

## **ROWLANDS GILL VOLUNTEER LIBRARY ASSOCIATION TRUSTEE REPORT 2021**

### **Objectives**

The objects of the CIO are:

- (1) To advance education by the provision of a library facility and service and other educational community resources and activities for the inhabitants of Rowlands Gill and surrounding areas.
- (2) To further benefit the said inhabitants without distinction of sex, sexual orientation, race or of political religious or any other opinions by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the object of improving the conditions of life for the residents.
- (3) To promote other such charitable purposes as may, from time to time be determined.

### **Trustees**

Tim Deveau (Chairman)

Carol Deveau

Allan Steele (Treasurer)

Tracey Cairns

Keith Turner

Judith Parkin

Denize Taylor (Secretary) – non trustee.

### **Achievements 2020-2021**

This is the third Annual Report to an Annual General Meeting of the Rowlands Gill Volunteer Library Association.

We have been in operation for four years having taken responsibility for the operation of the Library on 10 July 2017.

2020 and 2021 have been years of great disruption due to the pandemic. We closed for the second quarter of the year and reopened on 7 July 2020. We closed again just prior to Christmas 2020 and reopened again on 12 April 2021. We operated a ring and read service initially each time then allowed restricted access to the general public from 19 July 2021. We operate a reduced hours partially due to Covid 19 advice from the Council and partially due to low visitor numbers at certain times of the day.

In the year since the 2020 Annual Report, we have:

- Continued a number of restricted services in addition to loaning out books, making public computers available and photocopying services.
- Continued with a Yarn Swap shop
- Continued a Food bank collection point

- Continued recycling of printer cartridges and mobile phones for the Great North Air Ambulance.
- Continued with a Shredding Service and a Laminating service.
- Maintained a Local History section
- Maintained Second Hand Book Sales in the library, Tesco and started to sell books etc. to Ziffit and Ebay.
- Extended the Jigsaw loan service
- Maintained a PRS Music license for the library
- Carried out a book audit
- All 8 of our computers have been replaced with new models. There are 5 public computers available for use.
- We have 4 partition/display panels donated by the Railway Tavern.
- Two new groups have started using the library. Learn to Knit on 2 Wednesday afternoons of the month a Photography group on one Wednesday evening in the month.
- Facilitated two organisations holding on to one student tutoring sessions
- Facilitated Youth NE meetings for young people in Rowlands Gill
- We have agreed to allow an electric car charging point in two bays in the car park.

We continue to get a steady stream of donated books. At times we have nearly been overwhelmed by the number of books in the library. We now have system which keeps the numbers manageable through sales from the library, at Tesco, through Ziffit and eBay. We also give books away which we don't think we can sell to Borderline books at Pelaw and the Great North Air Ambulance. The rear room is soon to be renamed Gill's secondhand book shop. It also doubles a meeting room for small groups.

But most important of all we have around 24 volunteers who keep the Library open and very active. Thanks to all volunteers who have given their precious time to working at the library, particularly those who currently work, to keep the library open.

### **The future**

On 1<sup>st</sup> July 2022 we will be operating a new lease and service level agreement. This will have to be negotiated with the Council to take on a new lease and service level agreement with Gateshead Council.

We are likely to continue to be responsible for paying bills including gas, electricity, water, business rates (at a discount because we are a Charity) and cleaning amongst one or two other things. But it also means we can carry on providing an essential service to local people.

To cope with this, it is estimated that we will have to raise around £7,000 to £9,000 a year in income. We will do this through all the activities mentioned above and others to be introduced.

The Council will hopefully continue to supply new books to the library from other volunteer libraries and buying new books. They will also carry out maintenance to the building. Refreshing the books available in the library is essential to give a great service to local people. This is directly related to the number of books issued by the library. We need to encourage more people to borrow as many books as possible. The pandemic has seen a sever reduction in the number of books being loaned out. This has to be one of our priorities for our efforts in the future.

Another priority we need to focus on is making the library a community hub. A place where people can meet in groups and to get information about local activities. Where people can enjoy a range of activities which communities enjoy, rely on and enable them to fulfil their wishes and ambitions. To do this we need to be more flexible in our use of the library. It may mean groups meeting during library opening hours and meeting when the library is closed. The work we did in 2020 to make the library more flexible and increased the usable space will allow us to use that flexibility when we hold events and allow groups to use the library more widely.

We also hope to make the library more flexible by reorganising the rear garden to be more useable by the public through applying for grants.

