at the rear of the building, an accessible toilet and improved baby change facilities. Trustee, and retired architect, Geoff Birkett is looking at how the design from the planning application could be adapted without carrying out major extensions. This will be discussed with SCC so that it can be formally handed over to an architect to design once the lease has been confirmed, with further renovation taking place in staged phases. ACE are currently willing to consider capital grants that address access, reduction of environmental impact, and seizing technological opportunities, and the possession of a twenty-five year lease would enhance our chances of success.

In October this year we applied to renew the building's status as an Asset of Community value and this has been successful. We have also benefitted from an economic recovery grant, which has, in the short term, given us the freedom to invest in screens, PPE, cleaning materials and specific cleaning equipment.

The lockdowns were difficult for all libraries, other local organisations and the Walkley community and a considerable amount of time was spent by the trustees and volunteers on adapting to changing regulations, as we progressed through periods of closure, click and collect, browsing by appointment and a gradual return to open browsing in the adult library and increasing the number of families in the children's library. Working with the Children's University we ran supervised pilot activities in August and slowly brought back Small Voices, Big Noises with smaller attendance capacities and two sessions in a day. We have welcomed back Stitches and Stories, Walkley Historians and Baby Time.

**Report of the Chair (continued)
For the year ended 31 March 2021**

Unfortunately, the focus on pandemic issues has meant that although we announced last year that the Chair, Secretary and Treasurer would be standing down, we have not been able to spend as much time as was hoped on succession planning, which is why there are still vacancies. Three people put themselves forward at the AGM to become trustees but unfortunately all have had to withdraw, though Joe Thompson has given valuable support looking at our business plan and advising on grant applications and fund-raising. Nicola Dempsey produced an information sheet about her experiences as a trustee as guidance for interested parties who might consider taking on a trustee role, and SCC has confirmed that they will be running training for library trustees on governance and budgeting.

During the year Richard Jenkins decided not to continue as a trustee, but not before producing a report on the need to restructure our management, bringing back a general committee for operational issues and sub-committees to cover different aspects of our work. The report also highlighted that library services and activities have increased considerably over the last seven years, and that WCL would benefit from a larger team managing the different areas of library administration. All libraries have suffered from the fact that organisations who take away surplus books for charity distribution or recycling have long waiting lists; however our book development group have been working hard to ensure that there is space on the shelves for new books, and have improved the space and cataloguing in the children's library. A library committee liaising closely with the trustees and regular forums for session leads and volunteer library assistants could ensure that such areas could be run with a high degree of autonomy, operating with clear responsibilities. To start off the process there will be an opportunity to discuss new ways of working after the AGM (before leaving with an anniversary cupcake!)

WCL has continued to focus on maintaining as many of our services as possible whilst providing a safe environment for our volunteers and library users. However, we still need to entice back customers who have decided to stay at home, and over eighteen months a small number of volunteers have decided to retire, move to organisations dealing with the pandemic or take sabbaticals. The remaining volunteers have worked tirelessly under difficult circumstances, but we have vacancies in several areas, including front line counter positions to allow us to return to our previous opening hours. Other areas include administration duties, marketing, building maintenance, cleaning, and gardening. We are also very keen to get our events and activities team up and running again as we take in the exciting news that the Walkley Business Group have been awarded an economic recovery grant for the revitalising the high street within the ward, and bringing back a larger Walkley Festival. There will be an opportunity at the end of the AGM for volunteers and potential volunteers to discuss other areas of volunteering which may hold interest for them. Geoff Birkett will also be happy to discuss ideas relating to improving access to the library building.

I would like to thank the trustees, volunteers and customers and we are looking forward to a positive and exciting future with new trustees and progressing with a restructure.

Mr Christopher Reece
Chair

Walkley Carnegie Library

Trustees annual report For the year ended 31 March 2021

Structure, governance and management

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a volunteer led library. The organisation became a registered charity on 31 December 2014, registered charity number 1159745. The library is governed by a constitution last amended on 31 December 2014, available on request. A board of appointed trustees run the organisation, delegating the day-to-day running of the library to a team of volunteers.

The membership consists of trustees, committee members (some of whom also serve on sub-committees). All these members have voting rights, and the AGM is also open to observers.

WCL has advertised for both trustees and volunteers through organisations in Walkley, Voluntary Action Sheffield, our newsletter, and social media. We are currently investigating head-hunting trustees with particular skills.

Charitable objectives and activities

Summary of the purposes of the charity as set out in the governing document:

(a) The advancement of education for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area by the provision of a community leading library and associated services.

