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Registered Charity Number: 1162461

Chairs Report

A report for the Trustees

April 1st 2023 – March 31st 2024

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 7th June 2024.

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Library Performance Overview

An overview of our library's operation over the year 2023 – 2024

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) to be run by enthusiastic and capable Trustees and volunteers.

Our Library opening hours are 2:00 – 4:30pm on Tuesday, Wednesday, Thursday, and Friday. There is extended evening opening on Fridays between 4:00 – 6:00pm.

On Saturday mornings the library is open between 10:00am to 12:00 noon.

Library usage figures 1 April 2023 to 31 March 2024

	This Year	Last Year (2022-2023)
Scheduled open days in year	261	261
<small>Assumes open every Tues-Sat unless it is a Bank-Holiday</small>		
Actual days open	251	252
	(96.17%)	(96.55%)

Library Visitor Numbers

Library	4913	4220
Knit and Natter	328	307
Bingo	418	415
EmbarrasSing	327	229
Craft Club	186	97
Total Visitors	6172	5268

Our current resources are able to cover at least 3 years of running costs (assuming current expenditure and income levels) and we receive no income for the period.

Our fundraising efforts underpins our continuing success and the 'Three Rings' volunteer management application continues to maintain our Rota system.

Library Performance

Annual Library Book Loans

For the year 2023 – 2024. (Figures taken from LCC Library Statistics)

	Current Year	Previous Year	Difference	% increase
Book Issues	5777	4968	+809	+ 16%
New Joiners	171	183	- 12	+ 13%
Active Borrowers	391	398	-7	- 1.77%
Annual Visitors	4913	4220	1278	+ 43%
Talking Book issues	4	1	3	+ 300%

KCL's Community Activities 2023-2024

Our regular Bingo, Knit & Natter, EmbarrasSing, plus the new Craft Club, continued their support by meeting in the Library.

Once again, we took part in the Summer Reading Challenge. This year's Challenge was quite successful with 52 children taking part, with medals issued to children on completion. A certificate of completion was awarded to the participants at their school assemblies.

School class visits continued with the children at Kegworth Primary School.

The library opened over 4 mornings in the week 24th – 27th October and 26th – 29th February, to accommodate the school's curriculum, with a total of 377 children accompanied by 62 teachers visiting the library over the two periods, with each of the children being able to take out a library book.

A newly installed a new car park barrier alleviates the difficulties of manipulating the original car park closure system.

Over the winter period our library, once again, opened as a 'warm space' to support local residents, with donated tea/coffee etc. from our local Co-operative store.

We held a CPR/AED (Automated External Defibrillator) training session in the library, hosted by our local Community First Responder. It was well attended and many of the perceived fears associated with AED use were well and truly allayed.

Our 4 Public computers, photocopying service and jigsaws hire/sales have continued to be used on a very regular basis

Our library bookstall continues, and has again been present at many community events in Kegworth, Sutton Bonington and at the Rempstone Steam Fair. Our Bookshop coordinator should be highly commended for continuing her stalwart efforts in maintaining a valuable income for our library.

Summary of Complaints / Compliments

We have received no complaints over the previous year.

Summary of Public / Volunteer Accidents

Continuing as in the previous year there have been no reportable accidents / incidents to volunteers or visitors to the Library.

Volunteers

As of the 31st March 2024, our volunteer numbers are consistent at 22, with an additional 3 new volunteers undergoing training at this time.

Our '3Rings' rota application continues to enable us to keep in regular contact with all our volunteers for all things Library related. Additionally, our Noticeboards, Facebook page and our website, also keep our volunteers fully apprised of library activities.

A core of volunteers, numbering 19, regularly contribute to the running of the library. A further 3 volunteers work tirelessly in the background ensuring our continued success. Our volunteer demographic tends towards British, female and over retirement age.

As Trustees, we do recognise that many groups, are under-represented within our volunteers demographic and we welcome all applications from anyone 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 of our volunteers can be called upon at short (or very short) notice should problems suddenly arise.

Financial Performance

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

Cash held on 31 st March 2023	£21,193.05
Borrowings on 31 st March 2023	£0.00
Capital Investments Plans	None
Staffing	0 Employees
Financial Position	Very Good
Grants from LCC	£2070.44
Grant from NWLDC	£390.21
Warm Space Grant (One Kegworth)	£155.68
Kegworth Parish Council	£0.00
North-West Leicestershire District Council	All Council Tax charges waived

We are aware that we maintain a high cash balance with respect to our out-goings and future plans. This enables our continued operation as a Community Managed Library, at current expenditure and income generation.

