

Hathern Community Managed Library

Annual Report

Date of transfer to community management: January 2016

Period being reviewed: April 2024 – March 2025

Date and time of annual review meeting: TBC

The requirement for an annual review is contained in the Grant Agreement Schedule 9.

The annual review meeting will take place approximate every 12 months and will be organised by the Community Managed Libraries Support Officer and will be attended by the Principal Manager (Chair) and the Support Officer (Notes)

Sections of this report relating to performance statistics have been completed by your Support Officer. Please contact them if you require assistance to complete any other elements of the report.

1.0 Executive Summary

Overview of key highlights and issues that arose in the period being reviewed to include update progress achieved against previous years' plans and evaluation of new areas of activity.

Hathern Community Library is supported by a team of dedicated volunteers that keep the library running and looking fantastic, both inside and out. Volunteers that not only work in the library and train new volunteers, but also run library events like All Join In, the reading group, book sales and help with school visits, to name just a few things.

We also have a dedicated Events Team that put a tremendous amount of effort into planning and putting on incredible events for the public. Unfortunately, we've had some attendance at a couple of events being disappointing but not through lack of advertising and effort in the event itself. This core group of people ensures that the library remains viable and an important part of the community.

Our regular, scheduled community managed library events and activities, 'Craft and Chat', 'Art Group', 'All Join In' and the 'Reading Group' that operate outside of library hours are as popular as ever and have retained very good attendance for the small space.

In terms of the library's accounts, they remain stable and steady.

2.0

2024/2025 saw a decrease in issues, new joiners and active borrowers which is disappointing but not unexpected as it follows the national trends.

2.1 Issue, new joiner, active borrower and annual visitor statistics.

	Previous Year	*Review Year	Difference
Issues	5746	4637	-19%
New Joiners	94	67	-29%
Active Borrowers	261	219	-16%
Annual Visitors			

* Note – due to the recent transition to a new library management system, the figure highlighted in red includes issues for February/March 2025 but excludes web renewals as they cannot be accredited to the original issuing library.

2.2 Analysis of performance

2024/2025 saw a decrease in issues, new joiners and active borrowers which is disappointing but not unexpected as it follows the national trends.

3.0 Community Managed Library Events and Activities

In the 3 tables below please provide an overview of events and activities undertaken (add rows as necessary).

3.1 Regularly scheduled events

Activity	Frequency	Average attendance per session	Average attendance per year
Craft and Chat	Weekly	10	500
Art Group	Weekly	5	250
All Join In	Fortnightly	20	500
Reading Group	Monthly	10	120

Activity	Frequency	Average attendance per session	Average attendance per year
School visit	Monthly	20	200
Total Attendance		65	1,570

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
National Hedgerow Week	6-12/05/2024	Not available
Summer reading challenge	06/07/24 – 07/09/24	Not available
Lego activity	04/08/24	14
Summer reading challenge – medal ceremony	15/09/24	28
Poet tree afternoon	24/11/24	Not available
Chinese New Year – Year of the Snake	02/02/2025	26
Shakespeare Day	27/04/2025	4
Total Attendance		72

3.3 Events undertaken in the wider community

Activity	Date	Attendance
Book sale	02/03/2024	Not available
Big week book sale	01/06/24	Not available
Big week book activity day with Hathern CoE school	06/06/24	Not available
Open Gardens – HCL Fairy Garden and raffle	29-30/06/24	Not available
Long Whatton fete book sale	28/08/24	Not available
HYC scarecrow festival	04-05/10/24	Not available
Christmas tree festival	06-08/12/2024	Not available

Activity	Date	Attendance
Total Attendance		

4.0 Summer Reading Challenge (SRC)

The theme for the Summer Reading Challenge in 2024 was Marvellous Makers. Nationally, 581,301 children participated. In Leicestershire 7,154 children took part in their local library with over 185,000 books being issued over the summer holiday

	Starters	Finishers	% Finishers	Trend
Review Year	33	23	70%	
Previous Year	31	31	100%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
39	6	5

6.0 Library User and Volunteer Feedback

6.1

Library User and Volunteer Comments

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6.2

Library User and Volunteer Complaints

7.0 Financial Viability and Sustainability

Summary overview of finances including as appendices:

- 7.1 Annual profit/loss accounts
- 7.2 Funding position including summary of grant applications and outcomes
- 7.3 Capital investment plans where applicable
- 7.4 5 year financial projection

8.0 Progress Update on Current Plans and Future Plans for Development

Outline of future development plans including services to be provided and income generation.

