

Hathern Community Library Annual Report 2022 – 2023



Charitable Incorporated Organisation
Registration Number 1163357

Green Hill
Hathern
Leicestershire
LE12 5LG

<http://www.hatherncommunitylibrary.org>

This annual report relates to the financial operating period of Hathern Community Library
01/04/2022 to 31/03/2023

Objectives

The object (aim) of Hathern Community Library (HCL) is to promote, for the benefit of the electoral wards of Loughborough, Dishley, Hathern and the surrounding County of Leicestershire, the provision of general library services and facilities for education, recreation or other leisure time occupation of individuals who have need of such facility by reason of youth, age, infirmity or disablement, financial hardship, or social and economic circumstances, or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Structure, Governance, and Management

HCL is a registered charity with a constitution. It is a Charitable Incorporated Organisation, whose constitution makes provision for a minimum of four and maximum of eight trustees. Over the course of the current accounting period, it had the following trustees, with up to two vacancies:

- Nadine Underwood - Chair
- Jon Smith-Moorhouse - Secretary
- Jane Sorby - Treasurer
- Annette Harper
- Alison Breacker
- Emma Ward

The Trustees represent the strategic element of the charity and meet regularly throughout the year, keeping on top of the management, oversight and running of the library facility. A team of 32 committed volunteers work hard to provide the day-to-day operations for the library services.

HCL now has a membership of 54 people who have voting rights at the Annual General Meeting, or any other General Meeting.

The library operates in partnership with, and is supported by, Leicestershire County Council (LCC). As a condition of our agreement with LCC, we are required to use their book stock. LCC is also responsible for the IT services at the library and has supported us financially on a reducing scale during our early years. However, financial support from LCC has now ended.

HCL is also supported by Hathern Parish Council, for which we are very grateful.



Achievements

The following section demonstrates some of the library's achievements during this reporting period. Of course, the main achievement is that the library has remained operational and met all its service obligations under the Support Agreement with LCC, and reporting and working obligations with Hathern Parish Council and the Charity Commission.

It's also worth noting that the library has been issued with a new energy performance certificate in response to the changes that have been implemented, including new heating, doors and windows, and insulating the roof. The energy performance has gone from an F to C.

Scheduled Activities

Regular, scheduled activities at HCL are well supported and help promote the library. These include:

- Craft and Chat
- All Join In
- Art Group
- Reading Group
- Hathern Community Library Lottery



Other Library Activities

Other activities that HCL support and promote, include:

- Summer Reading Challenge
- HCL 7th Birthday Party with all donations being made to the Shephed Food Bank
- Chinese New Year
- Talks and room hire for craft events – including workshops for making Christmas decorations, needle felting, sari fabric flowers and a journal book making workshop
- School and Brownie visits



A Volunteer Social and Engagement Session was held that was attended by over 50% library volunteers, with further events scheduled. A great deal of useful feedback was obtained from this session with some actions having been completed and others are still being followed up



Events in the Wider Community

HCL supports a wide range of events to promote community involvement and the library, these include:

- Scarecrow Festival and Craft Trail - HCL contributed with a scarecrow made by the Summer Reading Challenge Gadgeteers displayed in front of the library
- Hathern Big Week - HCL contributed with various activities running throughout the week and on the day; including 70 Stories, Seriously Silly Stories, All Join In and Story Corner
- Wicked Hathern Festival - HCL contributed with running soft drinks stall throughout the weekend
- Hathern Bonfire – HCL contributed with running soft drinks stall
- Hathern Daisy Bank Engagement – promotion of the library and recruitment of new members
- Hathern Open Gardens
- Decorations / planting for the Jubilee
- Village seed swap
- Tree planting at Avederne Woods

Performance

The aims of HCL have always been in keeping with our motto of 'Small Library, Big Ideas.' Coming out of the pandemic, the objectives were simply to get things back on an even keel first, and then look to return to growth from a stable baseline.

While many of the achievements previously noted focus on the wonderful additional events and services the members and volunteers offer to the community of Hathern, it is also important to deliver the primary service – “the provision of general library services and facilities for education, recreation, or other leisure time occupation for the public at large.”

Comparison of Key Metrics

The results of FY22-23 when compared to performance data from FY21-22 (as shown in the table below), demonstrate that HCL is once again growing steadily, with increasing numbers of borrowers and book issues, and a growing library membership.