To measure our success in the future we will continue to count the number of people using the library, the numbers of books borrowed, the number of people using the computers and the number of copies produced by the photocopier amongst other things and report those figures regularly.

### **Finances**

Covid 19 grants from the government have made the library finances healthy and guarantee financial stability for the foreseeable future.

However, our normal income streams have reduced significantly due to the pandemic and closure of the library in lockdowns. Income from book sales in Tesco has started up again and proves to be a steady. We will be reintroducing group meetings in September and hope to increase their number over the next few months. We also aim to promote the library as a community hub and hopefully this will see more groups using the library as a meeting place which will help to make the library sustainable over the long term.

Any ideas on about using the library as a community hub will be extremely welcome.

***Trustees of the Rowlands Gill Volunteer Library***

Rowlands Gill Volunteer  
Library Association

Registered Charitable  
Incorporated Organisation  
No. 1175830

Financial Statements for year  
ended 31 March 2021

**Charity Name:** Rowlands Gill Volunteer Library Association

**CIO No:** 1175830

**Trustees:** Tim Deveau (Chair)  
Allan Steele (Treasurer)  
Tracey Cairns  
Carol Deveau  
Keith Turner  
Judith Parkin

**Bankers:** Lloyds Bank PLC  
1 Butler Place  
Westminster  
London

SW1H OPT

## **Rowlands Gill Volunteer Library Association**

### **Receipts and Payments Account**

**1 April 2020 to 31 March 2021**

		<b>Total</b>
	<b>Note</b>	<b>£</b>
<b>Receipts</b>		
Charitable Donations	<b>3</b>	2101
Book Sales		470
Printing	<b>4</b>	178
General Fundraising		515
Site Hire		2000
Other Income (Grants)	<b>5</b>	10000
<b>Total Receipts</b>		<b>15264</b>
<b>Payments</b>		
Publicity Expenses	<b>6</b>	500
Book Purchase	<b>7</b>	10
Library Refurbishment	<b>8</b>	4079
Library Running Costs	<b>10</b>	5607
<b>Total Payments</b>		<b>10196</b>
<b>Surplus/Deficit for the Period</b>		<b>5068</b>
<b>Total funds at 1<sup>st</sup> April 2020</b>		<b>14465</b>
<b>Total funds at 31<sup>st</sup> March 2021</b>		<b>16678</b>

## Statement of Assets & Liabilities as at 31 March 2021

		2020	2021
	Note	£	£
<b>Current Assets:</b>			
Cash at Bank		<b>14465.00</b>	<b>16678.00</b>
Cash in Hand		<b>0</b>	<b>0</b>
<b>Total Current Assets:</b>		<b>14465.00</b>	<b>16678.00</b>
<b>Current Liabilities:</b>			-
Creditors	<b>11</b>	<b>5243.00</b>	-
<b>Total Current Liabilities:</b>		<b>5243.00</b>	-
<b>Net Assets</b>		<b>9222.00</b>	<b>16678.00</b>
<b>Represented by:</b>			
Unrestricted Reserves	<b>8</b>	<b>4222.00</b>	<b>8678.00</b>
Restricted Reserves	<b>9</b>	<b>5000.00</b>	<b>8000.00</b>
<b>Total Funds:</b>		<b>9222.00</b>	<b>16678.00</b>

**The Financial Statements were approved by the following members of the Board of Trustees:**

**Signed.....**

**Position.....**

**Signed.....**

**Position.....**

## **Rowlands Gill Volunteer Library Association**

### **Notes to the accounts at 31 March 2020**

<b>1</b>	The accounts are prepared on the receipts and payments basis in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities.
<b>2</b>	Rowlands Gill Volunteer Library Association is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission registration no. 1175830. A Board of Trustees governs the Association.
<b>3</b>	Donation received from Ryton Library.
<b>4</b>	Includes photocopying and IT printing.
<b>5</b>	Coronavirus Business Grant used towards development of the Library.
<b>6</b>	Costs incurred for Leaflet drop to all houses in the area to publicize reopening after 1 <sup>st</sup> lockdown.
<b>7</b>	Costs incurred for purchasing book from local Author.
<b>8</b>	Unrestricted reserves are funds available for use in the development of the Library Association.
<b>9</b>	Restricted reserves have been set aside by the Association to meet the anticipated future operating costs for a period of at least six months.



<b>10</b>	Gas, Electricity, Cleaning, Security, Photocopier contract, WAN Line Rental, Telephone Charges and Council Fees & Services.
<b>11</b>	Late re-charge from Gateshead Council for running costs paid September 2020