Plan	Action Required	Progress	Risks
Library extension	Dependent on the S106 grant	Started the community consultation with an online survey and a paper survey requesting people to comment on the plans for the extension	New application for planning permission Increase in building costs Insufficient funds to cover the work

8.1 **Future Training Requirements**

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9.0 **Additional Information**

Please use this section for any additional information you wish to provide.

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10.0 **Documentation Review**

As part of the annual review process the Support Officer will review the following documents. These can be submitted electronically alongside your report or hard copies can be reviewed at the annual review meeting.

10.1 Insurance

Reviewed

☐

10.2 Risk Log

Reviewed

☐

10.3 Policies reviewed:

Safeguarding Children

☐

Safeguarding Adults

☐

Health and Safety

☐

Trustee Conflict of Interest

☐

Data Protection

☐

Volunteer Management

☐

Complaints Procedure

☐

Equality and Diversity

☐

Financial Management and Control

☐

Library User Complaints and
Compliments

☐

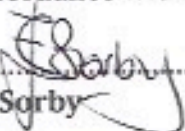
HATHERN COMMUNITY LIBRARY

BALANCE SHEET - as at March 31st 2025

Details	£ p
<u>CURRENT ASSETS</u>	
Bank - Current Account	7576.44 \
Paypal Account	317.37 \
United Trust 180 Day Notice Account	<u>65000.00</u> \
	72893.81 ~
<u>Sundry Debtors</u>	
	<u>72893.81</u> ~
<u>Less Current Liabilities</u>	
- Paypal advance ticket sales	692.00 \
	<u>72201.81</u> ~
Represented by:	
<u>ACCUMULATED FUND</u>	
- Balance brought forward	25183.93
- Paypal balance b/f	190.38
- United Trust Bank	40000.00 /
- Plus excess of income over expenditure	6827.50
	72201.81

Treasure's Certification:

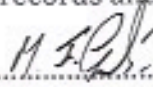
I hereby certify that the balance sheet and the Income and Expenditure Account are in accordance with the records for the year ended 31st March 2025.

Signed  HCL Treasurer and Trustee
J E Sorby

Dated 5 May 2025

Auditor's Certification:

I have examined the balance Sheet, the Income and Expenditure Account and supporting notes for the year ended 31st March 2025 and these are in accordance with the records and information available to me.

Signed  Honorary Auditor
M J Garton CPFA

Dated 6 May 2025

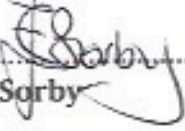
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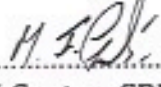
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HATHERN COMMUNITY LIBRARY

Income and Expenditure Account for year ended 31st March 2025

<u>BANK ACCOUNT</u>	2023/24	2024/25
<u>INCOME</u>		
Grants	1500.00	4800.00
Donations	155.02	68.04
Fundraising	6283.83	4930.60
Library charges	347.30	237.80
Savings Account interest		2390.14
TOTAL	8286.15	12426.58 \
Sundry Debtors		
HPC Grant 23/24	1500.00	
TOTAL	9786.15	12426.58 \
<u>EXPENDITURE</u>		
Fixed costs	1961.90	2576.17
Capital expenditure	64.99	244.95 \
Fundraising costs	1660.07	767.00 \
Miscellaneous	216.43	546.01
Property services	<u>726.82</u>	<u>737.60 \</u>
	4630.21.	4871.73
Sundry Creditors	- <u>162.34</u>	+162.34 \
TOTAL	4467.87	5034.07 \
United Trust Bank transfer		<u>25000.00 \</u>
		30034.07
Excess of income over expenditure - Bank	5155.94	(17607.49)
- Paypal	<u>(1240.32)</u>	(565.01)
	3915.62	(18172.50)

