

CHAIRWOMANS' REPORT 2024

Ladies & Gentlemen,

I am very pleased to welcome you all to our AGM meeting this evening and to see so many of you here.

Opening Hours & Footfall

We are still opening in our usual shift pattern, Monday, Tuesday and Saturday mornings, Thursday and Friday afternoons.

We have had another challenging year. Over the last Christmas period we wanted to check what our footfall would be, we could only open-up for a couple of days, because of how the Bank holidays fell. Unfortunately, our footfall didn't increase by much. Our footfall fell over the summer period, in line with other libraries, probably because of the World Cup matches. Also, the Coffee Zone numbers have fallen, due to the Dementia Hub not meeting on Mondays anymore. In spite of this slight downturn, our overall footfall figures have increased from last year. As we organise more events, we are expecting to see those numbers increase again. We have still had to close the library or restrict the hours we are open but this has got better month on month and as more volunteers come on board and are trained, we will hopefully get back to being able to fulfil our contracted hours. We said last year that we were hoping to be able to change the times we open, we still wish to do this, once we have a reasonable level of active volunteers in place. Nothing can happen without proper consultation with our users and permission from LCC.

We are continuing with our Lunchtime Talks on Wednesdays, we've had 3 since last October, looking forward, it is likely they will be on an ad-hoc basis.

I have included a graph in the report which gives you a visual of visitor numbers so that you can see how we are progressing. The graph is for the year Oct 23 to Sept 24.



Grants & Fund Raising

Earlier this year, to cover the coldest months, we were lucky enough to be awarded a government grant to become a 'Warm Space', which was a great help in helping us pay some of our energy bills, we have applied again for a grant, hoping it will be awarded. The Parish Council has continued with their support in paying for the ground maintenance costs. I would like to acknowledge and thank the Parish Council for their continued support.

This year we continued with the Blaby Lottery and we now have a regular number of tickets sold every week where a percentage of the money comes directly to the library, we are receiving an average £35 per month as a source of income, unfortunately a little less than last year.

We rent out the library space to individuals for educational and well-being purposes, which brings us some welcome revenue, we are in the process of reviewing our pricing structure for this space to bring us into line with other venues in the village.

We still rent gazebos (which we have obtained through grants) and tables to individuals or groups within the village. We are also reviewing this pricing structure.

We are hoping to restart our Friends Membership Scheme (which has been on hold for a couple of years), we continue to sell donated books which has always proved very popular with our customers, so this continues to be a good revenue stream for us.

We have continued to build on the fund-raising methods that we use, we usually sell vegetables donated from the local allotment holders, but due to the very wet weather this year there hasn't been a lot of produce. Any donated books that we cannot sell because of their condition we sell for a small fee to World of Books, we have also identified another source of income from a company called WeBuyBooks, which gives us a better price for some of the larger books we receive. We continue to use some of our donated books for 'A Blind Date with a Book', this is not an all-year project but has proved to be very popular. All of these bring in small amounts but nevertheless they will help us to continue running the library.

The Monday morning 'Coffee Zone' brings in some revenue as does the Monday afternoon Knitting Group. Our new Lego Club is in its infancy but we have high hopes for the future. We had a stall at the village Carnival, which brought in a small amount. Thanks to all of you that take part.

Susan as our treasurer will confirm later what our current financial status is.

Building

This year (as last) we are still looking to replace our front door and its surrounds, hopefully we will be able to get LCC to do this for us, as their building inspector pointed out its sad state of repair! We would like the new door style to be a sliding door, which will mean that we will have to change our other exit door in the kitchen. That door has no outside locks, which will need to be rectified. We will need to get quotes and may have to apply for a grant to enable us to do this. You will have noticed that yet again, the inside layout of the library has changed, our final phase of change will take place over the Christmas closure. Please come and visit us in the new year to see what we have done.

Marketing

As you know we decided to discontinue the library website, which saved us money that we could spend on other things. We may now be able to set-up a new website for free, if this is the case we will hopefully have it up and running shortly. We still advertise in the Sharnford News, the Sapcote Star, the Co-op, the library and on Facebook.

Last year we sent out a questionnaire to Sapcote and Sharnford residents asking what they wanted from their library. Unfortunately, when the replies were analysed, most of what was wanted we couldn't supply, either due to suitability of the venue, opening times and/or cost. We did get a couple of volunteers though!

