

Kirkbymoorside Community Library

Annual General Meeting 2023 / 24

Trustee's Annual Report

Structure, governance and management

The organisation is a Charitable Incorporated Organisation (CIO) with voting members and is constituted under the terms of The Charities Act 2011.

The governance of the organisation is determined by the constitution, approved by the Charity Commission on 9th September 2016 and entered on to the list of registered charities on the same date. It is managed by six volunteers who form the Management Committee, elected at an annual general meeting, and meet at least bi monthly to discuss the running of the library.

Objectives and activities

The core of our activity is to provide library and information services for adults and children. This is achieved by the loan of print, audio and e-books. In addition, we provide access to computers, internet, copy and print. There is also information available on health and social care, housing, education, leisure activities, welfare benefits, community safety, local authority services, childcare, tourism, voluntary groups and area transport.

Meeting rooms are available to hire by local groups, individuals and business/commercial entities. We are further developing the library into a community hub to make full use of our facilities and make more people aware of what we can offer.

Public benefit

The Trustees have complied with the Charities Act 2011 and the Charity Commission guidelines in having due regard to public benefit by the provision of activities listed above.

Report on achievements for the period to 31 March 2024

In April 2023 we opened our completely new children's library area. We sourced grants to cover the whole cost from various local organisations based on our proposals. It was officially opened in June 2023 by Tatiana Heard, the England ruby player who is from Kirkbymoorside. We have seen an increase in our junior library membership and book issues since.

Our use of public computer hours has increased over the year which has been helped by increased footfall and awareness of what services we offer. Visits via the door counter are also used by NYC as a guide to our footfall.

The Management Committee continued to work with NYC in regards to the Service Level Agreement and reviewed the overall agreement which sits along a 10-year lease from April 2021, subsequently signed in 2023.

We continued to raise funds mainly through the amazing efforts of our volunteers in making merchandise and preserves. The sale of seasonal produce and plants have been very popular, as have second-hand books, many of which are donated. We continue to apply for grants from the District Council, Town Council, Parish Councils and local charities for resources and improvements.

Additional volunteers joined us which has made covering the rota a little easier to cover. We now have 36, some of whom do not do library shifts but help by making items for sale or doing story time.

Ongoing activity

We continue to improve our stock management by a pro-active approach based on knowing our customers, regular stock checks, ongoing displays and support from our Library Supervisor. Book issues were up 6% up on 2022/23. NY Council monitor this indicator closely.

We have Music for Wellness doing weekly sessions with songs, instruments and expert therapists., Carers Plus have used us for an awareness day and continue to help sign-post support services for the community. Helping customers with their household support vouchers has brought more people in who may not have been aware of the library and other community services.

Some of the other groups using our facilities are Reeds Outreach & DVSA, Town Council, Pilates and Yoga groups, several Book Groups, The Makers Group, AA, NY Moors Association, Helmsley Arts, Rural Arts and hosted an Ecofair.

None of this would be possible without the fantastic efforts by all of our volunteers.

Reserves policy

The committee have modified the policy. We continue to aim to have sufficient reserves to cover our costs in a normal year, free funds over and above that level (see definition below) will be utilised towards our aim of making the library a community Hub. The definition of the level of reserves necessary to fulfill the first aim is 10% more than the previous year's costs. Our free funds at 31 March 2024 of £38775 appear to meet our aim of having sufficient reserves.

Note of thanks

The committee would like to express their appreciation and thanks to all of our volunteers and those who contribute to the library. Their efforts are what keeps the library viable and successful.

North Yorkshire Library Service give us regular positive feedback on our library performance, atmosphere and efforts to engage with our community.

Trustees Re-election

Registered charity number
1169266

Kirkbymoorside Community Library & Information Centre
A Charitable Incorporated Organisation (CIO)

Report and Accounts

31 March 2024

Kirkbymoorside Community Library & Information Centre Charity Information

Trustees

The Trustees who served during the year were:

Geoffrey Strangwood
Susan Hook (retired 5/10/23)
Linda Knight
John Wilkinson
Rosemary Kirk
Christopher Helliwell (appointed 5/10/23)
Nicola Jones (appointed 5/10/23)
Aniko Sheppard (appointed 5/10/23)

Accountants

LT Tax Services Ltd
9 West End
Kirkbymoorside
N Yorks
YO62 6AD

Registered charity number

1169266

Registered address:

Kirkbymoorside Community Library
Church House
7 High Market Place
Kirkbymoorside
N Yorks
YO62 6AT

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Our use of public computer hours has increased over the year which has been helped by increased footfall and awareness of what services we offer. Visits via the door counter are also used by NYC as a guide to our footfall.

The Management Committee continued to work with NYC in regards to the Service Level Agreement and reviewed the overall agreement which sits alongside a 10-year lease from April 2021, subsequently signed in 2023.

We continued to raise funds mainly through the amazing efforts of our volunteers in making merchandise and preserves. The sale of seasonal produce and plants have been very popular, as have second-hand books, many of which are donated. We continue to apply for grants from the District Council, Town Council, Parish Councils and local charities for resources and improvements.

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Kirkbymoorside Community Library & Information Centre
Registered charity number: 1169266
Trustees' Report

Ongoing activity

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None of this would be possible without the fantastic efforts by all of our volunteers.

