



**[www.kclweb.org](http://www.kclweb.org)**

**Registered Charity Number: 1162461**

## **Chairs Report**

**A report for the Trustees**

**April 1<sup>st</sup> 2022 - March 31<sup>st</sup> 2023**

**This report has been prepared and submitted by the Chair of Trustees of Kegworth Community Library. The views expressed are those of the Chair and agreed with the other Trustees.**

**The report was authorised at the AGM on Friday, June 2<sup>nd</sup> 2023**

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## Key Points

## **An overview of key highlights and issues that arose in the period under review**

Kegworth Community Library (KCL) is a small library at the heart of the village. In February 2016 it reopened as a community managed library (CML) run by a band of enthusiastic and capable Trustees and volunteers. By the end of March 2023 the trustees numbered 5 and the volunteers 20. The founding Chair, Treasurer and Secretary all handed over to new incumbents to each post at the start of July 2022.

It has been a year of recovery since the library returned to normal opening following the COVID pandemic; KCL was able to open 96.55% of our scheduled open days, compared with 70.88% during 21-22.

This is reflected in our overall visitor numbers, which increased to 5365 (from 3062 in 21-22). We were pleased to open our doors once again to community groups for Bingo, Knit & Natter and EmbarasSING, plus a new Craft Club which meets in the library twice a month; these groups added 1145 people to our visitor numbers (up from 188 in 21-22).

Finances have continued to be soundly managed and KCL has a healthy bank balance, with resources to cover at least 4-5 years of running costs (assuming current expenditure and income levels). This takes into account the huge increases in utilities since Spring 2022, which look set to continue.

Fundraising underpins our success as the quarterly grant from Leicestershire County Council (LCC) has now ceased. Volunteer numbers are relatively stable, and we continued to use the 'Three Rings' volunteer management application.

The library is running the contracted six shifts a week. From January 2023 the Library increased opening hours on Tuesday, Wednesday and Thursday by half an hour on each day and is open from 2- 4.30 pm, with extended evening opening on a Friday 2-6pm and 10am to 12 noon on Saturday (reduced from 10-12.30pm).

## **Library Performance**

### **Annual Library Book Loans**

	<b>Previous Year</b>	<b>Current Year</b>	<b>Difference</b>	<b>% increase</b>
<b>Issues</b>	<b>3580</b>	<b>4968</b>	<b>+1388</b>	<b>+ 29%</b>
<b>New Joiners</b>	<b>162</b>	<b>183</b>	<b>+21</b>	<b>+ 13%</b>
<b>Active Borrowers</b>	<b>300</b>	<b>398</b>	<b>+98</b>	<b>+ 32%</b>
<b>Annual Visitors</b>	<b>2942</b>	<b>4220</b>	<b>1278</b>	<b>+ 43%)</b>
<b>Talking Book issues</b>	<b>4</b>	<b>1</b>	<b>-3</b>	<b>-75%</b>

## **KCL's Community Activities**

Bingo, Knit & Natter and EmbarasSING, plus the new Craft Club regularly meet in the Library. We have now restarted the class visits by children at Kegworth Primary School; currently at one per term.

We were disappointed in the take up of the Summer Reading Challenge in 2022 and hopeful that the more timely launch and additional support from LLC planned for Summer 2023 will help us grow the number of children successfully participating in the SRC this year. (The launch has to follow the launch of the SRC by the Reading Agency).

Over the winter period 2022-2023 the library opened as a 'warm space' to support local residents and provide a base for the NWLDC Local Area Co-ordinator (Kegworth & Castle Donnington).

We continue to offer free access to computers, although the number of computer users has fallen this year to 125, compared with 212 last year, and we welcome members of the public coming in to use the library WiFi. We continue to offer paid photocopying and jigsaws for hire and sale; there is a fabulous display of recent, good quality donated books available to buy in the library.

The library bookstall and sale of knitted articles (from the Knit & Natter group) was present at community events in Kegworth, Sutton Bonington and Rempstone. The KCL Bookshop has a regular stall at the Sutton Bonington Farmers Market, where it is well supported.

### **Summary of Complaints/Compliment**

There has been one complaint in this period, which we trust is satisfactorily resolved. Last year's extended concerns regarding the KCL the neighbour across the road seem – for now at least – to have receded and the car park entrance is generally kept clear. KCL now intends to proceed with the proposal to install a more permanent barrier at the entrance to the library as previously discussed with LCC but using a solid barrier instead of a chain.

### **Summary of Public/Volunteer Accidents**

There have been no reported accidents to volunteers or visitors this year.

