

# DesfordCommunity Managed Library

## Annual Report

**Date of transfer to community management: 18<sup>th</sup> January 2018**

**Period being reviewed:December 2024 – November 2025**

**Date and time of annual review meeting:Tuesday 10<sup>th</sup> February 2026, 2.30pm**

The requirement for an annual review is contained in the Support 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.*

Desford Library continues to provide an appreciated service to the local community. We continue to support DoE students from the local area. The exhibition for VE day & the dig for Victory garden where well received Invitation to relocate to a refurbished village hall as been reviewed & declined

2 New Trustees have been recruited & meetings are being held more regularly

Financially 2025 saw a headline deficit of £2892.35 With transfers to reserves & interest received this reduces to around a deficit of £22.00

Detailed plans to replace the frontage & to install a disabled toilet are inplace & should be auctioned early 2026

The proposed 5 year plan has not progressed well & still needs to detailed. It is recognised that operating costs must be reduced with plans in place. Also income needs to be increased, again ideas are being developed

## 2.0 Library Performance

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

	<i>Previous Year</i>	<i>Review Year</i>	<i>Difference</i>
<b>Issues</b>	6,800	5,323	Issues with Axiell stats so no accurate comparison
<b>New Joiners</b>	175	133	
<b>Active Borrowers</b>	343	352	+9
<b>Annual Visitors</b>		4420	

### 2.2 Analysis of performance

Given we have increased numbers by 133 not sure why active borrowers has fallen perhaps we need to do more publicity within the community

## 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

<b>Activity</b>	<b>Frequency</b>	<b>Average attendance per session</b>	<b>Average attendance per year</b>
Knit & Natter	Weekly	16	
Wriggly Readers	Weekly	10	
Heritage Walks	6	16	
Heritage Family History	Twice monthly	10	
ABC Book Club	Monthly		
	weekly	12	

<b>Total Attendance</b>			

### 3.2 One-off activities undertaken in the library

Activity	Date	Attendance
Desford VE Day Exhibition	3 <sup>rd</sup> /4 <sup>th</sup> May	Not Recorded
A number of local organisation use the Library on an ad-hoc basis for meetings		
<b>Total Attendance</b>		

### 3.3 Events undertaken in the wider community

Activity	Date	Attendance
Desford neighbourhood Plan Working Group	5 meetings	
Parish Council & Committee Working Group Meetings	Monthly	
DCAG Meetings	Monthly	
DiB Committee meetings	Monthly	
Heritage Society Committee	Bi-Monthly	
Village Hall Meetings	Bi-Monthly	
Barns Charity meetings	6 monthly	

<b>Total Attendance</b>		
-------------------------	--	--

#### 4.0 **Summer Reading Challenge (SRC)**

The theme for this year's challenge was Story Garden and ran in Leicestershire between 5<sup>th</sup> July & 6<sup>th</sup> September 2025.

	<b>Starters</b>	<b>Finishers</b>	<b>% Finishers</b>	<b>Trend</b>
<b><i>Review Year</i></b>	47	35	74%	↑
<b><i>Previous Year</i></b>	54	23	43%	

#### 5.0 **Volunteers**

<b>Number of volunteers</b>	<b>Number of new volunteers</b>	<b>Number of volunteers Leaving in year</b>
33	3	3

#### 6.0 **Library User and Volunteer Feedback**

##### 6.1

<b>Library User and Volunteer Comments</b>
Main comments from users are thanks for keeping the library open
<b>Positive comments on introduction of jisaws</b>

##### 6.2

<b>Library User and Volunteer Complaints</b>
----------------------------------------------

Temperature in Library has been an issue but resolved following recent boiler service

## **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

## **8.0 Progress Update on Current Plans and Future Plans for Development**

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

Plan	Action Required	Progress	Risks

8.1

--

## 9.0 **Additional Information**

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

There is a risk that the Parish Council may relocate which would likely make the library financially unviable – this is not seen as an immediate risk but should be noted

For 2026 we hold a £5000 credit with Gas supplier which should mitigate against any financial short fall for this year

## 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

☐

## Desford Library 2025 Accounts Summary

Opening Bank Statement	01/01/2025	13748.46
Closing Bank Statement	31/12/2025	10856.11
		-2892.35
2025 Income		22918.26
2025 Expenditure		25810.61
		-2892.35
<b>Income</b>		
	Book Sales	1346.39
	Easy Fund Raising	48.87
	Cash	310.00
	Warm Welcome	2700.00
	PCC	6500.00
	Grants/Sect 106	10863.00
	Gas Refund	1150.00
		<b>22918.26</b>
<b>Expenditure</b>		
	Total Energy	7656.77
	Castlewater	1045.65
	Cleaning (Sculthorpe)	1075.00
	LCC	295.67
	Bank Charge	40.00
	Maintenace	766.39
	Equipment	682.80
	3 Rings Service	
	Charge	95.34
	AJGIBL	617.73
	ADT	1701.26
	Proudcastle	720.00
	Ashwell	114.00
	Transfer to Reserves	11000.00
		<b>25810.61</b>
<b>Assets</b>		
	Deposit Account	<b>60211.43</b>