Events

Summer Reading Challenge – this year's numbers were slightly better than last year but still very low with 20 taking part but only 8 children completing the challenge (40%), last years was 31%. It may be that it coincided with other events taking place in the village, the Committee did plan on attending the school assembly to promote it, as other libraries do, but unfortunately there was sad incident at the school which prevented us from doing this,

hopefully next year we will get the chance to attend the school assembly to try and encourage an increase in the number of children participating. We have reached out to our local primary school to discuss how we can support with delivery of the curriculum, especially for pupil premium learners. We have staff with enhanced DBS that can support with this. We have a Lego club, once a month which has been well attended.

We had a stall at the village Carnival in July, which brought in a new volunteer.

Volunteers

I am pleased that we have managed to recruit 7 new volunteers this year and that we have some others in the pipeline. I would like to welcome them all to the team. Our 8th birthday celebration in July was a 'faith supper' style affair, with all bringing something for everyone to eat. It was well attended but it would have been nice to see many more, please make a note in your diary for next year. This year we have been trying to get all volunteers up to date with their training needs. As the law changes and to meet the requirements of our insurance policy, all volunteers are required to do this. In this last year it has been difficult to get volunteers to attend training sessions that have been put on for them. We have now been able to source some online courses that they can do at home or at the library. Proof of completion is required. Help is on hand if needed. We have a new library operations system coming online in January, which means everyone will need training. We also have one Duke of Edinburgh student volunteer who completed his bronze award with us and is continuing with us to complete his silver, he has also volunteered over the summer holidays, he enjoyed it so much! I would like to acknowledge and thank Mel Lancley, our out-going Volunteer Co-ordinator, for setting-up most of this.

Carol Lowden our new in-coming Volunteer Co-ordinator, has recruited another D of E student who is to start her bronze award, both students will be with us for a 3-6-month placement. Thank you, Carol for your efforts to cover all shifts and recruiting new volunteers, and for bringing in new ideas.

A couple of other special mentions, firstly to Jean Kirkland, who has been a godsend for covering shifts this year, some at very short notice. Once again to Carol Lowden who deep cleans the library as well as now taking on the Volunteer Co-ordinators job.

Thanks to our out-going Secretary Steve Greaves, and Welcome to our in-coming Secretary Carolyn Watson-Senior. Thanks also to our outgoing Treasurer Sharon Pattison and welcome back to our in-coming Treasurer Susan Jenkins. Thanks to Margaret, Sue and Diana who run the Coffee Zone every Monday, and last but by no means least, to Vic Howell, who has decided to step down after 8 years with us, thank you so much for all you have done.

I also want to say a special thank you to Lorraine Jackson for all her help this year, it has been invaluable.

The past year has seen many changes again, new committee members and reorganisation of the library, which will hopefully be completed by the end of this year. I would like to reassure you that these are not changes for changes sake. Our management committee is trying to make the library processes more streamline and ensure that everyone is trained to a high level, hopefully this will make each one of you more comfortable with what we are asking you to do. Changes to the library layout have been made so that we can fully comply with the Disability Act and adhere to Health and Safety Regulations. On 1st January 2024 we saw our new Dog Policy activated, which meant that No dogs except Assistance dogs were allowed in the library. This seems to be working well, although I'm sure that one dog has suddenly become an assistance dog, who said you couldn't teach an old dog new tricks!

I want to take some time to acknowledge all our volunteers who help in so many ways – whether that's behind the counter, cleaning, sorting books, coffee morning, and events. As a committee we are so appreciative of what you all do.

The continued success of this library is a great achievement and a real credit to you all and when we work well together, things can only get better. You should all take great personal pride and enjoyment in what we are achieving.

So finally, for all of you whether you are volunteers and/or Friends of the Library we are very grateful for your continued support, and the comments and suggestions that encourage us to keep running the library service and to continually keep reviewing and adding new activities and events.

Marlene Chapman
November 2024



Sapcote Community Library

Registered Charity Number: 1167496
Church Street, Sapcote, Leicestershire, LE9 4FG
Tel: 0116 3053674 (opening hours only)
www.sapcotecommunitylibrary.org.uk

Financial Report for the END OF July 2024

This is the Financial Report for Sapcote Community Library for the period up to

31st July 2024

INCOME

Leicester County Council Warm Spaces Grant	£ 750.00
Sapcote Parish Council Ground Maintenance	£ 1,595.00
Membership Fees from Friends of the Library	£ 0.00
Donations	£ 50.58
Blaby Lottery	£ 436.50
Savings Bank Interest	£ 1,196.82
World of Books	£ 52.85
Gazebo Hire	£ 130.00
Charity Tub	£ 24.82
Library room Hire	£ 78.00
Knitting Group	£ 373.50
Book Sales	£ 439.40
Veg/Plant Sales	£ 13.50
Library Talks	£ 290.00
Coffee Morning	£ 953.53
Library Book Holds	£ 65.50
Photocopier	£ 77.25
Library Fines	£ 82.05
Blind Books	£ 112.00
LCC Payment	£ 679.64
Lego	£ 4.50
TOTAL INCOME	£ 7,405.44