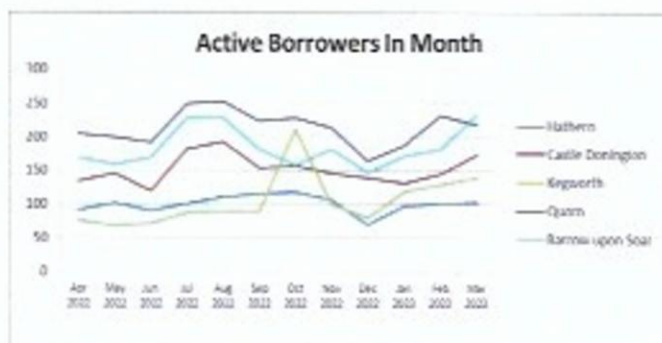
Metric	FY21-22		FY22-23		Delta
	Monthly Average	Annual	Monthly Average	Annual	
Active Borrowers	92	1,108	101	1,209	+9%
Average Issues	517	6,200	524	6,290	+1%
New Members	6	74	8	95	+30%

When we inspect the data in more detail (as below), we can see that whilst active borrowing and the total number of issues has increased on average, we are seeing a reassuringly steady trend of regular library use.



It is clear that the number of new library members is up as a result of significant efforts in June and September 2022. This can be attributed to events at the Big Week and the Daisy Bank pop-up event.

We can also measure ourselves against other local libraries (see below). While HCL is the smallest of all the surrounding libraries, we continue to perform well and show a much steadier trend of issues and active borrowers with less seasonal fluctuations.



People

Membership

HCL is a charity and as a charity, membership is open to anyone who is interested in supporting the library and furthering its purpose as set out in the constitution. As a member, you have the right to vote on resolutions at General Meetings and at the Annual General Meeting.

Currently, this membership stands at 54.

Trustees

The Trustees role is to ensure that HCL meets its constitutional aims and financial practice of a charity. The next big activity that is currently being undertaken by the Trustees is the review and update of the Strategic Plan.

Currently, there are six Trustees, with Jon Smith-Moorhouse as Secretary stepping down. We would like to thank Jon for all his hard work and dedicated to the post over the past years. In line with the constitution, Jane Sorby will stand down but will stand for re-election at the AGM

Volunteers

HCL is brilliantly supported by 32 volunteers, including four Trustees, who help with the library stock and display, organising events, advertising and social media, and communications with LCC, not forgetting those who turn up for their shift on a regular basis. Their contributions are invaluable and without them we couldn't operate- thank you.

The activities that were part of the Volunteer Coordinator's role have now been reallocated to a number of volunteers. We'd also like to thank the volunteers who have taken on the additional responsibilities and activities which were once part of the Volunteer Coordinator role.

The greatest risk that the library faces is not having enough volunteers to keep the library operational. Whilst we are pleased to say that we have been able to recruit new volunteers through advertising in local publications, social media, and word of mouth, we have also naturally lost volunteers. The ongoing recruitment of volunteers and Trustees is currently challenging.

Treasurer's Report

March 31 2023 marks our return to reporting a normal year of activities (and hence accounts), since lockdown in March 2020 and as such, it makes sense to compare our performance with that of 2019/20. So where relevant, reference is made to pre-pandemic numbers.

Our overall balance has increased by £3545 over the last year. This effectively means that without the generous continuation of the Service Level Agreement (SLA) with Hathern Parish Council we would be self-sufficient - but only just.

Income

Apart from the SLA, our greatest contribution to funds come from the Community Library Lottery. This is a regular and largely predictable sum coming from a small core of around 50 supporting members.

Other areas of fundraising in order of importance are Groups (Group and Craft and Art Group). Since 2019/20, the groups have formalised their contributions and this proved to be a welcome, reliable source of funds, together with the delivery of the Hathern Herald.

As use of the library increases, so too does our income from small but cumulatively meaningful cash payments in the form of charges and donations. Although up by 67% on last year, these are now less than half of pre-pandemic levels and still only represent 10% of our total fund-raising - 16% in pre pandemic times. Total receipts for 2022/23, excluding the lottery, were £5213, £1554 up on last year and £4300 down from 2020. The deficit 2020 - 2023 is represented by the sponsored walk (£1665), grants (£1100), donations (£840) and other general fundraising (£695).