## **Grant Applications 2025**

National Lottery Grant application for £9200 agreed with monies to be used for provision of disabled toilet in 2026

2 Grants received from Rural Council (?) for £250 towards purchase of laminator & £500 towards purchase of shelving unit

Grants totalling £2700 received from Warm Welcome (one of these was for services during 2024)

Replacement of Library frontage in progress after application for funding agreed

## **Capital Investment 2026**

Once the disabled toilet is complete and assuming grants can be sourced then we will be looking at the following with a view to reducing operating costs :

changing existing lighting to LED tubes

installing double glazed windows

costing installation of A rated boiler (present boiler is G rated)

## **Financial Projection 2026 only**

Core Operating Costs estimated at around £13500

Base Income estimated at £10300

Anticipated shortfall is £3200

It should be noted that costs for 2006 are below “normal” as we have a credit of around £3500 with total energies for overbilling of gas in previous years.

It is intended to approach local businesses with a view to gaining sponsorship

## **Future Projections**

There are a number of issues that need to be resolved, main one being will the Parish Council remain as tenants within the Library given the option proposed to them of moving to the village hall. If this option is taken up we would see an immediate reduction of £6500 in income

# **Desford Library Community Hub Income and Expenditure Account**

**Year ending 31 December 2025**

£

## **Income:**

Grants received:

National Lottery	£9,200.00	
Rural Community	£750.00	
LCC	<u>£913.00</u>	£10,863.00

Desford Parish Council	£6,500.00	
Warm welcome	£2,700.00	
Book sales	£1,346.39	
Fund raising	£48.87	
Other income (fines, photocopier, donations)	£310.00	
Total Gas refund	£1,150.00	
Interest received	£870.34	
	<u>£23,788.60</u>	

## **Expenditure:**

LCC waste disposal	£295.67	
Security	£1,701.26	
Insurance	£617.73	
Cleaning	£1,075.00	
Property maintenance	£1,600.39	
Equipment	£682.80	
Heat and light	£8,702.42	
Subscriptions	£95.34	
Bank charges	£40.00	
	<u>£14,810.61</u>	

**Surplus for the year**

**£8,977.99**

Deposit Account:

Interest received:	<u>£870.34</u>
Transfer from Current a/c	<u>£11,000.00</u>
Total	£11,870.34

Deposit a/c statement:

bf 31/12/24	£48,341.09
cf 31/12/25	£60,211.43
Movement	<u>£11,870.34</u> as above

Current a/c:

Income:

	Book Sales	Cash (Other Income)	Easy fund raising	Desford PC	Warm Welcome	National Lottery	Rural Community	LCC	Gas Refund	Total
RM summary: Corrections	£1,346.39	£310.00	£48.87	£6,500.00	£2,700.00	£9,200.00	£750.00	£913.00	£1,150.00	£22,918.26
	<u>£1,346.39</u>	<u>£310.00</u>	<u>£48.87</u>	<u>£6,500.00</u>	<u>£2,700.00</u>	<u>£9,200.00</u>	<u>£750.00</u>	<u>£913.00</u>	<u>£1,150.00</u>	<u>£22,918.26</u>

Expenditure:

	Refuse	Cleaner	Insurance	Security	Gas/Electric	Castle Water	Deposit a/c tfr	Equipment	Subscriptio	Property Maintenanc	IT System	Bank charges	Expenses reimbursed	
RM summary: Corrections	£295.67	£1,075.00	£617.73	£1,701.26	£7,656.77	£1,045.65	£11,000.00 -£11,000.00	£682.80	£95.34	£1,600.39		£40.00		£25,810.61 RM Summary -£11,000.00 Corrections (see below)
	<u>£295.67</u>	<u>£1,075.00</u>	<u>£617.73</u>	<u>£1,701.26</u>	<u>£7,656.77</u>	<u>£1,045.65</u>	<u>£0.00</u>	<u>£682.80</u>	<u>£95.34</u>	<u>£1,600.39</u>	<u>£0.00</u>	<u>£40.00</u>	<u>£0.00</u>	<u>£14,810.61</u> Total (below)

Current a/c Net expenditure (above) -£2,892.35

Bank statement (current a/c)

bf 31/12/24	£13,748.46
cf 31/12/25	£10,856.11
Movement	<u>-£2,892.35</u>
	£0.00

Check totals	
Bank bf	£62,089.55
Bank cf	£71,067.54
Increase	£8,977.99
Surplus for the year	<u>£8,977.99</u> £0.00