(b) to promote for the benefit of the public in the district of Walkley in the City of Sheffield and the surrounding area without distinction of sex, sexual orientation, 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.

WCL mission: to provide a dynamic space and innovative services for local residents to read, learn, meet, make, play, create, develop, socialise, access services, support one another and much more.

The main activities undertaken in relation to those purposes:

- Operating a volunteer managed public library for at least as many hours per week as was provided previously by the local authority. Book loan is dependent on library membership but the building, activities and events are open to the public.
- Providing events and activities suitable for a wide age range and to provide space to hire for group activities or events.
- Displaying local community information including access to newspapers and the internet. Providing training and mentoring where appropriate.
- Providing the opportunity for people to contribute to the service by volunteering or making donations of services or equipment. Suitable training to be provided to all volunteers including trustees.

Achievements and performance

The year 2020-2021 created many challenges relating the COVID 19 pandemic and the introduction of lockdowns, reducing footfall and book loans and resulting in many cancelled events and activities. Similarly, the core body of volunteers was reduced, owing to people shielding or working or volunteering for organisations dealing with COVID. However, Walkley Carnegie Library (WCL) managed to maintain a reduced library service according to ever-changing lockdown regulations and to retain a number of events and activities via the internet:

- Last year's successful Off the Shelf poetry event was followed by an evening of online poetry and an open mic session. This brought in several people from outside Sheffield including a poet and author from the USA. Other online events included a charity Curry Cook-along, a play by CHOL Theatre and our regular Small Voices, Big Noises, pre-school age music session (which again reached a national and international audience).
- We continued to add new titles to the stock of "Walkley Library only" books to widen the range on offer and provide a supply of the latest books.
- Although links with local schools were affected by the lockdowns we forged partnerships with other local organisations and charities in order to preserve our place in the community.
- We had to temporarily suspend offering work experience opportunities. However these are about to be resumed.
- WCL contributions to both Walkley Festival and Heritage Open Days were moved online and included the "Walkley History Mystery Walk", created by the Walkley Historians, a filmed performance by CHOL Theatre (one of our partners) based on the clothing industry in Yorkshire, and the videos of the research carried out by Sheffield University the previous year on Walkley's past, present and future ("What If Walkley").
- We continued to encourage local authors and societies to donate copies of their publications to the library and in return offered copies for sale in the library. Highlights this year have been "Victorian Walkley" by Walkley Historians and "Paradise is Here, Building Community Around Things that Matter" by Ruth Nutter (published by the Guild of St George, and based on Ruskin in Sheffield and Ruskin in Walkley events). As a result of these projects, Walkley Library appeared on an Isle of Man postage stamp as part of their John Ruskin commemorative issue. Copies of the "In Our Day" book, which resulted from a Dementia Innovation grant project, were distributed to Care Homes and other libraries.
- During the year we strengthened our relationships with Zest (Netherthorpe & Upperthorpe Community Alliance), who run Upperthorpe Library, by assisting them distributing food hampers and activity packs during the school holidays. We also worked more closely with Sheffield Libraries and the other Volunteer Libraries in Sheffield (VLiS), through increased meetings and regular communication to keep up with best practice for running libraries during a pandemic, and to join forces in promoting online events.

Members of VLiS also attended several very well attended online seminars and discussions which were run by the Arts Council and the Community Managed Libraries Network on reopening libraries and adapting events and activities. Following this advice the libraries started to run online talks together under the banner "VLiS Presents" and collaborated to save the annual Readathon, which was formerly held in individual libraries, by linking up with CHOL Theatre Company and Sheffield Libraries' Writer in Residence, Nik Perring, and other local writers in order to run a mass poetry readathon of poems written by children, based on Nik's original poem Mrs City, which can be seen here: <https://www.youtube.com/watch?v=HPkoll-ry1s>. The Children's University came on board, providing passport stamps for participants.

Achievements and performance (continued)

- In last year's report, we referred to the disappointment of not obtaining a second phase National Heritage Lottery Fund (NLHF) grant but agreed that we would still endeavour to include aspects of the proposed Heritage and Learning plan in our agenda. The Readathon event and the links to other organisations was an example of how we can achieve this, and we continue to work on similar projects. For example, both CHOL and The Site Gallery were awarded grants for projects and we are excited to be partners in CHOL's "Listen 52" project. They will shortly be advertising for Young Producers (aged 16 -25) to run activities for young people in several Sheffield wards, including Walkley.
- The lockdowns also gave us time to review our position in the community and our management structure and this is continuing. Having benefitted from a £25k government economic recovery grant we were also able to purchase PPE, screens and equipment to provide a safe environment following the guidelines set out by Sheffield City Council, the landlord of the library.
- During the year we created an application to renew the Asset of Community Value status of the library for submission in 2021. This has since been successful.