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.24 to 31.3.25

BANK ACCOUNT

<u>Receipts</u>	23/24	24/25
Opening balance	61365.65	25183.93
<u>Grants</u>		
Hathern Parish Council	<u>1500.00</u>	4500.00
Loughborough University		<u>300.00</u>
	1500.00	4800.00
<u>Donations</u>		
Other donations	155.02	68.04
Library charges	<u>347.30</u>	<u>237.80</u>
	502.32	305.84
<u>Fundraising</u>		
Lottery	4080.79	3175.94
Charnwood Lottery	84.00	68.50
Hathern Parish Council leaflet distribution	600.00	450.00
Groups	765.33	716.00
Room Hire	267.50	24.00
Other events	<u>486.21</u>	<u>496.16</u>
	<u>6283.83</u>	<u>4930.60</u>
	8286.15	10036.44
<u>Other income</u>		
<u>Sundry debtors</u>		
HPC Grant	1500.00	
Savings Account Interest		2390.14
Total Receipts	9786.15	12426.58

HATHERN COMMUNITY LIBRARY

RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.24 to 31.3.25

BANK ACCOUNT

<i>Expenditure</i>	<i>23/24</i>	<i>24/25</i>
I.T.	132.00	132.00
Insurance	469.56	528.54
Water Plus	282.73	264.70
Southern Electricity	984.11	1572.06
LCC Services	<u>93.50</u>	<u>78.87</u>
	1961.90	2576.17
 <i><u>Capital expenditure</u></i>	 64.99	 244.95
 <i><u>Fundraising/promotional costs</u></i>		
Lottery licence	20.00	
Lottery payments	1360.79	767.00
Promotional costs	<u>279.28</u>	
	1660.07	767.00
 <i><u>Other expenses</u></i>		
Consumables	53.81	346.55
Garden	27.00	
Miscellaneous	135.62	199.46
Property	<u>726.82</u>	<u>737.60</u>
	943.25	1283.61
	4630.21	4871.73
 <i><u>Sundry creditors</u></i>		
Charitable donation (cheque no 100479)	150.00	
LCC Waste (cheque no 100480)	<u>12.34</u>	
	162.34	
Unpaid cheques 23/24		162.34
 <i><u>Bank Transfers</u></i>		
United Trust		25000.00
 Total Payments	 <u>4467.87</u>	 30034.07
 Excess of receipts over payments	 5155.94.	 (17607.49)
 <i><u>Closing balance</u></i>	 25183.93	 7576.44

HATHERN COMMUNITY LIBRARY

Income and Expenditure Account for Year ended 31st March 2025

PAYPAL ACCOUNT

	2023/24	2024/25
<u>INCOME</u>		
<u>Opening Balance</u>	386.70	190.38
Lottery tickets	3880.00	3765.00
	3880.00	3765.00
<u>Less Current Liabilities</u>		
Sundry Creditors (advance ticket sales)	<u>1044.00</u>	<u>692.00</u>
	2836.00	3073.00
<u>Sundry Debtors</u>		
<u>EXPENDITURE</u>		
Fees	12.80	16.69
Winnings	1829.00	1938.00
Transfers to Bank Account	2100.00	1500.00
I.T	<u>134.52</u>	163.32
Lottery Licence		<u>20.00</u>
	4076.32	3638.01
Excess of Income over Expenditure	(1240.32)	(565.01)
Monies credited to 2023/24	1044.00	692.00
Less Sundry Debtors		
Balance carried forward	<u>386.70</u>	<u>190.38</u>
Paypal Statement	190.38	317.37

HATHERN COMMUNITY LIBRARY
RECEIPTS & PAYMENTS ACCOUNT FOR PERIOD 01.04.24 to 31.3.25

UNITED TRUST 180 DAY NOTICE ACCOUNT

Opening balance		40000.00
16/4/24	Bank Transfer	20000.00
15/11/25	Bank Transfer	5000.00
Closing balance		65000.00