Reserves policy

In the previous year the committee modified the previous policy, with the aim of making the library a Community Hub. We intend to have sufficient reserves to cover our costs in a normal year, and free funds over and above that level will be utilised towards the Community Hub aim. The definition of the level of reserves necessary to fulfill the first aim is 10% more than the previous year's costs. Our free funds at 31 March 2024 of £55,140 appear to meet our aim of having sufficient reserves.

Note of thanks

The committee would like to express their appreciation and thanks to all of our volunteers and those who contribute to the library. Their efforts are what keeps the library viable and successful.

North Yorkshire Library Service give us regular positive feedback on our library performance, atmosphere and efforts to engage with our community.

**Kirkbymoorside Community Library & Information Centre
Accountants' Report**

**Accountants' report to the Trustees of
Kirkbymoorside Community Library & Information Centre**

You consider that the charity is exempt from an audit for the year ended 31 March 2024. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the charity and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

LT Tax Services Ltd
Accountants & Chartered Tax Advisors

9 West End
Kirkbymoorside
N Yorks
YO62 6AD

Date:.....

Kirkbymoorside Community Library & Information Centre
Profit and Loss Account
for the year ended 31 March 2024

	Notes	2024 £	2023 £
Incoming resources	1, 2, 7	28,203	38,194
Resources expended	7	(16,209)	(29,995)
Net movement of funds for the year		<hr/> 11,994	<hr/> 8,199
Reconciliation of funds			
Total funds brought forward		43,146	34,947
Total funds carried forward	10	<hr/> 55,140	<hr/> 43,146

Kirkbymoorside Community Library & Information Centre
Balance Sheet
as at 31 March 2024

	Notes	2024 £	2023 £
Current assets			
Debtors	8	14	51
Cash at bank		75,568	64,588
Cash in hand		483	56
		<u>76,065</u>	<u>64,695</u>
Creditors: amounts falling due within one year	9	(20,925)	(21,549)
Net current assets		<u>55,140</u>	<u>43,146</u>
Net assets		<u>55,140</u>	<u>43,146</u>
Funds			
Funds brought forward		43,146	34,947
Net movement of funds for year		11,994	8,199
Total funds	10	<u>55,140</u>	<u>43,146</u>

The Trustees are satisfied that the charity is entitled to exemption from the requirement to obtain an audit.

The Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

Trustee:

Approved by the board on:.....

Kirkbymoorside Community Library & Information Centre
Notes to the Accounts
for the year ended 31 March 2024

1 Accounting policies

Basis of preparation

The accounts have been prepared under the accruals basis of accounting. Fixed assets are not shown separately, and are not depreciated.

2 Incoming resources

All incoming resources are included in the Profit and Loss account when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

3 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

4 Legal status of the charity

The charity is a Charitable Incorporated Organisation.

5 Trustees' remuneration and related party transactions

None of the Trustees received any remuneration or expenses during the period. The charity purchased a laptop, for use by the Treasurer, but ownership is retained by the charity.

6 Taxation

As a charity, Kirkbymoorside Community Library & Resource Centre is exempt from tax on its income and gains.

7 Incoming and outgoing restricted funds	Restricted funds	Unrestricted funds	Total
	£	£	£
Funds brought forward	1,637	41,509	43,146
Incoming resources	-	28,203	28,203
Resources expended	(1,637)	(14,572)	(16,209)
Net movement of funds for the year (see note 10)	<u>-</u>	<u>55,140</u>	<u>55,140</u>

8 Debtors	2024	2023
	£	£
Debtors	14	24
Prepayments	<u>-</u>	<u>27</u>

9 Creditors: amounts falling due within one year	2024	2023
	£	£
General outgoing expenses	851	821
Grants unspent	20,074	20,728
	<u>20,925</u>	<u>21,549</u>

Kirkbymoorside Community Library & Information Centre
Notes to the Accounts
for the year ended 31 March 2024

10 Movement in funds	2024
	£
At 1 April 2023	43,146
Profit for year	11,994
At 31 March 2024	<u>55,140</u>

Kirkbymoorside Community Library & Information Centre
Detailed profit and loss account
for the year ended 31 March 2024

	2024	2023
	£	£
Incoming funds		
Book sales	794	928
Event income	779	502
Library income	2,371	2,122
Room rental	8,548	7,922
Friends' scheme	520	590
Fundraising	548	4,013
Donations	685	847
Grants	10,380	19,122
Merchandise	3,578	2,008
Other income	-	140
Total incoming funds	28,203	38,194
Outgoing expenses		
Cost of merchandise	365	503
Commissions payable	28	36
	393	539
Premises costs:		
Rent	600	600
Rates	5,314	4,922
Insurance	205	195
Cleaning	3,050	3,133
Refurbishment	781	13,065
	9,950	21,915
General administrative expenses:		
Stationery and printing	137	-
Equipment expensed	3,114	-
Repairs and maintenance	1,541	5,826
Sundry expenses	1,074	1,715
	5,866	7,541
Total outgoing expenses	16,209	29,995
Net incoming funds	11,994	8,199

Kirkbymoorside Community Library & Information Centre

Accountants' Report

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