

Hathern Community Library Annual Report 2023 – 2024



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
01/04/2023 to 31/03/2024

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
- Vacancy - 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 37 committed volunteers work hard to provide the day-to-day operations for the library services.

HCL 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. However, we no longer receive any financial support from LCC.

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.

2023/2024 saw an increase in the number of joiners and active borrowers for the library, which is very encouraging as it shows the library remains viable and an important part of the community. However, surprisingly, it shows a decrease in the number of issues.

In terms of the library's accounts, they remain stable and steady, and so fundraising has been secondary to hosting events that raise awareness of the library and local community and promote goodwill.

The library is supported by a strong Events Team and a committed team of volunteers that manage and host some wonderful and varied events in the library, and also across the wider community.

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
- School visit
- Hathern Community Library Lottery



Other Library Activities

Other activities that HCL support and promote, include:

- Chinese Lunar New Year Event
- Long Whatton Brownie Visit
- Community talks – ‘The joys and sorrows of litter picking in Hathern’, ‘A Glimpse into the Past’ and ‘Heart Health’
- Mini sports challenge
- Summer Reading Challenge and medal ceremony
- National Doodle Day
- National Darwin Day
- HCL annual birthday party with £150 raised that was donated to The Falcon Centre in Loughborough and a large collection of donations that went to Shepshed Food Bank



Events in the Wider Community

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

- Coronation street party
- Scarecrow festival
- Hathern Big Week
- Hathern bonfire
- Hathern Open Gardens
- Village seed swap
- Christmas tree festival



Performance

The aims of HCL have always been in keeping with our motto of ‘Small Library, Big Ideas.’ 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 this reporting year, when compared to performance data from the previous year (shown in the table below), demonstrate that HCL is steadily growing and reassuringly shows a steady trend of regular library use.

Metric	Review Year	Previous Year	Difference
Issues	5746	6290	-9%
New Joiners	119	95	+25%
Active Borrowers	261	249	+5%

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.

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.

Currently, there are six Trustees. Emma Ward and Jane Sorby will stand down at the AGM. Jane will stand for re-election until the end of the calendar year. Jim Hutson is standing for election.

We'd like to thank them for their continued support and contributions over the years.

Volunteers

HCL is brilliantly supported by 37 volunteers. Their contributions are invaluable and without them we couldn't operate- thank you.

Treasurer's Report

Please see the appendix for the Treasurer's report, audited accounts, and HCL budget 2024. 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

Appendix

Treasurer's Report and Accounts for the financial year ending March 31st 2024

We are now back in the position of monitoring our performance against a 'like for like' year, without the knock-on effects of Covid and I am happy to report that all looks well!

As usual, our audited accounts have been circulated along with your invitation to our AGM and if any questions have arisen which I don't answer this evening, please feel free to put them to me at the end of this report.

The financial year has seen an increase in our overall cash balance of over £5,500 (£3,545). Whilst this more than covers the increasing expenditure we are still very grateful for the annual HPC grant that supports us in our efforts to remain a vibrant part of village life.

We have drawn up a reserves policy which will be reassessed annually according to our finances and needs. This has meant that a significant portion of our funds (£60,000) has been deposited in a 180-day savings account that currently pays 5.5%. We expect to be able to leave that money, or more, on deposit until the end of 2025, when most, if not all will be required to build, furnish, and equip the long-awaited extension. A minimum of one year's running costs will remain on instant access.

The majority of our expenses are met through fundraising activities. Much of the fundraising income is running at an optimum level and we are unlikely to increase it in the couple of years ahead. This includes general donations, charges, magazine distribution, lottery tickets and group meetings. This year we have pushed the lottery membership close to capacity, due to the incredible generosity and loyalty of longstanding members, new joiners and even ex residents. We have raised more this year through room hire than ever before and whilst this stream of income has now ceased, we are hopeful that we will have much to offer in future, with additional space and more immediately, an AV system of our own, funded by a down payment of \$106 funds.

