

Annual Report - South Craven Community Library Service
Financial Year 1 April 2020 to 31 March 2021

Charity Details:

Name of Charity – South Craven Community Library Service
Charity No.: 1168766
Address: Main Street, Cross Hills, North Yorkshire, BD20 8TQ

Trustee Board:

The names of the trustees who have served in this financial year (ending 31 March 2020) are as follows:

Wendy Bond (Chairman)

Karen Taylor (Treasurer)

Pat Schofield

Elaine Polshaw

David Lumsden (Secretary) – now resigned

Michael Cowgill was appointed a trustee in October 2019

Anne Anthony appointed Trustee in December 2020

Elaine Boyd appointed Trustee in December 2020

Structure of Charity:

The Charity was registered as a Charitable Incorporated Organisation on 15 August 2016.

Purpose of the Charity:

Our principal objects as set out in our constitution are as follows:

To advance education by the provision of a local lending library The provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social or economic circumstances or for the public at large in the interests of social welfare and with the object of improving the lives of the said inhabitants.

Social Benefit:

We provide a comprehensive range of library services including the loan of books, e-books CDs and audio books. We provide local information, the use of computers, internet and free wifi, a home library service, storytimes for children, reading groups, author events, computer courses and homework clubs and family history groups.

Achievements this financial year:

Well, what a rollercoaster year we've had!

In anticipation of a national lockdown, we agreed to close the library for an indefinite period on 21 March 2020.

As returned books required a 72-hour quarantine period 27 July 2020 saw us re-open for returning books only in order to replenish our stocks in anticipation of re-opening.

On 10 August it was agreed that we would re-open, but with very limited hours and 'click and collect' only, meaning that borrowers would not be able to enter the library for browsing. Although we did allow for one public computer to be made available.

In October the 3-tier system was introduced, and although we are located in North Yorkshire, we are only a couple of miles from Pendle and West Yorkshire which were both in the highest tier, so it was felt safest to close for the time being. November saw the introduction of the second national lockdown, so we remained closed.

We re-opened again for 'click and collect' in December, only to have to close again as the third national lockdown was announced in January. Up until March 31 we remained closed.

During this period we concentrated on promoting and providing our digital offerings such as on-line storytimes for children, and family history sessions for adults etc.

Performance Monitoring:

Our performance monitoring systems were not calculated due to the inconsistency of opening/closing.

Financial Review:

Reserves Policy: Our policy is to hold a reserve of at least 6 months running costs to protect our service provision from reductions in funding which may occur in the future. This is designed to enable us to continue to provide services whilst we seek to identify alternative funding sources.

Throughout the year, overdue fines were not collected and all usual other forms of revenue were unavailable.

As our income was almost non-existent throughout the year, we were lucky enough to receive £10k govt Covid Grant, which enabled us to cover the normal activities such as service agreements and general building maintenance etc.

Accounts for year ending 31 March 2021:

The accounts have been downloaded separately, but a summary is shown below:

Income	
Grants:	£10000
Other:	£1109
Total:	<u>£11109</u>

Expenditure:	
Library Expenditure:	<u>£4752</u>

Balance for 2019/20	<u>£6357</u>
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Brought forward from previous year:	£15023.73
Balance from 2019/20:	£ 6356.75
Total Funds:	<u>£21380.48</u>

South Craven Community Library Services

ACCOUNTS

Year to 31/03/21

	<u>Accounts</u> <u>2020/21</u>
<u>Library Income:</u>	
Parish Grants	£0.00
Covid 19 Business Grant from Craven DC	£10,000.00
Donations	£96.30
Lottery income	£987.50
Library Fines paid through the internet via NYCC	£24.05
Lending activities	£0.90
Library subscriptions	£0.00
Computer use	£0.00
Book sales	£0.00
Other sales	£0.00
Prints and copies	£0.00
Coffee Sales	£0.00
Event Income	£0.00
Till Over/-Under	£0.00
<u>Library Income 2020/21:</u>	£11,108.75
<u>Library Expenditure:</u>	
Meetings & Publicity	£0.00
Events costs	£0.00
Lottery Prizes	£600.00
Covid Signage & Screens, Cleansers etc.	£342.74
Rates,Waste Collection, Ins & Water	£765.67
Security (Fire & Alarm)	£684.00
Electric and Gas	£1,278.61
Maintenance & Cleaning	£480.40
Painting of railings	£470.00
Stationery & Gifts	£84.19
Coffee, Tea, Milk	£0.00
Library Bags	£0.00
Entertainment	£0.00
Website Renew:	£46.39
<u>Library Expenditure 2020/21:</u>	£4,752.00
<u>Balance of Library accounts year 2020/21:</u>	£6,356.75
 <u>Balance of Library Funds @31/03/21</u>	
Brought Fwd Bal from 2019/20	£15,023.73
Accounts as above 2020/21	£6,356.75
Total Funds:	£21,380.48