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EXPENDITURE

Operating Costs

Insurance	£ 157.00
Electricity	£ 906.15
Gas	£ 667.71
Water	£ 475.46
Garden Maintenance	£ 1,595.00
Cleaning/Supplies	£ 267.11
Waste Collection Blaby	£ 222.04
Security Alarms	£ 69.00
Proudcastle Fire Alarms	£ 144.00 (should be £288.00)
Expenses For Refreshments	£ 504.90
Web Site	£ 0.00
Window Cleaning	£ 64.63
Three Rings	£ 162.00
Initial Toilets	£ 57.50
Misc Stationary/various	£ 1,280.56
Boiler Service	£ 0.00
Donation to Bloom Group	£ 40.00
Premises Repairs	£ 147.50
Card Machine Fees	£ 1.49
Talk Fees	£ 120.00
<u>TOTAL EXPENDITURE</u>	£ 6,882.05



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PAGE 3

SUMMARY

INCOME	£ 7,405.44
EXPENDITURE	£ 6882.05
NET PROFIT	£ <u>523.39</u>
BANK BALANCE AS AT 31.07.23 (Treasurer Account)	£ 1403.49
(Online Saver)	£ 8857.41
(Fixed Term opened 01/08/22)	£ 35000.00
DESK TAKINGS	£ 99.45
TOTAL	£ 45360.35
BANK BALANCE AS AT 31.07 24 (Treasurer Account)	£ 654.93
(Online Saver)	£ 10,043.51
(Fixed Term opened 01/08/2022)	£ 35,000.00
DESK TAKINGS	£ 143.52
CHARITY BOX	£ 24.82
TOTAL 2024	£ 45,866.78

Date 19/09/24

M CHAPMAN

S PATTISON

Chair

Treasurer

Signed:-

MJ Chapman



Date:-

21/11/24

4/10/24

Audit:

S JENKINS

Signed:-

S Jenkin

Date:-

21/11/24



Financial Report Month ending 2023/2024

It has been a challenging year for the Library, with changes to volunteer personnel, including a new Volunteer Co-ordinator (and changes to that role), the resignation of the Secretary and an emergency meeting being held with LCC to try to 'steady the ship'.

Financially the library achieved a profit for the year of **£523.39** (should have been £379.39 as one Proudcastle invoice was missed and not paid until after 31st July). This is significantly down on last year when profit totalled £1025.59.

We moved our utilities in April 2024 from Smartest Gas and EON (Electric) to Yu Energy. We have signed a three year contract and are hoping this will keep these costs under control for the foreseeable future. Our Buildings insurance costs remained the same, as did our First 4 Fire and Proudcastle service costs.

We have invested in a few new tables and a new noticeboard this year to improve the facilities at the Library, as well as purchasing some Lego as an investment into the provision of a Lego Club.

We received a Warm Spaces Grant from LCC totalling £750.00 this year which has helped with gas and electric costs. Blaby Lottery donations gave us an income of £436.50 which is down on the £544.50 generated last year and could do with being promoted further to maximise this revenue stream. Book sales totalled £439.40 plus Blind Book income of £112.00.

The Coffee Zone is well attended, with the Dementia Group now visiting regularly, and generated an income of £953.53. Refreshment costs were £504.90 so this gives a profit of £448.63 for the group which is a much needed community service. The Knitting Group also remains popular and gave an income of £373.50 (slightly down on last year). Room Hire income was down from £376.00 last year to just £78.00 this year, may want to look into the reasons for this.

Bank interest rates have been good this year and we received interest payments of £1,196.82 which made a really significant impact on the figures for the year. Without this, the Library would have made a considerable loss so this needs to be considered in the future should any large capital investment plans be made.

I would like to thank Vic Howell for all his support during my time as Treasurer.

Regards

Sharon Pattison

Sharon Pattison
Treasurer



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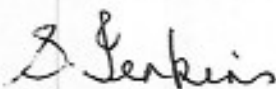
Audit Report August 2023 to July 2024

1. Summary of accounts is £16.96 difference.
2. There has been limited record keeping for Income & Expenditure.
3. Charity Box Income has not been shown clearly on Payments into Bank Account.
4. Receipt Book has been used when making external expenditure. The receipt book should only be used when receiving income.

It has taken several months trying to correct the accounts.

Without correct paperwork I have not been able to reconcile the accounts but as there is only a £16.96 difference I propose we write this off.

We must set up correct accounting procedures that are clear and understandable for all Volunteers in the future.


S Jenkins