Expenses have inevitably risen, but we have been helped enormously by a fixed price contract for electricity, which has seen us through the huge price rises of the last 2 years. However, this fix expires on 30th September 2024 and our anticipated costs, based on the existing annual usage, will rise by 50%, or around £600. Without wishing anyone to be cold, I would urge everyone to think carefully about heat use over the winter, as electricity will now be our largest expense by far.

As usual, I will close by thanking all those, whether volunteers, trustees, lottery members, borrowers or simply supporters, for all they have done to keep Hathern Library thriving - and lastly Mick Garton for auditing our reports year again!

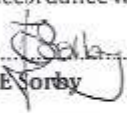
HCL Audited Accounts 2023 - 2028

HATHERN COMMUNITY LIBRARY BALANCE SHEET – as at March 31st 2024

Details	£ p
<u>CURRENT ASSETS</u>	
Bank – Current Account	25183.93
Paypal Account	190.38
United Trust 180 Day Notice Account	40000.00
	65374.31
<u>Sundry Debtors</u>	
IPC Grant	1500.00
	66874.31
<u>Less Current Liabilities</u>	
- Paypal advance ticket sales	1044.00
- Uncashed cheques	162.34
	65667.97
Represented by:	
<u>ACCUMULATED FUND</u>	
- Balance brought forward	61365.65
- Paypal balance b/f	386.70
- Cash balance b/f	0.00
- Plus excess of income over expenditure	3915.62
	65667.97

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 2024.

Signed  HCL Treasurer and Trustee
J E Forby

Dated 8 April 2024

Auditor's Certification:

I have examined the balance Sheet, the Income and Expenditure Account and supporting notes for the year ended 31st March 2024 and these are in accordance with the records and information available to me. 4

Signed  Honorary Auditor
M J Garton CPFA

Dated 8 April 2024

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.23 to 31.3.24

UNITED TRUST 180 DAY NOTICE ACCOUNT

Receipts

2023/24

Bank Transfer

40000.00

HATHERN COMMUNITY LIBRARY

Income and Expenditure Account for year ended 31st March 2024

<u>BANK ACCOUNT</u>	2023/24	2022/23
<u>INCOME</u>		
Grants	1500.00	3000.00
Donations	155.02	121.30
Fundraising	6283.83	4224.31
Library charges	347.30	337.96
Transfer from petty cash		12.27
TOTAL	8286.15	7695.84
Sundry Debtors		
IPC Grant 23/24	1500.00	
TOTAL	9786.15	7695.84
<u>EXPENDITURE</u>		
Fixed costs	1961.90	2180.20
Capital expenditure	64.99	0.00
Fundraising costs	1660.07	329.00
Miscellaneous	216.43	211.49
Property services	<u>726.82</u>	927.96
	4630.21	
Transfer to Paypal (IT April - June)		25.20
Sundry Creditors	<u>162.34</u>	
TOTAL	4467.87	3673.85
Excess of income over expenditure		
- Bank	5155.94	4021.99
- Cash	0.00	(12.27)
- Paypal	<u>(1240.32)</u>	<u>(1177.06)</u>
	3915.62	2832.66

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.23 to 31.3.24

BANK ACCOUNT

<u>Receipts</u>	<u>23/24</u>	<u>22/23</u>
<i>Opening balance</i>	<i>61365.65</i>	<i>57343.76</i>
<u>Grants</u>		
Hathern Parish Council	<u>1500.00</u>	<u>3000.00</u>
	1500.00	3000.00
<u>Donations</u>		
Other donations	155.02	121.30
Library charges	<u>347.30</u>	<u>337.96</u>
	502.32	459.26
<u>Fundraising</u>		
Lottery	4080.79	2482.00
Charnwood Lottery	84.00	81.00
Hathern Parish Council leaflet distribution	600.00	450.00
Groups	765.33	735.60
Room Hire	267.50	50.00
Sponsored Walk	0.00	109.37
Other events	<u>486.21</u>	<u>316.34</u>
	6283.83	4224.31
	8286.15	7683.57
<u>Other income</u>		
<u>Sundry debtors</u>		
HPC Grant	1500.00	
Transfer from petty cash		12.27
Total Receipts	9786.15	7695.84

