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Registered Charity Number: 1162461

Chair's Report

A report on behalf of the Trustees

April 1st 2024 – March 31st 2025

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.

This report was authorised at the AGM on 6th June 2024.

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Library Performance Overview

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 enthusiastic and capable Trustees and volunteers.

Our Library opening hours are 2:00 – 4:30pm on Tuesday, Wednesday and Thursday. On Friday there is extended opening 2.00 – 6:00pm.

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

Library usage figures 1 April 2024 to 31 March 2025

| | This Year | Last Year (2023-2024) |
|--|------------------|------------------------------|
| Scheduled open days in year | 260 | 261 |
| <small>Assumes open every Tues-Sat unless it is a Bank-Holiday</small> | | |
| Actual days open | 253 | 251 |
| | (97.31%) | (96.17%) |

Library Visitor Numbers

| | | |
|-----------------------|-------------|------|
| Library | 5598 | 4913 |
| Knit and Natter | 301 | 328 |
| Bingo | 504 | 418 |
| EmbarrasSing | 318 | 327 |
| Craft Club | 219 | 186 |
| Harsha Craft | 102 | 0 |
| Total Visitors | 7042 | 6172 |

Our current resources are able to cover at least 3 years' of running costs (assuming current expenditure and receiving no further income).

Fundraising efforts underpin our continuing success and the 'Three Rings' volunteer management application helps us to maintain our scheduling.

Library Performance

Annual Library Book Loans

For the year 2024 – 2025 (Figures taken from LCC Library Statistics)

| | Current Year | Previous Year | Difference | % increase |
|----------------------------|---------------------|----------------------|-------------------|-------------------|
| Book Issues | | 5777 | | |
| New Joiners | | 171 | | |
| Active Borrowers | | 391 | | |
| Annual Visitors | | 4913 | | |
| Talking Book issues | | 4 | | |

This is intentionally blank as the figures supplied by Axiell are incorrect.

KCL's Community Activities 2024-2025

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

Once again, we took part in the Summer Reading Challenge. This year's Challenge attracted 39 children enrolling and 22 being successful, medals being 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 October and February, to accommodate the school's curriculum, with the majority of the school attending. The children were accompanied by their teachers to the library with each child being able to take out a library book.

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.

Our 4 Public computers, photocopying service and jigsaws hire/sales have continued to be used on a very regular basis overseen and maintained by a long term volunteer, thank you.

Fundraising led by the sale of 'new to you' books, continued here in the library, at all village events, the University of Nottingham's Farmer's Market plus Sutton Bonington Show and Rempstone Steam Fair. This takes a lot of hard work and effort and my thanks go to the fundraising trustee for this.

My thanks also to the team who run Bingo, EmbarrasSing & the upkeep of the gardens. The year on year (it has been 14 years) commitment has been immense.

Summary of Complaints / Compliments

We have not received any complaints over the year.

Summary of Public / Volunteer Accidents

There has been one reportable accidents/incidents to volunteers or visitors to the Library. No further action was needed and it was reported according to our policy and in the Accident Book.

Volunteers

As of the 31st March 2025, our volunteer numbers are consistent at 22, with an additional 2 new volunteers undergoing training at this time.

Our '3Rings' rota application allows us to keep in regular contact with all our volunteers for all things Library related. Additionally, our Noticeboards, Facebook page and website, also keep our community 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 volunteer demographic and we welcome all applications from anyone wishing to help run the library.

We also have a hardworking group who ensure the library is clean, tidy and conform to Health & Safety regulations.

Our Treasurer, is also the person to call when help is needed and can be relied upon to appear almost immediately a major undertaking this year was the repainting of the children's area. Thank you.

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 2025 | £23,480.51 |
| Borrowings on 31 st March 2025 | £0.00 |
| Capital Investments Plans | None |
| Staffing | 0 Employees |
| Financial Position | Excellent |
| Warm Space (One Kegworth) | £155.68 |
| 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 current account and aim to move 60% to an interest bearing account with Co-op bank.

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 £2,902.40 over the year and is KCL's main source of income.
- Bingo generated £706.01 and singing £833.16 for KCL funds, providing both welcome funding and invaluable community activity.
- A craft market within the library before Christmas and sales of knitwear produced by the Knit and Natter group raised £373.00 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.
- Review of Finances to ensure our money is working hard.

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 November 2023. After review, it was felt that more branches required 'trimming'. These concerns were ratified by LCC and they were trimmed further.

