

Registered Charity Number: 1159745

Walkley Carnegie Library

**Annual report and unaudited financial statements
for the year ended 31 March 2022**

Walkley Carnegie Library

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Walkley Carnegie Library

Legal and administrative information For the year ended 31 March 2022

Registered Charity Number
1159745

Trustees

Mr Christopher Reece	Chair	Acting chair from 27/11/2021
Ms Katherine Elliott	Treasurer	Appointed 27/11/2021
Anne Grange	Secretary	Appointed 19/01/2022
Dr Anne Bore		Resigned 27/11/2021
Dr Nicola Dempsey		Secretary to 27/11/2021, resigned 27/11/2021
Professor Matthew Gilbert		Treasurer to 27/11/2021, resigned 31/01/2022
Mr Geoff Birkett		
Mr Mark Crossland		
Mr Thomas Haywood		
Ruth van Eeden		Appointed 18/05/22

Principal Address

Walkley Library
403 South Road
S6 3TD

Bankers

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

Accountants

VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Walkley Carnegie Library

Report of the Chair

For the year ended 31 March 2022

This report covers a period during which Covid restrictions had been in place, to differing degrees, for almost a year. We faced challenges around running the library with limited volunteers, and putting a frequently changing government procedures into place, alongside making positive changes in the library. Initially, we were still operating a click and collect system. Browsing by appointment became more regular from May 2021 and the use of the People's Network Computers was reintroduced. In July 2021 Activities for children were re-introduced by the Children's University at times when the library was closed to the public. This was followed by Small Voices/Big Noises and Baby Time in September. At the same time, open browsing was allowed in the adult library. September also saw WCL move back into the community with a Paper Pastimes activity at the Walkley Horticultural Show and a presence at the first Autumn Walkley History Talk. Similarly, there were a number of activities with the Walkley Historians for Heritage Open days, which was a welcome return after relying on online events the previous year. In order to rebuild the team of volunteers, in October, trustees took part in a live student Volunteer Fair at the University of Sheffield (U of S), which initiated significant interest and some recruitment, and an online version with Sheffield Hallam University, which was unfortunately unsuccessful. First year architecture students from U of S also returned to the library for measuring and sketching sessions with a view to a small exhibition in 2022.

Following an AGM held on Zoom in 2020, the 2021 meeting in November was held as a live event, but with an opportunity to log in from outside. This resulted in a much busier meeting than the previous year, and the opportunity to address the need for some major changes. The 2021 AGM saw the beginning of the Counter Services Committee, which continues to meet monthly. The trustees welcome the input of the group and thank them for their collaboration on the review of policies and procedures and their progress on updating library working practices and internal communication. The creation of this group also proved invaluable in planning the return to more regular opening hours and the return of some activities. WCL were also working alongside the Walkley Business Action group and other local organisations for a bid for an Economic Recovery Grant for revitalising the high streets of Walkley and Upperthorpe and bringing back events for the summer of 2022.

We were all concerned following the 2021 AGM that no-one had stood as a chair and that the numbers of trustees had reduced. In the interim, I agreed to remain as acting chair and a temporary trustee, whilst the trustees actively looked for replacements. This appears to be a problem common to many volunteer libraries and other charities within the area and nationwide.

The current political, economic and environmental uncertainty will mean that libraries and other similar services will have to play a more active role in the support their local community. This may include providing a warm and safe hub for regular library users and other local residents. There will inevitably be extra responsibilities and costs which will highlight the urgency of resolving the issues of obtaining an appropriate lease in relation to proceeding with building maintenance and access requirements.

Mr Christopher Reece
Chair

Walkley Carnegie Library

Trustees annual report For the year ended 31 March 2022

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2022.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

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 and volunteers. All these members have voting rights, and the AGM welcomes library users and observers.

The charity is actively seeking new trustees, including a new chair. Trustee recruitment has involved mailshots out to our existing volunteers and supporters, calls via social media, approaches to partner organisations (including the Guild of St George) and promotion via partners' newsletters, plus presence and conversations at community events. We have joined Community Matters Yorkshire and are able to offer training via them for new and prospective trustees. We recruited three new trustees over the period November 2021 to May 2022.

In terms of day-to-day management, a decision taken at the November 2021 AGM led to the establishment of a Counter Services Committee. This group meets monthly and is empowered to make decisions about the day-to-day running of the library. The group has made enormous strides in improving volunteer processes, setting up communication structures, and improving customer care. A trustee representative attends the CSC meetings, and a CSC representative has now begun to attend the regular trustee meetings to improve communications.

Charitable objectives and activities

The objects of the charity as set out in the governing document are:

(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.

