

Registered Charity Number: 1159745

Walkley Carnegie Library

**Annual report and unaudited financial statements
for the year ended 31 March 2025**

Walkley Carnegie Library

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Walkley Carnegie Library

Legal and administrative information For the year ended 31 March 2025

Registered Charity Number

1159745

Trustees

Danica Summerlin

Chair

Tim Saunders

Treasurer

Appointed 20 March 2025

Anne Grange

Secretary

Mark Crossland

Angela Davies

Renata Staples

Appointed 20 March 2025

Janet Firth

Resigned Sept 2025

Principal Address

Walkley Library

403 South Road

S6 3TD

Bankers

Co-operative Bank

Business Direct

PO Box 250

Skelmersdale

WN8 6WT

Accountants

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

Walkley Carnegie Library

Trustees annual report For the year ended 31 March 2025

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ending 31 March 2025.

Charitable objectives and activities

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

- 1) 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
- 2) 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 (free), and 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. Hires of the space are limited by the lack of level access to the space.
- Displaying local community information including access to newspapers and the internet and providing an information and enquiry service.
- 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.

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:

- 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).
- Delivering 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.
- Acting as a Welcome Hub, to provide a safe warm space for local people through the winter months.
- 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.

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Trustees annual report For the year ended 31 March 2025

Structure, governance and management

Walkley Carnegie Library (WCL) is a Charitable Incorporated Organisation that operates a wholly 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 2024 AGM confirmed Danica Summerlin as a new trustee and chair of the trustees group. The resignation of two trustees in the last year was flagged as a risk, and the library continues to actively search for new trustees. We were reminded of the impact WCL has on the local community with one attendee commenting “as a library user and a recent retiree, the library has been a lifeline this year.”

The Counter Services Committee (CSC) continues to play a key role in the operation of the library and has undertaken important work around improving volunteer co-ordination and communication. CSC meetings provide a valuable link between counter volunteers and trustee decision making.

Achievements and performance

We are hugely proud of what our volunteer team has achieved over the last year. Volunteer numbers and capacity have increased with five new volunteers and eight students following the Duke of Edinburgh Award. One of our former bronze DofE students came back to do her Gold award, organising a STEM club for 8–11-year-olds which is fully attended and has plans to do a second in the next financial year. We are keen to support young people to volunteer and gain valuable life and social skills – currently we have eleven young people amongst our overall volunteer group.

We welcomed two new trustees in March 2025 – Tim Saunders and Renata Staples and they will be formally ratified at the November AGM

We continue to maintain generous opening - 23 hours a week.

We celebrated our 10th birthday on Saturday 16th November and participated in a city-wide birthday celebration of volunteer libraries. A commendable milestone achieved by so many volunteer run libraries.

In the last 12 months, the library has run regular baby time sessions and paper pastime events for children as well as treasure hunt activities for the younger library users and their families. We also play host to regular music sessions for preschool children (Small Voices, Big Noises). We participated in last year’s summer reading challenge and will be doing so again this year. We have also welcomed ad hoc groups, including primary school children visits. We hope to be able to extend this to other local groups and schools in the future.

We operated as a Welcoming Place over winter. We are also welcoming a higher number of people using the library as a work hotspot as an alternative to incurring working from home costs.

We installed a Sum-up card reader to enable easy donations and payments

Walkley Carnegie Library

Trustees annual report For the year ended 31 March 2025

Achievements and performance (continued)

An updated version of Koha, our library catalogue was successfully installed in April 2024

We continue to host and participate community events. Highlights this year included a “Camareros” event as part of the Walkley Heritage Open Week with children and parents visiting us for a relaxing read on beanbags in the park. We also continue to champion local authors and hosted a book reading by author Jo Garber in October. The event raised money for the Sepsis Trust. It was also productive to work with Walkley Feral Writers, which is a partnership we would like to continue

We continue to purchase library material that will appeal to our diverse community. We monitor the major book prizes - always buying the full shortlist for the women's prize, Booker prize and crime novel of the year. We monitor books that are trending, or whether a book is going to have a resurgence (e.g. BBC/Netflix new series/major film) and also the most popular authors in our loans. We also have a suggestions option on the library user's accounts where they can suggest a book for purchase - this is the first place we check when deciding on purchases.

