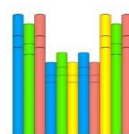


Castle Donington Community Library



Minutes of Trustees Meeting

Tuesday 10 January 2023

At 6.00 p.m. at The Hub

Present: Tony Saffell, Leonora Cope, Fiona Palmer, Kevin Bradley, Su Clement, Sue Kent and Penny Burns

Tony Saffell in the Chair

		Action
	<u>Apologies</u> – Apologies for absence were received from Colin Burton, Shaun Ambrose Jones and Stephanie Garnett. There were no declarations of interest.	
1.	<u>Election of Chairman</u> – Although not present due to illness, Colin Burton expressed his interest in becoming Chairman of the Trustees. His appointment was proposed by Kevin Bradley and seconded by Leonora Cope. His appointment was approved by all those present.	
2.	<u>Annual Statement of Accounts</u> – The annual statement of accounts for 2021/22 was received.	
3.	<u>Annual Charity Commission Report 2021/22</u> – Due to unforeseen circumstances, this had not yet been updated but would be available for submission to the Charity Commission by 21 January. Log in details would need to be transferred to Colin as the new Chairman.	Su C/Tony
4.	<u>Resignation/Retirement of Trustees</u> – The following trustees were resigning: Jackie Ward Jeanette Steward Stephanie Garnett Su Clement	
5.	<u>Appointment/Re-appointment of Trustees</u> – The following re-appointments were to be confirmed at the Management Committee Meeting: Stephanie Garnett Su Clement The following new appointments were to be confirmed at the Management Committee Meeting: Penny Burns Kevin Bradley Sue Kent	

6.	<u>Review of the Constitution of the Community Library</u> – It was agreed that there should be an AGM plus one meeting of the Trustees per year. Additional meetings could be convened if it was felt necessary by the Trustees.	
7.	<u>Confirmation of Delegation of Authorities</u> – Confirmation of the delegation of authorities was proposed by Su Clement and seconded by Kevin. All those present voted in favour.	
8.	<u>Confirmation of Policies</u> – Confirmation of the review of policies for the Community Library was proposed by Penny Burns and seconded by Fiona Palmer. All those present voted in favour. Copies of all policies can be found on Three Rings.	
9.	<u>Approval of Diary of Dates</u> – The date of the next meeting of the Trustees was fixed for Tuesday 11 July at 6.30 p.m. at The Hub. The AGM of the Trustees would be held on 11 January 2024 at 6.30 p.m. at The Hub.	

Castle Donington Community Managed Library

Annual Report

Date of transfer to community management: June 2016

Period being reviewed: April 2022 – March 2023

Date and time of annual review meeting: Tuesday 10th October 6PM

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.

Saturday opening was reinstated following COVID

Opening hours reviewed, due to lack of volunteer availability it was agreed to close library at 4PM on Mondays. All other hours remain the same.

Additional volunteers were recruited to cover the shortfall following the pandemic.

Primary schools were contacted in Castle Donington. 90 children and staff from Orchard school visited the library for a story telling event. St Edwards school have commenced weekly visits to the library and many have now joined the library.

A local nursery school visited the library and enjoyed some story telling.

2.0 Library Performance

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

	<i>Previous Year</i>	<i>Review Year</i>	Difference
Issues	7,129	9,529	+34%
New Joiners	188	282	+50%
Active Borrowers	357	482	+35%
Annual Visitors			

2.2 Analysis of performance

There has been an increase in both new joiners and active borrowers due to;

1 Normal opening hours were resumed

2 School and nursery visits

3 Advertising library services on social media.

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
Primary school visits	Once weekly	30+4 staff	Term time only
Knit and natter	Once weekly	8	8
Friday club	Once weekly	6	5-6

Stay and play	Once weekly	10	8-12
Book club	Once monthly	6	4-6
Total Attendance		64	

3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Keep safe training(no follow up provided)	25/5/22	2
Book sale	12/04/22	N/A
Easter egg hunt	5/04/22 -14/04/22	42
Nursery visit with storytelling	16/05/22	6 +3 staff
New shelving fitted	1/06/22	2
Quiz fund raising event	14/10/22	85
Primary school visit, storytelling	15/11/22	94+12 staff
Peppa pig visit with storytelling	13/07/22	Not recorded
Sale of chocolate orange covers	22/11/22 -23/12/22	65
Sale of knitted chicks to fill with crème eggs	17/03/22 14/04/22	40
Total Attendance		351

3.3 Events undertaken in the wider community

Activity	Date	Attendance
Unwanted donated books taken to local charity shop(Headway)	11/07/22	2
Monday opening hours changed, now close at 4pm instead of 6pm	10/10/22	N/A
Total Attendance		

4.0 Summer Reading Challenge (SRC)

	Starters	Finishers	% Finishers	Trend
Review Year	64	39	61%	↑
Previous Year	55	19	35%	

5.0 Volunteers

Number of volunteers	Number of new volunteers	Number of volunteers Leaving in year
26 plus 6 trustees	2	3

6.0 Library User and Volunteer Feedback

One volunteer has had to leave due to illness.

Volunteers have been asking for more large print books.

6.1

Library User and Volunteer Comments

Memory box programme has had limited success. Used by Friday club, knit and natter and 1 primary school

Volunteers asking for more large print books as many users have read all that are available.

Discussions have been ongoing regarding the mobile shelving units and whether we can access something smaller

6.2

Library User and Volunteer Complaints

Some users have difficulty finding authors as sometimes they are shelved according to genre.

Leicestershire libraries do not always hold sets of books in a series.

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

Please see attached for financial reports

8.0 Progress Update on Current Plans and Future Plans for Development

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

Plan	Action Required	Progress	Risks
Funding requests	Apply to local and national companies in order to raise money for running costs	Some progress made but more companies to be approached for grants and/or sponsorship	
Mobile shelving units.	Look at replacing with smaller and lower units.. Lighting not good in these areas currently.Using S106 monies	Measurements taken, Anne King looking at suitable shelving	
Childrens picture book boxes	Looking at replacing using S106 monies	None to date	

8.1 **Future Training Requirements**

Annual Health and Safety training to include manual handling awareness as instructed in risk assessment.

Summer read training next summer.

9.0 **Additional Information**

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

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

☐