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 £2,884.10 over the year and is KCL's main source of income.
- Bingo generated £523.16 and singing £817.00 for KCL funds, providing both welcome funding and invaluable community activity.
- Sales of knitwear produced by the Knit and Natter group raised £578.00 for library funds.
- Miscellaneous sources of income include the sale of stamps, sticker books, room hire, commission on cards, calendars, booklets and donations.
- The library will continue to play host to local Art and photo Exhibitions.
- The Trustees continue to pursue external grants, where appropriate.

Risk Management

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

Our problem Ash tree was 'crowned' and trimmed on the 16th of November 2023. After review, it was felt that more branches required 'trimming'. These concerns were ratified by LCC. Further trimming is to be scheduled by LCC.

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

The hotel in Kegworth housing asylum seekers has not really posed any significant issues to our library. A number of asylum seekers completed applications to volunteer in the library. Only one of the asylum seeker volunteers continued to help in the library until he achieved a place with Leicester University.

Progress Update on 2023/24 Plans

- ✓ Open the library on scheduled opening days.
 - We have been able to open for 96.17% of the scheduled days this year
- ✓ Continue to run Book Stalls.
 - Our book sale volunteers continues with their enthusiastic presence at local farmers markets, village markets and pop-up stalls within our own car-park.
- ✓ Work the garden to make it an area that complements the library.
 - The work continues and is a tribute to the hard work and diligence of our volunteer gardeners.
- ✓ Brings Data Protection.
 - We continue to monitor data protection legislation and update policies as necessary and continue to ensure current legislation is being adhered to.
- ✓ Electrical Fixed Installation Testing.
 - This has been carried out. Due to complex issues the EICR report has been forwarded on to LCC for consideration of possible funding assistance.
 - PAT testing of our electrical items is planned for spring 2024.
- ✓ Review contractor for Fire and Security system and fire extinguisher maintenance before the end of the annual contract in March 2024.
 - A review was carried out by the Trustees and it was decided that we should change contractor from Chubb to ProudCastle. This should, in the long term, save us approximately £250 per year in costs.
- ✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter and Craft Club).
 - These groups continue to support our library, for which are very grateful.

- ✓ Welcome any other compatible groups. This is reliant on willing and able co-ordinators to manage the group.
 - o A new 'Indian Inspired Crafts', craft group, has indicated a willingness to use our library as a base, twice monthly, on Saturday afternoons from April to December. The organiser of the group arranges all supplies and refreshments. The only impact upon our volunteers is to open and close the library for them.
- ✓ 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.
 - o It has been agreed that our lease be renewed, and we now await LCC for the new Lease agreements.

Future Plans – April 2024 onwards

- ✓ Maintain the current six shift opening.
- ✓ Continue to run the Book Shop.
- ✓ 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, Craft Club and Indian Inspired Crafts).
- ✓ Welcome any other compatible groups, such as a book club, Chess club etc; this is reliant on willing and able co-ordinators to manage the group.
- ✓ Hold a Plant Sale in early May.
- ✓ Attend Community Library meetings (Cluster meetings) to gain support from peer groups.
- ✓ Encourage the use of our library space for the a new 'Indian Inspired Crafts' group, who show intention to use our library from June to December.

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 to the right of the library is continues to be assessed by LCC

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

The flat roof of the library continues to cause concern. At recent LCC renovations to the exterior it was noted by the contractors doing external timber repairs and redecoration, that the roof water exit pipes were approximately 1½" above the level of the flat roof. They estimated, at that time, that there was approximately 7000 litres of water on the roof, not draining away. LCC were appraised of the situation.

Information and Communication Technology (ICT) and the Library Management System (LMS)

In order to reconnect our library to the LCC library versions of Ancestry and Findmypast within our library, our library's IP address required to be changed from a 'dynamic' to 'static' address. This took many phone calls, over many months, to complete. It caused a knock-on effect to our other library systems. Notably the LMS went offline for two weeks. Book checkouts and discharges were carried out 'offline' and manually. Since being back online the LMS has continued to work virtually without issue this year.

Our printer/copier however developed problems with the IP changeover. The issue has now been resolved and our heartfelt thanks are extended 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)

Loughborough Hub continues to be the valuable help to our volunteers should the need arise. The staff there are always pleasant, supportive and informative.

CML Support Officer

Our CML support officer is an excellent source of information and support, answering our questions or queries.

Additional Training

With the possibility of a new LMS in the future, additional training on the new system will be welcomed.

Property & Compliance

KCL continue to work with LCC to maintain and steadily improve the library both internally and externally. Work has included: Refurbishment of the exterior of the library and the installation of a new car park barrier.

Continuing Issues:-

Overhanging Ash tree branches continue to be a concern.

The flat roof which needs large scale repair / replacing. LCC are aware of our concerns and will program in maintenance in accordance with their timescales.