**Trustees annual report - continued
For the year ended 31 March 2022**

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. This has been somewhat curtailed by the pandemic, but we are building levels of activity back up. Hires of the space are increasingly limited by the lack of level access to the space.
- 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

- Continued running the library service during lockdowns and restrictions (when allowed). Initially with a Click and Collect Service, through to a library appointments system and gradual return to browsing. Our aim is to provide at least as many hours per week as was provided previously by the local authority. Although opening hours remained limited during 2021 due to Covid, by March 2022 we were moving back towards previous levels of opening.
- Renewal of Walkley Library as an Asset of Community Value for five years from 07/01/2022
- Re-starting activities for children and adults with limited numbers, including our Paper Pastimes events, and re-establishing the library as a base for the Small Voices Big Noises session for pre-school children. Some online events.
- Return of Readathon in February 2022 as a live event.
- Participation in Walkley Business Action Group's (WBAG) successful bid for an SCC Economic Recovery Grant to revitalise South Road and bring back a larger and more vibrant Walkley Festival for 2022.
- Continued to work with partners on planning live events/activities and running online ones (CHOL Theatre, Volunteer Libraries in Sheffield, ZEST (activities and food distribution), Walkley Historians, Writers in the Bath, University of Sheffield, Heritage Open Days). promote the library services.
- Continuing to work closely with the other Associate Libraries in relation to sharing ideas and training information. Collaboration when reviewing policies. Promoting and supporting each other's events.
- Continued to add to our Walkley only book collection, including Booker and Women's prize shortlists, as well as many other winners of various prizes, both adult and children's. We are starting to see book loans climbing again: there were over 14,000 loans across our own collection and Sheffield City Council books.

Operating the library and adapting to Covid-19

Throughout this financial year, we have been concentrating on adapting to life with COVID-19. When the national restrictions were removed in April 2022, WCL and some other Sheffield libraries continued prioritising Health & Safety issues, adapting opening times and rearranging services and activities for the safety of their volunteers and library users.

Initially, a considerable amount of trustees' and volunteers' time related to updating risk assessments and putting a number of frequently changing government procedures into place, but at the same time the organisation started to develop positive changes. The challenges took place at a time when Walkley Carnegie Library (WCL) had its lowest number of trustees and volunteers, due to shielding and other responsibilities. The volunteer numbers dropped again when the vaccination programme started and some volunteers were recruited by the NHS for duties at vaccination centres. Despite a reduction in opening hours, the number of volunteers per shift generally had to remain the same due to the need for a Click & Collect Service alongside limited browsing, so WCL continued to recruit volunteers, whilst working with other organisations.

Internal and networking meetings were generally held on Zoom and the Volunteer Libraries in Sheffield (VLiS) became more important with different branches working closely together in small groups. This was particularly important regarding sharing information between libraries, from seminars and training from The Arts Council (ACE) and the Community Managed Libraries Network (CMLN). Towards the end of the financial year, WCL became members of Community Matters Yorkshire (CMY), in order to take advantage of their regular updates and training sessions for trustees and prospective trustees. Information was subsequently shared with other libraries and with the remaining trustees and volunteers.

Governance and operations

In the midst of rapid change during 2021/22, we have been looking more closely at our management and operational set up. Former trustee Richard Jenkins had prepared a review of the management of WCL in order to improve communication between trustees, operational staff and ultimately library users. The constant changes to routine during the varying lockdowns and the turnover of volunteers had highlighted areas where improvement and more supervision and collaboration were needed. The review is now a permanent agenda item for trustee meetings and has been shared with the volunteers, and different areas of responsibility are allocated to specified trustees and volunteers.

The pandemic had, for a number of reasons, reduced the numbers of both volunteers and trustees and negatively affected our internal and customer facing communication. A key item on the 2021 AGM agenda, and one which had been the subject of a report by former trustee Richard Jenkins, and which had been discussed throughout the year at trustee meetings and between volunteers was the need for stronger links between the trustees and the operational volunteers. This resulted in a decision being made in response to a proposal from a number of volunteers to create a library management committee to work with the library services coordinator. Consequently the Counter Services Committee was created at the start of January 2022 to enable collaboration between the Session Leads, Library Services Coordinator, counter volunteers and the trustees.

**Trustees annual report - continued
For the year ended 31 March 2022**

Proposal passed at the November 2021 AGM: 'For an interim period of 6 months, there will be monthly meetings of session leads and Book Collection Development team, open to all VLAs and with an invited Trustee. This group will be empowered to make decisions about the day to day running of the Library. The committee will provide recommendations of volunteer preferences, to inform Trustee decisions alongside other considerations.'

This committee has evolved to be the Counter Services Committee and continues to meet monthly.