The risk of the library being forced to close due to a lack of Trustees or volunteers is always present and has been brought sharply into focus this year. We have actively recruited and three volunteers are prepared to step forward.

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).

Progress Update on 2024/25 Plans

✓ Open the library on scheduled opening days.

- We have been able to open for 97.31% of the scheduled days this year, exceeding last year.

✓ Continue to run Book Stalls.

- Our book sale volunteer continues with her 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 compliments 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.

✓ Contractor for Fire and Security system and fire extinguisher maintenance.

- ProudCastle are contracted for this, currently we are reviewing fire extinguisher options.

✓ Support all current community groups to continue (Bingo, Singing, Knit & Natter, Indian Inspired Crafts and Craft Club).

- These groups continue to support our library, for which KCL is very grateful.
- ✓ 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 one year to run.
- It was agreed that our lease be renewed, and we still awaiting LCC for the new Lease agreements.

Future Plans – April 2025 onwards

- ✓ Maintain the current six shift opening.
- ✓ Continue to run the Book Shop and develop bespoke storage.
- ✓ Continue to recognise the garden as an area that compliments 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.
- ✓ Plan, design and install a dedicated Book Shop administration area.
- ✓ Transfer a proportion of our current account into a savings account within the Co-operative Bank.
- ✓ Review and Plan a proactive strategy for adapting to and recovering from disruptive events.

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 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 on at least two occasions water and other matter has cascaded over the roof. During the 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, there was approximately 7000 litres of water on the roof, not draining away. LCC were appraised of the situation. The roof is scheduled for replacement during this year.

The window in the office was broken and repaired by LCC.

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

The LMS was replaced in February by Axiell. There have been a few teething problems and during the changeover we used a manual system.

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

Training was cascaded down with the new software backed up with a comprehensive Help File. We are continuing to learn about the new system.

Property & Compliance

KCL continue to work with LCC to maintain and steadily improve the library both internally and externally.

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 timescale.

EICR Report has been referred to LCC as it raised several important issues.

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 have a 20 year 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 2025.
- Carried out visually as part of the Risk Assessment.

- PAT testing carried out in spring 2024.
- We are aware that some of our equipment is approaching 10-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 to be free of asbestos, though necessary testing will be carried out 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 library's day-to-day appearance.

Finally, from the Chair

This was an encouraging year, with many high points, although this is not to say there haven't been challenges. This is shown by the rise in visitors and range of activities. My sincere thanks go to the previous Chair and Secretary who stepped down from The Trustee group in April but continue as Lead Volunteers.

It's really pleasing that 3 new volunteers are giving up some of their time to help the running of the library, however our core group of volunteers numbering 16 have been with us from the start. This is why we are successful, thousands of hours of donated time, resources and commitment. We rely on volunteers to run the library, many of them do so in the background. Andrew and I would like to thank my fellow Trustees, for the support and assistance given 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 giving it a welcoming, friendly, and calm ambience.

Finally, finally my thanks to the Trustees, Hilary, Francis, Pat, Elaine who give time, effort and money to maintain this brilliant atmosphere that is evident when you walk in the door of our library. Not one single person could do this on their own. Thank you.

Nicola Mullins

6th June 2025

Attachments

C116a Financial Return for the Charities Commission



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | | | |
|---------------------------------------|-------------------|-------------|-----------------|
| Charity Name | | No (if any) | |
| | | | |
| Receipts and payments accounts | | | |
| For the period from | Period start date | To | Period end date |
| | | | |