Expenditure

Our major, largely predictable costs are our fixed costs, under which are utilities, insurance and IT. Any significant variations between years are usually short lived and explainable. Although it may seem electricity costs are the same as 2020 (a good thing), this is due to the replacement of storage heaters and fans with thermostatic, timed electric panels and an overhead fan. Also, HCL is now signed up to a supply contract that has protected us from the huge increases most people have suffered. When this fixed price energy contract ends in 2024, there could be a significant increase in running costs for the library. This brings into sharp focus that we need to be conscious of our energy usage.

Our total fixed costs rose by almost £500 over last year, but have significantly reduced since 2020, due in most part to our withdrawal from an arrangement with LCC that supplied contracts such as alarm monitoring, that we felt able to perform ourselves. With a reduction in events and fundraising comes a reduction in promotional expenses, so all other costs have been small scale expenses except for some minor investment in the building itself - exterior lighting, outside tap, key safe, etc. We have been fortunate enough to have been able to apply for contingency funds through LCC for much of our capital expenses and have benefitted, not just from the new heaters, but a much-improved skylight, a new roof, completely new guttering and two new side windows.

Our total expenditure this year, again excluding lottery payments, was £3365, an increase of 56% (£1200) over last year. The increase is down solely to electricity and property improvements. Whilst some 'savings' are to be welcomed, we look forward to investing more into the library in the fullness of time.

HCL Library Lottery

The lottery account is worth a paragraph to itself, as it is such an important source of income. The PayPal account is largely dedicated to receipts and payments for tickets and winnings, although some transactions go through the bank if the member doesn't have a PayPal account. The great thing about the lottery is that the only limiting factors are commitment and enthusiasm and we have been blessed with both since its inception in 2017. It costs us £20 a year for a licence from Charnwood; tickets are £2 each with £1 going to the library and £1 going into the winner's pot. Based on the bonus ball, there are 59 tickets available a week, making a potential income of £3068. A proportion of members pay in advance - some up to a year, so the annual receipts don't necessarily reflect this number - however, last year we paid £2647 in winnings.

HCL would like to thank you Martin Clayton for running the lottery until January this year and Jane Sorby for taking it over.

Accounts

Please see attached audited accounts. The Trustees would like to thank Mick Garton for once again auditing the accounts.

Signed on behalf of Hathern Community Library:

Nadine Underwood

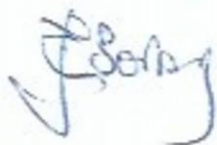
Date 09/05/2023



Chair of HCL Trustees

Jane Sorby

Date 09/05/2023



HCL Treasurer

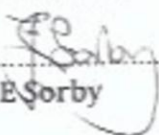
HATHERN COMMUNITY LIBRARY

BALANCE SHEET - as at March 31st 2023

Details	£ p
<u>CURRENT ASSETS</u>	
Bank - Current Account	61365.65
Paypal Account	386.70
Cash Float	<u>0.00</u>
	61752.35
<u>Sundry Debtors</u>	
Adjustment	<u>0.10</u>
	61752.45
<u>Less Current Liabilities</u>	
- Paypal advance ticket sales	<u>1396.00</u>
	60356.45
Represented by:	
<u>ACCUMULATED FUND</u>	
- Balance brought forward	57343.76
- Paypal balance b/f	167.76
- Cash balance b/f	12.27
- Plus excess of income over expenditure	2832.66
	60356.45

Treasure's Certification:

I hereby certify that the balance sheet and the Income and Expenditure Account are in accordance with the records for the year ended 31st March 2023.

Signed  HCL Treasurer and Trustee
J E Sorby

Dated 18th April 2023

Auditor's Certification:

I have examined the balance Sheet, the Income and Expenditure Account and supporting notes for the year ended 31st March 2023 and these are in accordance with the records and information available to me.