Grants and funded activity

WCL found itself in a difficult position where the lack of a lease with Sheffield City Council (SCC) made planning a fundraising strategy extremely difficult. Following the unsuccessful National Lottery Heritage Fund bid in 2020, we had hoped to seek funds to support aspects of the activity and project side of the bid, but have not yet been in a position to pursue this. The move away from working with a commercial partner will however be appealing to a number of supporters and charitable organisations. We have created an updated fundraising plan, which is still a work in progress.

Having received a Post Pandemic Economic Recovery Grant in 2020, we decided against applying for a second swathe grant, since we felt that there were other organisations in greater need. We were also aware that there would be a bid to revitalise the shopping areas of Walkley. Therefore, we have been active in working with other organisations, to support the community.

Following the successful Voluntary Libraries Sheffield (VLIS) online readathon in Feb 2021, a number of the libraries worked together on an ACE (Arts Council) bid for a larger live event, to be held in August 2021, working with past partners CHOL Theatre and the Site Gallery. Due to uncertainty over whether such events would be allowed to take place in the summer, the bid was put on hold with a plan for returning the standard Readathon to libraries in February 2022. The Annual Reading Challenge did take place in 2021 as a Sheffield, rather than national event, but take up was less than usual in Walkley, due to opening restrictions.

In April 2021 Walkley Business Group (WBAG) submitted an application to SCC for a Post Covid Recovery Grant to revitalise the shopping areas of Walkley and Upperthorpe and bring back a larger and more vibrant Walkley Festival after an absence of two year. WCL were enrolled as one of the delivery partners. The first celebration was a "Late Night Shopping event and installation of Festive lights on Walkley Green" in December 2021. A number of local organisations then worked together on planning the improvements to the two "high streets", Walkley and Upperthorpe, and the return of the Walkley Festival and other events in 2022. These activities will appear in the annual report for 2022/23.

Additional Public Benefit

The trustees have given due consideration to the Charity Commission published guidance on the Public Benefit requirement under the Charities Act 2011, the following services are available to the public: Some benefits are included in the information above.

- 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).
- Re-establishing 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 Duke of Edinburgh placements 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. We have also become members of the Community Managed Libraries Network and Community Matters Yorkshire and benefit from their advice, seminars and training.

Plans for the future

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. The first step in achieving this is to secure an appropriate lease for the building. We are keen to resume lease negotiations with Sheffield City Council as soon as possible. (Due to changes in responsibilities at SCC we are currently unsure who our key contacts in the Properties and Legal departments are.) We are aware that SCC have recently undertaken a building condition survey, which will inform negotiations.

Physical access to the building remains a high priority. There is currently no level access, and this prevents us providing services to the whole of the community. The building no longer acts as a polling station, for example, as this function has been moved to an accessible venue. Once we have an appropriate lease in place, we intend to undertake capital alterations to the rear of the building in order to provide an accessible entrance and accessible toilet. We cannot undertake these alterations or seek funding to support them until we have a lease for the building. However, draft plans have been drawn up based in part on the plans developed as part of our unsuccessful National lottery Heritage Fund bid. Once we are in a position to proceed with this work, we would expect to hold a competition amongst local architect practices to provide a practical solution.

We also intend to commission a specialist architectural practice to undertake a sustainability survey in relation to energy efficiency, insulation and glazing with an objective of reducing heat loss without breaching the conditions of the Grade II listing.

Succession planning remains a key priority. We are actively seeking a new chair and additional trustees. As we move towards more normal operation following the challenges of covid, we are building back up our volunteer base and events programme. We plan to continue to work closely with local organisations and to look for suitable partners for projects.

The library is currently supported by Sheffield City Council via grant funding. It is our expectation that this funding will continue in the medium term, although this has not been formally confirmed by the council.

**Trustees annual report - continued
For the year ended 31 March 2022**

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. As in previous years, room hire has proved to be a valuable source of income, although there is room to increase this once the building is more accessible. Unlike earlier years, fundraising has not been a substantial source of income. We expect this to change as events are re-established.

We have also received a number of donations in the form of books and/or services during the last year for which we are very grateful.

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. The reserves target is £45,000. This would provide time for alternative means of providing an ongoing library service to be explored.

Free reserves at 31 March 2022 were £43,776, meaning that the trust holds reserves broadly in line with this policy.

The trustees declare that they have approved the report above on 2/11/22

Signed on their behalf by:



Christopher Reece
Chair



Kate Elliott
Treasurer

Accountants' report to the trustees of Walkley Carnegie Library

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Walkley Carnegie Library for the year ended 31 March 2022 as set out on pages 9 to 14 from the accounting records and from information and explanations you have given us.

This report is made solely to the Trustees of Walkley Carnegie Library, in accordance with the terms of our engagement letter dated 25 March 2022. Our work has been undertaken solely to prepare for your approval the accounts of Walkley Carnegie Library and state those matters that we have agreed to the Trustees of Walkley Carnegie Library. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Walkley Carnegie Library and its Trustees for our work or for this report.