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011, and the following services are available to the public:

- Providing and improving the library service and keeping a community building open.
- Maintaining the building and surrounding grounds and contributing to the vibrancy of the high street (South Road).
- Offering a range of activities for different age groups, particularly for pre-school and school age children.
- Providing volunteering opportunities and training. Being involved with other local groups and events.
- Providing a welcoming environment for all visitors.
- Providing work experience and projects at both school and higher education levels.

Working with other volunteer libraries to maintain the standard of service across the City and to create events celebrating libraries. This is becoming more important as activities move online due to the lockdowns. We have also become members of the Community Managed Libraries Network and benefit from their advice, seminars and training.

Plans for the future

Following an unsuccessful National Lottery Heritage Fund (NLHF) development-phase grant funding bid, which would have supported renovation works and conversion of the library building into a dual purpose library services / small business space, WCL remains committed to protecting the library building, to rectifying compliance issues and to bringing accessibility up to appropriate standards and are currently looking at ways of achieving this.

Financial review

We continue to receive grant funding from Sheffield City Council designed to cover the main costs of running the building and maintaining a library service. We have also received additional capital, book and Covid-mitigation funds, the latter to mitigate the effects of the pandemic, which has for example adversely affected room booking revenue. Rates were also waived during 2020/21 due to the pandemic (value: £1792, after mandatory rate relief applied). We have also continued to receive a number of donations in the form of books and/or services during the last year for which we are very grateful.

Walkley Carnegie Library

Trustees' annual report (continued) For the year ended 31 March 2021

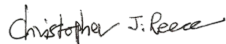
Reserves policy

Uncertainties relating to the proposed refurbishment of the building and diminishing grant contributions from Sheffield City Council mean that the Trustees wish to maintain reserves equivalent to at least three years running costs (approx. £45,000). This would provide time for alternative means of providing an ongoing library service to be explored.

Free reserves at 31 March 2021 were £43,588.

The trustees declare that they have approved the report above on 27 January 2022

Signed on their behalf by:



Christopher Reece
Chair (Acting)



Matthew Gilbert
Trustee

Independent Examiner's report to the trustees of Walkley Carnegie Library

I report to the trustees on my examination of the accounts of Walkley Carnegie Library ('the Charity') for the year ended 31 March 2021

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed: *S Lightfoot*
Sarah Lightfoot, FCA, DChA
Employee of:
VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 27 January 2022

Walkley Carnegie Library

Receipts & payments account For the year ended 31 March 2021


	Notes	Unrestricted fund £	Restricted funds £	Total 2021 £	Unrestricted fund £	Restricted funds £	Total 2020 £
Receipts							
Grants and donations	2	26,031	30,697	56,728	350	49,205	49,555
Income from events		160	-	160	185	-	185
Other fundraising		161	-	161	1,688	-	1,688
Room Hire		-	-	-	780	-	780
Library fees and fines		-	-	-	-	1,398	1,398
Total receipts		26,352	30,697	57,049	3,003	50,603	53,606
Payments							
Purchase of books		-	2,718	2,718	-	2,000	2,000
Event costs		80	-	80	120	-	120
Insurance		-	698	698	-	676	676
Advertising & Marketing		-	-	-	338	-	338
Cleaning Materials		-	1,283	1,283	-	101	101
Independent examination		-	600	600	-	500	500
IT Software and Consumables		-	1,073	1,073	-	605	605
Light, Power, Heating		-	3,800	3,800	-	7,608	7,608
Telephone & Internet		-	720	720	-	720	720
Miscellaneous Expenses		97	193	290	(488)	1,470	982
Printing & Stationery		-	445	445	92	-	92
Rates		-	-	-	-	1,764	1,764
Water Rates		-	305	305	-	508	508
Repairs & Maintenance		-	920	920	-	-	-
Library fees and fines payable		-	394	394	-	1,196	1,196
Waste Disposal		-	-	-	-	331	331
Furniture and equipment		-	1,151	1,151	784	-	784
Professional fees		-	1,200	1,200	-	58,078	58,078
Total payments		177	15,500	15,677	846	75,557	76,403
Net receipts/(payments)		26,175	15,197	41,372	2,157	(24,954)	(22,797)
Transfers between funds	3	(1,200)	1,200	-	(11,694)	11,694	-
Net movement in funds		24,975	16,397	41,372	(9,537)	(13,260)	(22,797)
Cash funds brought forward		18,613	15,882	34,495	28,150	29,142	57,292
Cash funds carried forward		43,588	32,279	75,867	18,613	15,882	34,495