Signed  Honorary Auditor
M J Garton CPFA

Dated 18th April 2023

HATHERN COMMUNITY LIBRARY

Income and Expenditure Account for year ended 31st March 2023

<u>BANK ACCOUNT</u>	2021/22	2022/23
<u>INCOME</u>		
Grants	1934.00	3000.00
Donations	73.49	121.30
Fundraising	4041.43	4224.31
Library charges	200.49	337.96
Transfer from petty cash		12.27
TOTAL	6249.41	7695.84
<u>Sundry Creditors</u>		
<u>Sundry Debtors</u>		
<u>Less Current Liabilities</u>		
TOTAL	6249.41	7695.84
<u>EXPENDITURE</u>		
Fixed costs	1698.36	2180.20
Capital expenditure	0.00	0.00
Fundraising costs	417.44	329.00
Miscellaneous	369.45	211.49
Property services	38.22	927.96
Transfer to Paypal (IT April - June)		25.20
TOTAL	2523.47	3673.85
 Excess of income over expenditure - Bank	 3725.94	 4021.99
- Cash	0.00	(12.27)
- Paypal	(620.18)	(1177.06)
	3105.76	2832.66

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.22 to 31.3.23

BANK ACCOUNT

<u>Receipts</u>	21/22	22/23
Opening balance	53617.82	57343.76
<u>Grants</u>		
Leicestershire County Council	1434.00	0.00
Hathern Parish Council	<u>1500.00</u>	<u>3000.00</u>
	1934.00	3000.00
<u>Donations</u>		
Other donations	73.49	121.30
Library charges	<u>200.49</u>	<u>337.96</u>
	273.98	459.26
<u>Fundraising</u>		
Lottery	2590.00	2482.00
Charnwood Lottery	185.50	81.00
Hathern Parish Council leaflet distribution	450.00	450.00
Groups	512.21	735.60
Room Hire	0.00	50.00
Sponsored Walk	0.00	109.37
Other events	<u>303.72</u>	<u>316.34</u>
	4041.43	4224.31
<u>Other income</u>		
Transfer from petty cash		12.27
Total Receipts	6249.41	7695.84

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.22 to 31.3.23

BANK ACCOUNT

<u>Payments</u>	21/22	22/23
<u>Fixed costs</u>		
I.T.	132.00	271.32
Insurance	440.27	453.38
Water Plus	221.33	238.50
Southern Electricity	830.02	1074.65
LCC Services	<u>74.74</u>	<u>142.35</u>
	1698.36	2180.20
<u>Capital expenditure</u>	0.00	0.00
<u>Fundraising/promotional costs</u>		
Lottery licence	20.00	20.00
Lottery payments	365.00	309.00
Promotional costs	<u>32.44</u>	<u>0.00</u>
	417.44	329.00
<u>Other expenses</u>		
Consumables	17.99	77.27
Garden	27.50	46.20
Miscellaneous	323.96	88.02
Property	<u>38.22</u>	<u>927.96</u>
	407.67	1139.45
<u>Sundry creditors</u>		
Paypal account		25.20
 Payments	 <u>2523.47</u>	 <u>3673.95</u>
 Excess of receipts over payments	 3725.94	 4021.89
 Closing balance	 57343.76	 61365.75

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.22 to 31.3.23

CASH ACCOUNT

	£
<i>Cash balance</i>	<i>12.27</i>
Receipts	00.00
Payments Transfer to bank	12.27
<u>Excess of receipts over payments</u>	<u>(12.27)</u>

HATHERN COMMUNITY LIBRARY

Income and Expenditure Account for Year ended 31st March 2022

PAYPAL ACCOUNT

	2021/22	2022/23
<u>INCOME</u>		
<u>Opening Balance</u>	75.94	167.76
Lottery tickets	4142.00	3952.00
Sundry debtor	104.24	
	4246.24	3952.00
<u>Less Current Liabilities</u>	<u>712.00</u>	<u>1396.00</u>
Sundry Creditors (advance ticket sales)	3534.24	2556.00
<u>Sundry Debtors</u>		
Ziffit Book Sales		16.45
Paypal Charity Fund		18.06
I.T. Paid April - June 23		<u>25.20</u>
		2615.71
<u>EXPENDITURE</u>		
Fees	14.30	10.77
Winnings	2220.00	2282.00
Transfers to Bank Account	1800.00	<u>1500.00</u>
I.T	<u>120.12</u>	
	4154.42	3792.77
Excess of Income over Expenditure	(620.18)	(1177.06)
Monies credited to 2022/23	712.00	1396.00
Less Sundry Debtors		
Balance carried forward	<u>75.94</u>	<u>167.96</u>
Paypal Statement	167.76	386.70