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds |
|---|--------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | |
| LCC Charges | £250.76 | - | - | 251 |
| Book Sales | £2,902.40 | - | - | 2,902 |
| Keg Pubs | £232.50 | - | - | 233 |
| We Buy Books | £200.09 | - | - | 200 |
| Sticker Books | £59.60 | - | - | 60 |
| Drinks | £503.10 | - | - | 503 |
| Stamps | £313.85 | - | - | 314 |
| Printing | £442.00 | | | 442 |
| DVD | £13.00 | | | 13 |
| Jigsaw | £335.00 | | | 335 |
| Singing | £833.16 | | | 833 |
| Card Sale Commission | £85.40 | | | 85 |
| Internal Fund Raising | £312.74 | | | 313 |
| Knitwear | £373.00 | | | 373 |
| Room Hire | £1,730.50 | | | 1,731 |
| Misc | £27.00 | | | 27 |
| Donations | £966.33 | | | 966 |
| External Fund Raising | £495.47 | | | 495 |
| Grants | £0.00 | | | - |
| Bingo | £706.01 | | | 706 |
| Calendar | £53.00 | | | 53 |
| | - 0 | | | - |
| Sub total (Gross income for AR) | 10,835 | - | - | 10,835 |
| A2 Asset and investment sales, (see table). | | | | |
| | - 0 | - 0 | - 0 | - |
| | - 0 | - 0 | - 0 | - |
| Sub total | - 0 | - 0 | - 0 | - |
| Total receipts | 10,835 | - 0 | - 0 | 10,835 |
| A3 Payments | | | | |
| Utilities | £3,104.94 | - | - | 3,105 |
| Building Security | £2,564.09 | - | - | 2,564 |
| Building Maintenance | £647.04 | | | 647 |
| Cleaning | £817.11 | - | - | 817 |
| Comp-uting | £291.90 | - | - | 292 |
| Expenses | £154.30 | - | - | 154 |
| Postage stamps | £227.71 | | | 228 |
| Printer + Paper | £154.71 | - | - | 155 |
| Gardening | £84.43 | | | 84 |
| Xero & SumUp | £188.32 | - | - | 188 |
| Sticker books | £9.60 | | | 10 |
| MISC Invoice | £233.30 | - | - | 233 |
| | - 0 | - | - | - |
| Sub total | 8,477 | - | - | 8,477 |
| A4 Asset and investment purchases, (see table) | | | | |
| | - 0 | - 0 | - 0 | - |
| | - 0 | - 0 | - 0 | - |
| Sub total | - 0 | - 0 | - 0 | - |

| | | | | |
|-----------------------------------|---------------|------------|------------|---------------|
| | | | | |
| Total payments | 8,477 | - 0 | - 0 | 8,477 |
| | | | | |
| Net of receipts/(payments) | 2,357 | - | - | 2,357 |
| A5 Transfers between funds | - 0 | - | - | - |
| A6 Cash funds last year end | 21,193 | - | - | 21,193 |
| Cash funds this year end | 23,550 | - | - | 23,550 |
| | | | | |
| | | | | |

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

| Categories | Details | Unrestricted funds | Restricted funds |
|---|--|-----------------------------|------------------|
| | | to nearest £ | to nearest £ |
| B1 Cash funds | Co-op Bank 01/04/2025 | 23,481 | - |
| | Cash in Hand | 70 | - |
| | | - | - |
| | Total cash funds | 23,551 | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK |
| | | Unrestricted funds | Restricted funds |
| | | to nearest £ | to nearest £ |
| B2 Other monetary assets | Postage stamps | 50 | - |
| | Sticker book stock | 28 | - |
| | Book shop stock | 295 | - |
| | Jigsaw Stock | 55 | - |
| | Toner Stock | 225 | - |
| | Light Fittings Stock | 120 | - |
| | Furniture & fixtures | 463 | - |
| | Soft Furniture & office Equipment | 133 | - |
| | Computing Equipment | 473 | - |
| | Total | 1842 | |
| | Details | Fund to which asset belongs | Cost (optional) |
| B3 Investment assets | None | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | Details | Fund to which asset belongs | Cost (optional) |
| B4 Assets retained for the charity's own use | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

| | | | | |
|---|-------------|---------------------------------|-----------------------|--|
| | Details | Fund to which liability relates | Amount due (optional) | |
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | | |
| | N J Mullins | | | |
| | | | | |

| |
|------------------|
| CC16a |
| |
| |
| Last year |
| to the nearest £ |
| |
| £291.76 |
| £2,412.35 |
| £180.00 |
| £217.55 |
| £74.20 |
| £281.50 |
| £285.01 |
| £335.95 |
| |
| £184.00 |
| £817.00 |
| £99.00 |
| £68.00 |
| £578.00 |
| £810.00 |
| £0.00 |
| £994.14 |
| £71.00 |
| £2,616.33 |
| £523.16 |
| £5.00 |
| |
| 10,844 |
| |
| |
| |
| - 0 |
| - 0 |
| |
| 10,844 |
| |
| |
| £3,287.36 |
| £2,054.89 |
| £3,109.25 |
| £779.34 |
| £1,120.50 |
| £198.35 |
| £303.97 |
| £131.08 |
| £10.98 |
| £174.14 |
| £57.49 |
| £661.32 |
| |
| 11,889 |
| |
| |
| |
| |
| - 0 |

[illegible]

| When due (optional) |
|------------------------|
| |
| |
| |
| |
| |
| |
| Date of approval |
| 06/06/2025 |
| |