It is your duty to ensure that Walkley Carnegie Library has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of Walkley Carnegie Library.

We have not been instructed to carry out an audit/independent examination or a review of the accounts of Walkley Carnegie Library. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

Signed: *VAS Community Accountancy*

Voluntary Action Sheffield
Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 4 November 2022

Walkley Carnegie Library

Receipts & payments account

For the year ended 31 March 2022

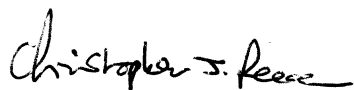
	Notes	Unrestricted fund £	Restricted funds £	Total 2022 £	Unrestricted fund £	Restricted funds £	Total 2021 £
Receipts							
Grants and donations	2	100	16,459	16,559	26,031	30,697	56,728
Income from events		-	-	-	160	-	160
Other fundraising		10	-	10	161	-	161
Room Hire		690	-	690	-	-	-
Library fees and fines		-	74	74	-	-	-
Total receipts		800	16,533	17,333	26,352	30,697	57,049
Payments							
Purchase of books		-	2,750	2,750	-	2,718	2,718
Event costs		-	-	-	80	-	80
Insurance		-	731	731	-	698	698
Advertising & Marketing		-	-	-	-	-	-
Cleaning Materials		-	1,272	1,272	-	1,283	1,283
Independent examination		-	540	540	-	600	600
IT Software and Consumables		-	569	569	-	1,073	1,073
Light, Power, Heating		-	4,510	4,510	-	3,800	3,800
Telephone & Internet		-	780	780	-	720	720
Miscellaneous Expenses		134	414	548	97	193	290
Printing & Stationery		4	109	113	-	445	445
Rates		-	1,176	1,176	-	-	-
Water Rates		-	312	312	-	305	305
Repairs & Maintenance		-	768	768	-	920	920
Library fees and fines payable		-	186	186	-	394	394
Waste Disposal		-	137	137	-	-	-
Furniture and equipment		-	-	-	-	1,151	1,151
Professional fees		-	500	500	-	1,200	1,200
Total payments		138	14,754	14,892	177	15,500	15,677
Net receipts/(payments)		662	1,779	2,441	26,175	15,197	41,372
Transfers between funds	3	(474)	474	-	(1,200)	1,200	-
Net movement in funds		188	2,253	2,441	24,975	16,397	41,372
Cash funds brought forward		43,588	32,279	75,867	18,613	15,882	34,495
Cash funds carried forward		43,776	34,532	78,308	43,588	32,279	75,867

Walkley Carnegie Library

**Statement of assets and liabilities
As at 31 March 2022**

	2022 £	2021 £
Cash assets		
Bank	78,072	75,577
Cash	236	290
	78,308	75,867
	2022 £	2021 £
Debtors		
Purchase of books - prepayment	2,746	-
	2,746	-
	2022 £	2021 £
Liabilities		
Accountancy fee/ Independent examination fee	342	540
Outstanding SCC fines	52	-
	342	540

Approved by the trustees on 2/11/22 and signed on their behalf by:



Christopher Reece
Chair



Kate Elliott
Trustee

Notes to the accounts

For the year ended 31 March 2022

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 2022 £	Unrestricted fund £	Restricted funds £	Total 2021 £
Sheffield City Council - Associate Library Grant	-	14,959	14,959	-	18,697	18,697
Sheffield City Council - Book grant	-	1,500	1,500	-	2,000	2,000
Sheffield City Council - Covid-19 support	-	-	-	25,000	-	25,000
Sheffield City Council - Capital work	-	-	-	-	10,000	10,000
General Donations	100	-	100	1,031	-	1,031
	100	16,459	16,559	26,031	30,697	56,728

3 Restricted funds

	Funds b/fwd £	Receipts £	Payments £	Transfers £	Funds c/fwd £
Sheffield City Council - Associate Library Grant	21,639	14,959	(13,068)	-	23,530
Sheffield City Council - Book grant	-	1,500	(1,500)	-	-
Sheffield City Council - Capital work	10,000	-	-	-	10,000
Dementia Project	950	-	-	-	950
Fees and fines on behalf of SCC	(310)	74	(186)	474	52
	32,279	16,533	(14,754)	474	34,532

Fees and fines on behalf of SCC

The transfer represents the difference on undertaking a reconciliation of the fund with SCC's records of amounts due up to 31/3/22, which include photocopying costs incurred by the library.

Prior year comparison

	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.

4 Trustees' remuneration, expenses and benefits

The charity trustees were not paid or received any other benefits from employment in the year (2021: £nil) neither were they reimbursed expenses during the year (2021: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

5 Related party transactions

There were no related party transactions in the year.