Trustees continue to attend Voluntary Library in Sheffield (VLiS) meetings as a source of information and support in the overall landscape of voluntary libraries. We also receive support from Sheffield City Council's Libraries, Archives and Information team. Sheffield City Council remain our core funder, with a grant agreement for 2025/26 in place.

Challenges

Over this period, the library has faced two major challenges. Firstly, issues arising from working in a historic building which has many maintenance challenges and requires major renovations (for example installing a level entrance facility) to enable us to maximise its use and income potential. Secondly, and linked to this, the lack of a lease agreement with Sheffield City Council, without which we are not in a position to seek funding to address the urgent access issues with the building. Both challenges were reported on last year. The trustees are continuing to negotiate with the Council over both issues.

Volunteer recruitment continues to be challenging. While we have a strong cohort of counter volunteers, we have struggled to attract volunteers to support wider functions, including admin, events, marketing and organisational support. There is a limit to what our counter volunteers and our trustees can take on in addition to their core duties. We have offered a wide range of events and activities this year but could do more with more volunteers focussed on this area. We would like to develop our website further and to make it more dynamic as a shop window for our services and activities. We continue to look for volunteers especially with the digital skills and time to help us move forward.

The trustees continue to actively seek more trustees amidst a growing concern that pressure on current trustees (all of whom have full time commitments outside the library) is unsustainable. This is a problem common to many volunteer libraries and other charities. We are delighted that two talented trustees have joined us during this period. The trustees continue to discuss ways to increase uptake e.g. liaising with Voluntary Action Sheffield (VAS) and mentions in local school/church/community newsletters.

Walkley Carnegie Library

Trustees annual report For the year ended 31 March 2025

Future plans

The current political, economic and environmental uncertainty continues to necessitate libraries taking a more active role in supporting the local community. We are mindful that we need to ensure that the library has a sustainable future. It is vital that we obtain a lease, which will allow us to source further funding and develop a more robust business plan to ensure the library continues to flourish. In particular, the lack of required access continues to cause issues for library users.

We continue the conversation with relevant stakeholders at the council regarding the lease and the current condition of the building. There is still a disjoint between the risks the trustees are willing to take on as tenants of the building and the responsibilities of the council as the owner of the library. Discussions are ongoing as to how to proceed. In the medium-term, the building remains the responsibility of the council, and we continue to work with SCC Facilities to identify and address major issues with the building.

Our key future priority (subject to lease agreement) remains seeking funding to undertake a building project to provide an accessible entrance and toilet. This in turn should allow for an increased programme of events and hiring, thus allowing the library to continue to be asset to the community as a whole.

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.

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 2025 were £47,694, meaning that the trust holds reserves broadly in line with this policy.

Walkley Carnegie Library

**Trustees annual report
For the year ended 31 March 2025**

The trustees declare that they have approved the report above on 22 November 2025

Signed on their behalf by:

A handwritten signature in black ink, appearing to read 'D Summerlin', written in a cursive style.

D Summerlin
Trustee

Chartered Accountants' report to the trustees of Walkley Carnegie Library on the preparation of the unaudited accounts for the year ended 31 March 2025

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 2025 as set out on pages 8 to 11 from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Trustees of Walkley Carnegie Library, in accordance with the terms of our engagement letter dated 23 February 2023. 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 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.

Seven Hills Accountants

Signed:

Seven Hills Accountants Limited
Chartered Accountants
57 Burton Street
Sheffield
S6 2HH