The outer entrance lobby door had been causing concern to volunteers. It failed completely on one occasion necessitating the call out of an engineer. The motor appears to have be the problem. After servicing and switching the door mechanism off for over a week and using the door manually with a door-bell installed for anyone experiencing difficulty, the door appears to be working normally again. Monitoring of the situation continues.

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.
- Systems to be tested bi-annually by ProudCastle Solutions.
- Extinguishers. When the current extinguishers are out of their current service time, our plan is to purchase P50 type extinguishers. These do not need maintenance for 10 years, and that have a 20 years life span.

Electrical:

- The Electrical Fixed Installation (EICR) Testing was carried out in November 2016 by an approved LCC contractor. The next testing was due in November 2021. This was carried out late in 2023 and

LCC has taken over responsibility for the issue of an EICR certificate. This is expected to be completed in 2024.

- Carried out visually as part of the Risk Assessment.
- PAT testing to be carried out in spring 2024.
- 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 bi-annually by ProudCastle Solutions and the contract is on-going.

Automatic Door Servicing:

- The annual service contract (Automatic Access) was cancelled in 2022.
- LCC are aware of the exterior lobby door problems.

Other:

Asbestos: 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

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 (Samsic).

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

For me, It has been a very challenging and yet encouraging year. This is shown by the rise in visitors and of an upcoming craft group using the library on a regular basis until December.

It's really pleasing that 3 new volunteers are giving up some their time to help the running of the library, without our volunteers we would not exist. We rely on the many volunteers to run the library, many of them do so in the background. I would like to thank my fellow Trustees, for the support and assistance given to me during the last year, for ensuring the library doors continue to be open, and to the community-based groups who use the library, not only affording financial support but also give it a welcoming, friendly, and calm ambience from the moment you enter the car park.

Thank you.

Andrew Smith

7th June 2024

Attachments

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kegworth Community Library

Kegworth Community
Library

Charity no.
1162461

Charity No. 1162461

Receipts and payments accounts

CC16a

For the period
from

01-April-2023

To

31-March-2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
1 LCC Charges	£291.76	-	-	292	407
2 Book sales	£2,412.35	-	-	2,412	1,904
2 Keg pubs	£180.00	-	-	180	
We buy books	£217.55	-	-	218	86
3 Sticker books	£74.20	-	-	74	135
4 Drinks	£281.50	-	-	282	107
5 Stamps	£285.01	-	-	285	159
6&7 Printing and Laminating	£335.95	-	-	336	325
8 Jigsaw	£184.00	-	-	184	55
Singing	£817.00	-	-	817	566
Cards Sale commision	£99.00	-	-	99	24
Internal fund raising	£68.00	-	-	68	94
Knit wear	£578.00	-	-	578	360
Room hire	£810.00	-	-	810	204
Grant	£2,616.33	-	-	2,616	377
Bingo	£523.16	-	-	523	517
Calendar	£5.00	-	-	5	40
Donation	£994.19	-	-	994	37
External fund raising	£71.00	-	-	71	47
Misc	£0.00	-	-	-	265
	-	-	-	-	-
Sub total(Gross income for AR)	£10,844	£0	£0	£10,844	£5,708

Kegworth Community Library

Charity No. 1162461

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	£10,844	£0	£0	£10,844	£5,728

A3 Payments

Utilities	£3,287.36	-	-	3,287	2,864
Building Security	£2,054.89	-	-	2,055	1,666
Building Maintenance	£3,109.25	-	-	3,109	1,541
Cleaning	£779.34	-	-	779	763
Comp-uting	£1,120.50	-	-	1,121	407
Warm space	£0.00	-	-	-	119
Expenses	£198.35	-	-	198	159
Postage stamps	£303.97	-	-	304	132
Printer + Paper	£131.08	-	-	131	272
Gardening	£10.98	-	-	11	76
Xero & SumUp	£174.14	-	-	174	205
Sticker books	£57.49	-	-	57	72
MISC Invoice	£661.32	-	-	661	179
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	£11,889	£0	£0	£11,889	£8,455

A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	£11,889	£0	£0	£11,889	£8,455

Net of receipts/(payments)	-£1,045	£0	£0	-£1,045	-£2,726
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	£22,238	-	-	£22,238	£24,944
Cash funds this year end	£21,193	£0	£0	£21,193	£22,238

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 £
B1 Cash funds	Co-op Bank 1/4/2023	21,123	-	-
	Cash in hand	70	-	-
	less Unpresented cheques	-	-	-
	Total cash funds	£21,193	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Postage stamps	204	-	-
	Sticker book stock	28	-	-
	Book shop stock	154	-	-
	Kegworth Pubs book	225	-	-
	Furniture & fixtures	182		
	Soft Furniture & office Equipment	273	-	-
	Computing Equipment	208	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	None		-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-

Charity's own use


		-	-
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B5 Liabilities

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	7-Jun-24

Notes