Walkley Carnegie Library

Statement of assets and liabilities As at 31 March 2021

	2021 £	2020 £
Cash assets		
Bank	75,577	34,337
Cash	290	158
	75,867	34,495
	2021 £	2020 £
Debtors		
Grant due - Sheffield City Council - Associate Library Grant	-	3,738
Prepayments	-	138
	-	3,876
	2021 £	2020 £
Liabilities		
Independent examination fee	540	600
	540	600

Approved by the trustees on 27 January 2022 and signed on their behalf by:

 Christopher J. Reece

Christopher Reece
Chair (Acting)

 M. Gilbert

Matthew Gilbert
Trustee

Notes to the accounts

For the year ended 31 March 2021

1 Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year.

In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2 Grants & donations

	Unrestricted fund £	Restricted funds £	Total 2021 £	Unrestricted fund £	Restricted funds £	Total 2020 £
Sheffield City Council - Associate Library Grant	-	18,697	18,697	-	12,645	12,645
Sheffield City Council - Book grant	-	2,000	2,000	-	-	-
Sheffield City Council - Covid-19 support	25,000	-	25,000	-	-	-
Sheffield City Council - Capital work	-	10,000	10,000	-	-	-
Heritage Lottery Fund	-	-	-	-	26,800	26,800
Arts Council National Lottery	-	-	-	-	1,471	1,471
Sheffield City Council - Dementia Project	-	-	-	-	8,289	8,289
General Donations	1,031	-	1,031	350	-	350
	26,031	30,697	56,728	350	49,205	49,555

3 Restricted funds

	Funds b/fwd £	Receipts £	Payments £	Transfers £	Funds c/fwd £
Sheffield City Council - Associate Library Grant	14,848	18,697	(11,906)	-	21,639
Heritage Lottery Fund	-	-	(1,200)	1,200	-
Sheffield City Council - Book grant	-	2,000	(2,000)	-	-
Sheffield City Council - Capital work	-	10,000	-	-	10,000
Dementia Project	950	-	-	-	950
Fees and fines on behalf of SCC	84	-	(394)	-	(310)
	15,882	30,697	(15,500)	1,200	32,279

Heritage Lottery Fund

The grant towards the development work was balanced at £nil as at the start of the financial year. A late invoice of £1,200 was incurred on the project - unrestricted funds have been transferred to cover this cost.

Prior year comparison

	Funds b/fwd £	Receipts £	Payments £	Transfers £	Funds c/fwd £
Sheffield City Council - Associate Library Grant	25,486	12,645	(16,283)	(7,000)	14,848
Heritage Lottery Fund	1,405	26,800	(47,178)	18,973	-
Arts Council National Lottery	3,829	1,471	(5,021)	(279)	-
Dementia Project	(1,460)	8,289	(5,879)	-	950
Fees and fines on behalf of SCC	(118)	1,398	(1,196)	-	84
	29,142	50,603	(75,557)	11,694	15,882

Notes to the accounts (continued)
For the year ended 31 March 2021

3 Restricted funds (continued)

Heritage Lottery Fund

Sheffield City Council gave permission for £7,000 to be used towards the development work also funded by Heritage Lottery Fund, so this amount has been transferred between the restricted funds. A further £11,973 has been transferred from unrestricted funds to cover the deficit - the Heritage Lottery only covered a proportion of the total spend. There was a further spend in 20/21 and some grant may be due back to the funder - this will be accounted when the bank transactions take place.

Arts Council National Lottery

£150 of overheads and the remaining small underspend (which has not been requested back by the funder) has been transferred to unrestricted funds). In addition £2,339 was paid directly by the Guild of St George who partnered in the project.

4 Trustees' remuneration, expenses and benefits

The charity trustees were not paid or received any other benefits from employment in the year (2020: £nil) neither were they reimbursed expenses during the year (2020: £nil).

Dr Anne Bore received £nil (2020: £300) for her role as evaluator of the Arts Council National Lottery funded project.

No other charity trustee received payment for professional or other services supplied to the charity (2020: £nil).

5 Related party transactions

The spouse of Matthew Gilbert, a trustee, received £nil (2020: £1,054) for freelance work on the Arts Council National Lottery funded project.

There were no other related party transactions.