### **Volunteers**

We continue to retain a keen and willing band of volunteers who numbered 20 at the end of March. The '3rings' application enables us to keep in regular contact with volunteers, as do the noticeboard, face-book and the website along with regular witty articles in the local press.

The number of volunteers\* who regularly help with the running of the library now 11. Our volunteer pool is skewed towards British, females who are retired. (\* Trustees and volunteers who do not usually do library shifts)

The Trustees recognise that many groups, are under-represented and welcome applications from people wishing to help run the library.

We have a hardworking group who ensure the library is clean, tidy and conform to Health & Safety regulations. Many volunteers can be called upon at short (or very short) notice when problems arise.

### **Financial Performance**

The Annual Return is attached as supplied to the Charities Commission form C116a.

Cash held on 31 <sup>st</sup> March 2023	£22,237.20	cf £24,983.51.
Borrowings on 31 <sup>st</sup> March 2023	£0.00	
Capital Investments Plans	None	
Staffing	0 Employees	

Financial Position	Very Good
Grants from LCC	£0.00
Grant from NWLDC	£0.00
Warm Space Grant	£376.71
Kegworth Parish Council	£0.00
North West Leicestershire District Council waived	All Council Tax charges

We are aware that we maintain a high cash balance with respect to our out-goings and future plans. We now believe there are sufficient funds to see us through around 4-5 years at current expenditure and income generation.

LCC no longer contribute and the grant from NWLDC was a one off. The cost of utilities over the next financial year remains high and uncertain.

### **Income Generation**

- NWLDC is continuing to waive Council Tax.
- We continue to collect books from the wider community to sell in our 'Book Shop' and at 'Pop-Up' book stalls at events – this generated over £1900 over the year and is KCL's main source of income.



- Bingo generated £516.57 and singing £565.50 for KCL funds, providing both welcome funding and invaluable community activity.
- A 'Cryptic quiz' generated £94 and was very well received in the Village.
- Sale of knitwear produced by the Knit and Natter group raised £359.70 for library funds.
- Miscellaneous sources of income include the sale of stamps, sticker books, room hire, commission on cards and calendars and donations.
- The library will continue to play host to local Art and photo Exhibitions.
- The Trustees will continue to pursue external grants where appropriate.
- We will investigate the reinstatement of the Lottery or a similar fundraising activity.

### **Risk Management**

A review of risk is carried out regularly by a Trustee and plans updated as necessary.

The Ash tree is still overhanging from a neighbour's garden and continues to drop significant sized branches and debris on the roof. LCC have been made aware (repeatedly) of these problems for over three years.

The risk of the library being forced to close due to a lack of Trustees or volunteers is always present, but not imminent.

As occupiers/managers of the library we are aware of our responsibilities for the safety of people in the library and under fire safety legislation (RRO 2005).

One of the hotels in Kegworth is currently home to refugees seeking safe haven in the UK. We will be mindful of any 'issues' this may present to library volunteers, at the same time as welcoming individuals as library users and (in limited numbers) as volunteers.

### **Progress Update on 2021/22 Plans**

- ✓ Open the library on scheduled open days
  - o We have been able to open for 96.55% of the scheduled days this year
- ✓ Extend opening hours during the week, balanced with a slightly shorter opening on Saturday morning.
  - o This is now operating; we will continue to monitor.
- ✓ Continue to run Book Stalls.
  - o Two volunteers have undertaken most of these events, including at the Farmers Market in Sutton Bonington. There are also occasional 'pop up' sales outside the library, when the weather allows.
- ✓ Continue to enhance the garden and make it an area that complements the library.
  - o It's looking amazing – thank you (again) gardeners.

- ✓ Review 3rings and ensure data protection legislation is being adhered to.
  - o We will continue to monitor and update policies as necessary.
- ✓ Install hot water system.
  - o This is now installed.
- ✓ Transition to new Trustee team.
  - o This has happened, though the new team continue to benefit from occasional support from KCL's founding Chair, Secretary and Treasurer.
- ✓ Purchase card reader
  - o This is now in use in the library and has boosted sales at book stalls held at Sutton Bonington and other external events.
- ✓ Install key safe for use by Community groups.
  - o Reduces the amount of time Trustees spend opening and closing the library

### **Future Plans - April 2023 onwards**

- ✓ Carry out Electrical Fixed Installation Testing in Summer 2023
- ✓ Review contractor for Fire and Security system and fire extinguisher maintenance before the end of the annual contract in March 2024
- ✓ Maintain the current six shift opening.
- ✓ Continue to run the Book Shops.
- ✓ Continue to recognise the garden as an area that complements KCL activity.
- ✓ Review all policies and update as/ when necessary.

- ✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter and Craft Club).
- ✓ Welcome any other compatible groups, such as a book club; this is reliant on willing and able co-ordinators to manage the group.
- ✓ Review banking facilities and accounting package.
- ✓ Attend Community Library meetings to gain support from peer groups.
- ✓ Welcome refugees from the hotel as library users and as volunteers.
- ✓ Renew the Library lease and support package for 10 years on the same (internally repairing only) terms as the current lease, which now has less than 3 years to run.
- ✓ Replace the ad-hoc barrier at the entrance to the car park with a sturdier barrier.

## **LCC Support**

### **Premises**

LCC are responsible for the external fabric of the building and grounds.

The grass and garden area are regularly maintained, and KCL's garden group continue to improve the appearance of the garden. The Ash tree which overhangs the property is looking increasingly fragile and LCC's help has been requested.

KCL's building is old for the type of materials used and life expectancy of this type of construction.

The most recent LCC condition survey of the fabric has not been made available to KCL. We are advised that KCL are unable to bid for external repairs from LCC contingency funds.

Over the last two years the flat roof has leaked on three occasions, suggesting it is time to replace it. One of the leaks 'lifted' the floor tiles (which had an asbestos content) and resulted in KCL having to expedite their removal and replacement (from KCL funds). Water leaks have stained the internal fibreboard ceiling (now redecorated by volunteers) and a more recent visit required debris to be removed from the roof to allow water to drain rather than run down the external walls.

A surveyor visited the library in March 2023 to survey the roof; we have not yet been informed of their findings. KCL has requested that external timber repairs and redecoration is carried out to the exterior of the building, as there is rotten wood and flaking paint evident. It is 5- 6 years since this work was last carried out.

### **ICT-LMS**

This has continued to work virtually without issue this year. Downtimes were minimal and when planned we were informed.

The office VDU has been replaced, and we intend to replace the aging PC soon. The computer system is regularly updated, our thanks to MM who continues to maintain the computers and attends quickly when we have problems.

### **Book Stock**

We adhere to LCC guidelines for the book stock. A small group of volunteers work hard to ensure our books look neat and tidy adding to the calm ambience in the library. The books are easy to browse as regular editing and auditing takes place. KCL displays books attractively and makes regular changes to invite browsing.

### **Hub Support (Loughborough)**

The volunteers value the help from the Loughborough Hub – always pleasant and supportive. Clarification is required re renewing children's tickets when they visit the library on class visits (without parents present).

### **CML Support Officer**

We continue to have excellent support from our named officer. She has been there to answer our queries, kept us up to speed with any changes and library related issues.

KCL have come to realise that the LCC do things at their own rate and in their own way.

### **Additional Training**

Additional training delivered by LCC is welcomed as things return to normal after the pandemic.

### **Property & Compliance**

KCL continue to work with LCC to maintain and steadily improve the library both internally and externally. Work has included: new flooring, new heating, upgrading the kitchen and replacing the water heater, replacing the entrance door opening mechanisms, planting and we look forward to securing carpark on a more permanent basis.

Issues that are outstanding:-

The overhanging Ash tree dropping significant branches on the footpath and fire exit route, the flat roof which needs large scale repair / replacing, external timber repairs and redecoration. The entrance lobby door is still not functioning properly.

### **Managing Risk and Compliance**

## **Fire: Alarm Testing & Extinguisher**

- Carried out monthly by two Trustees and logged. One fire alarm drill has been successfully carried out and all procedures followed.
- System tested quarterly by Chubb.
- Extinguishers tested annually by Chubb.

## **Electrical**

- The Electrical Fixed Installation Testing was carried out in November 2016 by an approved LCC contractor. The next testing was due in November 2021. This has not been done and we will ensure that this is undertaken over summer 2023.
- Carried out visually as part of the Risk Assessment (see attached).
- PAT testing carried out in spring 2022.
- We are aware that some of our equipment is approaching 5-years old and needs close monitoring.

## **Water**

- Our risk from Legionella is considered negligible as we only have two cold water taps fed from the mains.
- A new hot water system has been installed in the kitchen.
- The system is flushed regularly.



## **Emergency Lighting**

- Tests carried out quarterly by Chubb and the contract is on-going.

## **Automatic Door Servicing**

- Servicing due

## **Other**

Asbestos Surveys are conducted every five years in accordance with LCC advice. A thorough inspection and removal was carried out in October 2019 prior to the installation of the heating system and with the replacement of the sink and removal of the floor tiles (and adhesive) that contained asbestos, we now believe the library free of asbestos; though will carry out the necessary testing in advance of any further refurbishment work. Replacement of the flooring, completed in November 2022, make the kitchen area a lot brighter and more welcoming (and removes a slip hazard).