Date: 10 Dec 2025

Walkley Carnegie Library

Receipts & payments account For the year ended 31 March 2025

	Notes	Unrestricted fund £	Restricted funds £	Total 2025 £	Unrestricted fund £	Restricted funds £	Total 2024 £
Receipts							
Grants and donations	2	376	15,959	16,335	1,212	15,959	17,171
Other fundraising		1,436	-	1,436	638	-	638
Room Hire		920	-	920	1,370	-	1,370
Library fees, fines & SCC events		-	759	759	-	66	66
Total receipts		2,732	16,718	19,450	3,220	16,025	19,245
Payments							
Purchase of books		385	1,828	2,213	2,428	400	2,828
Event costs		181	30	211	-	-	-
Insurance		-	660	660	-	579	579
Cleaning Materials		16	160	176	-	212	212
Accountancy		-	648	648	-	517	517
IT Software and Consumables		230	-	230	-	223	223
Light, Power, Heating		-	7,628	7,628	-	8,383	8,383
Telephone & Internet		-	720	720	-	720	720
Miscellaneous Expenses		134	470	604	20	1,130	1,150
Printing & Stationery		51	151	202	-	472	472
Rates		-	2,196	2,196	-	2,066	2,066
Water Rates		-	547	547	-	528	528
Library fees and fines payable		-	1,403	1,403	-	-	-
Waste Disposal		-	395	395	-	366	366
Furniture and equipment		83	65	148	89	-	89
Bank charges		5	-	5			
Total payments		1,085	16,901	17,986	2,537	15,596	18,133
Net receipts/(payments)		1,647	(183)	1,464	683	429	1,112
Transfers between funds	3	(181)	181	-	-	-	-
Net movement in funds		1,466	(2)	1,464	683	429	1,112
Cash funds brought forward		46,228	38,351	84,579	45,545	37,922	83,467
Cash funds carried forward		47,694	38,349	86,043	46,228	38,351	84,579

Walkley Carnegie Library

Statement of assets and liabilities As at 31 March 2025

	2025 £	2024 £
Cash assets		
Bank	85,959	84,269
Cash	84	310
	<u>86,043</u>	<u>84,579</u>
	2025 £	2024 £
Debtors		
Purchase of books - prepayment	117	-
	<u>117</u>	<u>-</u>
	2025 £	2024 £
Liabilities		
Accountancy fee/ Independent examination fee	495	480
Outstanding SCC fines	-	463
	<u>495</u>	<u>943</u>

Approved by the trustees on 22 November 2025 and signed on their behalf by:



D Summerlin
Trustee

Notes to the accounts

For the year ended 31 March 2025

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 2025 £	Unrestricted fund £	Restricted funds £	Total 2024 £
Sheffield City Council - Associate Library Grant	-	14,959	14,959	-	14,959	14,959
Sheffield City Council - Book grant	-	1,000	1,000	-	1,000	1,000
General Donations	376	-	376	1,212	-	1,212
	376	15,959	16,335	1,212	15,959	17,171

3 Restricted funds

	Funds b/fwd £	Receipts £	Payments £	Transfers £	Funds c/fwd £
Sheffield City Council - Associate Library Grant	24,957	14,959	(14,397)	-	25,519
Sheffield City Council - Book grant	2,200	1,000	(1,101)	-	2,099
Sheffield City Council - Capital work	10,000	-	-	-	10,000
Dementia Project	731	-	-	-	731
Fees and fines on behalf of SCC	463	759	(1,403)	181	-
	38,351	16,718	(16,901)	181	38,349

Sheffield City Council: Associate Library Grant - Funding towards the running of the library and associated activity that benefits library users.

Sheffield City Council: Book grant - Funding to contribute towards the purchase of book stocks

Sheffield City Council: Capital work - Funding awarded as a contribution towards future capital improvements.

Dementia Project - Funding to contribute towards a specific dementia project.

K Bentley Memorial Fund - Donations in memory of a long-time library user from her friends and family. To be spent on Blue Sticker Books

Prior year comparison	Funds b/fwd £	Receipts £	Payments £	Transfers £	Funds c/fwd £
Sheffield City Council - Associate Library Grant	25,194	14,959	(15,196)	-	24,957
Sheffield City Council - Book grant	1,500	1,000	(300)	-	2,200
Sheffield City Council - Capital work	10,000	-	-	-	10,000
Dementia Project	731	-	-	-	731
K Bentley Memorial Fund	100	-	(100)	-	-
Fees and fines on behalf of SCC	397	66	-	-	463
	37,922	16,025	(15,596)	-	38,351

4 Trustees' remuneration, expenses and benefits

The charity trustees were not paid or received any other benefits from employment in the year (2024: £nil) neither were they reimbursed expenses during the year (2024: £nil). No other charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

5 Related party transactions

There were no related party transactions in the year.