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.23 to 31.3.24

BANK ACCOUNT

<u>Payments</u>	23/24	22/23
<u>Fixed costs</u>		
I.T.	132.00	271.32
Insurance	469.56	453.38
Water Plus	282.73	238.50
Southern Electricity	984.11	1074.65
LCC Services	<u>93.50</u>	<u>142.35</u>
	1961.90	2180.20
<u>Capital expenditure</u>	64.99	0.00
<u>Fundraising/promotional costs</u>		
Lottery licence	20.00	20.00
Lottery payments	1360.79	309.00
Promotional costs	<u>279.28</u>	<u>0.00</u>
	1660.07	329.00
<u>Other expenses</u>		
Consumables	53.81	77.27
Garden	27.00	27.50
Miscellaneous	135.62	88.02
Property	<u>726.82</u>	<u>927.96</u>
	<u>943.25</u>	<u>1139.45</u>
	4630.21	
<u>Sundry creditors</u>		
Charitable donation (cheque no 100479)	150.00	
LCC Waste (cheque no 100480)	<u>12.34</u>	
	162.34	
Paypal account		25.20
Total Payments	<u>4467.87</u>	<u>3673.95</u>
Excess of receipts over payments	5155.94	4021.89
Closing balance	25183.93	61365.65

HATHERN COMMUNITY LIBRARY

Income and Expenditure Account for Year ended 31st March 2024

PAYPAL ACCOUNT

	2023/24	2022/23
<u>INCOME</u>		
<u>Opening Balance</u>	<u>386.70</u>	<u>167.76</u>
Lottery tickets	3880.00	3952.00
Sundry debtor		
	3880.00	3952.00
<u>Less Current Liabilities</u>	<u>1044.00</u>	<u>1396.00</u>
Sundry Creditors (advance ticket sales)	2836.00	2556.00
<u>Sundry Debtors</u>		
Ziffit Book Sales		16.45
Paypal Charity Fund		18.06
LT Paid April - June 23		<u>25.20</u>
		2615.71
<u>EXPENDITURE</u>		
Fees	12.80	10.77
Winnings	1829.00	2282.00
Transfers to Bank Account	2100.00	<u>1500.00</u>
LT	<u>134.52</u>	
	4076.32	3792.77
Excess of Income over Expenditure	(1240.32)	(1177.06)
Monies credited to 2023/24	1044.00	1396.00
Less Sundry Debtors		
Balance carried forward	<u>386.70</u>	<u>167.96</u>
Paypal Statement	190.38	386.70

HCL Budget 2023 - 2028

	22/23	23/24	24/25	25/26	26/27	27/28	28/29
	Actual	Actual	Budget	Budget	Budget	Budget	
INCOME							
GRANTS							
LCC				0	0	0	0
CBC			0	0	0	0	0
HPC	3000	3000	3000	0	0	0	0
S106			1100	14000	14000	2500	0
Total	3000	3000	4100	14000	14000	2500	0
FUNDRAISING							
Grant Applications	0	0	0	10000	5000	5000	0
Donations	121	155	200	500	800	800	500
Charges	338	347	350	350	350	350	400
Lottery	2540	2822	2900	2900	2900	2900	2900
Other	1742	2203	2500	2500	2500	3000	2500
Total	4741	5527	5950	16250	11550	12050	6300
TOTAL INCOME	7741	8527	10050	30250	25550	14550	6300
EXPENDITURE							
IT	271	132	150	500	320	2500	400
Insurance	453	470	530	590	800	880	1000
Water	238	283	300	330	400	450	500
Electricity	1075	984	1280	1650	1650	2500	2500
LCC Services	142	94	100	110	120	140	150
Maintenance	928	727	1000	1000	1500	1500	1000
Capital Expenditure	0	65	1500	250	75000	15000	0
Fundraising costs	20	299	50	100	100	200	200
Professional Fees	0	0	0	500			
Consumables	211	216	250	300	400	500	500
TOTAL EXPENDITURE	3338	3270	5160	5330	80290	23670	6250
Y/E Balance	4403	5257	4890	24920	-54740	-9120	50
TOTAL RESERVES	60356	65613	70503	95423	40683	31563	31613