KCL have negotiated with NWLDC for the removal of waste.

KCL continue to buy back the following Soft FM from LCC:

- Window cleaning inside and out (twice yearly).
- Washroom services (monthly).
- Security key holding.

LCC continue to provide basic grounds maintenance FOC under the terms of our lease. KCL employs a cleaner to maintain the libraries day-to-day appearance.

### **Finally, from the Chair**

This has been an encouraging year for the library as we fully re-open and expand our activities.

We were very pleased to celebrate the 7<sup>th</sup> Birthday of KCL in February 2023. As always – we rely on the many volunteers and Trustees who help run the library and community-based groups to give the library a friendly and calm ambience from the moment you enter the grounds. As a group we still get things done as we have been doing so for many years now.

Thank you.

Hilary Tansley

2<sup>nd</sup> June 2023

### **Attachments**

Business of KCL Risk Assessment

C116a Financial Return for the Charities Commission



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Kegworth Community  
Library

Charity no.  
1162461

CC16a


## Receipts and payments accounts

For the period from	01-Apr-22	To	31-Mar-23
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
1 LCC Charges	£406.97	-	-	£407	£184.00
2 Book sales	£1,903.98	-	-	£1,904	£1,375.00
We buy books	£86.29	-	-	£86	
3 Sticker books	£135.00	-	-	£135	
4 Drinks	£107.00	-	-	£107	
5 Stamps	£159.47	-	-	£159	
6 Printing and 7 Laminating	£325.15	-	-	£325	£226.00
8 Jigsaw Hire	£55.00	-	-	£55	
Warm Space /Grant	£376.71	-	-	£377	
LCC Grants	£0.00	-	-	£0	£4,315.00
Bingo	£516.57	-	-	£517	
Singing	£665.50	-	-	£666	
Room Hire	£204.00	-	-	£204	£342.00
Donation	£37.25	-	-	£37	£103.00
Calendar	£39.50	-	-	£40	
Cards Sale commission	£24.20	-	-	£24	
Fund Raising (Quiz)	£94.00	-	-	£94	
Co-op Donation tin	£47.00	-	-	£47	
Knit wear	£359.70	-	-	£360	
Misc	£265.00	-	-	£265	£364.00
<b>Sub total (Gross income for AR)</b>	<b>£5,708</b>	<b>£0</b>	<b>£0</b>	<b>£5,708</b>	<b>£6,909.00</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>£5,708</b>	<b>£0</b>	<b>£0</b>	<b>£5,708</b>	<b>£6,909</b>
<b>A3 Payments</b>					
Utilities	£2,863.82	-	-	2,864	2,065
Building Security	£1,666.35	-	-	1,666	1,168
Building Maintenance	£1,540.66	-	-	1,541	903
Cleaning	£762.52	-	-	763	451
Computing	£406.95	-	-	407	-
Warm space	£119.04	-	-	119	-
Expenses	£159.43	-	-	159	-
Postage stamps	£131.95	-	-	132	-
Printer + Paper	£271.57	-	-	272	128
Gardening	£76.29	-	-	76	-
Xero & SumUp	£205.19	-	-	205	-
Sticker books	£72.00	-	-	72	-
Advertising / Promotion					25
Cost of Sales					254
Refreshments					13
Misc Invoice	£178.74	-	-	179	4,218
<b>Sub total</b>	<b>£8,455</b>	<b>£0</b>	<b>£0</b>	<b>£8,455</b>	<b>£9,225</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>£8,455</b>	<b>£0</b>	<b>£0</b>	<b>£8,455</b>	<b>£9,225</b>
<b>Net of receipts/(payments)</b>	<b>-£2,746</b>	<b>£0</b>	<b>£0</b>	<b>-£2,746</b>	<b>-£2,316</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>24,984</b>	<b>-</b>	<b>-</b>	<b>24,984</b>	<b>27,299</b>
<b>Cash funds this year end</b>	<b>£22,237</b>	<b>£0</b>	<b>£0</b>	<b>£22,237</b>	<b>£24,983</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Co-op Bank 1/4/2023	22,322	-	-
	Cash in hand	165	-	-
	Unpresented cheques	-£249	-	-
	<b>Total cash funds</b>	<b>£22,237</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
	OK			
<b>B2 Other assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Postage stamps	81	-	-
	Sticker book stock	28	-	-
	Book shop stock	121	-	-
	Furniture & Computing Equipment	553	-	-
	<b>Total other assets</b>	<b>£783</b>	<b>-</b>	<b>-</b>
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Andrew Smith	17 Oct 2023

### Notes

1. No requirement to submit to Charity Commission as income less than £10,000.